



Home of the Tiutlatin River National Wildlife Refuge

RECEIVED  
MAY 05 2022

City of Sherwood  
Planning Dept.

Case No. LU2022-015 SP/CU  
Fee 9587.66  
Receipt # Inter City  
Date 05-05-2022  
TYPE IV/III

City of Sherwood  
**Application for Land Use Action**

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

- Annexation
- Plan Amendment (Proposed Zone \_\_\_\_\_)
- Planned Unit Development
- Site Plan (square footage of building and parking area)
- Variance (list standards to be varied in description)
- Conditional Use
- Partition (# of lots \_\_\_\_\_)
- Subdivision (# of lots \_\_\_\_\_)
- Other: \_\_\_\_\_

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

Note: See City of Sherwood current Fee Schedule, which includes the "Publication/Distribution of Notice" fee, at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov). Click on Government/Finance/Fee Schedule.

**Owner/Applicant Information:**

Applicant: Kurt Lango, Lango Hansen Landscape Architects Phone: 503.724.1878  
 Applicant Address: 1100 NW Gilsan, Ste 3A Portland, OR 97209 Email: kurt@langohansen.com  
 Owner: Urban Renewal Agency, City of Sherwood Phone: 503.625.4210  
 Owner Address: 22560 SW Pine St, Sherwood, OR 97140 Email: Switzer@SherwoodOregon.gov  
 Contact for Additional Information: Kurt Lango, Lango Hansen, kurt@langohansen.com

**Property Information:**

Street Location: 16020 SW First Street, Sherwood OR  
 Tax Lot and Map No: 2S132BC03800 and 2S132BC03700  
 Existing Structures/Use: Gravel Parking Lot  
 Existing Plan/Zone Designation: Commercial Retail (CR) Old Town Overlay  
 Size of Property(ies) 10,000 square feet

**Proposed Action:**

**Purpose and Description of Proposed Action:**

A new festival plaza is proposed that will retain the existing parking lot on the SW 1st and SW Pine Street site. The site will be improved to meet current City standards for a parking lot and the flexibility to meet the City's event needs. The proposed actions include: Type IV Site Plan and a Type II Transportation Facility Modification.

Proposed Use: Festival Plaza and Parking Lot

Proposed No. of Phases (one year each): 1 (one)

## LAND USE APPLICATION FORM

### Authorizing Signatures:

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


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

**Kurt Lango** Digitally signed by Kurt Lango  
Date: 2022.05.02 15:27:56 -07'00'

Applicant's Signature

Date

  
Owner's Signature

  
Date

**The following materials must be submitted with your application or it will not be accepted at the counter.** Once taken at the counter, the City has up to 30 days to review the materials submitted to determine if we have everything we need to complete the review. Applicant can verify submittal includes specific materials necessary for the application per checklist.

- 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.
- At least 3 folded sets of plans\***
- At least 3 copies** of narrative addressing application criteria\*
- Fee** (along with calculations utilized to determine fee if applicable)
- Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)

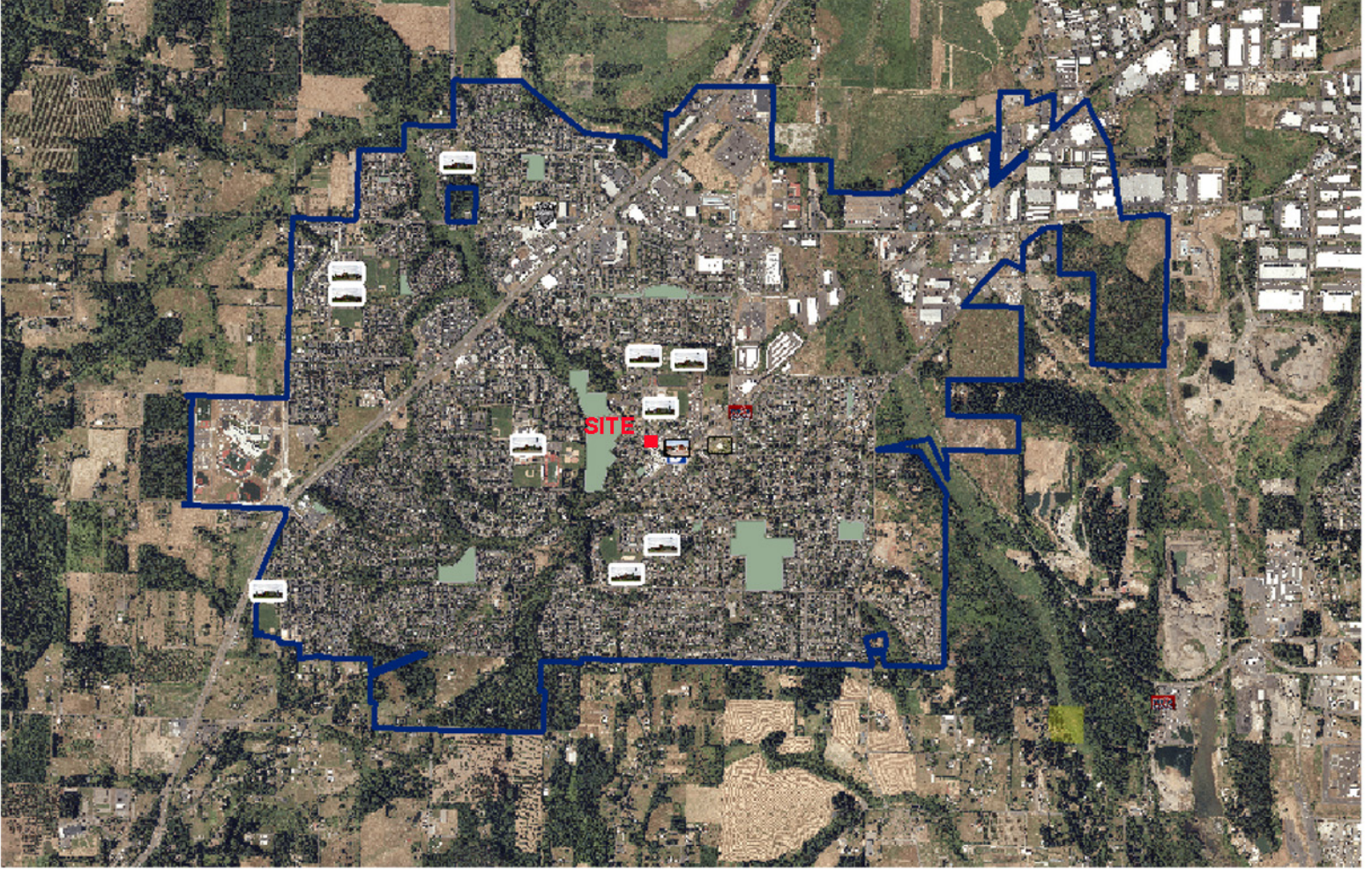
\* **Note** that the required numbers of copies identified on the checklist are required for completeness; however, upon initial submittal applicants are encouraged to submit only 3 copies for completeness review. Prior to completeness, the required number of copies identified on the checklist and one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



LAND USE MAP  
 SHERWOOD FESTIVAL PLAZA  
 16020 SW 1st Street

2S132BC03800 and 2S132BC03700

- OFFICE
- CIVIC
- RETAIL
- PARK



VICINITY MAP  
SHERWOOD FESTIVAL PLAZA  
16020 SW 1st Street

2S132BC03800 and 2S132BC03700

SW PINE STREET

EXISTING POWER CABINET TO REMAIN

INTERPRETIVE SIGNAGE EMBEDDED IN SEAT WALL  
STONE SEAT WALL 18"± HEIGHT, TYP  
4'x6' TREE GRATE TO MATCH R.O.W. TREE GRATES, TYP

STONE SEAT WALL 18"± HEIGHT, TYP

CLAY BRICK PAVING

BOLLARD AT END OF PARKING STALL, TYP

BOLLARD W/ VAN ACCESSIBLE PARKING SIGN  
CONCRETE CURB 6"± HEIGHT, TYP  
ACCESSIBLE PARKING STRIPING

CONCRETE PAVING AT REMOVED STREET LIGHT FINISH TO MATCH EXISTING EXPOSED AGGREGATE CONCRETE

VAN ACCESSIBLE

CONCRETE PAVING FINISH TO MATCH EXISTING STREET PARKING CONCRETE

VEHICULAR CONCRETE PAVING

CONCRETE PAVING AT REMOVED STREET TREE FINISH TO MATCH EXISTING EXPOSED AGGREGATE CONCRETE

REMOVABLE BOLLARD AT ENTRANCES

SW FIRST STREET

COMPACT

VEGETATED PARKING OVERHANG  
4' HT. PERFORATED METAL SCREEN MOUNTED TO 3' HT. LANDSCAPE WALL  
PLAZA LIGHT POLE WITH OVERHEAD CANOPY ATTACHMENT

**lango.hansen**

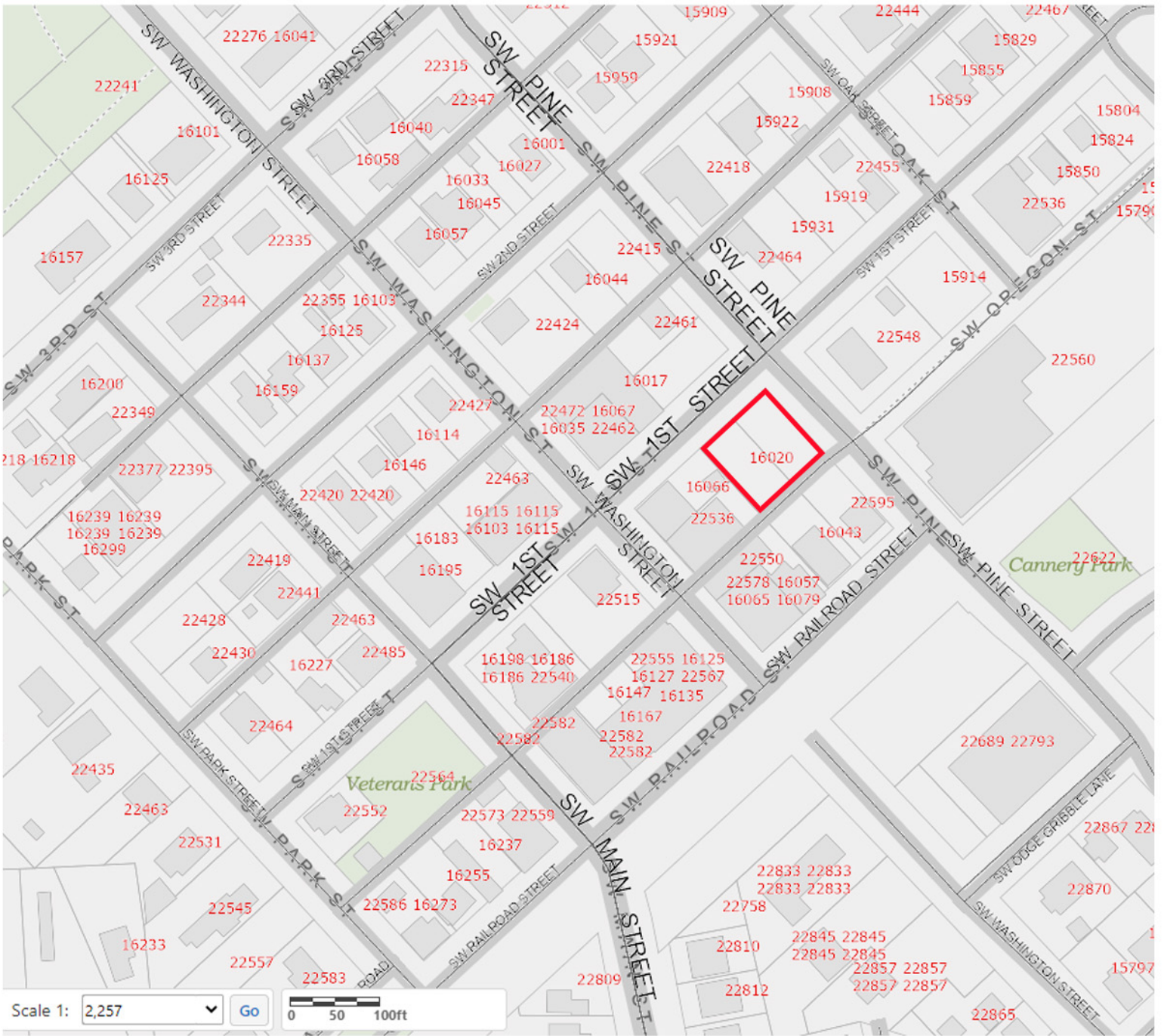
LANDSCAPE ARCHITECTS

1100 nw glisan #3a  
portland or 97209

# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Willamette Street  
Sherwood, OR 97140





**SHERWOOD FESTIVAL PLAZA TAX LOT MAP**  
**16020 SW 1st Street**

2S132BC03800 and 2S132BC03700



This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



**Fidelity National Title**  
Company of Oregon

1433 SW Sixth Avenue  
(503)646-4444

**OWNERSHIP AND ENCUMBRANCES REPORT WITH GENERAL INDEX LIENS**  
Informational Report of Ownership and Monetary and Non-Monetary Encumbrances

**To ("Customer"):** Lango Hansen  
1100 NW Glisan , Suite 3A  
Portland, OR 97209

**Customer Ref.:** 16020 SW 1st Street, Sherwood OR 97140  
**Order No.:** 45142206538  
**Effective Date:** April 27, 2022 at 08:00 AM  
**Charge:** \$350.00

The information contained in this report is furnished by Fidelity National Title Company of Oregon (the "Company") as a real property information service based on the records and indices maintained by the Company for the county identified below. THIS IS NOT TITLE INSURANCE OR A PRELIMINARY TITLE REPORT FOR, OR COMMITMENT FOR, TITLE INSURANCE. No examination has been made of the title to the herein described property, other than as specifically set forth herein. Liability for any loss arising from errors and/or omissions is limited to the lesser of the charge or the actual loss, and the Company will have no greater liability by reason of this report. THIS REPORT IS SUBJECT TO THE LIMITATIONS OF LIABILITY STATED BELOW, WHICH LIMITATIONS OF LIABILITY ARE A PART OF THIS REPORT.

**THIS REPORT INCLUDES MONETARY AND NON-MONETARY ENCUMBRANCES.**

**Part One - Ownership and Property Description**

**Owner.** [The apparent vested owner](#) of property ("the Property") as of the Effective Date is:

City of Sherwood Urban Renewal Agency, the duly designated Urban Renewal Agency for the City of Sherwood, Oregon

**Premises.** The Property is:

**(a) Street Address:**

16020 SW 1st Street, Sherwood, OR 97140

**(b) Legal Description:**

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF



**Part Two - Encumbrances**

**Encumbrances.** As of the Effective Date, the Property appears subject to the following monetary and non-monetary encumbrances of record, not necessarily listed in order of priority, including liens specific to the subject property and general index liens (liens that are not property specific but affect any real property of the named person in the same county):

**EXCEPTIONS**

1. The subject property is under public, charitable, fraternal, or religious organization ownership and is exempt from ad valorem taxation. Any change in ownership prior to delivery of the assessment roll may result in tax liability.  
  
Tax Account No.: [R555250](#) & R555269  
Map No.: 2S132BC03700 & 2S132BC03800
2. City Liens, if any, in favor of the City of Sherwood.
3. Existing leases and tenancies, if any, and any interests that may appear upon examination of such leases.
4. Please be advised that our search did not disclose any open Deeds of Trust of record.

**End of Reported Information**

There will be additional charges for additional information or copies. For questions or additional requests, contact:

Aaron Merkel  
503-336-9173  
aaron.merkel@titlegroup.fntg.com  
Fidelity National Title Company of Oregon  
1433 SW Sixth Avenue  
Portland, OR 97201

**EXHIBIT "A"**  
[Legal Description](#)

Lots 1 and 2, Block 1, SHERWOOD, in the City of Sherwood, County of Washington and State of Oregon.

**LIMITATIONS OF LIABILITY**

"CUSTOMER" REFERS TO THE RECIPIENT OF THIS REPORT.

CUSTOMER EXPRESSLY AGREES AND ACKNOWLEDGES THAT IT IS EXTREMELY DIFFICULT, IF NOT IMPOSSIBLE, TO DETERMINE THE EXTENT OF LOSS WHICH COULD ARISE FROM ERRORS OR OMISSIONS IN, OR THE COMPANY'S NEGLIGENCE IN PRODUCING, THE REQUESTED REPORT, HEREIN "THE REPORT." CUSTOMER RECOGNIZES THAT THE FEE CHARGED IS NOMINAL IN RELATION TO THE POTENTIAL LIABILITY WHICH COULD ARISE FROM SUCH ERRORS OR OMISSIONS OR NEGLIGENCE. THEREFORE, CUSTOMER UNDERSTANDS THAT THE COMPANY IS NOT WILLING TO PROCEED IN THE PREPARATION AND ISSUANCE OF THE REPORT UNLESS THE COMPANY'S LIABILITY IS STRICTLY LIMITED. CUSTOMER AGREES WITH THE PROPRIETY OF SUCH LIMITATION AND AGREES TO BE BOUND BY ITS TERMS

THE LIMITATIONS ARE AS FOLLOWS AND THE LIMITATIONS WILL SURVIVE THE CONTRACT:

ONLY MATTERS IDENTIFIED IN THIS REPORT AS THE SUBJECT OF THE REPORT ARE WITHIN ITS SCOPE. ALL OTHER MATTERS ARE OUTSIDE THE SCOPE OF THE REPORT.

CUSTOMER AGREES, AS PART OF THE CONSIDERATION FOR THE ISSUANCE OF THE REPORT AND TO THE FULLEST EXTENT PERMITTED BY LAW, TO LIMIT THE LIABILITY OF THE COMPANY, ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, CONTENT PROVIDERS AND ALL OTHER SUBSCRIBERS OR SUPPLIERS, SUBSIDIARIES, AFFILIATES, EMPLOYEES, AND SUBCONTRACTORS FOR ANY AND ALL CLAIMS, LIABILITIES, CAUSES OF ACTION, LOSSES, COSTS, DAMAGES AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEY'S FEES, HOWEVER ALLEGED OR ARISING, INCLUDING BUT NOT LIMITED TO THOSE ARISING FROM BREACH OF CONTRACT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF WARRANTY, EQUITY, THE COMMON LAW, STATUTE OR ANY OTHER THEORY OF RECOVERY, OR FROM ANY PERSON'S USE, MISUSE, OR INABILITY TO USE THE REPORT OR ANY OF THE MATERIALS CONTAINED THEREIN OR PRODUCED, **SO THAT THE TOTAL AGGREGATE LIABILITY OF THE COMPANY AND ITS AGENTS, SUBSIDIARIES, AFFILIATES, EMPLOYEES, AND SUBCONTRACTORS SHALL NOT IN ANY EVENT EXCEED THE COMPANY'S TOTAL FEE FOR THE REPORT.**

CUSTOMER AGREES THAT THE FOREGOING LIMITATION ON LIABILITY IS A TERM MATERIAL TO THE PRICE THE CUSTOMER IS PAYING, WHICH PRICE IS LOWER THAN WOULD OTHERWISE BE OFFERED TO THE CUSTOMER WITHOUT SAID TERM. CUSTOMER RECOGNIZES THAT THE COMPANY WOULD NOT ISSUE THE REPORT BUT FOR THIS CUSTOMER AGREEMENT, AS PART OF THE CONSIDERATION GIVEN FOR THE REPORT, TO THE FOREGOING LIMITATION OF LIABILITY AND THAT ANY SUCH LIABILITY IS CONDITIONED AND PREDICATED UPON THE FULL AND TIMELY PAYMENT OF THE COMPANY'S INVOICE FOR THE REPORT.

THE REPORT IS LIMITED IN SCOPE AND IS NOT AN ABSTRACT OF TITLE, TITLE OPINION, PRELIMINARY TITLE REPORT, TITLE REPORT, COMMITMENT TO ISSUE TITLE INSURANCE, OR A TITLE POLICY, AND SHOULD NOT BE RELIED UPON AS SUCH. THE REPORT DOES NOT PROVIDE OR OFFER ANY TITLE INSURANCE, LIABILITY COVERAGE OR ERRORS AND OMISSIONS COVERAGE. THE REPORT IS NOT TO BE RELIED UPON AS A REPRESENTATION OF THE STATUS OF TITLE TO THE PROPERTY. THE COMPANY MAKES NO REPRESENTATIONS AS TO THE REPORT'S ACCURACY, DISCLAIMS ANY WARRANTY AS TO THE REPORT, ASSUMES NO DUTIES TO CUSTOMER, DOES NOT INTEND FOR CUSTOMER TO RELY ON THE REPORT, AND ASSUMES NO LIABILITY FOR ANY LOSS OCCURRING BY REASON OF RELIANCE ON THE REPORT OR OTHERWISE.

IF CUSTOMER (A) HAS OR WILL HAVE AN INSURABLE INTEREST IN THE SUBJECT REAL PROPERTY, (B) DOES NOT WISH TO LIMIT LIABILITY AS STATED HEREIN AND (C) DESIRES THAT ADDITIONAL LIABILITY BE ASSUMED BY THE COMPANY, THEN CUSTOMER MAY REQUEST AND PURCHASE A POLICY OF TITLE INSURANCE, A BINDER, OR A COMMITMENT TO ISSUE A POLICY OF TITLE INSURANCE. NO ASSURANCE IS GIVEN AS TO THE INSURABILITY OF THE TITLE OR STATUS OF TITLE. CUSTOMER EXPRESSLY AGREES AND ACKNOWLEDGES IT HAS AN INDEPENDENT DUTY TO ENSURE AND/OR RESEARCH THE ACCURACY OF ANY INFORMATION OBTAINED FROM THE COMPANY OR ANY PRODUCT OR SERVICE PURCHASED.

NO THIRD PARTY IS PERMITTED TO USE OR RELY UPON THE INFORMATION SET FORTH IN THE REPORT, AND NO LIABILITY TO ANY THIRD PARTY IS UNDERTAKEN BY THE COMPANY.

CUSTOMER AGREES THAT, TO THE FULLEST EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE COMPANY, ITS LICENSORS, AGENTS, SUPPLIERS, RESELLERS, SERVICE PROVIDERS, CONTENT PROVIDERS, AND ALL OTHER SUBSCRIBERS OR SUPPLIERS, SUBSIDIARIES, AFFILIATES, EMPLOYEES AND SUBCONTRACTORS BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES, OR LOSS OF PROFITS, REVENUE, INCOME, SAVINGS, DATA, BUSINESS, OPPORTUNITY, OR GOODWILL, PAIN AND SUFFERING, EMOTIONAL DISTRESS, NON-OPERATION OR INCREASED EXPENSE OF OPERATION, BUSINESS INTERRUPTION OR DELAY, COST OF CAPITAL, OR COST OF REPLACEMENT PRODUCTS OR SERVICES, REGARDLESS OF WHETHER SUCH LIABILITY IS BASED ON BREACH OF CONTRACT, TORT, NEGLIGENCE, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE, STRICT LIABILITY, BREACH OF WARRANTIES, FAILURE OF ESSENTIAL PURPOSE, OR OTHERWISE AND WHETHER CAUSED BY NEGLIGENCE, ERRORS, OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, THE COMPANY'S OWN FAULT AND/OR NEGLIGENCE OR ANY OTHER CAUSE WHATSOEVER, AND EVEN IF THE COMPANY HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES OR KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY FOR SUCH DAMAGES.

END OF THE LIMITATIONS OF LIABILITY



01433633200901059360020024  
I, Richard Hobernicht, Director of Assessment and Taxation and Ex-Officio County Clerk for Washington County, Oregon, do hereby certify that the within instrument of writing was received and recorded in the book of records of said county.  
Richard Hobernicht, Director of Assessment and Taxation, Ex-Officio County Clerk



MAIL TAX STATEMENT TO:  
Until a change is requested, all tax statements shall be sent to the following address:  
Urban Renewal Agency, City of Sherwood  
Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140

AFTER RECORDING RETURN TO:  
Urban Renewal Agency, City of Sherwood  
Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140

**WARRANTY DEED**

CITY OF SHERWOOD, an Oregon municipal corporation, GRANTOR, conveys and warrants to CITY OF SHERWOOD URBAN RENEWAL AGENCY, the duly designated Urban Renewal Agency for the City of Sherwood, Oregon, GRANTEE, the following described real property free of encumbrances and exceptions:

BLOCK 1, LOTS 1 AND 2 SHERWOOD, IN THE CITY OF SHERWOOD, COUNTY OF WASHINGTON, STATE OF OREGON.  
TWO LOTS AT 16020 SW 1<sup>ST</sup> STREET, SAID PROPERTY CONSISTS OF PARCELS R555269 - .11 ACRES AND RR555250 - 0.11 ACRES, Sherwood, Washington County, Oregon.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

//  
-SIGNATURES AND NOTARIES APPEAR ON THE FOLLOWING PAGE-  
The true consideration for this conveyance is \$250,000, and other good and valuable consideration which is part of the total consideration.

WARRANTY DEED - CITY OF SHERWOOD TO SHERWOOD URA  
ROBIN HOOD LOT

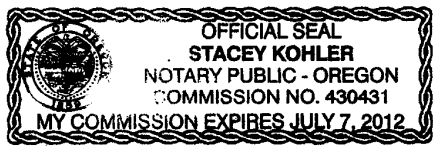
DATED THIS 20 DAY OF November 2009

GRANTOR: CITY OF SHERWOOD |

BY [Signature]  
ITS City Manager (TITLE)

STATE OF OREGON )  
COUNTY OF WASHINGTON )

The foregoing instrument was acknowledged before me this 20 day of ~~February~~ November, 2009  
by, Jim Patterson as City Manager of the City of Sherwood.



Stacey Kohler  
NOTARY PUBLIC FOR OREGON

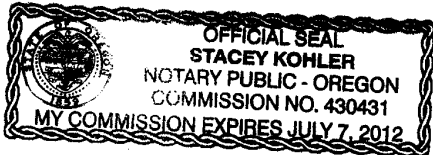
MY COMMISSION EXPIRES: 7/7/2012

ACCEPTED FOR THE SHERWOOD URBAN RENEWAL AGENCY, GRANTEE:  
(ORS 93.808)

BY: [Signature]  
ITS: District Administrator

STATE OF OREGON )  
COUNTY OF WASHINGTON )

The foregoing instrument was acknowledged before me this 20 day of ~~November~~ November 2009  
by, Jim Patterson as City Manager of the City of Sherwood.



Stacey Kohler  
NOTARY PUBLIC FOR OREGON

MY COMMISSION EXPIRES: 7/7/2012

WARRANTY DEED - CITY OF SHERWOOD TO SHERWOOD URA  
ROBIN HOOD LOT



# Neighborhood Meeting Notice

## City Projects:

### Sherwood Festival Plaza

A **Virtual Neighborhood Meeting** will be held on **THURSDAY, March 10th, 2022** at from **6:00 pm to 7:00 pm** regarding the design of a Festival Plaza at SW First and Pine Streets in Sherwood, Oregon. The site is currently used as a parking lot and is located across from the City Library and within Old Town Sherwood, the home of a number of festivals throughout the year.

The proposal for the site is to create a flexible public space that can host a variety of community activities and events, but that can also function as a parking lot on a day-to-day basis. Elements of the design include decorative paving and seat walls, high mast plaza lighting with functionality to suspend tents and support events, landscaping, a decorative art screen, site furnishings, and electrical/water hook ups.

The purpose of this virtual meeting is to provide a forum for surrounding property owners/neighbors and citizens of Sherwood to review the proposal and to identify issues so that they may be considered before a land use application is submitted to the City of Sherwood.

Please join us to provide comments and feedback on the proposed plan. **We encourage participants to register for the Neighborhood Meeting by contacting: [steffnst@sherwoodoregon.gov](mailto:steffnst@sherwoodoregon.gov)**

#### Join Zoom Meeting Link

<https://sherwoodoregon.gov.zoom.us/j/84052376550?pwd=OWd0N0t2alo0aUJjbVZvTHkyT3ZnZz09>

Dial by Phone +1 408 638 0968

Meeting ID: 840 5237 6550

Passcode: 719063



Project Location



Aerial Perspective

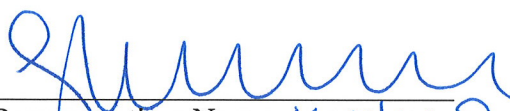
For additional information, timeline, project graphics and contact information, please visit the City's website for this project at \_\_\_\_\_ or contact or contact Tammy Steffens, Community Services Department 503-625-4213, or [steffnst@sherwoodoregon.gov](mailto:steffnst@sherwoodoregon.gov) for more information.

**Affidavit of Mailing**

DATE: 2/23/22

STATE OF OREGON           )  
  )  
Washington County        )

I, Kristen Switzer, representative for the COS Festival Plaza proposed development project do hereby certify that the attached notice to adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject project, was placed in a U.S. Postal receptacle on 2/23/22.

  
Representatives Name: Kristen Switzer  
Name of the Organization: City of Sherwood  
Festival Plaza





# Neighborhood Meeting Notice: Sherwood Festival Plaza

**A Virtual Neighborhood Meeting** will be held on **Thursday, March 10, 2022 at from 6:00 pm to 7:00 pm** regarding the design of a Festival Plaza at SW First and Pine Streets in Sherwood, Oregon. The site is currently used as a parking lot and is located across from the City Library and within Old Town Sherwood, the home of a number of festivals throughout the year.

The proposal for the site is to create a flexible public space that can host a variety of community activities and events, but that can also function as a parking lot on a day-to-day basis. Elements of the design include decorative paving and seat walls, high mast plaza lighting with functionality to suspend tents and support events, landscaping, a decorative art screen, site furnishings, and electrical/water hook ups.

The purpose of this virtual meeting is to provide a forum for surrounding property owners/neighbors and citizens of Sherwood to review the proposal and to identify issues so that they may be considered before a land use application is submitted to the City of Sherwood.

Please join us to provide comments and feedback on the proposed plan. **We encourage participants to register for the Neighborhood Meeting at <https://www.sherwoodoregon.gov/FestivalPlaza>.** Written comments and questions can be submitted prior to the meeting via email or USPS.

## Community Services Department/Festival Plaza Comments

22560 SW Pine Street

Sherwood, OR 97140

Email: [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov)

## Join Zoom Meeting Link

<https://sherwoodoregon-gov.zoom.us/j/84052376550?pwd=OWd0N0t2alo0aUJjbVZvTHkyT3ZnZz09>

Dial by Phone +1 408 638 0968

Meeting ID: 840 5237 6550

Passcode: 719063



Project Location



Aerial Perspective

For additional information, please visit the City's website at <https://www.sherwoodoregon.gov/FestivalPlaza> or contact Kristen Switzer at [switzerk@sherwoodoregon.gov](mailto:switzerk@sherwoodoregon.gov) or 503-625-4210.

**SHERWOOD FESTIVAL PLAZA VIRTUAL PUBLIC MEETING  
MARCH 10, 2022**

**ATTENDEES**

**John Liles, Sherwood Cultural Arts Commission**  
**John Clifford, Board Member for Parks & Recreation at City of Sherwood. City of Sherwood**

SHERWOOD FESTIVAL PLAZA VIRTUAL PUBLIC MEETING  
MARCH 10, 2022

MEETING NOTES

A virtual public meeting was held on March 10<sup>th</sup>, 2022 from 6pm to 7pm to discuss the improvements at the existing gravel lot in Old Town Sherwood at the corner of SW First Street and SW Pine Street. In addition to Kurt Lango with Lango Hansen Landscape Architects, in attendance was Kristen Switzer, Community Services Director and Tina Ouellette, Executive Assistant.

Kurt Lango began the meeting by going through a virtual presentation that included an existing conditions plan and discussed the City's desire to create a formal festival plaza for the site while still retaining the existing parking lot. The design would be flexible and allow for parking but could be closed during the festival season and provide an area for the events and celebrations. Kurt described the main elements of the design that included specialty paving, stone seatwalls, an art fence, landscaping and lighting. Adjacent to SW Pine Street, there will be an additional pedestrian way that will allow for gatherings or simply a place to have lunch.

There were two participants that offered comments and questions during the public meeting. Overall, the design was praised as an opportunity to create a more formal area for the City's events while still retaining the parking. Questions related to providing power and water for festival use and the desire to match the brick paving at the existing Cannery Square plaza. There was also discussion of the art fence that borders the southern portion of the site. The process of enlisting the Sherwood Art Commission was discussed and determined to be a next step. There was also discussion of the existing Robin Hood Theater sign. The sign will be removed but salvaged as part of this project. The future home of the sign is yet to be identified but participants liked the idea of having a marquee sign that displayed City events within Old Town. There were two emails that were received with comments. Both emails raised the concern with parking in Old Town. This project only slightly reduces the number of parking spaces in the lot and does not have control over the larger parking issue in Old Town. One email asked the design team to consider using an electrical charging station for electrical cars and that will be considered.

Kurt also explained that as part of the initial project, there would be an interpretive signage component that would speak to the history of the site. Kurt spoke to the schedule with the hope to begin construction late this year with the plaza finishing for festivals in the summer of 2023.

The meeting was concluded.

**From:** Donald Balsiger <[balsiger@lclark.edu](mailto:balsiger@lclark.edu)>  
**Sent:** Friday, March 4, 2022 2:14 PM  
**To:** Tammy Steffens <[SteffensT@SherwoodOregon.gov](mailto:SteffensT@SherwoodOregon.gov)>  
**Subject:** Festival Plaza

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Hello,

I received notice that there will be a meeting Monday, March 10 to talk about the festival plaza proposal. I only have one question. How does the city plan to address the loss of parking in old town?

Don Balsiger

**From:** Betty <[eheleniuse@yahoo.com](mailto:eheleniuse@yahoo.com)>  
**Sent:** Thursday, March 10, 2022 1:23 PM  
**To:** Tammy Steffens <[SteffensT@SherwoodOregon.gov](mailto:SteffensT@SherwoodOregon.gov)>  
**Cc:** B H <[eheleniuse@yahoo.com](mailto:eheleniuse@yahoo.com)>  
**Subject:** Sherwood Festival Plaza design plans

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

I am the co-owner of the Clancy's Tavern building next to the proposed Sherwood Festival Plaza lot. I'm not planning on joining the Zoom meeting, but I do have a few comments regarding the design of the lot:

Lack of Parking in Old Town:

1. I can't tell from the plans how much parking for vehicles will be in the lot. It looks like a lot of trees will be planted on portions of the site which are now parking areas. I spoke to the previous City Manager who agreed there is insufficient parking downtown. There is currently a yoga studio across from the tavern which utilizes a lot of the downtown parking spaces every hour for its clients. Also I have always wondered where all the owners of businesses and their employees park downtown, since most of the businesses don't have their own parking lot and parking spaces are zoned for a two hour maximum.

When visiting during weekdays I have to drive around the blocks trying to find parking. The parking lot on Oregon Street is usually full, and is probably being used by City Hall and/or library employees. There are plans to build a pizza parlor on Pine Street with apartments upstairs in the near future, and there is no parking allocated to this development. Where will all these people park?

Electrical outlets:

2. If you are putting in electrical outlets, you might want to consider adding a few electrical charging outlets in some spaces for electric cars since it looks like the country will be mandating electric cars in the near future. It looks like PGE has a rebate program for businesses who add Level 2 chargers. If the City charges for the electricity, it will recoup the cost of the charging stations.

Overall, I think it's a good idea to improve this site, as the former City Manager indicated that it was not supposed to remain as a gravel lot

Betty Helenius

# Sherwood Festival Plaza

## NARRATIVE

# SHERWOOD FESTIVAL PLAZA LAND USE APPLICATION

**A. Applicant/Owner:**

Sherwood Urban Renewal Agency  
22560 SW Pine Street  
Sherwood, OR 97140

**Owner's Representative:**

Kurt Lango  
Lango Hansen Landscape Architects  
1100 NW Glisan, St 3A  
Portland, OR 97214

**B. Location:** 2S132BC03800 and 2S132BC03700

**C. Address:** 16020 SW 1st Street, Sherwood, OR

**D. Parcel Size:** The site is approximately 10,008 square feet in size.

**E. Existing Development and Site Characteristics:** The site is a gravel surfaced parking lot that is also used for events during the summer months. The site abuts existing streetscape along SW 1<sup>st</sup> Street and SW Pine Street. An existing alley (Oregon Street) is on the east side of the lot and existing businesses are located on the south side. Existing access to the parking lot is from SW 1<sup>st</sup> and Oregon Street.

**F. Site History:** The site is located within the "Smockville" portion of the Old Town Overlay District. The site originally housed the Robin Hood Theater that was built in 1946. The theater burned down and was demolished in the early 2000's.

**G. Site Proposal:** The proposal for the site is to create a flexible public space that can host a variety of community activities and events, but that can also function as a parking lot on a day-to-day basis. Elements of the design include decorative paving and seat walls, high mast plaza lighting with functionality to suspend tents and support events, landscaping, a decorative art screen, site furnishings, and electrical/water hook ups. Perspectives of the proposal are included in Appendix A.

- H. **Adjacent Zoning and Land Use:** The site is surrounded by properties subject to the Old Town Overlay District: to the north is the American Legion Argonne Post 56 and the Sherwood Library zoned Retail Commercial (RC); to the south is Clancy's Restaurant and an art supply store zoned Retail Commercial (RC); to the west is a parking lot for the Symposium Cafe zoned Retail Commercial (RC); and to the east is business offices and a restaurant zoned Retail Commercial (RC).
- I. **Review Type:** Zoning and Proposed Land Uses: The site is zoned Retail Commercial (RC) and is in the Old Town "Smockville" Overlay Zone. Public recreational facilities including parks, trails, playfields and sports and racquet courts on publicly owned property or under power line easements require a Conditional Use Permit in the RC zone. Public use buildings, including but not limited to libraries, museums, community center, and senior centers, but excluding offices require a Conditional Use Permit in the RC zone. Public or commercial parking (non-accessory) is a Permitted Use in the RC zone.

Old Town Overlay: The site is located within the Old Town Smockville Overlay zone. Since the proposal does not have structure, and specific building siting and design standards apply do not apply.

Site Plan Review: The development proposal is required to comply with the Site Plan Review.

Vehicle and Access Circulation: A Type II Transportation Facility Modification addressing the approval criteria is required for the vehicle ingress from SW 1st Street. The standard being modified is SZCDC § 16.106.040(M) Vehicular Access Management for direct access to an arterial. This is included within this submittal

- J. **Review Criteria:** Chapter 16.22 - COMMERCIAL LAND USE DISTRICTS, Chapter 16.58 - CLEAR VISION AND FENCE STANDARDS, Chapter 16.72 - PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS, Chapter 16.82 - CONDITIONAL USES, Chapter 16.90 - SITE PLANNING, Chapter 16.92 - LANDSCAPING, Chapter 16.94 - OFF-STREET PARKING AND LOADING, Chapter 16.96 - ON-SITE CIRCULATION, Chapter 16.106 - TRANSPORTATION FACILITIES, Chapter 16.108 - IMPROVEMENT PLAN REVIEW, Chapter 16.112 - WATER SUPPLY, Chapter 16.114 - STORM WATER, Chapter 16.116 - FIRE PROTECTION, Chapter 16.118 - PUBLIC AND PRIVATE UTILITIES, Chapter 16.142 - PARKS, TREES AND OPEN SPACES, Chapter 16.154 - HEAT AND GLARE, Chapter 16.162 - OLD TOWN (OT) OVERLAY DISTRICT.

## I. PUBLIC COMMENTS

Public notice was mailed out to residents and businesses within 1,000 feet of the site on February 22, 2022. A virtual public meeting was held on Thursday March 10<sup>th</sup> from 6:00 pm to 7:00 pm. There were two attendees at the meeting and the City of Sherwood received two emails regarding the project. The Meeting notes and emails are attached here as part of this application.

## II. AGENCY COMMENTS

City of Sherwood Planning and Engineering: A preapplication conference was held with the City of Sherwood (File # PAC 2022-001 Festival Plaza/Parking Lot) on February 3, 2022. The preapplication notes are attached within this application.

Clean Water Services: A CWS Pre-Screening Site Assessment dated march 28, 2022 states that  
File # PAC 2022-001 Festival Plaza



sensitive areas do not appear to exist on site or within 200' of the site. Her comments are attached as part of this application.

Tualatin Valley Fire and Rescue (TVF&R): A prescreen site assessment was sent to TVFD with an email reply from Ty Darby, Deputy Fire Marshall that a permit is not necessary for a review with the Fire District. Tents and Membrane structures only need permitting from the District if they're in excess of 10,008 sq. ft. Email correspondence is included in this applicaiton.

## Chapter 16.22 COMMERCIAL LAND USE DISTRICTS

### 16.22.020 Uses

- A. The table below identifies the land uses that are permitted outright (P), permitted conditionally (C), and not permitted (N) in the Commercial Districts. The specific land use categories are described and defined Chapter 16.88 (Interpretation of Similar Uses).
- B. Uses listed in other sections of the code, but not within this specific table are prohibited.
- C. Any use not otherwise listed that can be shown to be consistent or associated with the uses permitted outright or conditionally in the commercial zones or contribute to the achievement of the objectives of the commercial zones may be permitted outright or conditionally, utilizing the provisions of Chapter 16.88 (Interpretation of Similar Uses).
- D. Additional limitations for specific uses are identified in the footnotes of this table.

	RC
<b>COMMERCIAL</b>	
Public or commercial parking (non-accessory)	P
Public recreational facilities including parks....	C
Public use buildings, including community centers.....	C

**APPLICANT RESPONSE:** The proposed use is permitted in the Retail Commercial (RC) district. However, a Type III Conditional Use is required because of the use of the plaza as a public gatherings space during festivals.

### 16.22.030 Development Standards

#### A. Generally

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions, area, setbacks or other requirements, except as permitted by Chapter 16.84. (Variance and Adjustments)

#### B. Development Standards

Except as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table.

	RC
Lot area	5,000 sq. ft.
Lot width at front property line:	40 ft
Minimum Lot width at building line	40 ft
Front yard setback <sup>9</sup>	0 ft
when abutting residential zone	Same as abutting residential zone
Side yard setback <sup>9</sup>	0 ft
when abutting residential zone	10 ft
Rear yard setback <sup>9</sup>	0
when abutting residential zone	10 ft
Corner lot <sup>9</sup>	

Height <sup>10,11</sup>	50 ft <sup>13,14</sup>
<p><sup>9</sup> Existing residential uses shall maintain setbacks as specified in the High Density Residential Zone (16.12.030).</p> <p><sup>10</sup> Maximum height is the lessor of feet or stories.</p> <p><sup>11</sup> Solar and wind energy devices and similar structures attached to buildings and accessory buildings, may exceed this height limitation by up to twenty (20) feet.</p> <p><sup>13</sup> Structures within one-hundred (100) feet of a residential zone shall be limited to the height requirements of that residential area.</p> <p><sup>14</sup> Structures over fifty (50) feet in height may be permitted as conditional uses, subject to Chapter 16.82.</p>	

**APPLICANT RESPONSE:** The site is subject to the Old Town (OT) Overlay District, which supersedes the requirements of the RC district if there is a conflict. The OT Overlay requires a minimum lot area of 2,500 square feet; no minimum yards (setbacks); and limits height to 40 feet (3 stories) in the “Smockville” area. The applicant is not proposing any new lots. The existing lot size is 10,008 square feet with a lot width of 99.98 feet and lot depth of 100.10 feet deep. The applicant is not proposing any buildings. The applicant will be subject to site design standards, including perimeter landscape standards, as required in Division V, Community Design, of the Development Code.

## CHAPTER 16.58.010 CLEAR VISION AND FENCE STANDARDS

- A. A clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, intersection of a street with a railroad, or intersection of a street with an alley or private driveway.
- B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.
- C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2½) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side.  
The following requirements shall govern clear vision areas:
  - 1. In all zones, the minimum distance shall be twenty (20) feet.
  - 2. In all zones, the minimum distance from corner curb to any driveway shall be twenty-five (25) feet.
  - 3. Where no setbacks are required, buildings may be constructed within the clear vision area.

**APPLICANT RESPONSE:** Clear vision areas are identified on **Sheet L701**. Within the clear vision angles, there will be no walls or vegetation that exceed the 2-feet 6-inches in height requirement.

## **Chapter 16.72 - PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS**

### **16.72.010 - Generally**

### **16.72.020 - Public Notice and Hearing**

#### **A. Newspaper Notice**

#### **B. Posted Notice**

#### **C. Mailed Notice**

#### **D. Failure to Receive Notice**

**APPLICANT RESPONSE:** The following procedures apply to this submittal:

- Type IV Site Plan in Old Town Overlay
- Type III Conditional Use Permit
- Type II Street Design Modification
- Type I Final Site Plan (to be submitted after above approvals)

Note: This project is not requesting any modifications or variances.

### **16.72.030 - Content of Notice**

**Public notices shall include the following information:**

- A. The nature of the application and proposed use(s).**
- B. A list of the applicable Code or Comprehensive Plan criteria to be applied to the review of the proposed land use action.**
- C. The location and street address of the property subject to the land use action (if any).**
- D. The date, time, place, location of the public hearing.**
- E. The name and telephone number of a local government representative to contact for additional information.**
- F. The availability of all application materials for inspection at no cost, or copies at reasonable cost.**
- G. The availability of the City planning staff report for inspection at no cost, or copies at a reasonable cost, at least seven (7) calendar days in advance of the hearing.**
- H. The requirements for the submission of testimony and the procedures for conducting hearings, including notice that failure to raise an issue accompanied by statements or evidence sufficient to offer the City, applicant or other parties to the application the opportunity to respond, will preclude appeal on said issue to the Council or to the State Land Use Board of Appeals (LUBA).**

**APPLICANT RESPONSE:** The applicant acknowledges this section and will provide content as required in the Public Notice as outlined in this section.

**16.72.040 - Planning Staff Reports**

**APPLICANT RESPONSE:** The applicant acknowledges this section.

**16.72.050 - Conduct of Public Hearings**

**A. Hearing Disclosure Statements**

**B. Persons Testifying**

**C. Hearing Record**

**D. Ex-parte Contacts**

**APPLICANT RESPONSE:** The applicant acknowledges these sections.

**16.72.060 - Notice of Decision**

**APPLICANT RESPONSE:** The applicant acknowledges this section.

**16.72.070 - Registry of Decisions**

**APPLICANT RESPONSE:** The applicant acknowledges this section.

**16.72.080 - Final Action on Permit or Zone Change**

**APPLICANT RESPONSE:** The applicant acknowledges this section.

## CHAPTER 16.82 CONDITIONAL USES

### 16.82.20 - Permit Approval

#### 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.

**APPLICANT RESPONSE:** The proposed public parking lot/festival plaza requires minimal public services. As discussed in detail in the Public Infrastructure section, water and storm sewer are either available or can be extended to serve the site. The subject site has access to SW First Street, a developed collector status road, on the northwest and a public alley on the northeast. Solid waste services are available, but not necessary for the proposed development. The nearest parks are Cannery Square, southeast of the site off SW Pine Street. Police and Fire services are available to serve the site. This criteria is met.

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.

**APPLICANT RESPONSE:** The site is zoned Retail Commercial (RC) and is subject to the Old Town (OT) Overlay district. "Public and commercial (non- accessory) parking" is a permitted use in the RC district. As this project will also function as a public event space, a Conditional Use is required for "Public recreational facilities including parks, trails, playfields and sports and racquet courts on publicly owned property" and Public use buildings, including but not limited to libraries, museums, community center and senior centers." The criteria for the festival use to meet the intent of the Retail Commercial zone is discussed below.

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.

**APPLICANT RESPONSE:** The City of Sherwood has identified a need for a public open space that can be used during the festival season within the City limits. The site currently functions as an event space during the Robin Hood Festival and Cruisn' Sherwood. Upgrading the space to better accommodate the festivals including durable hard surfaces, lighting, power and water will allow for better use of the space and provide an opportunity for additional events. The pedestrian-way within the plaza that fronts SW Pine Street is an additional open space that can be utilized when the site is being used for parking. The Sherwood Comprehensive plan describes open space as a "key element of the form and character of Sherwood." Policy 1.11 states "Ensure existing neighborhoods benefit from access and connections to trails, parks, open space." Throughout the Comprehensive Plan, open space is identified as a priority which this project addresses. The Sherwood Transportation System Plan addresses the importance of open space and connectivity. This open space is part of a larger public park/plaza system within Old Town that includes the Cannery Square and Veteran's Park. This criteria has been met.

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.**

**APPLICANT RESPONSE:** The proposed event space is currently used by festivals during the summer season. The City and neighbors will benefit from this project by providing a hard surface area that will reduce dust and debris, allowing for the use of power and water on-site and the potential of a large canopy for the festival use. In addition, providing interpretive signage and art within the festival space will further education and enlighten people to the rich history of the site. This criteria is met.

5. **The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.**

**APPLICANT RESPONSE:** The proposed site is flat, square-shaped, and has previously been used for festivals and events. New drainage facilities will be provided on the where there is none in addition to water and power supply. This criteria is met.

6. **The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.**

**APPLICANT RESPONSE:** The proposed use does not appear to pose a significant impact to sensitive wildlife species nor the natural environment as it is not in close proximity to either. This criteria is met.

7. **For wireless communication facilities, no Conditional Use Permit will be granted unless the following additional criteria is found:**
  - a. **The applicant demonstrates to the satisfaction of the City that the wireless communication facility cannot be located in an IP zone due to the coverage needs of the applicant.**
  - b. **The proposed wireless communication facility is designed to accommodate co-location or it can be shown that the facility cannot feasibly accommodate co-location.**
  - c. **The applicant demonstrates a justification for the proposed height of the tower or antenna and an evaluation of alternative designs which might result in lower heights.**
  - d. **The proposed wireless communication facility is not located within one-thousand (1,000) feet of an existing wireless facility or that the proposed wireless communication facility cannot feasibly be located on an existing wireless communication facility.**
  - e. **The proposed wireless communication facility is located a minimum of three-hundred (300) feet from residentially zoned properties.**

**APPLICANT RESPONSE:** The proposed use is not a wireless communication facility. Therefore, this criteria is not applicable.



8. The following additional criteria apply to transportation facilities and improvements subject to Conditional Use approval per [Chapter 16.66](#). These are improvements and facilities that are (1) not designated in the adopted City of Sherwood Transportation System Plan (TSP), and are (2) not designed and constructed as part of an approved land use application.
  - a. The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.
  - b. The project includes provisions for bicycle and pedestrian access and circulation consistent with the Comprehensive Plan, the requirements of this Code, and the TSP.
  - c. Proposal inconsistent with TSP: If the City determines that the proposed use or activity or its design is inconsistent with the TSP, then the applicant is required to apply for and obtain a plan and/or zoning amendment prior to or in conjunction with Conditional Use Permit approval.
  - d. State transportation system facility or improvement projects: The Oregon Department of Transportation (ODOT) must provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Sections 16.82.020.C.1—6 and 8.a—8.d. Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.

**APPLICANT RESPONSE:** The proposed use is not a Transportation Facility nor Improvement as defined per Chapter 16.66. Therefore, this section is not applicable.

#### **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:

9. 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.

**APPLICANT RESPONSE::** The proposed festival plaza does not require additional mitigation of air, land or water degradation, noise, glare, heat, vibration or other conditions. This criterion is met.

10. 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.

**APPLICANT RESPONSE:** This project will minimally impact the existing street frontage. As part of a new driveway, a street tree will be removed, an existing street light will be removed and pavement markings for on-street parking removed. The project will connect to existing power, water and storm sewer. This criterion is met.

11. Increased required lot sizes, yard dimensions, street widths, and off-street parking and loading facilities.

**APPLICANT RESPONSE:** The proposed festival use does not require increased lot sizes, yard dimensions, street widths or off-street parking or loading facilities. This criterion is not applicable.

**12. 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.**

**APPLICANT RESPONSE:** The proposed festival use will not require any additional vehicular accesses, signs, lighting, landscaping for fencing that is not required by the current off-street parking codes. No buildings or structures are proposed. The applicant has demonstrated compliance with existing code provisions and additional requirements are not warranted. This criterion is met.

**13. Submittal of final site plans, land dedications or money-in-lieu of parks or other improvements, and suitable security guaranteeing conditional use requirements.**

**APPLICANT RESPONSE:** While the above items will be required prior to receiving final site plan approval and permits, there is no need to require additional conditions as a result of the requested conditional use. This criterion is met.

**14. Limiting the number, size, location, height and lighting of signs.**

**APPLICANT RESPONSE:** A story-board interpretive sign is proposed that will measure approximately 3-feet by 5-foot mounted on a stone wall that will describe the history of the Robin Hood Theater site. No other signage related to the festival use is planned. This interpretive panel will be lit with the proposed parking lot lights and no additional lighting is planned. This criterion is met.

**15. Requirements for the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas.**

**APPLICANT RESPONSE:** The site has minimal vegetation with the exception of an evergreen hedgerow that will be removed due to the parking improvements and no identified watercourses, habitat areas or drainage areas. Additional conditions regarding the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas is not warranted. This criterion is not applicable.

**16. Requirements for design features which minimize potentially harmful environmental impacts such as noise, vibration, air pollution, glare, odor and dust.**

**APPLICANT RESPONSE:** The requested Conditional Use, a festival plaza, has limited potential to create harmful environmental impacts that require mitigation measures above and beyond those already provided in the current code. No additional mitigation is warranted. This criterion is met

## CHAPTER 16.90 SITE PLANNING

### D. Required Findings

No site plan approval shall be granted unless each of the following is found:

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

**APPLICANT RESPONSE:** The proposed development meets the applicable zoning district standards as discussed below under the "Division II- Land Use and Development" section, and the applicable provisions of Divisions V, VI, VIII, and IX as discussed in detail below.

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.**

**APPLICANT RESPONSE:** The proposed public parking lot requires minimal public services. As discussed in detail in the Public Infrastructure section, water and storm sewer are either available or can be extended to serve the site. Sanitary sewer will not be necessary for the plaza or parking lot to function. The subject site has access to SW First Street, a arterial status road, on the west and a public alley on the east. Solid waste services are available, but not necessary for the proposed development. The nearest parks are Cannery Square, northeast of the site off SW Pine Street. Police and Fire services are available to serve the site. This criteria can be met as discussed and conditioned in the Public Infrastructure Section.

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.**

**APPLICANT RESPONSE:** The property will remain in the ownership of the City of Sherwood. No covenants, agreements or other documents are specifically required for 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.**

**APPLICANT RESPONSE:** The site contains no significant natural features and therefore this criteria is not applicable.

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.**

**APPLICANT RESPONSE:** The proposed activity is a public parking lot to serve the businesses

and activities in the Old Town area and as a festival plaza during events. The parking lot/festival plaza does not, in and of itself, generate traffic trips. This criteria does not apply.

## **6. Commercial Design Standards**

**APPLICANT RESPONSE:** The property is zoned Retail Commercial (RC). No buildings or structures are proposed. Consequently, this criteria does not apply.

**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: (Items a. and b.)**

**APPLICANT RESPONSE:** The subject site is zoned Retail Commercial (RC). Consequently, this criteria does not apply.

**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.**

**APPLICANT RESPONSE:** There are no existing or planned driveways that exceed 24 feet in width. This criteria does not apply.

## **CHAPTER 16.92 LANDSCAPING**

### **16.92.010-Landscaping Plan Required**

**All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan that meets the standards of this Chapter. All areas not occupied by structures, paved roadways, walkways, or patios shall be landscaped or maintained according to an approved site plan.**

**APPLICANT RESPONSE:** A landscape plan that shows landscaping adjacent to the parking areas has been included and is shown on Sheet L401. Compliance with the landscaping standards will be discussed below. This standard is met.

### **16.92.020 Landscaping Materials**

#### **A. Type of Landscaping**

**Required landscaped areas shall include an appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plantings. Trees to be planted in or adjacent to public rights-of-way shall meet the requirements of this Chapter. Plants may be selected from the City's "Suggested Plant Lists for Required Landscaping Manual" or suitable for the Pacific Northwest climate and verified by a landscape architect or certified landscape professional.**

**APPLICANT RESPONSE:** A landscape plan that shows a combination of evergreen and deciduous trees and evergreen ground cover has been included and is shown on Sheet L401. This plan has been prepared and stamped by a licensed landscape architect and shows the number of shrubs, trees and groundcover to be planted. This criteria has been met.

### **16.92.030 Site Area Landscaping and Perimeter Screening Standards**

#### **A. Perimeter Screening and Buffering**

##### **1. Perimeter Screening Separating Residential Zones:**

**A minimum six-foot high sight-obscuring wooden fence, decorative masonry wall, or evergreen screen, shall be required along property lines separating single and two-family uses from multi-family uses, and along property lines separating residential zones from commercial, institutional/public or industrial zones subject to the provisions of Chapter 16.48.020 (Fences, Walls and Hedges).**

**APPLICANT RESPONSE:** The adjacent uses are all Retail Commercial (RC) zones therefore this criteria does not apply.

##### **2. Perimeter Landscaping Buffer**

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

**APPLICANT RESPONSE:** The site plan on Sheet L702 shows a minimum 10-foot wide landscape strip around the southern, eastern and western boundary. The northern boundary that abuts SW Pine Street shows a 10-foot wide boundary comprised of trees, planters with groundcover and paving that constitutes the 10-foot wide landscape strip. This landscape buffer zone is also set approximately 18-feet from the edge of the parking lot that provides addition setback area. This Standard is met.

## **B. Parking Area Landscaping**

### **3. Required Landscaping**

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

**APPLICANTS RESPONSE:** The proposal will provide a total of 17 parking spaces including 1 ADA space. Based on the above standards a total of 765 square feet of parking area landscaping is required. As outlined in the municipal code, "Linear raised or marked sidewalks and walkways within the parking areas connecting the parking spaces to the on-site buildings may be included in the calculation of required site landscaping provided that it: Trees are spaced a maximum of thirty feet on center at least on one side of the sidewalk, the minimum unobstructed sidewalk width is at least six feet wide and the sidewalk is separated from the parking areas by curbs, bollards or other means on both sides.

A linear walkway is provide immediately adjacent to the parking lot that is 10-feet wide and has trees spaced 20-feet on center and is separated from the parking lot by bollards . The total square footage of this area is 1,520 sf. Therefore this standard is met.

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

#### **a. Number of Trees required based on Canopy Factor**

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

**(1) Any combination of the following is required:**

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

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

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

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

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

#### **b. Shrubs:**

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

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

#### **c. Ground cover plants:**

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

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

**APPLICANTS RESPONSE:** A list of plants is provided on Sheet L401. For 17 parking spaces, 5 large trees are required and the project is providing 11 large trees. 198 shrubs are being planted which far exceeds the requirement of 2 shrubs per space (34 plants required). All areas without shrubs will be planted with groundcover that will entirely fill the space within 3 years. These standards are met.

### **5. Individual Landscape Islands Requirements**

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

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

- c. Landscape islands shall be evenly spaced throughout the parking area.
- d. Landscape islands shall be distributed according to the following:
  - (1) Residential uses in a residential zone: one (1) island for every eight (8) contiguous parking spaces.
  - (2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) contiguous parking spaces.
  - (3) Industrial uses: one (1) island for every twelve (12) contiguous parking spaces.
- e. Storm water bio-swales may be used in lieu of the parking landscape areas and may be included in the calculation of the required landscaping amount.

**FINDING:** The proposed parking is situated so that there are not more than 10 contiguous spaces. Therefore, this standard is not applicable.

#### **6. Landscaping at Points of Access**

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

**FINDING:** Clear Vision Triangles are shown on Sheet L701 and meet code requirements as no landscape and/or walls will exceed the 2-foot, 6-inch requirement (walls are 1.5-feet high. Trees will be limbed up higher than 7-feet from the ground level. This criteria is met.

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

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

**APPLICANT RESPONSE:** No mechanical equipment, outdoor storage or service or delivery areas are proposed. This standard is not applicable.

### **16.92.040 Installation and Maintenance Standards**

#### **A. Installation**

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

#### **B. Maintenance and Mitigation of Landscaped Areas**

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

#### **C. Irrigation**

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

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

**APPLICANT RESPONSE:** The City of Sherwood will provide maintenance of all landscape areas including trees, shrubs and groundcover to meet industry standards. This will include the removal of noxious weeds, replanting of dead plant material and monitoring the irrigation system. A permanent irrigation system will be provided with the Site Plan submittal and will be designed by a Landscape Architect. This criteria is met.



## **16.94 Off-Street Parking and Loading**

### **16.94.010 General Requirements**

#### **A. Off-Street Parking Required**

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

**APPLICANT RESPONSE:** The Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for a public parking lot. The Old Town (OT) Overlay district established no required parking for uses in the "Smockville" area of Old Town. This criteria is not applicable.

### **16.94.010 General Requirements**

#### **B. Deferral of Improvements**

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

**APPLICANT RESPONSE:** The applicant is not seeking to defer any required improvements. This standard is not applicable.

### **16.94.010 General Requirements**

#### **C. Options for Reducing the Required Parking Spaces**

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

administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:

- a. Primary use: i.e. that with the largest proportion of total floor area within the development at one hundred (100) percent of the minimum vehicle parking required for that use.
- b. Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at ninety (90) percent of the vehicle parking required for that use.
- c. Subsequent use or uses, at eighty (80) percent of the vehicle parking required for that use.

**APPLICANT RESPONSE:** As there are no required parking standards for a public parking lot, this standard is not applicable.

#### **16.94.010 General Requirements**

##### **D. Prohibited Uses**

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

**APPLICANT RESPONSE:** No long-term storage or sale of vehicles or other materials is proposed.

#### **16.94.010 General Requirements**

##### **E. Location**

2. For all other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within five hundred (500) feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.
3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.

**APPLICANT RESPONSE:** As there are no required parking standards for a public parking lot, this standard is not applicable.

#### **16.94.010 General Requirements**

##### **F. Marking**

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

**APPLICANT RESPONSE:** The site plan on sheet L201 identifies the materials to be used along with sheet L703 for the material pallet. The parking stalls will be demarcated with a different color and textured concrete. There are two entry drives/accesses into the parking lot; is via SW First

Street and the Alley (Oregon Street) both with a 24-foot wide drive aisle to accommodate two-way traffic.

#### **16.94.010 General Requirements**

##### **G. Surface and Drainage**

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

**APPLICANT RESPONSE:** The parking lot will be improved with a concrete surface. The pedestrian-way will be improved with a brick surface. See sheet L201 for the materials for the parking lot and sheet L703 for the color palette.

A regional water quality facility is available for the storm water runoff from the subject property. This regional facility was sized with downtown development in mind and has the capacity to serve the subject property. See the Storm Drainage Report.

#### **16.94.010 General Requirements**

##### **H. Repairs**

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

**APPLICANT RESPONSE:** The City of Sherwood Public Works Department will be responsible for all site maintenance and repairs.

#### **16.94.010 General Requirements**

##### **I. Parking and Loading Plan**

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

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

**APPLICANT RESPONSE:** The Festival Plaza/Parking lot plan is shown on Sheet 201 and shows parking spaces, access, drive aisle, bicycle parking, bollards (for parking wheelstops) and landscaping.

## **16.94.010 General Requirements**

### **J. Parking Districts**

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

**E. Structured parking and on-street parking are exempt from the parking space maximums in Section 16.94.020.A.**

**APPLICANT RESPONSE:** No parking districts or structured parking are proposed. This standard is not applicable.

## **16.94.010 Off-Street Parking Standards**

### **A. Generally**

Where square feet are specified, the area measured shall be the gross building floor area primary to the functioning of the proposed use. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space. The Review Authority may determine alternate off - street parking and loading requirements for a use not specifically listed in this Section based upon the requirements of comparable uses.

**APPLICANT RESPONSE:** The Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for public parking lots. This project will improve an existing parking lot to City Standards. This standard is not applicable.

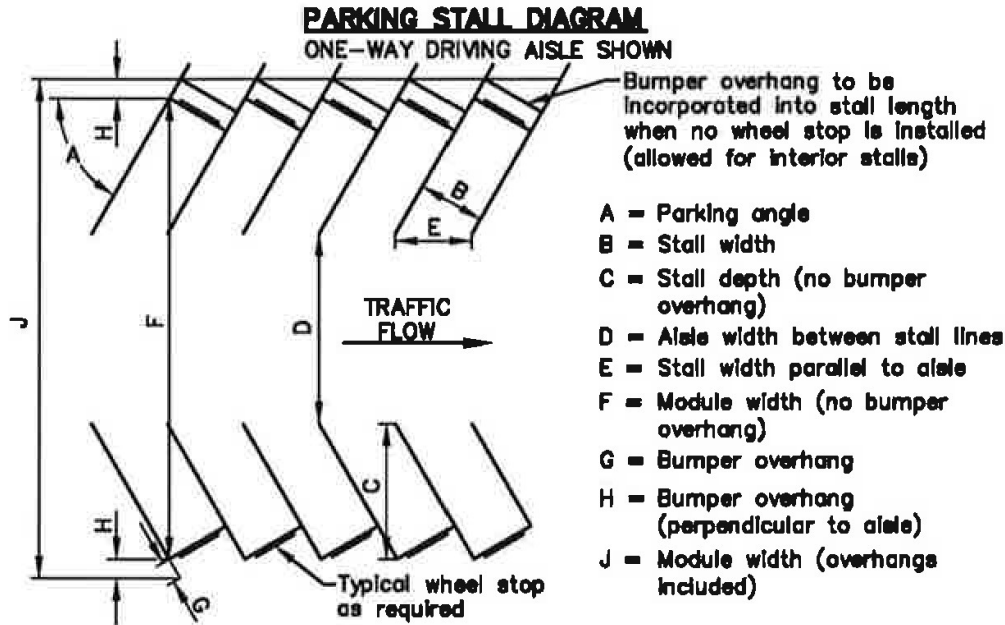
## **16.94.010 Off-Street Parking Standards**

### **B. Dimensional and General Configuration Standards**

**1. Dimensions** For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five (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.



**Table 2: Minimum Parking Dimension Requirements  
One-Way Driving Aisle (Dimensions in Feet)**

A	B	C	D	E	F	G	H	I
45°	8.0	16.5	13.0	11.3	46.0	3.0	2.5	51.0
	9.0	18.5	12.0	12.7	49.0	3.0	2.5	54.0

**3. Wheel Stops**

- a. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.
- b. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.
- c. The paved portion of the parking stall length may be reduced by three (3) feet if replaced with three (3) feet of low lying landscape or hardscape in lieu of a wheel stop; however, a curb is still required. In other words, the traditional three-foot vehicle overhang from a wheel stop may be low-lying landscaping rather than an impervious surface.

**4. Service Drives**

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

**5. Credit for On-Street Parking**

- a. **On-Street Parking Credit.** The amount of off-street parking required shall be reduced by one (1) off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards.

- b. The following constitutes an on-street parking space:
  - (1) Parallel parking, each twenty-four (24) feet of uninterrupted curb;
  - (2) Forty-five (45)/sixty (60) degree diagonal, each with ten (10) feet of curb;
  - (3) Ninety (90) degree (perpendicular) parking, each with eight (8) feet of curb;
  - (4) Curb space must be connected to the lot which contains the use;
  - (5) Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;
  - (6) On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.
- 6. **Reduction in Required Parking Spaces**  
Developments utilizing Engineered storm water bio-swales or those adjacent to environmentally constrained or sensitive areas may reduce the amount of required parking spaces by ten (10) percent when twenty-five (25) through forty-nine (49) parking spaces are required, fifteen (15) percent when fifty (50) and seventy-four (74) parking spaces are required and twenty (20) percent when more than seventy-five (75) parking spaces are required, provided the area that would have been used for parking is maintained as a habitat area or is generally adjacent to an environmentally sensitive or constrained area.
- 7. **Parking Location and Shared Parking**  
Owners of off-street parking facilities may post 60a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.

**APPLICANT RESPONSE:** The parking stalls meet the length, width, and depth requirements. 17 parking stalls will be standard width, one stall will be compact, and one stall will meet ADA requirements. Bollards or Lighting poles will provide vehicle deterrents as described by code. The applicant is not seeking credit for on-street parking or a reduction in required parking spaces, as there are no required spaces for uses in the "Smockville" area of Old Town. See sheet L201 for parking dimensions. This standard is met.

#### **16.94.010 Off-Street Parking Standards**

##### **C. Bicycle Parking Facilities**

- 1. **General Provisions**
  - a. **Applicability.** Bicycle parking spaces shall be provided for new development, changes of use, and major renovations, defined as construction valued at twenty-five (25) percent or more of the assessed value of the existing structure.
  - b. **Types of Spaces.** Bicycle parking facilities shall be provided in terms of short-term bicycle parking and long-term bicycle parking. Short-term bicycle parking is intended to encourage customers and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Long-term bicycle parking provides employees, students, residents, commuters, and others who generally stay at a site for at least several hours a weather-protected place to park bicycles.
  - c. **Minimum Number of Spaces.** The required total minimum number of bicycle parking spaces for each use category is shown in Table 4, Minimum Required Bicycle Parking Spaces.
  - d. **Minimum Number of Long-term Spaces.** If a development is required to provide eight (8) or more required bicycle parking spaces in Table 4, at least twenty-five (25) percent shall be provided as long-term bicycle with a minimum of one (1) long-term bicycle parking space.

- e. **Multiple Uses.** When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.
2. **Location and Design.**
- a. **General Provisions**
    - (1) Each space must be at least two (2) feet by six (6) feet in area, be accessible without moving another bicycle, and provide enough space between the rack and any obstructions to use the space properly.
    - (2) There must be an aisle at least five (5) feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.
    - (3) **Lighting.** Bicycle parking shall be at least as well lit as vehicle parking for security.
    - (4) **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
    - (5) Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" or staple design is appropriate. Alternative, creative designs are strongly encouraged.
    - (6) **Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.
  - b. **Short-term Bicycle Parking**
    - (1) Provide lockers or racks that meet the standards of this section.
    - (2) Locate inside or outside the building within thirty (30) feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer.

**Table 4: Minimum Required Bicycle Parking Spaces**

Use Categories	Minimum Required Spaces
<b>Public and Institutional Categories</b>	
<b>Park and ride facility</b>	<b>2 or 1 per 20 spaces, whichever is greater</b>

**APPLICANT RESPONSE:** No bicycle parking standards are provided for a public parking lot, the use is most closely related to a "park and ride facility". As such, a public parking lot is required to provide at least two (2) bicycle parking spaces. The site plan identifies a single bicycle rack that will accommodate two bicycle parking spaces. The detail of the bike rack is shown on sheet L602. The bicycle parking area is adjacent to SW Pine Street, which is adequately lit. This standard is met.

**16.94.030 - Off-Street Loading Standards**

**A. Minimum Standards**

- 1. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.
- 2. The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet.
- 3. Multiple uses on the same parcel or adjacent parcels may utilize the same loading

area if it is shown in the development application that the uses will not have substantially overlapping delivery times.

4. The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area:
  - a. Twenty thousand (20,000) to fifty (50,000) sq. ft. - five hundred (500) sq. ft.
  - b. Fifty (50,000) sq. ft. or more - seven hundred fifty (750) sq. ft.

**B. Separation of Areas**

Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-street parking areas and designed to prevent the encroachment of delivery vehicles onto off-street parking areas or public streets. Off-street parking areas used to fulfill the requirements of this Chapter shall not be used for loading and unloading operations.

**C. Exceptions and Adjustments.**

The review authority, through Site Plan Review, may approve loading areas within a street right-of-way in the Old Town Overlay District when all of the following conditions are met:

1. Short in duration (i.e., less than one (1) hour);
2. Infrequent (less than three (3) operations occur daily between 5:00 a.m. and 12:00 a.m. or all operations occur between 12:00 a.m. and 5:00 a.m. at a location that is not adjacent to a residential zone);
3. Does not unreasonably obstruct traffic; [or] Does not obstruct traffic during peak traffic hours;
4. Does not obstruct a primary emergency response route; and
5. Is acceptable to the applicable roadway authority.

**APPLICANT RESPONSE:** No loading areas are required or proposed. This standard is not applicable.

**16.96 ONSITE CIRCULATION**

**16.96.030 - Minimum Non-Residential Standards**

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

**Commercial:** Improved hard surfaced driveways are required as follows:

Required		Minimum Width	
Parking Spaces	# Driveways	One-Way Pair	Two-Way
1 - 49	1	15 feet	24 feet

**APPLICANT RESPONSE:** There are 17 onsite parking spaces with one driveway that connects to SW 1<sup>st</sup> Street and the alley.

**B. Sidewalks and Curbs**

1. A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, and to connect all building entrances to one another. The system shall also connect to transit facilities within five hundred (500) feet of the site, future phases of development, and whenever possible to parks and open spaces.
2. Curbs shall also be required at a standard approved by the Hearing Authority. Private pathways/sidewalks shall be connected to public rights-of-way along driveways but may be allowed other than along driveways if approved by the



**Hearing Authority.**

- 3. Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other pervious durable surface. Primary pathways connecting front entrances to the right of way shall be at least 6 feet wide and conform to ADA standards. Secondary pathways between buildings and within parking areas shall be a minimum of four (4) feet wide and/or conform to ADA standards. Where the system crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump). At a minimum all crosswalks shall include painted striping.**
- 4. Exceptions. Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements.**

**APPLICANT RESPONSE:** A 10-foot wide sidewalk/pedestrian way is provided immediately adjacent to the sidewalk and border the public right-of-way/sidewalk on SW Pine Street and SW First Street. This standard is met.

## **CHAPTER 16.96 - ON-SITE CIRCULATION**

### 16.96.010 - On-Site Pedestrian and Bicycle Circulation

#### **B. Maintenance**

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

**APPLICANT RESPONSE:** The applicant acknowledges that no building or City permit will be issued until the ingress, egress and circulation plans have been approved. This criteria is met.

#### **C. Joint Access**

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

**APPLICANTS RESPONSE:** Two uses are intended for this lot but will happen at separate times and will satisfy the code requires related to ingress, egress and circulation. This criteria is met.

#### **D. Connection to Streets**

**APPLICANTS RESPONSE:** The parking lot connects to a street and alley and a pedestrian walk abutting the parking lot is immediately adjacent to SW Pine Street. The egress, ingress and circulation improvements will be kept clean and in good repair by the City. This standard is met.

#### **E. Maintenance of Required Improvements**

**Required ingress, egress and circulation improvements shall be kept clean and in good repair.**

**APPLICANT RESPONSE:** The proposed egress, ingress and circulation improvements will be kept clean and in good repair. This criteria is met.

#### **F. Access to Major Roadways**

**APPLICANT RESPONSE:** The parking lot/festival plaza does not enter/exit on to a Major Roadway classification, therefore this criteria does not apply.

#### **16.96.020 Minimum - Residential standards**

**APPLICANT RESPONSE:** This project is within a Commercial Residential (RC) zone, therefore this section does not apply.

#### **16.96.030 - Minimum Non-Residential Standards**

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

**APPLICANT RESPONSE:** Two (2) 24-foot wide driveways will connect to SW 1<sup>st</sup> Street and an

Alley (Oregon Street). The surface materials for the parking lot will be concrete with concrete curbs. Bollards will be used as wheelstops. A 10-foot wide pedestrian pathway will connect the parking lot and ADA spaces to the public frontage along SW Pine Street. No buildings or structures are planned on this site. This criteria is met.

#### **16.96.040 - On-Site Vehicle Circulation**

##### **A. Maintenance**

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

**APPLICANT RESPONSE:** The applicant acknowledges that no building or City permit will be issued until the ingress, egress and circulation plans have been approved. This criteria is met.

##### **B. Joint Access**

**APPLICANTS RESPONSE:** Two uses are intended for this lot but will happen at separate times and will satisfy the code requires related to ingress, egress and circulation. This criteria is met.

##### **C. Connection to Streets**

**APPLICANTS RESPONSE:** The parking lot connects to a street and alley and a pedestrian walk abutting the parking lot is immediately adjacent to SW Pine Street. The egress, ingress and circulation improvements will be kept clean and in good repair by the City. This standard is met.

##### **D. Maintenance of Required Improvements**

**Required ingress, egress and circulation improvements shall be kept clean and in good repair.**

**APPLICANT RESPONSE:** The proposed egress, ingress and circulation improvements will be kept clean and in good repair. This criteria is met.

##### **E. Service Drives**

**Service drives shall be provided pursuant to Section 16.94.030.**

**APPLICANT RESPONSE:** The parking lot/festival plaza does not enter/exit on to a Major Roadway classification, therefore this criteria does not apply.

## **CHAPTER 16.106 TRANSPORTATION FACILITIES**

### **16.106.020 Required Improvements**

#### **A. Generally**

**Except as otherwise provided, all developments containing or abutting an existing or proposed street, that is either unimproved or substandard in right-of-way width or improvement, shall dedicate the necessary right-of-way prior to the issuance of building permits and/or complete acceptable improvements prior to issuance of occupancy permits. The following figure provides the depiction of the functional classification of the street network as found in the Transportation System Plan, Figure 8-1.**

**APPLICANT RESPONSE:** The project abuts SW 1<sup>st</sup> Street and SW Pine Streets that have improved and standard right-of-way streetscape improvements. The parking lot abuts an Alley (Oregon Street) with a standard improvement that includes a concrete curb and asphalt paving. The plans include removing one street tree and tree grate that conflicts with the new driveway entry. The pebble concrete texture will be installed in this area and match the existing condition. Two paver areas demarcate the existing on-street parking that will be removed and replaced with standard concrete. One light pole that conflicts with the proposed driveway will be salvaged and delivered to the City. A photometric plan was provided by an electrical engineering firm showing that the removal of the pole still meets the City standards for foot-candles and therefore does not need to be relocated. For the alley, with the connections to the utilities, a seal coat will be applied for the entire length of the alley from SW Pine Street to SW Washington Street. All street infrastructure shall be designed to meet the approval of the City of Sherwood Engineering Department prior to issuance of an Engineering Compliance Agreement. This standard is met.

**CHAPTER 16.110 – SANITARY SEWERS**

**Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains. Sanitary Sewers shall be constructed, located, sized and installed at standards consistent 16.110.**

**APPLICANT RESPONSE:** The proposed development has no plumbing fixtures proposed. Therefore no connection to the public sanitary sewer system is proposed.

## **CHAPTER 16.112– WATER SUPPLY**

### **16.112.010 Required Improvements**

**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 the Water System Master Plan.**

**APPLICANT RESPONSE:** The project will be connecting to an existing 8-inch water main in Oregon Street. No public water line extension is required. As a general condition, private water lines shall be installed in compliance with the current Oregon Plumbing Specialty Code. This standard is met

## **CHAPTER 16.114 – STORM WATER**

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

**STAFF ANALYSIS:** The project will be connecting to an existing 10-inch storm drain in the alley. A regional water quality facility is available for the storm water runoff from the subject property. This regional facility was sized with downtown development in mind and has the capacity to serve the subject property. All storm infrastructure shall be designed to meet the approval of the City of Sherwood Engineering Department prior to issuance of an Engineering Compliance Agreement. The stormwater report is included in this submittal. This standard is met.

## **CHAPTER 16.116 FIRE PROTECTION**

### **16.116.010 Required Improvements**

**When land is developed so that any commercial or industrial structure is further than two hundred and fifty (250) feet or any residential structure is further than five hundred (500) feet from an adequate water supply for fire protection, as determined by the Fire District, the developer shall provide fire protection facilities necessary to provide adequate water supply and fire safety.**

**FINDING:** A prescreen site assessment was sent to TVFD with an email reply from Ty Darby, Deputy Fire Marshall that a permit is not necessary for a review with the Fire District. Tents and Membrane structures only need permitting from the District if they're in excess of 10,008 sq. ft. This standard is met.



## **CHAPTER 16.118 PUBLIC AND PRIVATE UTILITIES**

### **16.118.010 Purpose**

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

### **16.118.020 Standard**

- A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, Chapter 7 of the Community Development Code, and applicable utility company and City standards.**
- B. Public utility easements shall be a minimum of eight (8) feet in width unless a reduced width is specifically exempted by the City Engineer. An eight-foot wide public utility easement (PUE) shall be provided on private property along all public street frontages. This standard does not apply to developments within the Old Town Overlay.**

**STAFF ANALYSIS:** Since the subject property is in the Old Town Overlay, a PUE is not required. Sherwood Broadband utilities existing within the alley and SW Pine Street along the subject property frontage and within SW 1st Street on the opposite side of the street. With these existing Sherwood Broadband facilities in place, all properties in the area have access to Sherwood Broadband. This criteria is met.

## **16.142.060: STREET TREES**

### **A. Installation of Street Trees on New or Redeveloped Property.**

Trees are required to be planted to the following specifications along public streets abutting or within any new development or re-development. Planting of such trees shall be a condition of development approval. The City shall be subject to the same standards for any developments involving City-owned property, or when constructing or reconstructing City streets. After installing street trees, the property owner shall be responsible for maintaining the street trees on the owner's property or within the right-of-way adjacent to the owner's property.

- 1. Location:** Trees shall be planted within the planter strip along a newly created or improved streets. In the event that a planter strip is not required or available, the trees shall be planted on private property within the front yard setback area or within public street right-of-way between front property lines and street curb lines or as required by the City.
- 2. Size:** Trees shall have a minimum trunk diameter of two (2) caliper inches, which is measured six inches above the soil line, and a minimum height of six (6) feet when planted.
- 3. Types:** Developments shall include a variety of street trees. The trees planted shall be chosen from those listed in 16.142.080 of this Code.
- 4. Required Street Trees and Spacing:**
  - a.** The minimum spacing is based on the maximum canopy spread identified in the recommended street tree list in section 16.142.080 with the intent of providing a continuous canopy without openings between the trees. For example, if a tree has a canopy of forty (40) feet, the spacing between trees is forty (40) feet. If the tree is not on the list, the mature canopy width must be provided to the planning department by a certified arborist.
  - b.** All new developments shall provide adequate tree planting along all public streets. The number and spacing of trees shall be determined based on the type of tree and the spacing standards described in a. above and considering driveways, street light locations and utility connections. Unless exempt per c. below, trees shall not be spaced more than forty (40) feet apart in any development.
  - c.** A new development may exceed the forty-foot spacing requirement under section b. above, under the following circumstances:
    - (1)** Installing the tree would interfere with existing utility lines and no substitute tree is appropriate for the site; or
    - (2)** There is not adequate space in which to plant a street tree due to driveway or street light locations, vision clearance or utility connections, provided the driveways, street light or utilities could not be reasonably located elsewhere so as to accommodate adequate room for street trees; and
    - (3)** The street trees are spaced as close as possible given the site limitations in (1) and (2) above.
    - (4)** The location of street trees in an ODOT or Washington County right-of-way may require approval, respectively, by ODOT or Washington County and are subject to the relevant state or county standards.
    - (5)** For arterial and collector streets, the City may require planted medians in lieu of paved twelve-foot wide center turning lanes, planted with trees to the specifications of this subsection.

**APPLICANTS RESPONSE:** There are existing street trees on the SW First and SW Pine Street

frontages. One street tree will be removed on SW 1<sup>st</sup> Street due to a driveway entrance conflict. This street tree cannot be relocated as it would hinder sight lines at the intersection of SW 1<sup>st</sup> and SW Pine. This standard is met.

#### **B. Removal and Replacement of Street Trees.**

The removal of a street tree shall be limited and in most cases, necessitated by the tree. A person may remove a street tree as provided in this section. The person removing the tree is responsible for all costs of removal and replacement. Street trees less than five (5) inches DBH can be removed by right by the property owner or his or her assigns, provided that they are replaced. A street tree that is removed must be replaced within six (6) months of the removal date.

1. **Criteria for All Street Tree Removal for trees over five (5) inches DBH. No street tree shall be removed unless it can be found that the tree is:**
  - a. **Dying, becoming severely diseased, or infested or diseased so as to threaten the health of other trees, or**
  - b. **Obstructing public ways or sight distance so as to cause a safety hazard, or**
  - c. **Interfering with or damaging public or private utilities, or**
  - d. **Defined as a nuisance per City nuisance abatement ordinances.**
2. **Street trees between five (5) and ten (10) inches DBH may be removed if any of the criteria in 1. above are met and a tree removal permit is obtained.**
  - a. **The Tree Removal Permit Process is a Type I land use decision and shall be approved subject to the following criteria:**
    - (1) **The person requesting removal shall submit a Tree Removal Permit application that identifies the location of the tree, the type of tree to be removed, the proposed replacement and how it qualifies for removal per Section 1. above.**
    - (2) **The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.**
    - (3) **If an objection to the removal is submitted by the City or to the City during the ten (10) calendar day period, an additional evaluation of the tree will be conducted by an arborist to determine whether the tree meets the criteria for street tree removal in Section 1. above. The person requesting the Tree Removal Permit shall be responsible for providing the arborist report and associated costs.**
    - (4) **Upon completion of the additional evaluation substantiating that the tree warrants removal per Section 1. above or if no objections are received within the ten-day period, the tree removal permit shall be approved.**
    - (5) **If additional evaluation indicates the tree does not warrant removal, the Tree Removal Permit will be denied.**
3. **Street trees over ten (10) inches DBH may be removed through a Type I review process subject to the following criteria.**
  - a. **The applicant shall provide a letter from a certified arborist identifying:**
    - (1) **The tree's condition,**
    - (2) **How it warrants removal using the criteria listed in Section 1. above, and identifying any reasonable actions that could be taken to allow the retention of the tree.**
  - b. **The applicant shall provide a statement that describes whether and how the applicant sought assistance from the City, HOA or neighbors to address any issues or actions that would enable the tree to be retained.**
  - c. **The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal**

application and the process to comment on the application.

- d. **Review of the materials and comments from the public confirm that the tree meets the criteria for removal in Section 1. above.**

**APPLICANT RESPONSE:** There are existing street trees on the SW First and SW Pine Street frontages. One street tree will be removed on SW 1<sup>st</sup> Street due to a driveway entrance conflict. This street tree cannot be relocated as it would hinder sight lines at the intersection of SW 1<sup>st</sup> and SW Pine. This standard is met.

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

##### **A. Generally**

The purpose of this Section is to establish processes and standards which will minimize cutting or destruction of trees and woodlands within the City. This Section is intended to help protect the scenic beauty of the City; to retain a livable environment through the beneficial effect of trees on air pollution, heat and glare, sound, water quality, and surface water and erosion control; to encourage the retention and planting of tree species native to the Willamette Valley and Western Oregon; to provide an attractive visual contrast to the urban environment, and to sustain a wide variety and distribution of viable trees and woodlands in the community over time.

##### **B. Applicability**

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

##### **C. Inventory**

1. To assist the City in making its determinations on the retention of trees and woodlands, land use applications including Type II - IV development shall include a tree and woodland inventory and report. The report shall be prepared by a qualified professional and must contain the following information:
  - a. Tree size (in DBH and canopy area)
  - b. Tree species
  - c. The condition of the tree with notes as applicable explaining the assessment
  - d. The location of the tree on the site
  - e. The location of the tree relative to the planned improvements
  - f. Assessment of whether the tree must be removed to accommodate the development
  - g. Recommendations on measures that must be taken to preserve trees during the construction that are not proposed to be removed.
2. In addition to the general requirements of this Section, the tree and woodland inventory's mapping and report shall also include, but is not limited to, the specific information outlined in the appropriate land use application materials packet.
3. Definitions for the inventory purposes of this Section
  - a. A tree is a living woody plant having a trunk diameter as specified below at Diameter at Breast Height (DBH). Trees planted for commercial agricultural purposes, and/or those subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition and from regulation under this Section, as are any living woody plants under six (6) inches at DBH. All trees six (6) inches or greater shall be inventoried.

- b. A woodland is a biological community dominated by trees covering a land area of 20,000 square feet or greater at a density of at least fifty (50) trees per every 20,000 square feet with at least fifty percent (50%) of those trees of any species having a six (6) inches or greater at DBH. Woodlands planted for commercial agricultural purposes and/or subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition, and from regulation under this Section.
- c. A large stature tree is over 20 feet tall and wide with a minimum trunk diameter of 30 inches at DBH.

**APPLICANT RESPONSE:** 17 trees are proposed for removal as identified on Sheet L001. These are red cedar evergreen trees of moderate health that were planted in close proximity. The trees range in caliper from 10 to 18-inches. These trees must be removed in order for the parking lot to meet current code standards.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**D. Retention requirements**

- 1. Trees may be considered for removal to accommodate the development including buildings, parking, walkways, grading etc., provided the development satisfies of D.2 or D.3, below.
- 3. Required Tree Canopy - Non-Residential and Multi-family Developments

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

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

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
<b>Canopy Requirement</b>	40%	N/A	30%
<b>Counted Toward the Canopy Requirement</b>			
<b>Street trees included in canopy requirement</b>	Yes	N/A	No
<b>Landscaping requirements included in canopy requirement</b>	N/A	N/A	Yes
<b>Existing trees onsite</b>	Yes x2	N/A	Yes x2
<b>Planting new trees onsite</b>	Yes	N/A	Yes

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
<p><b>Mature Canopy in Square Feet Equation <math>\pi r^2</math> or <math>(3.14159 \times \text{radius}^2)</math> (This is the calculation to measure the square footage of a circle. The Mature Canopy is given in diameter. In gardening and horticulture reference books, therefore to get the radius you must divide the diameter in half.</b></p>			
<p><b>Canopy Calculation Example: Pin Oak</b>  Mature canopy = 35'  <math>(3.14159 \times 17.5^2) = 962</math> square feet</p>			

**APPLICANT RESPONSE:** The project is proposing to remove all seven existing trees. 17 new trees are proposed for the site. Properties in Old Town are exempt from the canopy requirement. Therefore, this standard is met.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**E. Tree Preservation Incentive**

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

**APPLICANT RESPONSE:** As discussed above, no existing on-site trees are proposed to be retained. Further, the tree preservation incentive is not needed as development in Old Town are exempt from the canopy coverage requirements. This standard is met.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**G. Tree Protection During Development**

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

**APPLICANT RESPONSE:** No on-site trees are proposed for retention. However a tree protection plan will be submitted as part of the Site Plan review illustrating how the existing street trees will be protected during construction. This standard is met.

## **Chapter 16.154 - HEAT AND GLARE**

### **16.154.010 - Generally**

**Except for exterior lighting, all otherwise permitted commercial, industrial, and institutional uses shall conduct any operations producing excessive heat or glare entirely within enclosed buildings. Exterior lighting shall be directed away from adjoining properties, and the use shall not cause such glare or lights to shine off site in excess of one-half (0.5) foot candle when adjoining properties are zoned for residential uses.**

**APPLICANT RESPONSE:** All adjoining properties are zoned Commercial Retail (RC), therefore this standard does not apply.

### **16.154.020 - Exceptions**

**Nothing in this Chapter shall preclude the City from abating any heat and glare problem as per applicable City nuisance and public safety ordinances.**

**APPLICANT RESPONSE:** Photometrics for the parking and plaza area are included in the electrical drawings and meet industry standards for lighting of a parking lot. This criteria is met.

## **Chapter 16.162 - OLD TOWN (OT) OVERLAY DISTRICT**

### **16.162.030 - Permitted Uses**

**APPLICANT RESPONSE:** Parking lots are allowed outright in the RC and therefore allowed within the OT district. Festival use of the plaza is a conditional use within the RC zone. The conditional use criteria is addressed in this application. This criteria is met.

### **16.162.040 - Conditional Uses**

**APPLICANT RESPONSE:** Parking lots are allowed outright in the RC and therefore allowed within the OT district. Festival use of the plaza is a conditional use within the RC zone. The conditional use criteria is addressed in this application. This criteria is met.

### **16.162.050 - Prohibited Uses**

**APPLICANT RESPONSE:** There are not prohibited uses proposed therefore this standard is met.

### **16.162.060 - Dimensional Standards**

**APPLICANT RESPONSE:** The parking lot/plaza meet the dimensional standards within the base RC zone. There are no proposed structures on the site. This standard is met.

### **16.162.070 - Community Design**

**Standards relating to off-street parking and loading, environmental resources, landscaping, historic resources, access and egress, signs, parks and open space, on-site storage, and site design as per Divisions V, VIII and this Division shall apply, in addition to the Old Town design standards below:**

**H. Color - The color of all exterior materials shall be earth tone. A color palette shall be submitted and reviewed as part of the land use application review process and approved by the hearing authority.**

**APPLICANT RESPONSE:** The design of the parking lot meets or exceeds the standards as outlined in this section. The color palette for the parking lot will be a dark charcoal that matches the existing color of the Old Town streetscape intersection paving. The demarcation for the parking lot stalls will be the streetscape furnishing pebbled pavement pattern that is found throughout the Old Town district. Within the pedestrian-way, brick that is in the same range of color used for the Cannery Square project will be utilized. The stone walls will be a grey basalt color. All vertical site furnishings will be a dark bronze and match the Cannery Square furnishings. These standards have been met.

### **16.162.080 - Standards for All Commercial, Institutional and Mixed-Use Structures in the Old Cannery Area.**

**APPLICANTS RESPONSE:** There are no proposed structures therefore this criteria does not apply.

### **16.162.090 - Old Town Smockville Design Standards**



## **Residential Standard 7: Landscape, Fencing, and Perimeter Definition**

**APPLICANTS RESPONSE:** A 6-foot high fence is proposed on the south portion of the site. It will be comprised of a 3-foot high concrete wall and a 4-foot high steel art fence mounted on the wall for a total height of 7-feet. The art wall will reflect the unique natural and cultural history of Sherwood. The steel wall will be painted dark bronze. This fence is located within the Commercial Retail base zone.

### **16.162.100 - Architectural Guidelines**

**APPLICANTS RESPONSE:** There are no proposed structures therefore this criteria does not apply.

# Sherwood Festival Plaza

## SERVICE PROVIDER LETTERS

# SENSITIVE AREA PRE-SCREENING SITE ASSESSMENT

Clean Water Services File Number

1. **Jurisdiction:** \_\_\_\_\_

2. **Property Information** (example: 1S234AB01400)

Tax lot ID(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**OR Site Address:** \_\_\_\_\_

City, State, Zip: \_\_\_\_\_  
 Nearest cross street: \_\_\_\_\_

3. **Owner Information**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone/fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

4. **Development Activity** (check **all** that apply)

- Addition to single family residence (rooms, deck, garage)
- Lot line adjustment       Minor land partition
- Residential condominium    Commercial condominium
- Residential subdivision      Commercial subdivision
- Single lot commercial        Multi lot commercial
- Other \_\_\_\_\_

4. **Applicant Information**

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone/fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

6. **Will the project involve any off-site work?**  Yes  No  Unknown

Location and description of off-site work: \_\_\_\_\_

7. **Additional comments or information that may be needed to understand your project:** \_\_\_\_\_

**This application does NOT replace Grading and Erosion Control Permits, Connection Permits, Building Permits, Site Development Permits, DEQ 1200-C Permit or other permits as issued by the Department of Environmental Quality, Department of State Lands and/or Department of the Army COE. All required permits and approvals must be obtained and completed under applicable local, state, and federal law.**

By signing this form, the Owner or Owner's authorized agent or representative, acknowledges and agrees that employees of Clean Water Services have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related to the project site. I certify that I am familiar with the information contained in this document, and to the best of my knowledge and belief, this information is true, complete, and accurate.

Print/type name \_\_\_\_\_

Print/type title \_\_\_\_\_

Signature [ONLINE SUBMITTAL](#) \_\_\_\_\_

Date \_\_\_\_\_

## FOR DISTRICT USE ONLY

- Sensitive areas potentially exist on site or within 200' of the site. **THE APPLICANT MUST PERFORM A SITE ASSESSMENT PRIOR TO ISSUANCE OF A SERVICE PROVIDER LETTER.** If Sensitive Areas exist on the site or within 200 feet on adjacent properties, a Natural Resources Assessment Report may also be required.
- Based on review of the submitted materials and best available information sensitive areas do not appear to exist on site or within 200' of the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider Letter as required by Resolution and Order 19-5, Section 3.02.1, as amended by Resolution and Order 19-22. All required permits and approvals must be obtained and completed under applicable local, State and federal law.
- Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect additional water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider Letter as required by Resolution and Order 19-5, Section 3.02.1, as amended by Resolution and Order 19-22. All required permits and approvals must be obtained and completed under applicable local, state and federal law.
- THIS SERVICE PROVIDER LETTER IS NOT VALID UNLESS \_\_\_\_\_ CWS APPROVED SITE PLAN(S) ARE ATTACHED.**
- The proposed activity does not meet the definition of development or the lot was platted after 9/9/95 ORS 92.040(2). **NO SITE ASSESSMENT OR SERVICE PROVIDER LETTER IS REQUIRED.**

Reviewed by Nicholas Crossett

Date \_\_\_\_\_

Once complete, email to: [SPLReview@cleanwaterservices.org](mailto:SPLReview@cleanwaterservices.org) • Fax: (503) 681-4439

OR mail to: SPL Review, Clean Water Services, 2550 SW Hillsboro Highway, Hillsboro, Oregon 97123



NW PINE ST.

SW 1ST ST.



# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

# PRELIMINARY SITE PLAN

lango.hansen

LANDSCAPE ARCHITECTS PC

**From:** [Darby, Ty M.](#)  
**To:** [Kurt Lango](#)  
**Subject:** FW: Online Form Submittal: Service provider permit for Sherwood  
**Date:** Tuesday, April 5, 2022 9:26:20 AM

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Hi Kurt,

Per our conversation, this submittal is not necessary for a review with the Fire District. Tents and Membrane structures only need permitting from our office if they're in excess of 10,000 sq. ft.

Please let me know if you have any questions.

Thank you,

Ty

**Ty Darby | Deputy Fire Marshal**

Tualatin Valley Fire & Rescue

Direct: 503-259-1409

[www.tvfr.com](http://www.tvfr.com)

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Tuesday, March 29, 2022 3:50 PM  
**To:** Scott, Peter D. <Peter.Scott@tvfr.com>; Darby, Ty M. <Ty.Darby@tvfr.com>; Arn, Jason S. <Jason.Arn@tvfr.com>; Hart, Andrea L. <Andrea.Hart@tvfr.com>; Weisgerber, Gregory A. <Gregory.Weisgerber@tvfr.com>  
**Subject:** Online Form Submittal: Service provider permit for Sherwood

**\*\*\*The sender is from outside TVF&R – Do not click on links or attachments unless you are sure they are safe\*\*\***

## Service provider permit for Sherwood

### Instructions

1. Complete & submit the [TVF&R Permit Application](#)
2. Complete & submit the [Fire Department Access and Water Supply Permit Checklist](#)
3. Attach one plan sheet, labeled FS-1, that clearly shows all access and water supply requirements of the Fire Department Access and Water Supply Permit Checklist. If more plan sheets are necessary, label them FS-2, FS-3, etc. Please keep plan sheets to a minimum.

Once approved, an electronically stamped plan will be returned to you. The approved plan and permit application will then need to be submitted with your land use application to the [city of Sherwood Planning Department](#). If you have further questions, please contact Ty Darby at 503-259-1409, or Jason Arn at 503-259-1510.

---

Name	Kurt Lango
Email	<a href="mailto:kurt@langohansen.com">kurt@langohansen.com</a>
1) Submit Permit Application	<a href="#">permit application.pdf</a>
2) Submit Permit Checklist	<a href="#">application checklist.pdf</a>
3) Submit Plan Sheet (s)	<a href="#">Sherwood Festival Plaza TVFD.pdf</a>
4) Additional Documentation (Optional)	<i>Field not completed.</i>
5) Additional Documentation (Optional)	<i>Field not completed.</i>

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Email not displaying correctly? [View it in your browser.](#)



Pre-Application Conference Notes  
File # PAC 2022-001 Festival Plaza/Parking Lot  
Meeting Date – February 3, 2022  
Staff Contact – Joy Chang  
[changj@sherwoodoregon.gov](mailto:changj@sherwoodoregon.gov)  
503-625-4214

## TYPE IV SITE PLAN REVIEW IN OLD TOWN OVERLAY, CONDITIONAL USE, AND VARIANCES

*The pre-application conference and notes cannot cover all code requirements and aspects that apply to the proposal. Failure of staff to provide information required by the code does not constitute a waiver of the applicable standards or requirements. It is recommended that a prospective applicant obtain and read the Zoning and Community Development Code and/or ask any questions of City staff relative to code requirements prior to submitting an application.*

### PROJECT SUMMARY

**Proposed Project Name:** Sherwood Festival Plaza / Parking Lot

**Proposal Description:** Flexible public space that can host a variety of community activities and events but can also function as a parking lot on a day-to-day basis. No permanent trash/recycling enclosure and no permanent restroom facilities are proposed.

**Applicant:** Kurt Lango, Lango Hansen Landscape Architects  
1100 NW Glisan St #3B, Portland OR 97209

**Owner:** City of Sherwood

**Site Address:** 16020 SW 1<sup>st</sup> Street

**Tax Lot ID:** 2S132BC03800 and 2S132BC03700

**Zoning:** Retail Commercial (RC); Old Town Overlay

## APPLICATION TYPE, TIMELINE & FEES

Full details on application type, noticing, and public hearing procedures listed under 16.72

### Application Type and Hearing Authority

Type IV Site Plan Review in the Old Town Overlay District

- The Type IV Hearing Authority is the Planning Commission and the Appeal Authority is City Council.
- Lesser land use applications (conditional use permit, variance, etc. can be processed concurrently with Site Plan application)

### Estimated Approval Timeline (Type IV Site Plan)

- 30 day completeness review
- 45-60 days for public hearing after application is deemed complete
- 14 day appeal period for all land use decisions

### Land Use Fees

*Fees as of July 1, 2021. Please confirm fees with staff prior to submittal as fee schedule is revised annually. Engineering plan review, building permit, and SDC fees separate. Fees are submitted to change July 1, 2022.*

- |  |            |
|--|------------|
| • Type IV Site Plan  | \$6,843.14 |
| • Type III Conditional use permit with concurrent type III or IV application | \$2,278.52 |
| • Variances and Adjustments  |            |
| ○ Adjustment - (Per lot and per standard to be varied)                       | \$55.20    |
| ○ Class A Variance - (Per lot and per standard to be varied)                 | \$4,558.11 |
| ○ Class B Variance - (Per lot and per standard to be varied)                 | \$1,212.33 |
| • Type II Transportation Facility Modification                               | No fee     |
| • Final Site Plan Review   | \$713.13   |
| • Publication and Distribution of Type III-V Notice                          | \$466.00   |

## APPLICATION SUBMITTAL REQUIREMENTS

See attached land use form and Site Plan Review checklist. A neighborhood meeting is required prior to submitting a Type III - V application. See attached neighborhood meeting details including a virtual meeting form.

### Note:

*Applicants are encouraged to submit 4 full and reduced size paper copies and one electronic copy for completeness review. The full number of paper copies (15) and one updated electronic copy will be required after the application is deemed complete.*



## SUMMARY OF APPLICABLE CODE CRITERIA (SZCDC Title 16)

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

<b>Division II. - LAND USE AND DEVELOPMENT</b>		<b>Division VI. - PUBLIC INFRASTRUCTURE</b>	
Chapter 16.12 - RESIDENTIAL LAND USE DISTRICTS		Chapter 16.104 - GENERAL PROVISIONS	
Chapter 16.22 - COMMERCIAL LAND USE DISTRICTS	<b>X</b>	Chapter 16.106 - TRANSPORTATION FACILITIES	<b>X</b>
Chapter 16.31 - INDUSTRIAL LAND USE DISTRICTS		Chapter 16.108 - IMPROVEMENT PLAN REVIEW	<b>X</b>
Chapter 16.36 - INSTITUTIONAL AND PUBLIC (IP) LAND USE DISTRICT		Chapter 16.110 - SANITARY SEWERS	?
Chapter 16.38 - SPECIAL USES		Chapter 16.112 - WATER SUPPLY	<b>X</b>
Chapter 16.40 - PLANNED UNIT DEVELOPMENT (PUD)		Chapter 16.114 - STORM WATER	<b>X</b>
Chapter 16.42 - HOME OCCUPATIONS		Chapter 16.116 - FIRE PROTECTION	<b>X</b>
Chapter 16.44 - TOWNHOMES		Chapter 16.118 - PUBLIC AND PRIVATE UTILITIES	<b>X</b>
Chapter 16.46 - MANUFACTURED HOMES			
Chapter 16.48 - NON-CONFORMING USES			
		<b><u>Division VII. - LAND DIVISIONS, SUBDIVISIONS, PARTITIONS, LOT LINE ADJUSTMENTS AND MODIFICATIONS</u></b>	
Chapter 16.50 - ACCESSORY STRUCTURES, ARCHITECTURAL FEATURES AND DECKS		Chapter 16.120 - SUBDIVISIONS	
Chapter 16.52 - ACCESSORY DWELLING UNITS		Chapter 16.122 - LAND PARTITIONS	
Chapter 16.54 - ADULT ENTERTAINMENT		Chapter 16.124 - PROPERTY LINE ADJUSTMENTS AND LOT CONSOLIDATIONS	
Chapter 16.56 - OTHER LAND USE ACTIONS		Chapter 16.126 - REPLATTING, LOT CONSOLIDATIONS AND VACATION OF PLATS	
Chapter 16.58 - CLEAR VISION AND FENCE STANDARDS	<b>X</b>	Chapter 16.128 - LAND DIVISION DESIGN STANDARDS	
Chapter 16.60 - YARD REQUIREMENTS			
Chapter 16.62 - CHIMNEYS, SPIRES, ANTENNAS, AND SIMILAR STRUCTURES		<b><u>Division VIII. - ENVIRONMENTAL RESOURCES</u></b>	
Chapter 16.64 - DUAL USE OF REQUIRED SPACE		Chapter 16.134 - FLOODPLAIN (FP) OVERLAY	
Chapter 16.66 - TRANSPORTATION FACILITIES AND IMPROVEMENTS		Chapter 16.136 - PROCEDURES	
Chapter 16.68 - INFILL DEVELOPMENT STANDARDS		Chapter 16.138 - MINERAL RESOURCES	
		Chapter 16.140 - SOLID WASTE	
<b><u>Division III. - ADMINISTRATIVE PROCEDURES</u></b>		Chapter 16.142 - PARKS, TREES AND OPEN SPACES	<b>X</b>
Chapter 16.70 - GENERAL PROVISIONS		Chapter 16.144 - WETLAND, HABITAT AND NATURAL AREAS	
Chapter 16.72 - PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS	<b>X</b>	Chapter 16.146 - NOISE	
Chapter 16.76 - APPEALS		Chapter 16.148 - VIBRATIONS	
		Chapter 16.150 - AIR QUALITY	
<b><u>Division IV. - PLANNING PROCEDURES</u></b>		Chapter 16.152 - ODORS	
Chapter 16.80 - PLAN AMENDMENTS		Chapter 16.154 - HEAT AND GLARE	<b>X</b>
Chapter 16.82 - CONDITIONAL USES	<b>X</b>	Chapter 16.156 - ENERGY CONSERVATION	
Chapter 16.84 - VARIANCES	<b>X</b>		
Chapter 16.86 - TEMPORARY USES		<b><u>Division IX. - HISTORIC RESOURCES</u></b>	
Chapter 16.88 - INTERPRETATION OF SIMILAR USES		Chapter 16.160 - SPECIAL RESOURCE ZONES	
		Chapter 16.162 - OLD TOWN (OT) OVERLAY DISTRICT	<b>X</b>
<b><u>Division V. - COMMUNITY DESIGN</u></b>		Chapter 16.164 - LANDMARK REVIEW	
Chapter 16.90 - SITE PLANNING	<b>X</b>	Chapter 16.166 - LANDMARK DESIGNATION	
Chapter 16.92 - LANDSCAPING	<b>X</b>	Chapter 16.168 - LANDMARK ALTERATION 16.168.010 - PROCEDURES	
Chapter 16.94 - OFF-STREET PARKING AND LOADING	<b>X</b>	16.168.020 - ALTERATION STANDARDS	
Chapter 16.96 - ON-SITE CIRCULATION	<b>X</b>	16.168.030 - VARIANCES TO ALTERATION STANDARDS	
Chapter 16.98 - ON-SITE STORAGE			
Chapter 16.100 - PERMANENT SIGNS			
Chapter 16.102 - TEMPORARY, PORTABLE AND BANNER SIGNS			

## SUMMARY OF KEY CONSIDERATIONS AND ISSUES

*The following comments are based on staff's review of the information provided on the pre-application form and accompanying attachments.*

### Summary of Required Land Use Permits

- Type IV Site Plan in Old Town Overlay
- Type III Conditional Use Permit
- Type IV-II Variance or Adjustments
- Type II Street Design Modification
- Type I Final Site Plan

The Site Plan Review and Conditional Use Permit, and Variances or Adjustments can all be processed concurrently. The Final Site Plan occurs after the initial land use approval but issuance before building permits.

### Zoning and Proposed Land Uses

- The site is zoned Retail Commercial (RC) and is in the Old Town “Smockville” Overlay Zone.
  - Public recreational facilities including parks, trails, playfields and sports and racquet courts on publicly owned property or under power line easements require a Conditional Use Permit in the RC zone.
  - Public use buildings, including but not limited to libraries, museums, community center, and senior centers, but excluding offices require a Conditional Use Permit in the RC zone.
  - Public or commercial parking (non-accessory) is a Permitted Use in the RC zone.

### Old Town Overlay

- The site is located within the Old Town Smockville Overlay zone. Since the proposal does not have structure, and specific building siting and design standards apply do not apply.
- Please note, the Old Town Overlay zone requires that all exterior materials be earth tone. A color palette is required with the land use application.

### Site Plan Review

- The development proposal is required to comply with the Site Plan Review approval criteria in SZCDC § 16.90.020(D)(1) – (6).

### Vehicle Access and Circulation

- A Type II Transportation Facility Modification addressing the approval criteria under SZCDC § 16.106.020(E) is required for the vehicle ingress from SW 1<sup>st</sup> Street. The standard being modified is SZCDC § 16.106.040(M) Vehicular Access Management for direct access to an arterial.
- The minimum driveway width for commercial development is 15 ft. (one-way) and 24 ft. (two-way).

- The minimum interior drive aisle widths are 15 ft. minimum (one-way) and 24 ft. (two-way).

#### Off-Street Parking & Loading

- Marking - All parking, loading or maneuvering areas shall be clearly marked and painted. All interior drives and access aisles shall be clearly marked and signed to show the direction of flow and maintain vehicular and pedestrian safety.
- Surface and Drainage
  - All parking and loading areas shall be improved with a permanent hard surface such as asphalt, concrete or a durable pervious surface. Use of pervious paving material is encouraged and preferred where appropriate considering soils, location, anticipated vehicle usage and other pertinent factors.
  - Parking and loading areas shall include storm water drainage facilities approved by the City Engineer or Building Official.
- Bicycle Parking
  - Requirement of one (1) bicycle parking space per 20 auto spaces
  - Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" or staple design is appropriate. Alternative, creative designs are strongly encouraged.
    - *COS Engineering identified there is an existing bicycle parking that can be utilized to meet this standard.*

#### Landscaping

- The 10-foot-wide Perimeter Landscaping Buffer standard must be addressed.
- Property within the Old Town Overlay is exempt from landscape Visual Corridor requirement.
- 16.142.060 Street Trees – street trees in accordance with this section are required for all new developments.

#### Utilities, Transportation, and Public Improvements

- A Type II Transportation Facility Modification is required for all transportation standards modified under SZCDC § 16.106.
- Utilities, Stormwater, Transportation, and Public Improvement Requirements – please refer to the City of Sherwood Engineering Comments (forthcoming)

### **AGENCY COMMENTS**

#### **City of Sherwood Engineering Comments**

Please refer to the engineering comments from Craig Christensen, Civil Engineer P.E. Contact info listed below.

**City of Sherwood Building Division** Please contact Scott McKie, Building Official, with any questions. Contact info listed below.

- The proposed permanent tent poles structures must be reviewed for engineer design (e.g. wind loads, footings).
- The proposed ADA parking must meet ADA standards.
- Any electrical services on the private property is processed and permitted through Washington County.

### **Tualatin Valley Fire & Rescue (TVF&R) Comments**

TVF&R has no comments on this project. Please contact Ty Darby, Deputy Fire Marshall, with questions at 503-259-1409 or [ty.darby@tvfr.com](mailto:ty.darby@tvfr.com). TVF&R has a review process for Service Provider Letter, see link <https://www.tvfr.com/FormCenter/Public-Records-7>

### **PRIDE Disposal Comments**

The applicant has indicated that a permanent trash/recycling enclosure is not proposed. If plans are modified to include a permanent trash/recycling enclosure, see PRIDE standards in the packet. Work directly with PRIDE, Kristen Tabscott, [kTabscott@pridedisposal.com](mailto:kTabscott@pridedisposal.com).

## **APPLICANT QUESTIONS**

- *It appears that we need to show utilities for water, sanitary sewer and storm drainage. Can these plans be schematic in nature?*

**Response:** Yes, pre-liminary development plan, but construction plan will require detailed plans. See City Engineering comments.

- *The checklist states that we need to provide photometric. I'm assuming we can supply that information but do not need to include a line diagram or utility information, just photometrics.*

**Response:** Section 16.154 Heat and Glare standard states that "Exterior lighting shall be directed away from adjoining properties, and the use shall not cause such glare or lights to shine off site in excess of one-half (0.5) foot candle when adjoining properties are zoned for residential uses." The applicant is required to provide a photometric at time of submittal. However, during the Final Site Plan review, the final site plans must include line diagrams and utility information.

- *Is there a light level requirement for open space, park and/or plazas?*

**Response:** As stated above, the light level can not be in excess of one-half (0.5) foot candle.

- *Is there a way to expedite the timeline and review of the application?*

**Response:** No. The required neighborhood meeting should be completed soon. To help expedite the review process, the applicant should submit a complete application. Once the applicant is deemed complete, the Planning Commission hearing can be set.

- *We are assuming that a traffic report will not be required.*

**Response:** A Traffic Report will not be required. See City Engineering comments.

- *Do we need a service provider letter in order to be deemed complete with our application?*

**Response:** Yes. Need Service Provider Letters from TVF&R and CWS. See links below.

<https://www.tvfr.com/FormCenter/Public-Records-7>

<https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>

- *Given the pandemic, what types of public outreach are acceptable for the application to be deemed complete?*

**Response:** A neighborhood meeting is a requirement for the application submittal. Due to the COVID-19 pandemic, these neighborhood meetings can occur virtually. See attached virtual neighborhood meeting instructions. The more public outreach, the better.

- *Can you please provide any utility plans or drawings that show the offsite storm drainage facility and how we might connect to that line?*

**Response:** Submit an “As-built Request” form to City Engineering. See City Engineering comments and As-Built Request form in the packet.

- *Can you please provide any information that shows that this facility has been sized to accommodate the plaza? Will this facility handle both detention and water quality treatment?*

**Response:** See City Engineering comments.

- *Can you please provide the previous land-use submittal for the parking lot located one-block away?*

**Response:** Yes. SP 16-07 / CUP 16-03 First Street Parking Lot Notice of Decision and approved site plan is included in the packet.

## Contact Information and Helpful Links

### PLANNING DEPARTMENT INFORMATION

**Colleen Resch**, Planning Technician  
**Eric Rutledge**, Associate Planner  
**Joy Chang**, Senior Planner

[reschc@sherwoodoregon.gov](mailto:reschc@sherwoodoregon.gov) / 503-625-4223  
[rutledgee@sherwoodoregon.gov](mailto:rutledgee@sherwoodoregon.gov) / 503-625-4242  
[changj@sherwoodoregon.gov](mailto:changj@sherwoodoregon.gov) / 503-625-4214

**Current Project Page:**

[https://www.sherwoodoregon.gov/projects?tid=All&field\\_project\\_status\\_value=All&field\\_project\\_type\\_tid=93&keys=&=Apply](https://www.sherwoodoregon.gov/projects?tid=All&field_project_status_value=All&field_project_type_tid=93&keys=&=Apply)

**Planning Applications and Checklists:**

<https://www.sherwoodoregon.gov/planning/page/land-use-applications-and-checklists>

### ENGINEERING DEPARTMENT INFORMATION

**Jo Guediri**, Engineering Program Associate  
**Craig Christensen**, Civil Engineer P.E.  
**Bob Galati**, City Engineer P.E.

[guedirij@sherwoodoregon.gov](mailto:guedirij@sherwoodoregon.gov) / 503-925-2309  
[christensenc@sherwoodoregon.gov](mailto:christensenc@sherwoodoregon.gov) / 503-925-2301  
[galatib@sherwoodoregon.gov](mailto:galatib@sherwoodoregon.gov) / 503-925-2303

**Engineering Department Home Page:** <https://www.sherwoodoregon.gov/engineering>

**Permit Process Packet:** [www.sherwoodoregon.gov/engineering/page/eng-permit-process-packet-forms](http://www.sherwoodoregon.gov/engineering/page/eng-permit-process-packet-forms)

**System Development Charges (SDC) Information:**

<https://www.sherwoodoregon.gov/engineering/page/system-development-charges-sdc>

### BUILDING DEPARTMENT INFORMATION

**Karen Abdill**, Lead Building Permit Specialist  
**Scott McKie**, Building Official

[abdillk@sherwoodoregon.gov](mailto:abdillk@sherwoodoregon.gov) / 503-625-4226  
[mckies@sherwoodoregon.gov](mailto:mckies@sherwoodoregon.gov) / 503-625-4217

**Building Department Home Page:** <https://www.sherwoodoregon.gov/building>

**Building Permit Forms:** <https://www.sherwoodoregon.gov/building/page/permit-forms>



# CITY OF SHERWOOD

## PRE APPLICATION MEETING SIGN-IN SHEET

**Project:** PAC 2022-001 Festival Plaza/Parking Lot

**Meeting Date:** February 3, 2022

**Facilitator:** Joy Chang, Senior Planner

**Place/Room:** MS Teams - Virtual

Name	Agency or Representation	Email Address
Joy Chang	COS – Planning	changj@sherwoodoregon.gov
Erika Palmer	COS – Planning	PalmerE@SherwoodOregon.gov
Craig Christensen	COS - Engineering	ChristensenC@SherwoodOregon.gov
Kristen Switzer	COS Representing Ownership Applicant	SwitzerK@SherwoodOregon.gov
Kurt Lango	Applicant's Consultant Lango Hansen	kurt@langohansen.com
Brett Hoomaert	Applicant's Consultant Lango Hansen	brett@langohansen.com



CITY OF SHERWOOD  
COVID-19 VIRTUAL NEIGHBORHOOD MEETING REQUIREMENTS

May 11, 2020

Effective immediately due to the Coronavirus (Covid-19) outbreak, the City of Sherwood Planning Department will accept a virtual meeting alternative in place of an in-person Neighborhood Meeting. This option will allow land use applications to move forward while still providing an opportunity for community members to provide valuable input on development projects. The virtual meeting alternative will be in effect until the City determines it is no longer necessary based on official County and State restrictions related to Covid-19.

This is a temporary option for holding a Neighborhood Meeting during the time covered by the Governor's order and does not permanently replace any portion of current Sherwood Zoning and Community Development Code's requirements for Neighborhood Meetings under SZCDC § 16.70.020. The Virtual Neighborhood Meeting Requirements are described below.

1. The applicant's Virtual Neighborhood Meeting notice materials shall be mailed to property owners and recognized neighborhood organizations within 1,000 ft. of the subject application site and shall include all the following:
  - A written narrative explaining the development proposal.
  - A legible (preferably rendered) site plan.
  - A URL for the virtual meeting (to be held on Zoom, Skype, Go-to-Meeting, Microsoft Teams, or other similar online platform), and information on how members of the public can access the virtual meeting.
  - A toll-free phone number providing an alternative for participation by phone.
  - Addresses where written comments and questions can be submitted via email and US Postal Service prior to the meeting.
  - A URL for a website, Dropbox, or other online platform hosted by the applicant providing public access to a copy of the mailing materials and other typical neighborhood meeting materials (grading plan, landscape plan, renderings, etc.). These materials shall be posted online the same day the meeting notice is mailed.
  
2. In executing the Virtual Neighborhood Meeting, the applicant shall:
  - Hold the online meeting at the time and virtual location posted in the notice.
  - During the meeting, collect names and contact information of all participants and provide that information with the meeting summary (in lieu of a sign-in sheet).
  - During the meeting, solicit input and exchange information about the proposed development





CITY OF SHERWOOD  
COVID-19 VIRTUAL NEIGHBORHOOD MEETING REQUIREMENTS

- During the meeting address all questions and comments submitted prior to the meeting by email or USPS.
3. The following information is required to be submitted with the land use application:
- An affidavit of mailing to adjacent property owners and recognized neighborhood organizations within 1,000 ft. of the subject application site
  - A sign in sheet (name and contact info of participants collected during the meeting)
  - Any correspondence (email or USPS) the applicant receives regarding the meeting
  - A summary of the meeting notes

*Please note that if the virtual meeting is to be recorded, all participants shall be notified that the meeting is being recorded.*

***Sherwood Zoning and Community Development Code (for reference)***  
***16.70.020 - Neighborhood Meeting***

- A. *The purpose of the neighborhood meeting is to solicit input and exchange information about the proposed development.*
- B. *Applicants of Type III, IV and V applications are required to hold a meeting, at a public location for adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject application, prior to submitting their application to the City. Affidavits of mailing, sign-in sheets and a summary of the meeting notes must be included with the application when submitted. Applicants for Type II land use action are encouraged, but not required to hold a neighborhood meeting.*
1. *Projects requiring a neighborhood meeting in which the City or Urban Renewal District is the property owner or applicant shall also provide published and posted notice of the neighborhood meeting consistent with the notice requirements in [16.72.020](#).*



# APPLICATION MATERIALS REQUIRED FOR SITE PLAN REVIEW

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Submit the following to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 925-2308.

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

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

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

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I. **FEES** - See City of Sherwood current Fee Schedule, which includes the "Publication/ Distribution of Notice" fee, at <http://www.sherwoodoregon.gov> Click on Government/Planning/Planning Fees.

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

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

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

- ❑ **Application Form** – One original and fourteen (14) copies of a completed **City of Sherwood Application for Land Use Action** form. Original signatures from all owners must be on the application form.
- ❑ **Documentation of Neighborhood Meeting** (Type III- Type V) - Affidavits of mailing, sign-in sheets and a summary of the meeting notes shall be included with the application.
- ❑ **Tax Map** - Fifteen (15) copies of the latest Tax Map available from the Washington County Assessor's Office showing property within at least 300 feet with scale (1"=100' or 1"= 200') north point, date and legend.
- ❑ **Mailing Labels** – Two (2) sets of mailing labels for property owners within 1,000 feet of the subject site, including a map of the area showing the properties to receive notice. Mailing labels can be obtained from a private title insurance company. Ownership records shall be based on the most current available information from the Tax Assessor's office. *It is the applicant's responsibility to provide mailing labels that accurately reflect all property owners that reside within 1,000 feet of the subject site.*
- ❑ **Vicinity Map** – Fifteen (15) copies of a vicinity map showing the City limits and the Urban Growth Boundary.
- ❑ **Narrative** – Fifteen (15) copies and **an electronic copy** of a narrative explaining the proposal in detail and a response to the Required Findings for Site Plan Review, located in Chapter 16 of the Municipal Code/Zoning & Development, Section 16.90.010. The Municipal Code/Zoning & Development is available online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov), Click on Government/Municipal Code.
- ❑ **Electronic Copy** – An electronic copy of the **entire** application packet. This should include all submittal materials (narrative, vicinity map, mailing labels, site plan, preliminary plat, etc.).

### III. REQUIRED PLANS

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

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

- ❑ **Existing Conditions Plan** - Existing conditions plan drawn to scale showing: property lines and dimensions, existing structures and other improvements such as streets and utilities, existing vegetation including trees, any floodplains or wetlands and any easements on the property. The existing conditions plan shall also include the slope of the site at 5-foot contour intervals

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

1. The subject parcel (s), its dimensions and area.
2. The location and dimensions of proposed development, including the following:

Transportation

- a. Public and private streets with proposed frontage improvements including curb, gutters, sidewalks, planter strip, street lighting, distances to street centerline, pavement width, right-of-way width, bike lanes and driveway drops.
- b. Public and private access easements, width and location.
- c. General circulation plan showing location, widths and direction of existing and proposed streets, bicycle and pedestrian ways, and transit routes and facilities within ½ mile of the subject property.
- d. Show the location and distance to neighboring driveways and the width and locations of driveways located across the street.
- e. The location and size of accesses, sight distance and any fixed objects on collectors or arterial streets.
- f. Emergency accesses.
- g. Indicate the location and size of off-street parking spaces including curbing and wheel stop locations.
- h. Proposed transit facilities.
- i. Indicate loading and maneuvering areas.
- j. Delivery truck and bus circulation patterns.

Grading and Erosion Control

- k. Indicate the proposed grade at two (2)-foot contour intervals.
- l. Indicate the proposed erosion control measures to CWS standards (refer to CWS R&O 07-20).
- m. Show areas of cut and fill with areas of structural fill.
- n. Show the location of all retaining walls, the type of material to be used, the height of the retaining wall from the bottom of the footing to the top of the wall and the exposed height of the wall.

Utilities

- o. Utilities must be shown after proposed grade with 2-foot contour intervals.
- p. Map location, purpose, dimensions and ownership of easements.
- q. Fire hydrant locations and fire flows.
- r. Water, sewer and stormwater line locations, types and sizes.
- s. Clearly indicate the private and public portions of the system.
- t. Above-ground utilities and manhole locations.

Preliminary Stormwater Plan

- u. Show location, size and slope of water quality facility.
- v. Preliminary calculations justifying size of facility.

- w. The total square footage of the new and existing impervious area.
- x. The stormwater facility to CWS standards. (R&O 07-20).

Sensitive Areas

- y. Show any and all streams, ponds, wetlands and drainage ways.
- z. Indicate the vegetative corridor for sensitive areas to CWS standards. (R&O 07-20).
- aa. Indicate measures to avoid environmental degradation that meet CWS, DSL and Army Corp requirements.
- bb. Flood elevation.
- cc. Wetland delineation and buffering proposed.
- dd. Location and size of all trees greater than 5 inches DBH (indicate if trees are proposed for removal).

Land Use

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

- Reduced - Proposed Development Plans** – One (1) reduced copies of the Proposed Development Plan on 8 1/2” by 11” sheets and fifteen (15) reduced copies on 11” by 17” sheets.
- Lighting Plan** – Photometric lighting plan indicating foot candle power on and along the perimeter of the site. Proposed locations, height and size of lights. (If outdoor lighting is proposed).
- Surrounding Land Uses** – Existing land use including nature, size and location of existing structures within 300 feet.

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

#### IV. **DOCUMENTS REQUIRED**

- Title Report** – Two (2) copies of a current preliminary title report available from a private title insurance company.
- CWS Service Provider Letter** – Four (4) copies of the CWS service provider letter

#### V. **ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED**

- Army Corps and DSL wetland applications and/or permits** – Four (4) copies of required Divisions of State Lands and/or Army Corp of Engineers permits and/or permit applications if applicable.
- Traffic Study** – Four (4) copies of a traffic study. (If required by the City Engineer).
- Soils Analysis and/or Geotechnical Report** – Four (4) copies completed by a registered Soils Engineer or Geologist including measures to protect natural hazards. (If required by the City Engineer).
- Tree Report** – Two (2) copies of a tree report prepared by an arborist, forester, landscape architect, botanist or other qualified professional. (If required trees are on-site).
- Natural Resource Assessment** – If required by Clean Water Services (CWS). The CWS Pre-Screening indicates as to whether this report is required or not.
- Wetland Delineation Study** – if required by Oregon Division of State Lands (DSL) or the Army Corps of Engineers.
- Other Special Studies and/or Reports** – if required by the Planning Director or the City Engineer to address issues identified in the pre-application meeting or during project review.
- Verification of compliance with other agency standards such as CWS, DSL, Army Corps of Engineers, ODOT, PGE, BPA, Washington County.

# Engineering Pre-Application Comments

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To: Joy Chang, Senior Planner

From: Craig Christensen, P.E., Engineering Department

Project: PAC 2022-001 Sherwood Festival Plaza

Date: January 31, 2022

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Engineering staff has reviewed the information provided for the above cited project. Final construction plans will need to meet the standards established by the City of Sherwood Engineering Department and Public Works Department, Clean Water Services (CWS) and Tualatin Valley Fire & Rescue in addition to requirements established by other jurisdictional agencies providing land use comments. City of Sherwood Engineering Department comments are as follows:

## Sanitary Sewer

An 8-inch diameter public sanitary sewer main exists within the alley to southeast of the subject property. There is no sanitary sewer within either SW Pine Street or SW 1<sup>st</sup> Street. This sanitary sewer main provides service within the near vicinity of the project. The only parcel in the area that does not have direct access to the sanitary sewer system is across SW 1<sup>st</sup> Street from the subject property on the west corner of SW Pine Street/SW 1<sup>st</sup> Street intersection. This parcel does not have direct access to the public sanitary sewer system due to a property line adjust performed back in 2014 which rotated the direction of the parcels by 90 degrees creating a parcel that didn't have direct access to the public sanitary sewer system. Since this condition was created by the neighboring property, and since there is a closer sanitary sewer to this parcel than the sanitary sewer by the subject property by roughly 110 feet, it would not be reasonable to extend the sanitary sewer along the frontage of SW Pine Street to provide public sanitary access to this parcel.

Therefore no extension of the existing sanitary sewer system will likely be required. If needed, the subject development will need to provide sanitary sewer service to the subject property. The subject property shall make use of an existing lateral unless otherwise approved. Any unused sanitary sewer laterals stubbed to the subject property that are not used with the development shall be capped off at the tee.

## Water

An 8-inch diameter public water main exists within the alley to southeast of the subject property and within SW Pine Street to the northeast of the subject property. A 12-inch water main exists within SW 1<sup>st</sup> Street to the northwest of the subject property. There is an existing water meter service in the alley serving the subject property. However, if the

existing water meter box falls within the new driveway location then it will likely need to be relocated and the old service will need to be abandoned at the main.

If domestic water is needed for the subject development, then a water service at an approved location will need to be provided by the subject development. A backflow assembly will likely be required.

Since all sides of the subject property have a public water line throughout the full length of the subject property, no extension of the public water lines will likely be required.

#### Storm Sewer

A 10-inch diameter public storm sewer main exists within the alley to the southeast of the subject property. An 18-inch diameter public storm sewer exists within SW Pine Street to the northeast of the subject property. A 24-inch diameter public storm sewer exists within SW 1<sup>st</sup> Street to the northwest of the subject property.

The subject property will make use of an existing storm lateral within the public alley to the southeast unless otherwise approved.

Since all sides of the subject property have public storm sewer throughout the full length of the subject property, no extension of the public water lines will likely be required.

Storm water quality treatment and hydro-modification will be required in compliance with Clean Water Services (CWS) standards. A storm water report in compliance with CWS standards is required. Currently a storm water treatment (cartridge) facility located on SW Villa Road receives the storm water from the 10-inch diameter storm sewer in the alley southeast of the subject property. If it is shown that this storm water treatment facility has capacity to treat the subject property, then a fee-in-lieu option will likely be available for the subject property. A fee-in-lieu option will likely be available in place of constructing on-site hydro-modification for the subject property.

Since the property is owned by the City of Sherwood, a Private Storm Water Access and Maintenance Covenant will likely not be required.

#### Transportation

The subject property has public street frontage along an alley to the southeast, SW Pine Street (Collector) to the northeast and SW 1<sup>st</sup> Street (Arterial) to the northwest. All public streets are currently at full buildout. The subject development proposed to have access from the alley and SW 1<sup>st</sup> Street. Alley access is acceptable.

Since SW 1<sup>st</sup> Street is an arterial, city design standards are that the driveway would need to be 150 feet away from the SW Pine Street/SW 1<sup>st</sup> Street intersection which is significantly greater than the approximately 60 feet of separation proposed. Therefore a Design Modification Request will need to be submitted by the developer and approved by the City Engineer in order to receive driveway access onto SW 1<sup>st</sup> Street.



If the driveway on SW 1<sup>st</sup> Street is approved, it appears that the driveway location may affect the existing designated on-street parking. If deemed necessary by the engineering department the existing parking stall pavers may need to be removed and replaced with concrete along SW 1<sup>st</sup> Street adjacent to the subject property. The existing street light may be too close to the proposed driveway along SW 1<sup>st</sup> Street and may need to be relocated and potentially protected by bollards. If street light needs relocating, then a lighting analysis may be required to confirm street lighting levels. "No Parking" signs will likely need to be adjusted for a potential new driveway location onto SW 1<sup>st</sup> Street as will street trees/street tree wells.

Since the subject development is proposed to be a parking lot with occasional festival use, a traffic trip count/traffic impact analysis will likely not be required.

Other Engineering Issues:

A CWS Service Provider Letter is required.

A CWS Storm Water Connection Permit Authorization is required.

Since the subject development is under 1 acre of disturbed area, no DEQ NPDES permit will be required, however a City of Sherwood grading and erosion control permit is required.

Public Utility Easements are not required in the downtown overlay area.

For preliminary plan application, existing utilities may be schematic. However for engineering plan submittal utilities pertinent to the development plan will need to be more precisely located.

There is an As-Built Request Form on the City of Sherwood website for acquisition of as-built plans. <https://www.sherwoodoregon.gov/engineering/page/built-request-form-0>

A System Development Charge spreadsheet is available for use in the forms section on the City of Sherwood website. <https://www.sherwoodoregon.gov/engineering/page/system-development-charges-sdc>

Sherwood Broadband utilities existing within the alley and SW Pine Street along the subject property frontage and within SW 1<sup>st</sup> Street on the opposite side of the street. With these existing Sherwood Broadband facilities in place, it will likely not be required to install Sherwood Broadband facilities along the subject property side of SW 1<sup>st</sup> Street as all properties in the area have access to Sherwood Broadband.

END OF COMMENTS

DISCLAIMER: The comments provided above are initial in nature and are in no way binding as to what conditions may or may not be imposed upon the development in the Notice of Decision.

**Design Modification Request for Longitudinal Gutter Slopes Less Than 0.50  
Percent and Cross Slopes Greater Than 5 Percent**

File: 4184 – Old Town Townhomes Date: February 3, 2014

To: Bob Galati, P.E. – City Engineer  
Through: Craig Christensen, P.E. – City Project Manager  
From: - Design Engineer

**Location of Requested Design Modification**

The frontage improvements are located on the northwest side of SW 2nd Street between SW Washington Street and SW Pine Street.

**Current Standards**

Section 210.4.A.1 of the City of Sherwood Engineering Manual states “Minimum tangent street gradients shall be 0.5 percent along the crown and curb.”

Section 210.9.A.5 of the City of Sherwood Engineering Manual states “Cross-slope of the street section shall be no less than 2.5 percent and no greater than 5 percent. Whenever possible, the crown of the street shall be the same elevation as the top of the curbs.”

**Design Modification Being Requested**

I am requesting that a minimum gutter grade of 0.3% be used for the proposed concrete curb and gutter which is less than the 0.5% minimum standard. Also being requested is a change to the maximum cross slope standard from 5% to 7.3% for the 3 feet of pavement surface nearest the concrete gutter.

**Existing Conditions**

The longitudinal slope along the existing gutter line on the northwest side of SW 2nd Street is nearly flat and point shots show areas of ponding. The existing cross slope on the northwest side of SW 2nd Street ranges between 4% to 6% cross slope.

**Result of Meeting Standards**

To meet the 0.5% minimum longitudinal slope standard, the existing catch basin will need to go down in elevation by 0.17 feet. The resulting effect of dropping this catch basin will result in a cross slope of 11% in the 3 feet between the sawcut and the flange line of the concrete gutter. This would result in a cross slope of 5% for the 8.5 feet of paving nearest the centerline to an 11% cross slope in the 3 feet nearest the concrete gutter in the area of the new catch basin. The 11% cross slope exceeds the 5% maximum cross slope standard. This much of a cross slope break and the overall steepness of the cross slope near the catch basin could result in a potential driving hazard for vehicles.

Proposed Design Modification

The proposed longitudinal slope will be modified to 0.30% to the northeast of the catch basin while the longitudinal slope will be modified to 0.35% to the southwest of the catch basin. The proposed cross slope in the area of the catch basin will reach a maximum cross slope of approximately 7.3% which more closely matches the existing 4% to 6% cross slope.

Reason Why Design Request Should be Approved

Due to the existing conditions along the frontage of the property, reducing the minimum longitudinal slope to 0.3% while increasing the maximum cross slope to 7.3% will result in the best combination between gutter drainage and driver safety.

\_\_\_\_\_  
- Design Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig Christensen, P.E. - City Project Manager

\_\_\_\_\_  
Date

- Approved
- Approved with Conditions (conditions below or on attached sheet)
- Denied

\_\_\_\_\_  
Bob Galati, P.E. - City Engineer

\_\_\_\_\_  
Date



Community Development Division  
**Engineering Department**  
22560 SW Pine Street  
Sherwood, OR 97140  
503-925-2309

**AS-BUILT INFORMATION REQUEST FORM**

Please provide the following information:

Tax Lot Id #: \_\_\_\_\_

Nearest Street, Address or Subdivision: \_\_\_\_\_

A tax lot map clearly indicating the lot(s) must be presented with the request.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Time frame for completion is 3-5 business days.

Requested Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The cost per copy is \$0.15 for each 8 ½ x 11 sheet and \$0.25 for each 11x17 sheet or double sided 8 ½ x 11 sheet. The as-built request fee is \$25 per subdivision. An as-built electronic media fee is \$25 per CD. In addition, staff time is charged for any project over 15 minutes. The rate calculation is based on the current City of Sherwood Rates and Fees Schedule, Section 1 – Staff Rates per Hour.

**From:** [Darby, Ty M.](#)  
**To:** [Joy Chang](#)  
**Subject:** Re: PAC 2022-001  
**Date:** Tuesday, February 8, 2022 6:51:27 AM

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Hi Joy,

Good morning! We have no comments for the project.

Thank you.

Ty

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**From:** Joy Chang <ChangJ@SherwoodOregon.gov>  
**Sent:** Friday, February 4, 2022 8:23:17 AM  
**To:** Darby, Ty M. <Ty.Darby@tvfr.com>  
**Subject:** PAC 2022-001

\*\*\*The sender is from outside TVF&R – Do not click on links or attachments unless you are sure they are safe\*\*\*

Good morning Ty,

Did you have any formal response to this proposal? Let me know either way.

Thanks.

Joy L Chang  
Senior Planner  
City of Sherwood  
22560 SW Pine St. Sherwood, OR 97140  
O:503.625.4214 F:503-625-0629 M:971-979-5369  
[www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)  
[changj@sherwoodoregon.gov](mailto:changj@sherwoodoregon.gov)

**The Community Development Department is located on the 2<sup>nd</sup> floor of the City Hall/Library building and is currently open Monday – Friday 8am to 5pm**

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**P★R★I★D★E**

**DISPOSAL COMPANY**

P.O. Box 820 Sherwood, OR 97140

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


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## 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.

The Sherwood Planning Commission held a public hearing on November 22, 2016 for the First Street Parking Lot Site Plan and Conditional Use Permit review. The Commission opened the hearing and received a staff report and applicant presentation. The Commission then requested public testimony for, against, or neutral to the subject application. No public comments were received at the hearing. After consideration of the application, and the applicant's presentation, the Planning Commission voted to approve the application with conditions. The Planning Commission decision is based on the findings of fact and conditions contained in this notice, the applicant's materials and testimony, and the staff report including exhibits.

  
\_\_\_\_\_  
Jean Simon, Chair, Sherwood Planning Commission

**Proposal:** The Sherwood Urban Renewal Agency is seeking site plan and conditional use permit approval to develop a 19-space non-accessory parking lot on a 10,000 square foot site composed of two undeveloped lots with frontage onto SW First Street. One lot is zoned Retail Commercial (RC) and the other is zoned Medium Density Residential Low (MDRL). Both lots are subject to the Old Town Overlay District. Non-accessory parking is a permitted use in the RC zone and requires a Conditional Use Permit in the MDRL zone. Development will consist of a parking lot and associated landscaping.

#### I. BACKGROUND

- A. Applicant/Owner:** Sherwood Urban Renewal Agency  
22560 SW Pine Street  
Sherwood, OR 97140
- Owner's Representative:** Bob Galati, PE  
City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140
- B. Location:** 2S132BA – 2800 and 3000
- C. Address:** 15919 and 15931 SW First Street (currently a vacant site).
- D. Parcel Size:** The site is approximately 10,000 square feet in size.
- E. Existing Development and Site Characteristics:** The site is flat and vacant with limited vegetation and seven trees located along the southeast side of the lot, adjacent to SW First Street. Access to the site is via SW First Street on the southeast side of the site and a public alley on the northwest side.
- F. Site History:** The site is vacant and located within the "Smockville" portion of the Old Town Overlay District. The Urban Renewal Agency authorized the purchase of the subject property on August 5, 2014 to support plans for the property to be redeveloped for public uses as set forth in the Sherwood Urban Renewal Plan (URA Resolution 2014-008).

- G. Adjacent Zoning and Land Use:** The site is surrounded by properties subject to the Old Town Overlay District: to the north is Bella Via on property zoned RC and a hair salon on property zoned MDRL; to the south is the American Legion on property zoned RC; to the west is a contractor's office on property zoned Retail Commercial (RC); and to the east is a single-family residential home on property Medium Density Residential Low (MDRL).
- H. Review Type:** According to §16.72.010.A3a, Conditional Uses require a Type III review with a Hearings Officer decision. An appeal would be heard by the Planning Commission. Site plan applications with development under 15,000 square feet, are considered a Type II staff level decision. However, the property is within the Sherwood Old Town Overlay. As such, the application is subject to a Type IV review, which requires review and approval by the Planning Commission after conducting a public hearing. An appeal would be heard by the Sherwood City Council.
- I. Public Notice and Hearing:** Notice of the application was mailed to property owners within 1,000 feet, posted on the property and distributed in five locations throughout the City on October 27, 2016 in accordance with § 16.72.020 of the Sherwood Zoning and Development Code (SZDC). The notice was published in the Sherwood Gazette on November 1, 2016 and in the Times on November 17, 2016 (a newspaper of general circulation) in accordance with § 16.72.020 of the SZDC.
- J. Review Criteria:** Sherwood Zoning and Community Development Code: §16.12 (Residential Land Uses), §16.22 (Commercial Land Use Districts), §16.58 (Clear Vision and Fence), §16.82 (Conditional Uses), §16.90 (Site Plan Review), §16.92 (Landscaping), §16.94 (Off-Street Parking and Loading), §16.96 (On-Site Circulation), Division VI. Public Infrastructure, §16.142 (Parks, Trees and Open Space), and §16.162 (Old Town (OT) Overlay District).

## II. PUBLIC COMMENTS

Public notice was mailed, posted on the property, and posted in five locations throughout the City on October 27, 2016. Staff has received no comments as of the date of this report; however, comments are welcome up to the close of the public hearing.

## III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on October 13, 2016. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: The Sherwood Engineering Department has provided comments that are included in this report and attached as **Exhibit B**.

Clean Water Services: A CWS Pre-Screening Site Assessment dated September 21, 2016 states that sensitive areas do not appear to exist on site or within 200' of the site. Jackie Humphries, CWS provided comments that indicated a storm water connection permit would be required. This will be discussed and conditioned further within this report. Her comments are attached as **Exhibit C**.

Tualatin Valley Fire and Rescue (TVF&R): Tom Mooney, Deputy Fire Marshall, contacted staff on October 13, 2016 and reported that TVF&R has no concerns with the proposed project.



Washington County, Kinder Morgan Energy, ODOT, METRO, Pride Disposal Company, NW Natural Gas and Portland General Electric did not respond or provided no comments to the request for agency comments by the date of this report.

#### **IV. SITE PLAN REVIEW REQUIRED FINDINGS (16.90 Site Planning)**

##### **D. Required Findings**

**No site plan approval shall be granted unless each of the following is found:**

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

**FINDING:** The proposed development meets the applicable zoning district standards as discussed below under the “Division II- Land Use and Development” section, and the applicable provisions of Divisions V, VI, VIII, and IX as discussed in detail below.

- 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.**

**FINDING:** The proposed public parking lot requires minimal public services. As discussed in detail in the Public Infrastructure section, water, sanitary sewer, and storm sewer are either available or can be extended to serve the site. The subject site has access to SW First Street, a developed collector status road, on the southeast and a public alley on the northwest. Solid waste services are available, but not necessary for the proposed development. The nearest parks are Cannery Square, southeast of the site off Pine Street and Veteran’s Park, southwest of the site off Main Street., Police and Fire services are available to serve the site. Existing overhead franchise utility services are available and run over a portion of the site that will need an easement dedicated or to be relocated outside the subject property. Sherwood Broadband utilities are required to be installed. This criterion can be met as discussed and conditioned in the Public Infrastructure Section below.

- 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.**

**FINDING:** The property will remain in the ownership of the Urban Renewal Agency. No covenants, agreements or other documents are specifically required for 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.**

**FINDING:** The site contains no significant natural features and therefore this criterion is not applicable.

- 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.

**FINDING:** The proposed activity is a public parking lot to serve the businesses and activities in the Old Town area. The parking lot does not, in and of itself, generate traffic trips. This criterion is not applicable.

## **6. Commercial Design Standards**

**FINDING:** The property is zoned both Retail Commercial (RC) and Medium Density Residential Low (MDRL). No buildings or structures are proposed. Consequently, these criteria are not applicable.

**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: (*Items a. and b.*)**

**FINDING:** The subject site is zoned Retail Commercial (RC) and Medium Density Residential Low (MDRL). Consequently, these criteria are not applicable.

**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.**

**FINDING:** There are no existing or planned driveways that exceed 24 feet in width. This criterion is not applicable.

## **V. CONDITIONAL USE PERMIT REVIEW REQUIRED FINDINGS (16.82 Conditional Uses)**

### **16.82.20 - Permit Approval**

#### **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.**

**FINDING:** As discussed above, the proposed public parking lot requires minimal public services. As discussed in detail in the Public Infrastructure section below, water, sanitary sewer, and storm sewer are either available or can be extended to serve the site. The subject site has access to SW First Street, a developed collector status road, on the southeast and a public alley on the northwest. Solid waste services are available, but not necessary for the proposed development. The nearest parks are Cannery Square, southeast of the site off Pine

Street and Veteran's Park, southwest of the site off Main Street., Police and Fire services are available to serve the site. Existing overhead franchise utility services are available and run over a portion of the site that will need an easement dedicated or to be relocated outside the subject property. Sherwood Broadband utilities are required to be installed. This criterion can be met as discussed and conditioned in the Public Infrastructure Section below.

**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.**

**FINDING:** The site is zoned Retail Commercial (RC) and Medium Density Residential Low (MDRL) and is subject to the Old Town (OT) Overlay district. "Public and commercial (non-accessory) parking" is a permitted use in the RC district and a Conditional Use within a residential zoning district in the OT Overlay district when the conditions of Section 16.162.040.C. apply. As discussed below, these conditions require that no buildings existed on the property on May 1, 2016 and that the property has street frontage on an arterial and/or collector street as identified within the Sherwood Street Transportation System Plan. As discussed earlier in this report, the subject site is and has been vacant and has frontage onto SW First Street, a Collector status street. The subject property satisfies both conditions for the conditional use. The site can be adequately served by public safety. The proposed parking lot will not generate noise above that of properly maintained and operated vehicles, which are exempt from the noise regulations in Section 16.146. This criterion has been met.

**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.**

**STAFF ANALYSIS:** The Sherwood Urban Renewal Agency (URA) has identified a need for public parking in Old Town. The Old Town (OT) Overlay District specifically removed parking requirements for uses within the "Smockville" area. There are a few existing public parking areas in Old Town: a lot at the southwest corner of Railroad and Park streets; a lot at the Sherwood Center for the Arts, south of Railroad Street between Pine and Main streets, at the southwest corner of SW First and SW Pine streets (former Robin Hood Theater site), and behind the Library/City Hall building. The parking lot on the former Robin Hood Theater site is an existing non-conforming use; the site was intended to be a temporary lot and was not developed to current code with respect to paving, striping and landscaping. The site is owned by the URA and is being considered for sale and redevelopment. It is the intent of the URA Board to develop the proposed First Street Parking Lot in advance of the sale of the former Robin Hood Theater site to minimize the impacts of the redevelopment and loss of parking to the community and Old Town businesses.

The Sherwood Town Center Plan, adopted on September 17, 2013, includes a variety of policies and strategies to support the primary goal: "Future residential growth, economic development, and public investment in the Sherwood Town Center will enhance urban vibrancy, encourage active transportation, and improve safety and efficiency for all modes of transportation." Inherently, the City is challenged to balance often competing goals creating a vibrant, pedestrian-friendly Old Town area with the need to provide adequate parking for local businesses and community residents. The URA Board believes that this balance is achieved with the redevelopment of the former Robin Hood Theater site and development of the First Street Parking Lot. Development of the First Street Parking Lot will help achieve Policy 9: "The City will support actions that provide sufficient parking for businesses and residents, while maximizing the efficiency of parking areas."

**FINDING:** This criterion has been met.

- 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.**

**FINDING:** The First Street Parking Lot is proposed to be developed on a vacant site within the “Smockville” area of Old Town. The site is directly across SW First Street from the American Legion parking lot and located between a commercial business and single-family residential home. SW First Street is a Collector status street and provides direct access to the proposed parking lot. The proposed use will not generate additional traffic trips and will help alleviate potential parking shortages once the former Robin Hood Theater site is redeveloped. The surrounding properties will not be adversely affected by the proposed use. This criterion is met.

- 5. The impacts of the proposed use of the site can be accommodated considering size, shape, location, topography and natural features.**

**FINDING:** The proposed site is flat, square-shaped, and undeveloped. The parking lot has been designed to accommodate the proposed 19 spaces, drive aisle and perimeter and parking lot landscaping. This criterion is met.

- 6. The use as proposed does not pose likely significant adverse impacts to sensitive wildlife species or the natural environment.**

**FINDING:** The proposed use does not appear to pose a significant impact to sensitive wildlife species nor the natural environment as it is not in close proximity to either. This criterion is met.

- 7. For wireless communication facilities, no Conditional Use Permit will be granted unless the following additional criteria is found:**
  - a. The applicant demonstrates to the satisfaction of the City that the wireless communication facility cannot be located in an IP zone due to the coverage needs of the applicant.**
  - b. The proposed wireless communication facility is designed to accommodate co-location or it can be shown that the facility cannot feasibly accommodate co-location.**
  - c. The applicant demonstrates a justification for the proposed height of the tower or antenna and an evaluation of alternative designs which might result in lower heights.**
  - d. The proposed wireless communication facility is not located within one-thousand (1,000) feet of an existing wireless facility or that the proposed wireless communication facility cannot feasibly be located on an existing wireless communication facility.**
  - e. The proposed wireless communication facility is located a minimum of three-hundred (300) feet from residentially zoned properties.**

**FINDING:** The proposed use is not a wireless communication facility. Therefore, this criterion is not applicable.

8. The following additional criteria apply to transportation facilities and improvements subject to Conditional Use approval per [Chapter 16.66](#). These are improvements and facilities that are (1) not designated in the adopted City of Sherwood Transportation System Plan (TSP), and are (2) not designed and constructed as part of an approved land use application.
  - a. The project preserves or improves the safety and function of the facility through access management, traffic calming, or other design features.
  - b. The project includes provisions for bicycle and pedestrian access and circulation consistent with the Comprehensive Plan, the requirements of this Code, and the TSP.
  - c. Proposal inconsistent with TSP: If the City determines that the proposed use or activity or its design is inconsistent with the TSP, then the applicant is required to apply for and obtain a plan and/or zoning amendment prior to or in conjunction with Conditional Use Permit approval.
  - d. State transportation system facility or improvement projects: The Oregon Department of Transportation (ODOT) must provide a narrative statement with the application demonstrating compliance with all of the criteria and standards in Sections 16.82.020.C.1—6 and 8.a—8.d. Where applicable, an Environmental Impact Statement or Environmental Assessment may be used to address one or more of these criteria.

**FINDING:** The proposed use is not a Transportation Facility nor Improvement as defined per Chapter 16.66. Therefore, this section is not applicable.

#### **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.

**FINDING:** The proposed parking lot does not require additional mitigation of air, land or water degradation, noise, glare, heat, vibration or other conditions. This criterion is met.

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.

**FINDING:** As discussed in the Public Infrastructure section below, the applicant will be required to dedicate easements or relocate water and electrical utility lines that traverse the site. Installation of Sherwood Broadband utilities will be required. The applicant will also be required to extend the existing storm sewer to serve the site. The proposed conditional use does not require any additional provisions of or improvements to public facilities. This criterion is met.

3. Increased required lot sizes, yard dimensions, street widths, and off-street parking and loading facilities.

**FINDING:** The proposed parking lot does not require increased lot sizes, yard dimensions, street widths or off-street parking or loading facilities. This criterion is not applicable.

**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.**

**FINDING:** The proposed parking lot will have primary access via SW First Street. A secondary access is proposed via the public alley. No additional access points are required. No signs, apart from ADA signage, is proposed. Any signs proposed in the future would be reviewed and approved in accordance with the standards of section 16.100 of the Development Code. The applicant has demonstrated compliance with perimeter and parking lot landscaping requirements. No buildings or structures are proposed. The applicant has demonstrated compliance with existing code provisions and additional requirements are not warranted. This criterion is met.

**5. Submittal of final site plans, land dedications or money-in-lieu of parks or other improvements, and suitable security guaranteeing conditional use requirements.**

**FINDING:** While the above items will be required prior to receiving final site plan approval and permits, there is no need to require additional conditions as a result of the requested conditional use. This criterion is met.

**6. Limiting the number, size, location, height and lighting of signs.**

**FINDING:** No signs, apart from ADA signage, is proposed. Any signs proposed in the future would be reviewed and approved in accordance with the standards of section 16.100 of the Development Code. Limits to the number, size, location, height and lighting of signs is not necessary. This criterion is met.

**7. Requirements for the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas.**

**FINDING:** The subject site has minimal vegetation and no identified watercourses, habitat areas or drainage areas. Additional conditions regarding the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas and drainage areas is not warranted. This criterion is not applicable.

**8. Requirements for design features which minimize potentially harmful environmental impacts such as noise, vibration, air pollution, glare, odor and dust.**

**FINDING:** The requested Conditional Use, a public parking lot, has limited potential to create harmful environmental impacts that require mitigation measures above and beyond those already provided in the current code. No additional mitigation is warranted. This criterion is met.

## **VI. APPLICABLE CODE PROVISIONS**

**A. Division II– Land Use and Development  
Chapter 16.12 RESIDENTIAL LAND USE DISTRICTS  
16.12.020 Uses**

**A. The table below identifies the land uses that are allowed in the Residential Districts.  
The specific land use categories are described and defined in Chapter 16.10**

- B. Any use not otherwise listed that can be shown to be consistent or associated with the permitted uses or conditionally permitted uses identified in the residential zones or contribute to the achievement of the objectives of the residential zones will be allowed or conditionally permitted using the procedure under Chapter 16.88 (Interpretation of Similar Uses).
- C. Any use that is not permitted or conditionally permitted under this zone that cannot be found to be consistent with the allowed or conditional uses identified as in B, is prohibited in the residential zone using the procedure under Chapter 16.877 (Interpretation of Similar Uses).

**FINDING:** The proposed use is not permitted in the Medium Density Residential Low (MDRL) district. However, the subject property is subject to the provisions of the Old Town (OT) Overlay district found in Section 16.162 which specifically states, in Section 16.162.040, Conditional Uses: “C. Public and commercial (non-accessory) parking within residential zoning districts when both of the following apply: 1. On May 1, 2016, no buildings existed on the property where the parking is to be located; and 2. The property has street frontage on an arterial or collector street as identified within the Sherwood Transportation System Plan.” The subject site is and has been vacant, with no buildings as of May 1, 2016, and has frontage onto SW First Street, a Collector status street. The subject property satisfies both conditions for the conditional use.

**FINDING:** The proposed use is not an outright permitted use in the MDRL zoning district, but is conditionally permitted as allowed by the Old Town (OT) Overlay district provisions outlined in Section 16.162.040.C.

**16.12.030 Residential Land Use Development Standards**

**A. Generally**

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions, area, setbacks or other requirements, except as permitted by Chapter 16.84. (Variance and Adjustments)

**B. Development Standards**

Except as modified under Chapter 16.68 (Infill Development), Section 16.144.030 (Wetland, Habitat and Natural Areas) Chapter 16.44 (Townhomes), or as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table.

**C. Development Standards per Residential Zone**

	<b>MDRL</b>
Minimum Lot area (in square ft); Single-Family Detached:	5,000
Minimum Lot width at front property line:	25 feet
Minimum Lot width at building line; Single-Family:	50 feet
Lot Depth:	80 feet

**STAFF ANALYSIS:** The applicant is not proposing any new lots. The existing lot size is 5,000 square feet with a lot width of 50 feet and lot depth of 100 feet deep. The applicant is not proposing residential development.

**FINDING:** These standards are met.

**16.12.030.C Setbacks**

	<b>MDRL</b>
Front yard:	14 feet
Face of garage	20 feet
Interior side yard; Single-Family Detached:	5 feet
Corner lot side yard; Single Family or Two Family:	15 feet
Rear yard:	20 feet

**STAFF ANALYSIS:** No buildings are proposed. The applicant will be subject to site design standards, including perimeter landscape standards, as required in Division V, Community Design, of the Development Code.

**FINDING:** These standards are not applicable.

**16.12.030.C. Height**

	<b>MDRL</b>
Maximum Height (in feet):	30 or 2 stories

**FINDING:** No buildings are proposed. This standard is not applicable.

**Chapter 16.22 COMMERCIAL LAND USE DISTRICTS**

**16.22.020 Uses**

- A. The table below identifies the land uses that are permitted outright (P), permitted conditionally (C), and not permitted (N) in the Commercial Districts. The specific land use categories are described and defined Chapter 16.88 (Interpretation of Similar Uses).
- B. Uses listed in other sections of the code, but not within this specific table are prohibited.
- C. Any use not otherwise listed that can be shown to be consistent or associated with the uses permitted outright or conditionally in the commercial zones or contribute to the achievement of the objectives of the commercial zones may be permitted outright or conditionally, utilizing the provisions of Chapter 16.88 (Interpretation of Similar Uses).
- D. Additional limitations for specific uses are identified in the footnotes of this table.

	<b>RC</b>
<b>COMMERCIAL</b>	
<b>Public or commercial parking (non-accessory)</b>	<b>P</b>

**FINDING:** The proposed use is permitted in the Retail Commercial (RC) district. This standard is met.

**16.22.030 Development Standards**

**A. Generally**

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions,



area, setbacks or other requirements, except as permitted by Chapter 16.84. (Variance and Adjustments)

**B. Development Standards**

Except as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table.

	RC
Lot area	5,000 sq. ft.
Lot width at front property line:	40 ft
Minimum Lot width at building line	40 ft
Front yard setback <sup>9</sup>	0 ft
when abutting residential zone	Same as abutting residential zone
Side yard setback <sup>9</sup>	0 ft
when abutting residential zone	10 ft
Rear yard setback <sup>9</sup>	0
when abutting residential zone	10 ft
Corner lot <sup>9</sup>	
Height <sup>10,11</sup>	50 ft <sup>13,14</sup>
<sup>9</sup> Existing residential uses shall maintain setbacks as specified in the High Density Residential Zone (16.12.030). <sup>10</sup> Maximum height is the lessor of feet or stories. <sup>11</sup> Solar and wind energy devices and similar structures attached to buildings and accessory buildings, may exceed this height limitation by up to twenty (20) feet. <sup>13</sup> Structures within one-hundred (100) feet of a residential zone shall be limited to the height requirements of that residential area. <sup>14</sup> Structures over fifty (50) feet in height may be permitted as conditional uses, subject to Chapter 16.82.	

**STAFF ANALYSIS:** The site is also subject to the Old Town (OT) Overlay District, which supersedes the requirements of the RC district if there is a conflict. The OT Overlay requires a minimum lot area of 2,500 square feet; no minimum yards (setbacks); and limits height to 40 feet (3 stories) in the “Smockville” area. The applicant is not proposing any new lots. The existing lot size is 5,000 square feet with a lot width of 50 feet and lot depth of 100 feet deep. The applicant is not proposing any buildings. The applicant will be subject to site design standards, including perimeter landscape standards, as required in Division V, Community Design, of the Development Code.

**FINDING:** These standards are met.

**16.58.010 Clear Vision Areas**

- A. A clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, intersection of a street with a railroad, or intersection of a street with an alley or private driveway.**
- B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.**

**C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2½) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side.**

**The following requirements shall govern clear vision areas:**

- 1. In all zones, the minimum distance shall be twenty (20) feet.**
- 2. In all zones, the minimum distance from corner curb to any driveway shall be twenty-five (25) feet.**
- 3. Where no setbacks are required, buildings may be constructed within the clear vision area.**

**FINDING:** Clear vision areas are not identified on the site plan at the intersections of the proposed driveway and SW First Street, however it appears that adequate space is provided to meet this standard. This standard can be met as conditioned below.

**CONDITION:** Prior to final site plan approval, show that there are no sight obstructing objects within the clear vision area.

## **B. Division V. Community Design**

### **16.92-LANDSCAPING**

#### **16.92.010-Landscaping Plan Required**

**All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan that meets the standards of this Chapter. All areas not occupied by structures, paved roadways, walkways, or patios shall be landscaped or maintained according to an approved site plan.**

**FINDING:** The applicant submitted a landscape plan that shows landscaping adjacent to the parking areas. Compliance with the landscaping standards will be discussed below. As proposed and conditioned below, the applicant can meet the landscaping requirements.

#### **16.92.020 Landscaping Materials**

##### **A. Type of Landscaping**

**Required landscaped areas shall include an appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plantings. Trees to be planted in or adjacent to public rights-of-way shall meet the requirements of this Chapter. Plants may be selected from the City's "Suggested Plant Lists for Required Landscaping Manual" or suitable for the Pacific Northwest climate and verified by a landscape architect or certified landscape professional.**

**FINDING:** The applicant provided a landscape plan that shows a combination of evergreen and deciduous trees and evergreen ground cover. The applicant identified the groundcover, shrubs and the exact number of trees to be planted. The applicant has not verified that the plan has been certified by a landscape professional. The applicant has not met this criterion, but can meet this criterion with the following condition.

**CONDITION:** Prior to final site plan approval, submit a final landscape plan that has been verified by a qualified landscape professional.

#### **16.92.030 Site Area Landscaping and Perimeter Screening Standards**

##### **A. Perimeter Screening and Buffering**

**1. Perimeter Screening Separating Residential Zones:**

A minimum six-foot high sight-obscuring wooden fence, decorative masonry wall, or evergreen screen, shall be required along property lines separating single and two-family uses from multi-family uses, and along property lines separating residential zones from commercial, institutional/public or industrial zones subject to the provisions of Chapter 16.48.020 (Fences, Walls and Hedges).

**FINDING:** There is an existing single-family residence east of the site. There is an existing six-foot high fence separating the single-family residence from the subject property. This standard is met.

**2. Perimeter Landscaping Buffer**

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

**FINDING:** The site plan shows a minimum 10 foot wide landscape strip around the perimeter of the site, with an extra 16.42-foot landscape strip along the western property line. The applicant has met this criterion.

**B. Parking Area Landscaping**

**3. Required Landscaping**

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

**FINDING:** The proposal will provide a total of 19 parking spaces including 1 ADA space. Based on the above standards a total of 855 square feet of parking area landscaping is required. The plans show an 855 square foot landscaping area on the western side of the site, between the parking area and perimeter landscape area. This standard is met.

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

a. Number of Trees required based on Canopy Factor

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

(1) Any combination of the following is required:

- (i) One (1) large tree is required per four (4) parking spaces;
- (ii) One (1) medium tree is required per three (3) parking spaces; or
- (iii) One (1) small tree is required per two (2) parking spaces.
- (iv) At least five (5) percent of the required trees must be evergreen.

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

b. Shrubs:

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

c. Ground cover plants:

- (1) Any remainder in the parking area must be planted with ground cover plants.
- (2) The plants selected must be spaced to cover the area within three (3) years. Mulch does not count as ground cover.

**FINDING:** The applicant provided a list of the plants, location of the plants and size of the containers of the plants to be planted. The applicant proposes 4 large trees (Ginko Biloba) and 2 small trees (Pacific Boxwood), which is sufficient for 20 parking spaces, exceeding the requirements for the proposed 19 spaces. The applicant proposes 44 shrubs (Brandon Arborvitae and Oregon Grape), exceeding the required 38 shrubs. The remaining landscape areas will be covered with 200 groundcover plants (Kinnikinnick). These standards are met.

#### **5. Individual Landscape Islands Requirements**

- a. Individual landscaped areas (islands) shall be at least ninety (90) square feet in area and a minimum width of five (5) feet and shall be curbed to protect the landscaping.**
- b. Each landscape island shall be planted with at least one (1) tree.**
- c. Landscape islands shall be evenly spaced throughout the parking area.**
- d. Landscape islands shall be distributed according to the following:**
  - (1) Residential uses in a residential zone: one (1) island for every eight (8) contiguous parking spaces.**
  - (2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) contiguous parking spaces.**
  - (3) Industrial uses: one (1) island for every twelve (12) contiguous parking spaces.**
- e. Storm water bio-swales may be used in lieu of the parking landscape areas and may be included in the calculation of the required landscaping amount.**

**FINDING:** The proposed parking is situated so that there are not more than 10 contiguous spaces. Therefore, this standard is not applicable.

#### **6. Landscaping at Points of Access**

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

**FINDING:** As discussed under Section 16.58.010, Clear Vision Areas, vision triangles are not identified on the plans, however there appears to be adequate space to meet this standard. This standard can be met as previously conditioned.

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

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

**FINDING:** No mechanical equipment, outdoor storage or service or delivery areas are proposed. This standard is not applicable.

#### **16.92.040 Installation and Maintenance Standards**

##### **A. Installation**

**All required landscaping must be in-ground, except when in raised planters that are used to meet minimum Clean Water Services storm water management requirements. Plant materials must be installed to current nursery industry standards. Plant materials**

must be properly supported to ensure survival. Support devices such as guy wires or stakes must not interfere with vehicular or pedestrian movement.

**B. Maintenance and Mitigation of Landscaped Areas**

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

**C. Irrigation**

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

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

**FINDING:** The applicant has indicated that in ground irrigation will be provided and that the system will be a design build system installed by the contractor. These standards have not been met but can be met as conditioned below.

**CONDITION:** Prior to Final Site Plan approval, submit a final landscape plan that address the installation and maintenance standards of Section 16.92.040 to the Planning Department for review and approval.

**16.94 Off-Street Parking and Loading**

**16.94.010 General Requirements**

**A. Off-Street Parking Required**

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

**FINDING:** The Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for a public parking lot. The Old Town (OT) Overlay district established no required parking for uses in the “Smockville” area of Old Town. This standard is met.

#### 16.94.010 General Requirements

##### B. Deferral of Improvements

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

**FINDING:** The applicant is not seeking to defer any required improvements. This standard is not applicable.

#### 16.94.010 General Requirements

##### C. Options for Reducing the Required Parking Spaces

1. Two (2) or more uses or, structures on multiple parcels of land may utilize jointly the same parking and loading spaces when the peak hours of operation do not substantially overlap, provided that satisfactory evidence is presented to the City, in the form of deeds, leases, or contracts, clearly establishing the joint use.
  - a. Within commercial, institutional and public, or industrial zones, shared parking may be provided on lots that are within five hundred (500) feet of the property line of the use to be served.
  - b. Shared parking is allowed if the application can show that the combined peak use is available by a parking study that demonstrates:
    - (1) There is a sufficient number of parking spaces to accommodate the requirements of the individual businesses; or
    - (2) That the peak hours of operation of such establishments do not overlap, and
    - (3) That an exclusive permanent easement over a delineated area has been granted for parking space use.
2. Mixed use projects are developments where a variety of uses occupies a development project or complex. For example, an eating establishment, professional office building and movie theater are all components of a mixed use site. It does not include a secondary use within a primary use such as an administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:
  - a. Primary use: i.e. that with the largest proportion of total floor area within the development at one hundred (100) percent of the minimum vehicle parking required for that use.
  - b. Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at ninety (90) percent of the vehicle parking required for that use.
  - c. Subsequent use or uses, at eighty (80) percent of the vehicle parking required for that use.

**FINDING:** As there are no required parking standards for a public parking lot, this standard is not applicable.

#### **16.94.010 General Requirements**

##### **D. Prohibited Uses**

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

**FINDING:** No long term storage or sale of vehicles or other materials is proposed. This standard is met.

#### **16.94.010 General Requirements**

##### **E. Location**

- 2. For all other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within five hundred (500) feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.**
- 3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.**

**FINDING:** As there are no required parking standards for a public parking lot, this standard is not applicable.

#### **16.94.010 General Requirements**

##### **F. Marking**

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

**FINDING:** The site plan identifies clearly marked and painted parking spaces with wheel stops. The primary access is via SW First Street with a 24-foot wide drive aisle to accommodate two-way traffic. This standard is met.

#### **16.94.010 General Requirements**

##### **G. Surface and Drainage**

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

**STAFF ANALYSIS:** The parking lot will be improved with an asphalt surface. The City Engineering Department has stated that no public storm sewer exists in the alley northwest of the subject property frontage nor along SW First Street southeast of the subject property frontage. SW First has adequate drainage facilities for the public street. Properties on the southeast side

of SW First Street have access to storm sewer via a storm sewer in the pedestrian corridor southeast of those properties. Properties on the northwest side of the subject property (northwest of the alley) have access to a storm sewer within SW Second Street.

No storm sewer is available for servicing the proposed development. Therefore, the developer shall extend storm sewer as necessary to serve the subject property meeting the approval of the City of Sherwood Engineering Department.

A regional water quality facility is available for the storm water runoff from the subject property. This regional facility was sized with downtown development in mind and has the capacity to serve the subject property.

City policy requires that prior to any grading, a permit shall be obtained from the Building Department for all grading on the private portion of the site. In addition, an approved grading and erosion control plan is also required from the City of Sherwood Engineering Department for all public and private improvements prior to any grading and to obtain a Storm Water Connection Permit from Clean Water Services (CWS).

**FINDING:** This standard can be met as conditioned below.

**CONDITION:** Prior to issuance of the Engineering Compliance Agreement, the developer shall either design a water quality facility on-site for treatment of storm runoff meeting the approval of the City of Sherwood Engineering Department or make a payment-in-lieu toward the regional facilities upon approval by the City Engineer and Clean Water Services.

**CONDITION:** Private storm water runoff within the subject property shall be collected and conveyed in accordance with the current Oregon Plumbing Specialty Code.

**CONDITION:** All storm infrastructure shall be designed to meet the approval of the City of Sherwood Engineering Department prior to issuance of an Engineering Compliance Agreement.

#### **16.94.010 General Requirements**

##### **H. Repairs**

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

**FINDING:** The City of Sherwood Public Works Department will be responsible for all site maintenance and repairs. This standard is met.

#### **16.94.010 General Requirements**

##### **I. Parking and Loading Plan**

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

- 1. Delineation of individual parking and loading spaces and dimensions.**
- 2. Circulation areas necessary to serve parking and loading spaces.**
- 3. Location of accesses to streets, alleys and properties to be served, and any curb cuts.**
- 4. Landscaping as required by Chapter 16.92.**
- 5. Grading and drainage facilities.**



6. **Signing and bumper guard specifications.**
7. **Bicycle parking facilities as specified in Section 16.94.020.C.**
8. **Parking lots more than one (1) acre in size shall provide street-like features including curbs, sidewalks, and street trees or planting strips.**

**FINDING:** Preliminary off-street parking plans are shown on Sheets C4 of the application. This standard is met.

#### **16.94.010 General Requirements**

##### **J. Parking Districts**

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

- E. **Structured parking and on-street parking are exempt from the parking space maximums in Section 16.94.020.A.**

**FINDING:** No parking districts or structured parking are proposed. This standard is not applicable.

#### **16.94.010 Off-Street Parking Standards**

##### **A. Generally**

Where square feet are specified, the area measured shall be the gross building floor area primary to the functioning of the proposed use. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space. The Review Authority may determine alternate off - street parking and loading requirements for a use not specifically listed in this Section based upon the requirements of comparable uses.

**FINDING:** As discussed above, the Zoning and Community Development Code has no established minimum or maximum off-street parking requirements for public parking lots. The proposal reflects the URA Board's decision to provide off-street parking in an amount equal to that provided in the former Robin Hood Theater site. This standard is met.

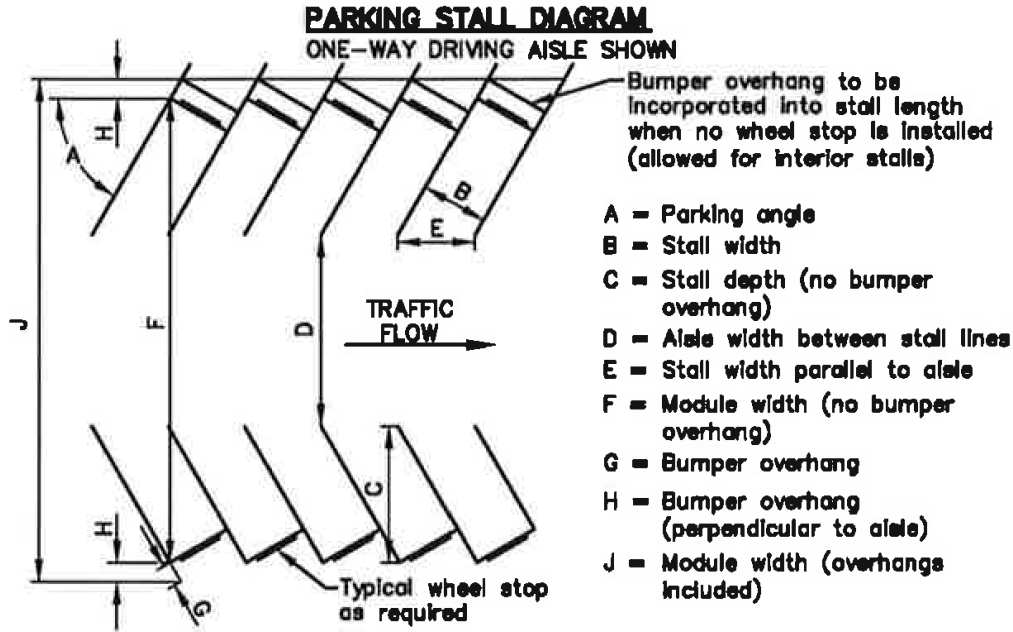
#### **16.94.010 Off-Street Parking Standards**

##### **B. Dimensional and General Configuration Standards**

1. **Dimensions** For the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five (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.



**Table 2: Minimum Parking Dimension Requirements  
One-Way Driving Aisle (Dimensions in Feet)**

A	B	C	D	E	F	G	H	I
45°	8.0	16.5	13.0	11.3	46.0	3.0	2.5	51.0
	9.0	18.5	12.0	12.7	49.0	3.0	2.5	54.0

**3. Wheel Stops**

- a. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.
- b. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.
- c. The paved portion of the parking stall length may be reduced by three (3) feet if replaced with three (3) feet of low lying landscape or hardscape in lieu of a wheel stop; however, a curb is still required. In other words, the traditional three-foot vehicle overhang from a wheel stop may be low-lying landscaping rather than an impervious surface.

**4. Service Drives**

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

**5. Credit for On-Street Parking**

- a. **On-Street Parking Credit.** The amount of off-street parking required shall be reduced by one (1) off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards.

- b. The following constitutes an on-street parking space:
  - (1) Parallel parking, each twenty-four (24) feet of uninterrupted curb;
  - (2) Forty-five (45)/sixty (60) degree diagonal, each with ten (10) feet of curb;
  - (3) Ninety (90) degree (perpendicular) parking, each with eight (8) feet of curb;
  - (4) Curb space must be connected to the lot which contains the use;
  - (5) Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;
  - (6) On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.
- 6. **Reduction in Required Parking Spaces**  
 Developments utilizing Engineered storm water bio-swales or those adjacent to environmentally constrained or sensitive areas may reduce the amount of required parking spaces by ten (10) percent when twenty-five (25) through forty-nine (49) parking spaces are required, fifteen (15) percent when fifty (50) and seventy-four (74) parking spaces are required and twenty (20) percent when more than seventy-five (75) parking spaces are required, provided the area that would have been used for parking is maintained as a habitat area or is generally adjacent to an environmentally sensitive or constrained area.
- 7. **Parking Location and Shared Parking**  
 Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.

**STAFF ANALYSIS:** The parking stalls meet the length, width, and depth requirements. 17 parking stalls will be standard width, one stall will be compact, and one stall will meet ADA requirements. Wheel stops are provided in accordance with this section. The applicant is not seeking credit for on-street parking or a reduction in required parking spaces, as there are no required spaces for uses in the “Smockville” area of Old Town.

**FINDING:** This standard is met.

#### 16.94.010 Off-Street Parking Standards

##### C. Bicycle Parking Facilities

- 1. **General Provisions**
  - a. **Applicability.** Bicycle parking spaces shall be provided for new development, changes of use, and major renovations, defined as construction valued at twenty-five (25) percent or more of the assessed value of the existing structure.
  - b. **Types of Spaces.** Bicycle parking facilities shall be provided in terms of short-term bicycle parking and long-term bicycle parking. Short-term bicycle parking is intended to encourage customers and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Long-term bicycle parking provides employees, students, residents, commuters, and others who generally stay at a site for at least several hours a weather-protected place to park bicycles.
  - c. **Minimum Number of Spaces.** The required total minimum number of bicycle parking spaces for each use category is shown in Table 4, Minimum Required Bicycle Parking Spaces.
  - d. **Minimum Number of Long-term Spaces.** If a development is required to provide eight (8) or more required bicycle parking spaces in Table 4, at least twenty-five (25) percent shall be provided as long-term bicycle with a minimum of one (1) long-term bicycle parking space.

- e. **Multiple Uses.** When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.
2. **Location and Design.**
- a. **General Provisions**
    - (1) Each space must be at least two (2) feet by six (6) feet in area, be accessible without moving another bicycle, and provide enough space between the rack and any obstructions to use the space properly.
    - (2) There must be an aisle at least five (5) feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.
    - (3) **Lighting.** Bicycle parking shall be at least as well lit as vehicle parking for security.
    - (4) **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
    - (5) Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" or staple design is appropriate. Alternative, creative designs are strongly encouraged.
    - (6) **Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.
  - b. **Short-term Bicycle Parking**
    - (1) Provide lockers or racks that meet the standards of this section.
    - (2) Locate inside or outside the building within thirty (30) feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer.

**Table 4: Minimum Required Bicycle Parking Spaces**

Use Categories	Minimum Required Spaces
<b>Public and Institutional Categories</b>	
<b>Park and ride facility</b>	<b>2 or 1 per 20 spaces, whichever is greater</b>

**STAFF ANALYSIS:** No bicycle parking standards are provided for a public parking lot, the use is most closely related to a “park and ride facility”. As such, a public parking lot is required to provide at least two (2) bicycle parking spaces. The site plan identifies a 6-foot by 3-foot bicycle parking station, however no plan details or discussion is provided in the project narrative to indicate how many bicycle spaces will be accommodated in this area. There appears to be adequate space for two bicycle spaces, however no additional details are provided about the configuration to confirm that the layout complies with the code. The area is adjacent to a five-foot pedestrian access, providing adequate bicycle maneuvering space. The bicycle parking area is adjacent to SW First Street, which is adequately lit.

**FINDING:** As discussed above, this standard is not met but can be met as conditioned below.

**CONDITION:** Submit a detail and cut sheet for the proposed bicycle rack with the Final Site Plan for review and approval.

**16.94.030 - Off-Street Loading Standards**

**A. Minimum Standards**

1. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.
2. The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet.
3. Multiple uses on the same parcel or adjacent parcels may utilize the same loading area if it is shown in the development application that the uses will not have substantially overlapping delivery times.
4. The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area:
  - a. Twenty thousand (20,000) to fifty (50,000) sq. ft. - five hundred (500) sq. ft.
  - b. Fifty (50,000) sq. ft. or more - seven hundred fifty (750) sq. ft.

**B. Separation of Areas**

Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-street parking areas and designed to prevent the encroachment of delivery vehicles onto off-street parking areas or public streets. Off-street parking areas used to fulfill the requirements of this Chapter shall not be used for loading and unloading operations.

**C. Exceptions and Adjustments.**

The review authority, through Site Plan Review, may approve loading areas within a street right-of-way in the Old Town Overlay District when all of the following conditions are met:

1. Short in duration (i.e., less than one (1) hour);
2. Infrequent (less than three (3) operations occur daily between 5:00 a.m. and 12:00 a.m. or all operations occur between 12:00 a.m. and 5:00 a.m. at a location that is not adjacent to a residential zone);
3. Does not unreasonably obstruct traffic; [or] Does not obstruct traffic during peak traffic hours;
4. Does not obstruct a primary emergency response route; and
5. Is acceptable to the applicable roadway authority.

**FINDING:** No loading areas are required or proposed. This standard is not applicable.

**16.96 ONSITE CIRCULATION**

**16.96.030 - Minimum Non-Residential Standards**

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

**Commercial: Improved hard surfaced driveways are required as follows:**

Required		Minimum Width	
Parking Spaces	# Driveways	One-Way Pair	Two-Way
1 - 49	1	15 feet	24 feet

**FINDING:** The applicant proposes 19 onsite parking spaces. Therefore only one driveway is required. There is one two-way drive approximately 24 feet wide illustrated on the site plan. A 12-foot secondary access to the public alley is also provided, in excess of the requirement. This standard is met.

## **B. Sidewalks and Curbs**

- 1. A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, and to connect all building entrances to one another. The system shall also connect to transit facilities within five hundred (500) feet of the site, future phases of development, and whenever possible to parks and open spaces.**
- 2. Curbs shall also be required at a standard approved by the Hearing Authority. Private pathways/sidewalks shall be connected to public rights-of-way along driveways but may be allowed other than along driveways if approved by the Hearing Authority.**
- 3. Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other pervious durable surface. Primary pathways connecting front entrances to the right of way shall be at least 6 feet wide and conform to ADA standards. Secondary pathways between buildings and within parking areas shall be a minimum of four (4) feet wide and/or conform to ADA standards. Where the system crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump). At a minimum all crosswalks shall include painted striping.**
- 4. Exceptions. Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements.**

**FINDING:** The only private pathway/sidewalk is a 5-foot pedestrian access from the ADA parking space to the public sidewalk. A 6-foot wide access is required. This standard is not met but can be met as conditioned below.

**CONDITION:** Provide a 6-foot wide pedestrian access to the existing sidewalk on the Final Site Plan.

## **C. Division VI – PUBLIC IMPROVEMENTS**

### **Chapter 16.106 TRANSPORTATION FACILITIES**

#### **16.106.020 Required Improvements**

##### **A. Generally**

**Except as otherwise provided, all developments containing or abutting an existing or proposed street, that is either unimproved or substandard in right-of-way width or improvement, shall dedicate the necessary right-of-way prior to the issuance of building permits and/or complete acceptable improvements prior to issuance of occupancy permits. The following figure provides the depiction of the functional classification of the street network as found in the Transportation System Plan, Figure 8-1.**

**STAFF ANALYSIS:** According to the Engineering Department, the subject property has street frontage along SW First Street (Collector) to the southeast and along a public alley to the northwest. The existing street has a 13-foot wide half street paved street section with a 5-foot wide curb tight sidewalk within a 29-foot wide half street right-of-way section. Standard for a 2 lane collector street with no parking is 17 feet of half street paved width with a 5-foot wide

landscape strip and 8-foot wide sidewalk within a 31-foot wide half street right-of-way section. The existing street section is consistent throughout this area. Therefore street improvements on SW First Street are only required as necessary for the development.

An existing driveway exists at the eastern corner of the subject property that does not meet ADA standards. The site plan shows that the applicant intends to eliminate this driveway. A condition is proposed to ensure that the driveway is eliminated or reconstructed to ADA standards.

The subject property has street frontage along a public alley to the northwest. The existing alley has a gravel surface within a 14-foot wide full width right-of-way width. Half street improvements within the public alley are not required since it would be impractical to install half street improvements of 7 feet in width when the remainder of the alley would remain gravel.

Since the proposed development is for a parking lot only, no additional trips are generated due to this development.

All street infrastructure shall be designed to meet the approval of the City of Sherwood Engineering Department prior to issuance of an Engineering Compliance Agreement.

**FINDING:** This standard is not met but can be met as conditioned below.

**CONDITION:** Prior to final engineering approval of the improvements, the existing driveway on SW First Street shall either be reconstructed or eliminated to make the sidewalk meet ADA standards.

#### **16.110 – SANITARY SEWERS**

**Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains. Sanitary Sewers shall be constructed, located, sized and installed at standards consistent 16.110.**

**STAFF ANALYSIS:** According to the Engineering Department, a public sanitary sewer exists within the alley northwest of the subject property frontage. There is no sanitary sewer in SW First Street. Properties on the southeast side of SW First Street have access to sanitary sewer via a public sewer within the pedestrian corridor southeast of those properties. Therefore all properties within the vicinity of the subject property have access to the public sanitary sewer system. No public sanitary sewer extension is required.

The proposed development has no plumbing fixtures proposed. Therefore no connection to the public sanitary sewer system is proposed.

**FINDING:** This standard is met.

#### **16.112– WATER SUPPLY**

##### **16.112.010 Required Improvements**

**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 the Water System Master Plan.**

**STAFF ANALYSIS:** Currently a public water main exists within SW First Street along the subject property frontage. No public water main extension is required. There exists a water service within the alley northwest of the subject property that serves both the subject property and one property

to the northwest. Therefore all properties within the vicinity of the subject property have access to the public water system. No public water line extension is required.

The existing water service within the alley northwest of the subject property is partially within the subject property. The preliminary plan shows the water service being relocated into the alley. All cost of relocation shall be borne by the development. Developer shall contact Sherwood Public Works prior to relocation.

**FINDING:** This standard is not met, but can be met as conditioned below.

**CONDITION:** Prior to final engineering approval of the improvements, the developer shall either relocate the water service to within the right-of-way or shall provide a public water line easement to the City of Sherwood.

**CONDITION:** As a general condition, private water lines shall be installed in compliance with the current Oregon Plumbing Specialty Code.

#### **16.114 – STORM WATER**

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

**STAFF ANALYSIS:** Currently no public storm sewer exists within the alley northwest of the subject property frontage nor along SW First Street southeast of the subject property frontage. SW First has adequate drainage facilities for the public street. Properties on the southeast side of SW First Street have access to storm sewer via a storm sewer in the pedestrian corridor southeast of those properties. Properties on the northwest side of the subject property (northwest of the alley) have access to a storm sewer within SW 2<sup>nd</sup> Street.

No storm sewer is available for servicing the proposed development. Therefore, the developer shall extend storm sewer as necessary to serve the subject property meeting the approval of the City of Sherwood Engineering Department.

A regional water quality facility is available for the storm water runoff from the subject property. This regional facility was sized with downtown development in mind and has the capacity to serve the subject property.

All storm infrastructure shall be designed to meet the approval of the City of Sherwood Engineering Department prior to issuance of an Engineering Compliance Agreement.

**FINDING:** This standard is not met but can be met as conditioned below.

**CONDITION:** Prior to issuance of the Engineering Compliance Agreement, the developer shall either design a water quality facility on-site for treatment of storm runoff meeting the approval of the City of Sherwood Engineering Department or make a payment-in-lieu toward the regional facilities upon approval by the City Engineer and Clean Water Services.

**CONDITION:** Private storm water runoff within the subject property shall be collected and conveyed in accordance with the current Oregon Plumbing Specialty Code.



**CONDITION:** Prior to Engineering Approval of the Public Improvement Plans, submit a Clean Water Services Storm Water Connection Permit Authorization that includes the standards identified in the comments submitted by Clean Water Services on October 26, 2016.

### **16.116 FIRE PROTECTION**

#### **16.116.010 Required Improvements**

**When land is developed so that any commercial or industrial structure is further than two hundred and fifty (250) feet or any residential structure is further than five hundred (500) feet from an adequate water supply for fire protection, as determined by the Fire District, the developer shall provide fire protection facilities necessary to provide adequate water supply and fire safety.**

**FINDING:** Tom Mooney, Deputy Fire Marshall, contacted staff on October 13, 2016 and reported that TVF&R has no concerns with the proposed project. This standard is met.

### **16.118 PUBLIC AND PRIVATE UTILITIES**

#### **16.118.010 Purpose**

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

#### **16.118.020 Standard**

- A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, Chapter 7 of the Community Development Code, and applicable utility company and City standards.**
- B. Public utility easements shall be a minimum of eight (8) feet in width unless a reduced width is specifically exempted by the City Engineer. An eight-foot wide public utility easement (PUE) shall be provided on private property along all public street frontages. This standard does not apply to developments within the Old Town Overlay.**

**STAFF ANALYSIS:** Since the subject property is in the Old Town Overlay, a PUE is not required. There are existing overhead franchise services over the subject property that service the neighboring property to the southwest. Per City Ordinance 2005-017 and City Resolution 2005-074, Sherwood Broadband utilities are required along the frontage of the site. Since no widening improvements are to be constructed as part of this project the applicant can elect to submit a payment in lieu of constructing these facilities.

**FINDING:** These standards are not met but can be met as conditioned below.

**CONDITION:** The developer shall either have the existing overhead franchise services relocated to outside of the subject property or provide an easement for the services.

**CONDITION:** Prior to approval of the public improvement plans, the developer shall record all required public easements and provide proof of the recording to the City of Sherwood Engineering Department.

**CONDITION:** Prior to approval of the public improvement plans, the developer shall construct or pay the fee in lieu for Sherwood Broadband along the sites frontage.

### **F. Division VIII. Environmental Resources**

#### **16.142.060: STREET TREES**

##### **A. Installation of Street Trees on New or Redeveloped Property.**

Trees are required to be planted to the following specifications along public streets abutting or within any new development or re-development. Planting of such trees shall be a condition of development approval. The City shall be subject to the same standards for any developments involving City-owned property, or when constructing or reconstructing City streets. After installing street trees, the property owner shall be responsible for maintaining the street trees on the owner's property or within the right-of-way adjacent to the owner's property.

1. **Location:** Trees shall be planted within the planter strip along a newly created or improved streets. In the event that a planter strip is not required or available, the trees shall be planted on private property within the front yard setback area or within public street right-of-way between front property lines and street curb lines or as required by the City.
2. **Size:** Trees shall have a minimum trunk diameter of two (2) caliper inches, which is measured six inches above the soil line, and a minimum height of six (6) feet when planted.
3. **Types:** Developments shall include a variety of street trees. The trees planted shall be chosen from those listed in 16.142.080 of this Code.
4. **Required Street Trees and Spacing:**
  - a. The minimum spacing is based on the maximum canopy spread identified in the recommended street tree list in section 16.142.080 with the intent of providing a continuous canopy without openings between the trees. For example, if a tree has a canopy of forty (40) feet, the spacing between trees is forty (40) feet. If the tree is not on the list, the mature canopy width must be provided to the planning department by a certified arborist.
  - b. All new developments shall provide adequate tree planting along all public streets. The number and spacing of trees shall be determined based on the type of tree and the spacing standards described in a. above and considering driveways, street light locations and utility connections. Unless exempt per c. below, trees shall not be spaced more than forty (40) feet apart in any development.
  - c. A new development may exceed the forty-foot spacing requirement under section b. above, under the following circumstances:
    - (1) Installing the tree would interfere with existing utility lines and no substitute tree is appropriate for the site; or
    - (2) There is not adequate space in which to plant a street tree due to driveway or street light locations, vision clearance or utility connections, provided the driveways, street light or utilities could not be reasonably located elsewhere so as to accommodate adequate room for street trees; and
    - (3) The street trees are spaced as close as possible given the site limitations in (1) and (2) above.
    - (4) The location of street trees in an ODOT or Washington County right-of-way may require approval, respectively, by ODOT or Washington County and are subject to the relevant state or county standards.
    - (5) For arterial and collector streets, the City may require planted medians in lieu of paved twelve-foot wide center turning lanes, planted with trees to the specifications of this subsection.

**FINDING:** There is no existing planting strip along SW First Street. Consequently, Street Trees will be installed on private property in accordance with Section 16.142.060.A.1. The applicant proposes to install two Ginko Biloba "Fairmont" trees, consistent with the recommended street tree list found in Section 16.142.080. The site has 100 feet of frontage with a 24-foot wide

driveway in the middle of the site. One street tree is proposed on either side of the driveway, meeting appropriate spacing requirements. This standard is met.

**B. Removal and Replacement of Street Trees.**

The removal of a street tree shall be limited and in most cases, necessitated by the tree. A person may remove a street tree as provided in this section. The person removing the tree is responsible for all costs of removal and replacement. Street trees less than five (5) inches DBH can be removed by right by the property owner or his or her assigns, provided that they are replaced. A street tree that is removed must be replaced within six (6) months of the removal date.

1. **Criteria for All Street Tree Removal for trees over five (5) inches DBH. No street tree shall be removed unless it can be found that the tree is:**
  - a. **Dying, becoming severely diseased, or infested or diseased so as to threaten the health of other trees, or**
  - b. **Obstructing public ways or sight distance so as to cause a safety hazard, or**
  - c. **Interfering with or damaging public or private utilities, or**
  - d. **Defined as a nuisance per City nuisance abatement ordinances.**
2. **Street trees between five (5) and ten (10) inches DBH may be removed if any of the criteria in 1. above are met and a tree removal permit is obtained.**
  - a. **The Tree Removal Permit Process is a Type I land use decision and shall be approved subject to the following criteria:**
    - (1) **The person requesting removal shall submit a Tree Removal Permit application that identifies the location of the tree, the type of tree to be removed, the proposed replacement and how it qualifies for removal per Section 1. above.**
    - (2) **The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.**
    - (3) **If an objection to the removal is submitted by the City or to the City during the ten (10) calendar day period, an additional evaluation of the tree will be conducted by an arborist to determine whether the tree meets the criteria for street tree removal in Section 1. above. The person requesting the Tree Removal Permit shall be responsible for providing the arborist report and associated costs.**
    - (4) **Upon completion of the additional evaluation substantiating that the tree warrants removal per Section 1. above or if no objections are received within the ten-day period, the tree removal permit shall be approved.**
    - (5) **If additional evaluation indicates the tree does not warrant removal, the Tree Removal Permit will be denied.**
3. **Street trees over ten (10) inches DBH may be removed through a Type I review process subject to the following criteria.**
  - a. **The applicant shall provide a letter from a certified arborist identifying:**
    - (1) **The tree's condition,**
    - (2) **How it warrants removal using the criteria listed in Section 1. above, and identifying any reasonable actions that could be taken to allow the retention of the tree.**
  - b. **The applicant shall provide a statement that describes whether and how the applicant sought assistance from the City, HOA or neighbors to address any issues or actions that would enable the tree to be retained.**
  - c. **The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.**

- d. **Review of the materials and comments from the public confirm that the tree meets the criteria for removal in Section 1. above.**

**STAFF ANALYSIS:** The applicant proposes to remove seven trees along SW First Street which appear to be in conflict with the proposed parking lot driveways and required perimeter landscaping as shown on Sheet C3. These trees appear to have been planted prior to the City's Street Tree requirements as no approved landscape plan exists for this site. Consequently, these trees are not considered to be street trees and not subject to this section of code.

**FINDING:** These standards are not applicable.

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

#### **16.142.070 Trees on Property Subject to Certain Land Use Applications**

##### **A. Generally**

The purpose of this Section is to establish processes and standards which will minimize cutting or destruction of trees and woodlands within the City. This Section is intended to help protect the scenic beauty of the City; to retain a livable environment through the beneficial effect of trees on air pollution, heat and glare, sound, water quality, and surface water and erosion control; to encourage the retention and planting of tree species native to the Willamette Valley and Western Oregon; to provide an attractive visual contrast to the urban environment, and to sustain a wide variety and distribution of viable trees and woodlands in the community over time.

##### **B. Applicability**

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

##### **C. Inventory**

1. To assist the City in making its determinations on the retention of trees and woodlands, land use applications including Type II - IV development shall include a tree and woodland inventory and report. The report shall be prepared by a qualified professional and must contain the following information:
  - a. Tree size (in DBH and canopy area)
  - b. Tree species
  - c. The condition of the tree with notes as applicable explaining the assessment
  - d. The location of the tree on the site
  - e. The location of the tree relative to the planned improvements
  - f. Assessment of whether the tree must be removed to accommodate the development
  - g. Recommendations on measures that must be taken to preserve trees during the construction that are not proposed to be removed.
2. In addition to the general requirements of this Section, the tree and woodland inventory's mapping and report shall also include, but is not limited to, the specific information outlined in the appropriate land use application materials packet.
3. Definitions for the inventory purposes of this Section
  - a. A tree is a living woody plant having a trunk diameter as specified below at Diameter at Breast Height (DBH). Trees planted for commercial agricultural purposes, and/or those subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition and from regulation under this Section, as are any living woody plants under six (6) inches at DBH. All trees six (6) inches or greater shall be inventoried.

- b. A woodland is a biological community dominated by trees covering a land area of 20,000 square feet or greater at a density of at least fifty (50) trees per every 20,000 square feet with at least fifty percent (50%) of those trees of any species having a six (6) inches or greater at DBH. Woodlands planted for commercial agricultural purposes and/or subject to farm forest deferral, such as nut and fruit orchards and Christmas tree farms, are excluded from this definition, and from regulation under this Section.
- c. A large stature tree is over 20 feet tall and wide with a minimum trunk diameter of 30 inches at DBH.

**STAFF ANALYSIS:** Seven trees are proposed for removal as identified on Sheet C3. No information is provided about tree species, condition of the tree or assessment of tree health. No trees are proposed to be retained.

**FINDING:** As discussed above, this standard is not met but no public purpose is served by requiring an arborist's report and tree inventory when all existing trees are proposed to be removed to accommodate the proposed development.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**D. Retention requirements**

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

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

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

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

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
Canopy Requirement	40%	N/A	30%
<b>Counted Toward the Canopy Requirement</b>			
Street trees included in canopy requirement	Yes	N/A	No
Landscaping requirements included in canopy requirement	N/A	N/A	Yes
Existing trees onsite	Yes x2	N/A	Yes x2
Planting new trees onsite	Yes	N/A	Yes

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
<p><b>Mature Canopy in Square Feet Equation <math>\pi r^2</math> or <math>(3.14159 * \text{radius}^2)</math> (This is the calculation to measure the square footage of a circle. The Mature Canopy is given in diameter. In gardening and horticulture reference books, therefore to get the radius you must divide the diameter in half.</b></p>			
<p><b>Canopy Calculation Example: Pin Oak</b>  <b>Mature canopy = 35'</b>  <b><math>(3.14159 * 17.5^2) = 962</math> square feet</b></p>			

**STAFF ANALYSIS:** The applicant is proposing to remove all seven existing trees. Six new trees are proposed for the site. Properties in Old Town are exempt from the canopy requirement.

**FINDING:** This standard is met.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**E. Tree Preservation Incentive**

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

**FINDING:** As discussed above, no existing site trees are proposed to be retained. Further, the tree preservation incentive is not needed as development in Old Town are exempt from the canopy coverage requirements. This standard is met.

**16.142.070 Trees on Property Subject to Certain Land Use Applications**

**G. Tree Protection During Development**

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

**FINDING:** No trees are proposed for retention. This standard is not applicable.

## **DECISION**

Based upon review of the applicant's submittal information, review of the code, agency comments and consideration of the applicant's revised submittal, The Planning Commission finds that the proposed Site Plan (SP 16-07) and Conditional Use Permit (CUP 16-05) does not fully comply with the standards but can be conditioned to comply, and **approves** the request subject to compliance with the following conditions of approval.

### **VI. CONDITIONS OF APPROVAL**

#### **A. General Conditions**

1. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
2. This land use approval shall substantially comply with the submitted preliminary site plans and narrative dated November 4, 2016 and prepared by Robert Galati, City of Sherwood City Engineer, except as indicated in the following conditions of the Notice of Decision. Additional development or change of use may require a new development application and approval.
3. The developer/owner/applicant is responsible for all costs associated with private/public facility improvements.
4. This approval is valid for a period of two (2) years from the date of the decision notice. Extensions may be granted by the City as afforded by the Sherwood Zoning and Community Development Code.
5. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code and Municipal Code.
6. This approval does not negate the need to obtain permits, as appropriate from other local, state or federal agencies even if not specifically required by this decision.
7. Water flows calculations for meter sizing shall be provided by the developer.
8. Private water lines shall be installed in compliance with the current Oregon Plumbing Specialty Code.
9. Private storm water runoff within the subject property shall be collected and conveyed in accordance with the current Oregon Plumbing Specialty Code.
10. Prior to receiving any permits, a Clean Water Services Storm Water Connection Permit Authorization shall be obtained.
11. Prior to the issuing of a building, plumbing or grading permits, developer shall obtain execute an Engineering Compliance Agreement from the City of Sherwood Engineering Department.

#### **B. Prior to Final Site Plan Approval:**

1. Prior to final site plan approval, show that there are no sight obstructing objects within the clear vision area.
2. Prior to final site plan approval, submit a final landscape plan that has been verified by a qualified landscape professional.
3. Prior to Final Site Plan approval, submit a final landscape plan that address the installation and maintenance standards of Section 16.92.040 to the Planning Department for review and approval.
4. Provide a 6-foot wide pedestrian access to the existing sidewalk on the Final Site Plan.

5. Submit a detail and cut sheet for the proposed bicycle rack with the Final Site Plan for review and approval.

**C. Prior to Engineering Approval of the Public Improvement Plans:**

1. Prior to final engineering approval of the improvements, the existing driveway on SW First Street shall either be reconstructed or eliminated to make the sidewalk meet ADA standards.
2. Prior to final engineering approval of the improvements, the developer shall either relocate the water service to within the right-of-way or shall provide a public water line easement to the City of Sherwood.
3. Prior to issuance of the Engineering Compliance Agreement, the developer shall either design a water quality facility on-site for treatment of storm runoff meeting the approval of the City of Sherwood Engineering Department or make a payment-in-lieu toward the regional facilities upon approval by the City Engineer and Clean Water Services.
4. Prior to Engineering Approval of the Public Improvement Plans, submit a Clean Water Services Storm Water Connection Permit Authorization that includes the standards identified in the comments submitted by Clean Water Services on October 26, 2016.
5. The developer shall either have the existing overhead franchise services relocated to outside of the subject property or provide an easement for the services.
6. Prior to approval of the public improvement plans, the developer shall record all required public easements and provide proof of the recording to the City of Sherwood Engineering Department.
7. Prior to approval of the public improvement plans, the developer shall construct or pay the fee in lieu for Sherwood Broadband along the sites frontage.
8. Prior to issuance of an Engineering Compliance Agreement, a public improvements plan shall be submitted meeting the approval of the City of Sherwood Engineering Department.
9. Prior to final engineering approval of the improvements, all improvements shall be installed in accordance with the approved engineering plans as approved by the City of Sherwood Engineering Department.
10. The development shall adhere to the conditions of the Clean Water Services Service Provider Letter.

**VII. Exhibits**

- A. Applicant's submittal with narrative and supporting documents dated November 2, 2016.
- B. Engineering Comments dated October 28, 2016.
- C. Clean Water Services comments dated October 26, 2016.

**The site plan approval is valid for a period of two (2) years from the date of the decision, per Section 16.90.020.**



# CITY OF SHERWOOD

## FIRST STREET PARKING LOT

### 2016

### (PRELIMINARY DRAWINGS)

**PROJECT LOCATION:**

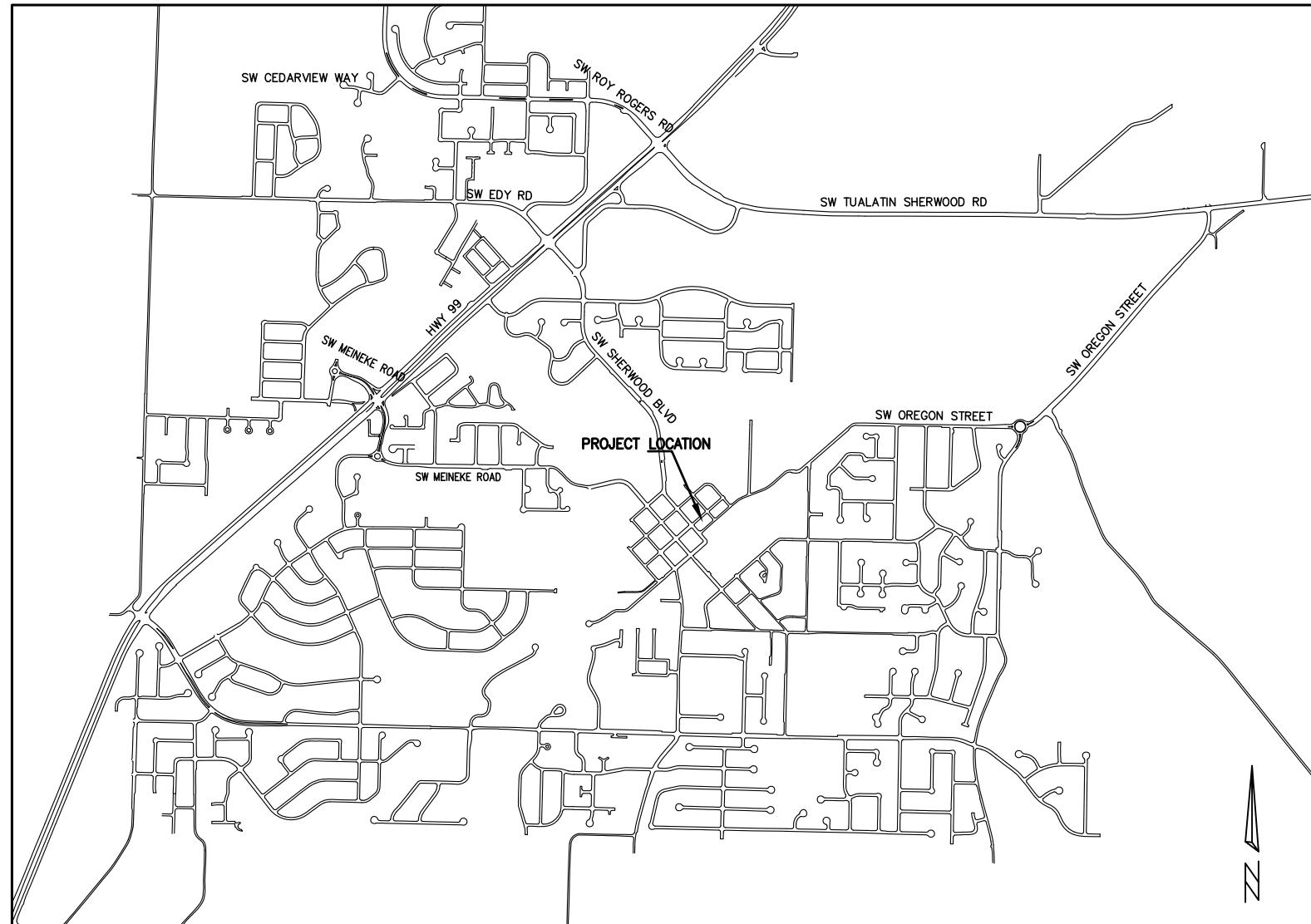
TAXLOT 2800 AND 3000 BETWEEN SW OAK ST AND PINE ST IN SHERWOOD, OREGON

**DEVELOPER/OWNER:**

CITY OF SHERWOOD – ENGINEERING  
 22560 SW PINE ST SHERWOOD, OREGON 97140  
 CONTACT: BOB GALATI  
 PH. 503-925-2303  
 GALATI@SHERWOODOREGON.GOV

**SHEET INDEX:**

- C1. COVER SHEET
- C2. GENERAL NOTES
- C3. EROSION CONTROL/DEMOLITION PLAN
- C4. SITE PLAN
- C5. DETAILED GRADING PLAN
- C6. UTILITY PLAN
- C6.1 PUBLIC STORM PROFILE
- C7. LIGHTING PLAN
- C8. PLANTING PLAN
- C9. IRRIGATION PLAN
- C10. DETAILS
- C11. DETAILS



**VICINITY MAP**  
NOT TO SCALE

**INSPECTOR INFORMATION:**

CITY OF SHERWOOD: ANDY STIRLING (503) 925-2307  
 CONTACT INSPECTOR 48 HOURS PRIOR TO CONSTRUCTION.

**SURVEY INFORMATION:**

1. VERTICAL DATUM: ELEVATIONS ARE BASED ON A 2" DIAMETER BRASS CAP MARKED "NO. 1, 1988", IN A MONUMENT BOX NEAR THE SOUTH EDGE OF PAVEMENT OF HIGHWAY 99 WEST, 300 FEET± SOUTHWEST OF SIX CORNERS, WITH AN NCGVD 29 ELEVATION OF 210.10 FEET.
2. A LOCAL DATUM PLANE SCALED FROM OREGON STATE PLANE NORTH 3601 NAD83 (1991) BY HOLDING A PROJECT MEAN GROUND COMBINED SCALE FACTOR OF 1.0001057061 AT A CALCULATED CENTRAL PROJECT POINT WITH INTERNATIONAL FOOT GRID VALUES OF (N 625072.855, E 7600461.855). THE CONVERGENCE ANGLE BETWEEN GRID NORTH AND GEODETIC NORTH AT THE CALCULATED CENTRAL POINT IS -1'39".37". THE STATE PLANE COORDINATES WERE ESTABLISHED BY GPS OBSERVATIONS AND HOLDING THE NAD83 (1991) CONTROL VALUES PER WASHINGTON COUNTY HORIZONTAL CONTROL DATA SHEETS GC31-119A AND GC31-115A.

THIS DESIGN COMPLIES WITH ORS 92.044 (7) IN THAT NO UTILITY INFRASTRUCTURE IS DESIGNED TO BE WITHIN ONE (1) FOOT OF A SURVEY MONUMENT LOCATION SHOWN ON A SUBDIVISION OR PARTITION PLAT. NO DESIGN EXCEPTIONS NOR FINAL FIELD LOCATION CHANGES SHALL BE PERMITTED IF THAT CHANGE WOULD CAUSE ANY UTILITY INFRASTRUCTURE TO BE PLACED WITHIN THE PROHIBITED AREA.

ATTENTION EXCAVATORS: OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-011-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THESE RULES FROM THE CENTER BY CALLING (503) 232-1987. IF YOU HAVE ANY QUESTIONS ABOUT THE RULES, YOU MAY CONTACT THE CENTER. YOU MUST NOTIFY THE CENTER AT LEAST 2 BUSINESS DAYS, BEFORE COMMENCING ANY EXCAVATION. CALL (503) 246-6699.

FIRST STREET PARKING LOT

FIRST STREET PARKING LOT

LOCATED IN SECTION 32BA, T2S, R1W, W.M. IN THE CITY OF SHERWOOD, WASHINGTON COUNTY, STATE OF OREGON

CITY OF SHERWOOD  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140

PHONE: (503) 925-2309  
FAX: (503) 925-0629  
E-MAIL: engineering@sherwoodoregon.gov



DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	RAG
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
sheets_8089.dwg	

REVISIONS	

JOB NO.	N/A
SHEET NO.	C1

**GENERAL NOTES**

- ALL WORK AND MATERIALS INSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL CONFORM TO THE CLEAN WATER SERVICES DESIGN AND CONSTRUCTION STANDARDS R&O 07-20 AND THE CITY OF SHERWOOD CONSTRUCTION STANDARDS MANUAL, LATEST VERSION.
- THE CONTRACTOR SHALL OBTAIN ALL REQUIRED PERMITS AND LICENSES BEFORE STARTING CONSTRUCTION. A COPY OF THE REQUIRED PERMITS AND ATTACHMENTS SHALL BE AT THE WORK SITE AND AVAILABLE DURING CONSTRUCTION.
- IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION AND ARRANGE FOR THE RELOCATION OF ANY IN CONFLICT WITH THE PROPOSED CONSTRUCTION. THE LOCATIONS, DEPTHS, AND DESCRIPTIONS OF EXISTING UTILITIES SHOWN WERE COMPILED FROM AVAILABLE RECORDS AND/OR FIELD SURVEYS. THE ENGINEER OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. ADDITIONAL UTILITIES MAY EXIST WITHIN THE WORK AREA.
- OREGON LAW REQUIRES THAT THE RULES ADOPTED BY OREGON UTILITY NOTIFICATION CENTER BE FOLLOWED. THOSE RULES ARE SET FORTH IN OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER OR ACCESSING VIA INTERNET AT WWW.STATE.OR.US/GOVERNME.HTM. CALL BEFORE YOU DIG - PORTLAND METRO AREA 503-246-6699.
- THE CONTRACTOR SHALL MAKE PROVISIONS TO KEEP ALL EXISTING UTILITIES IN SERVICE AND PROTECT THEM DURING CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY REPAIR OR REPLACE ANY DAMAGED UTILITIES USING MATERIALS AND METHODS APPROVED BY THE UTILITY OWNER. NO SERVICE INTERRUPTIONS SHALL BE PERMITTED WITHOUT PRIOR WRITTEN AGREEMENT WITH THE UTILITY PROVIDER.
- ALL WATER LINE CROSSINGS SHALL BE IN CONFORMANCE WITH OAR CHAPTER 333, CITY OF SHERWOOD WATER DISTRICT AND THE OREGON STATE HEALTH DIVISION.
- THE CONTRACTOR SHALL NOTIFY THE PROJECT ENGINEER, AND THE CITY OF SHERWOOD 48 HOURS IN ADVANCE OF STARTING CONSTRUCTION AND 24 HOURS BEFORE RESUMING WORK AFTER SHUTDOWNS, EXCEPT FOR NORMAL RESUMPTION OF WORK FOLLOWING SATURDAYS, SUNDAYS, OR HOLIDAYS.
- THE CONTRACTOR SHALL KEEP AN APPROVED SET OF PLANS ON THE PROJECT SITE AT ALL TIMES.
- THE CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO COMPLETE THIS PROJECT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS INCLUDING SUCH INCIDENTALS, AS MAY BE NECESSARY TO MEET THE INTENT OF THE PROJECT CONTRACT DOCUMENTS, APPLICABLE AGENCY REQUIREMENTS, AND OTHER WORK AS NECESSARY TO PROVIDE A COMPLETE PROJECT.
- THE CONTRACTOR SHALL PROVIDE EFFECTIVE EROSION PROTECTION TO INCLUDE, BUT NOT LIMITED TO, GRADING, DITCHING, HAY BALES, SILT FENCING, AND SEDIMENT BARRIERS TO MINIMIZE EROSION AND IMPACT TO ADJACENT PROPERTY. SEE EROSION AND SEDIMENT CONTROL NOTES AND PLAN.
- OPEN TRENCHES SHALL BE STRICTLY LIMITED TO A MAXIMUM OF 300 LINEAR FEET WITHIN STREET RIGHT-OF-WAYS UNLESS LIMITED TO A LESSER AMOUNT BY PERMIT. NO TRENCHES WILL BE ALLOWED TO REMAIN OPEN OVERNIGHT. ALL TRENCHES SHALL BE COVERED WITH STEEL PLATES OR FILLED IN AT NIGHT. FLASHING AND REFLECTORIZED BARRICADES SHALL BE IN ACCORDANCE WITH MUTCD REQUIREMENTS.
- ANY AREA OF CUT OR DAMAGED ASPHALT SHALL BE RESTORED IN ACCORDANCE WITH THE SHERWOOD STANDARD DRAWINGS.
- THE CONTRACTOR SHALL REPLACE ANY LANDSCAPE VEGETATION OR FENCES THAT ARE DESTROYED. ANY DAMAGE THAT IS NOT FULLY RECOVERED WITHIN 30 DAYS (WEATHER PERMITTED) SHALL BE REPLACED BY THE CITY AT THE EXPENSE OF THE CONTRACTOR.

**ADDITIONAL NOTES**

- ANY INSPECTION BY THE CITY, COUNTY, ODOT, STATE, OR FEDERAL AGENCIES OR THE PROJECT ENGINEER SHALL NOT, IN ANY WAY, RELIEVE THE CONTRACTOR FROM ANY OBLIGATION TO PERFORM THE WORK IN COMPLIANCE WITH THE APPLICABLE CODES, REGULATIONS, CITY STANDARDS, AND PROJECT CONTRACT DOCUMENTS.
- THE PROJECT ENGINEER RESERVES THE RIGHT TO ADJUST GRADES OR ALIGNMENT TO ACCOMMODATE OTHER UTILITIES AS REQUIRED; SUCH ADJUSTMENTS OR REVISIONS SHALL BE REVIEWED AND APPROVED BY THE CITY OF SHERWOOD PRIOR TO COMMENCEMENT OF WORK.
- SAW CUT STRAIGHT MATCH LINES WHERE EXISTING PAVEMENT MEETS NEW PAVEMENT. SAND AND SEAL JOINT.
- PROPERTY AND RIGHT-OF-WAY LINES SHOWN ARE APPROXIMATE. THIS MAP IS NOT MEANT TO SERVE BOUNDARY SURVEY PURPOSES.
- THE CONTRACTOR IS TO NOTIFY PRIVATE UTILITIES FOR RELOCATION OF POWER POLES, VAULTS, ETC.
- THE CONTRACTOR IS TO COORDINATE WITH UTILITY COMPANIES FOR POWER, TELEPHONE, CABLE, TV, AND GAS. POWER, TELEPHONE, CABLE, AND TV TRENCHING AND CONDUITS TO BE INSTALLED PER UTILITY COMPANY REQUIREMENTS WITH PULL WIRE. VERIFY WITH UTILITY COMPANY FOR SIZE AND TYPE OF CONDUIT PRIOR TO CONSTRUCTION.
- EXISTING BURIED UTILITIES, WHICH ARE TO BE ABANDONED, SHOULD BE REMOVED UNLESS NOTED ON THE APPROVED PLANS.
- THE PERMIT OR APPROVAL GRANTED HEREBY, OR ANY INSPECTIONS CONDUCTED ON THE SITE HEREAFTER, SHALL NOT BE CONSTRUED AS AUTHORIZING ANY ACTIVITY IN VIOLATION OF ANY APPLICABLE FEDERAL OR STATE LAW OR REGULATION, INCLUDING BUT NOT LIMITED TO THE FEDERAL ENDANGERED SPECIES ACT AND ITS REGULATIONS.

**STORM DRAIN NOTES:**

- TRENCH EXCAVATION SHALL CONFORM TO A.P.W.A., DIVISION III, SECTION 301.1.01, AND SHALL BE CLASSIFIED AS EITHER ROCK OR COMMON EXCAVATION. ALL EXCESS MATERIAL FROM THE TRENCH EXCAVATION SHALL BE DISPOSED OF ON AN APPROVED SITE.
- ON SITE STORM PIPE SHALL BE SMOOTH HIGH DENSITY POLYETHYLENE PIPE CONFORMING TO ASTM D1248 WITH WATERTIGHT GASKETS UNLESS OTHERWISE NOTED.
- ALL PIPE BEDDING AND TRENCH BACKFILL WITHIN PAVED AREAS OR ODOT RIGHT-OF-WAY SHALL BE CLASS B, PER ODOT AND CITY OF SHERWOOD STANDARDS.
- PIPE BEDDING, PIPE ZONE, AND BACKFILL OUTSIDE OF THE PUBLIC RIGHT-OF-WAY SHALL BE CRUSHED ROCK AGGREGATE (3/4"-0") COMPACTED TO 95% OF MAXIMUM DENSITY PER AASHTO T-180.
- SUBSEQUENT SETTLEMENT OF THE FINISHED SURFACE WITHIN THE WARRANTY PERIOD SHALL BE CONSIDERED TO BE A RESULT OF IMPROPER COMPACTION AND SHALL BE PROMPTLY REPAIRED BY THE CONTRACTOR AT NO EXPENSE TO THE OWNER.

**WATER NOTES:**

- ALL PRIVATE WATER SERVICES SHALL BE TYPE "K" COPPER.
- ALL PIPE SHALL HAVE 36" MINIMUM COVER MEASURED FROM FINISH GRADE.
- IRRIGATION SERVICE SHALL HAVE A STATE APPROVED DOUBLE CHECK VALVE ASSEMBLY INSTALLED PER CITY OF SHERWOOD AND OREGON PLUMBING CODE STANDARDS.
- VALVE OPERATION: NO VALVES SHALL BE OPENED OR CLOSED WITHOUT CITY OF SHERWOOD WATER PERSONNEL ON SITE TO OPERATE THEM.
- UPON COMPLETION OF THE INSTALLATION OF THE WATER SYSTEM, ALL LINES SHALL BE FLUSHED AND DISINFECTED IN CONFORMANCE WITH HEALTH DIVISION GUIDELINES AND CITY OF SHERWOOD REQUIREMENTS. THE CONTRACTOR SHALL TEST THE LINES PER CITY OF SHERWOOD REQUIREMENTS.

**GENERAL NOTES**

**FIRST STREET PARKING LOT**

LOCATED IN SECTION 32BA, T2S, R1W, W.M. IN THE CITY OF SHERWOOD, WASHINGTON COUNTY, STATE OF OREGON

**CITY OF SHERWOOD**  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140  
PHONE: (503) 925-2309  
FAX: (503) 925-0629  
E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)



DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	RAG
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
sheets_8089.dwg	

REVISIONS	

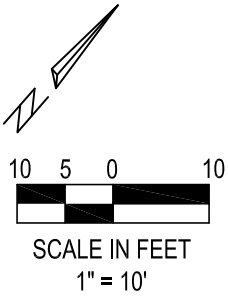
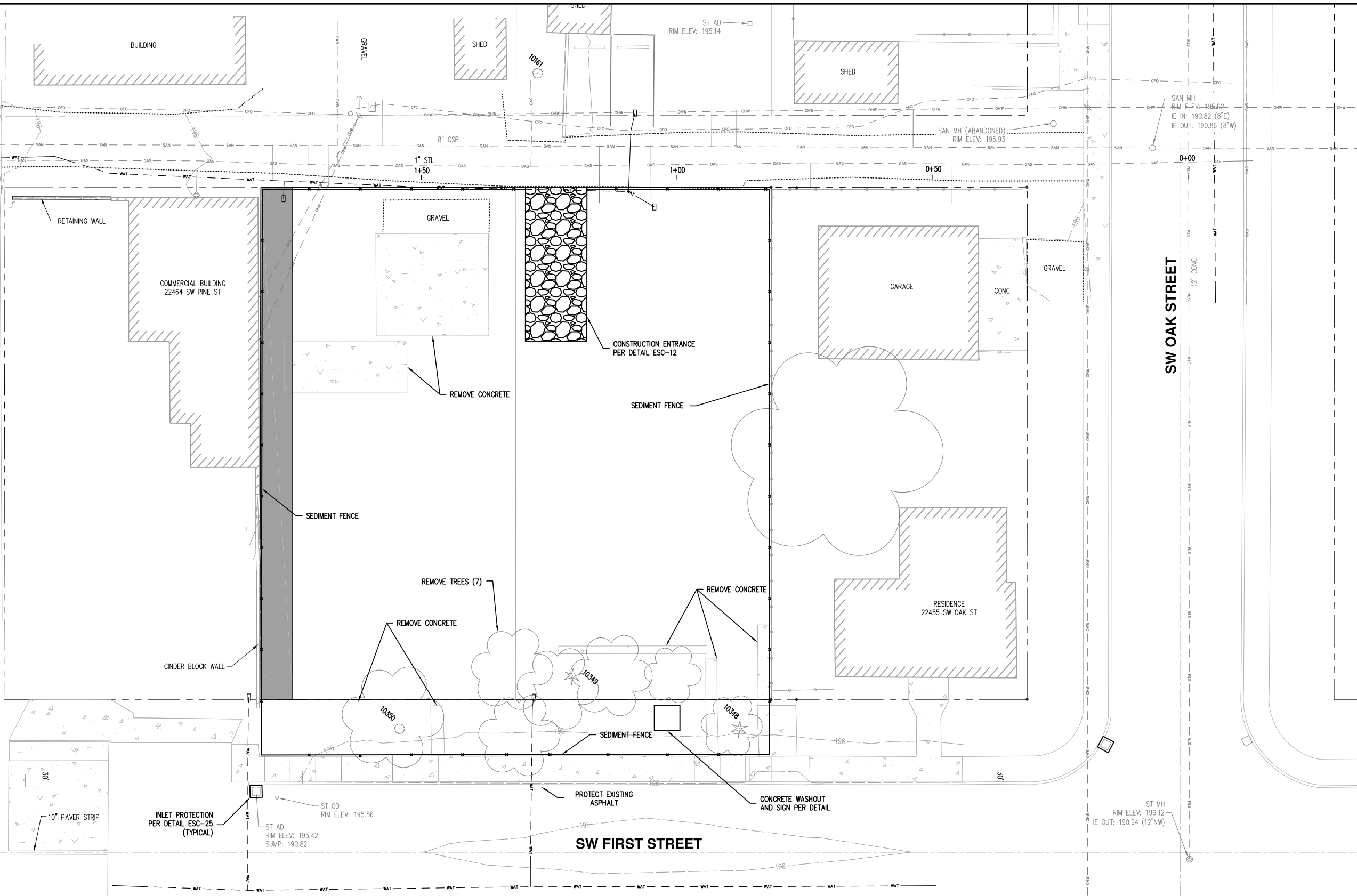
JOB NO. **N/A**

SHEET NO. **C2**

SW PINE STREET

SW OAK STREET

SW FIRST STREET



**EROSION CONTROL  
AND DEMOLITION PLAN**

**FIRST STREET PARKING LOT**

LOCATED IN SECTION 32BA, T2S, R1W,  
W.M. IN THE CITY OF SHERWOOD,  
WASHINGTON COUNTY,  
STATE OF OREGON.

**CITY OF SHERWOOD  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140**

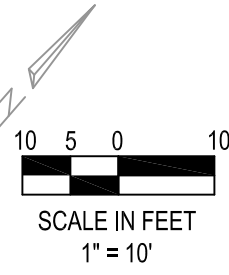
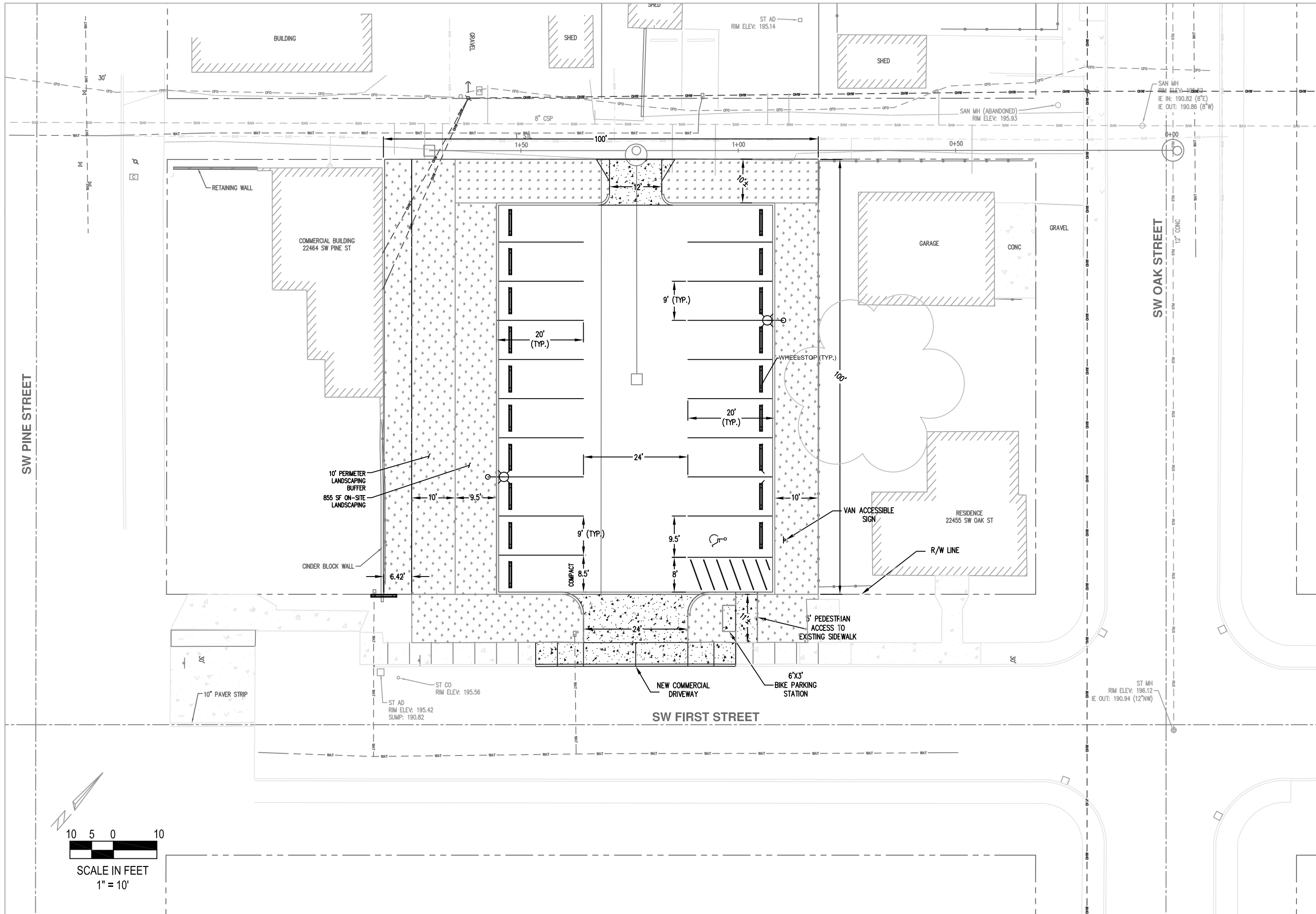
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REVISIONS	

JOB NO.	N/A
SHEET NO.	C3



SITE PLAN

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FIRST STREET PARKING LOT

LOCATED IN SECTION 32BA, T2S, R1W,  
W.M. IN THE CITY OF SHERWOOD,  
WASHINGTON COUNTY,  
STATE OF OREGON

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CITY OF SHERWOOD  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140

PHONE: (503) 925-2309  
FAX: (503) 925-0629  
E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)

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DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	RAG
FULL SIZE SCALE:	1" = 10'
DATE:	JULY 20, 2016

sheets\_8089.dwg

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REVISIONS

NO.	DESCRIPTION

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JOB NO. N/A  
SHEET NO. **SHEET C4**

SW PINE STREET

SW OAK STREET

SW FIRST STREET

COMMERCIAL BUILDING  
22464 SW PINE ST

RESIDENCE  
22455 SW OAK ST

GARAGE

CONC

BUILDING

SHED

SHED

SHED

RETAINING WALL

CINDER BLOCK WALL

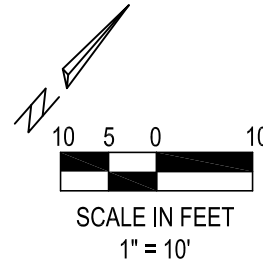
10" PAVER STRIP

ST AD  
RIM ELEV: 195.42  
SUMP: 190.82

0.62%  
EXISTING AC

0.29%  
EXISTING AC

ST MH  
RIM ELEV: 196.12  
IE OUT: 190.94 (12"NW)



**DETAILED GRADING PLAN**

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**FIRST STREET PARKING LOT**

LOCATED IN SECTION 32BA, T2S, R1W,  
W.M. IN THE CITY OF SHERWOOD,  
WASHINGTON COUNTY,  
STATE OF OREGON

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**CITY OF SHERWOOD**  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140  
PHONE: (503) 925-2309  
FAX: (503) 925-0629  
E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)

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**REGISTERED PROFESSIONAL ENGINEER**  
STATE OF OREGON  
NOV 19 2015  
ROBERT J. STUBBS  
EXPIRES: 6-30-17

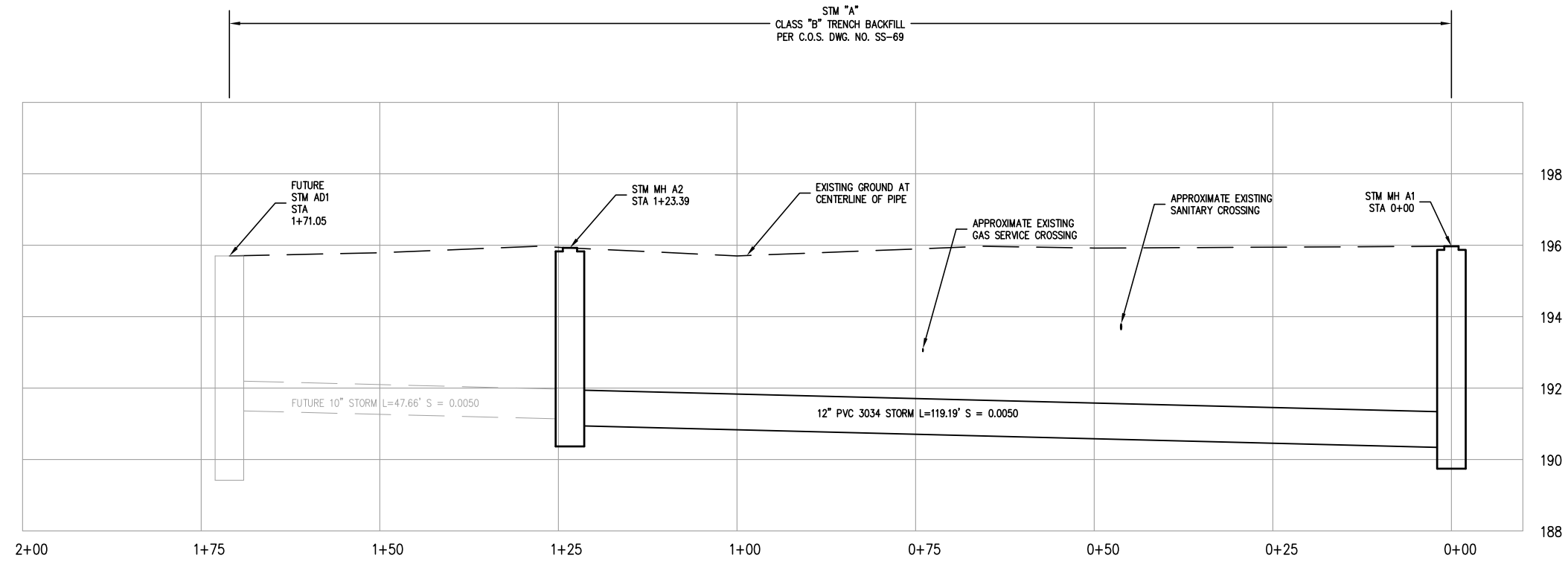
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DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	RAG
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
sheets_8089.dwg	

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REVISIONS	
JOB NO.	N/A
SHEET NO.	C5





MANHOLE I.E.'S, PIPE LENGTHS AND PIPE SLOPES SHOWN IN PROFILE ARE ALL CALCULATED FROM INSIDE EDGE OF CONCRETE MANHOLE BARREL.

STM MH A1  
POURED IN PLACE  
48" MANHOLE  
OVER EXISTING PIPE  
STA 0+00 STM "A"  
RIM: 195.97± (MATCH EXISTING ASPHALT)  
NEW I.E. IN: 190.34 (12" SW)  
EX. I.E. IN: 189.86 (12" SE)  
EX. I.E. OUT: 189.82 (12" NW)

STM MH A2  
48" FLAT TOP MANHOLE  
STA 1+23.39 STM "A"  
RIM: 195.94  
I.E. IN: 191.14 (12" SE)  
I.E. OUT: 190.94 (12" NE)

### PUBLIC STORM LINE "A"

HORZ. SCALE: 1" = 10'  
VERT. SCALE: 1" = 2'

PUBLIC STORM PROFILE

FIRST STREET PARKING LOT  
LOCATED IN SECTION 32BA, T2S, R1W,  
W.M. IN THE CITY OF SHERWOOD,  
WASHINGTON COUNTY,  
STATE OF OREGON

CITY OF SHERWOOD  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140  
PHONE: (503) 925-2309  
FAX: (503) 925-0629  
E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)

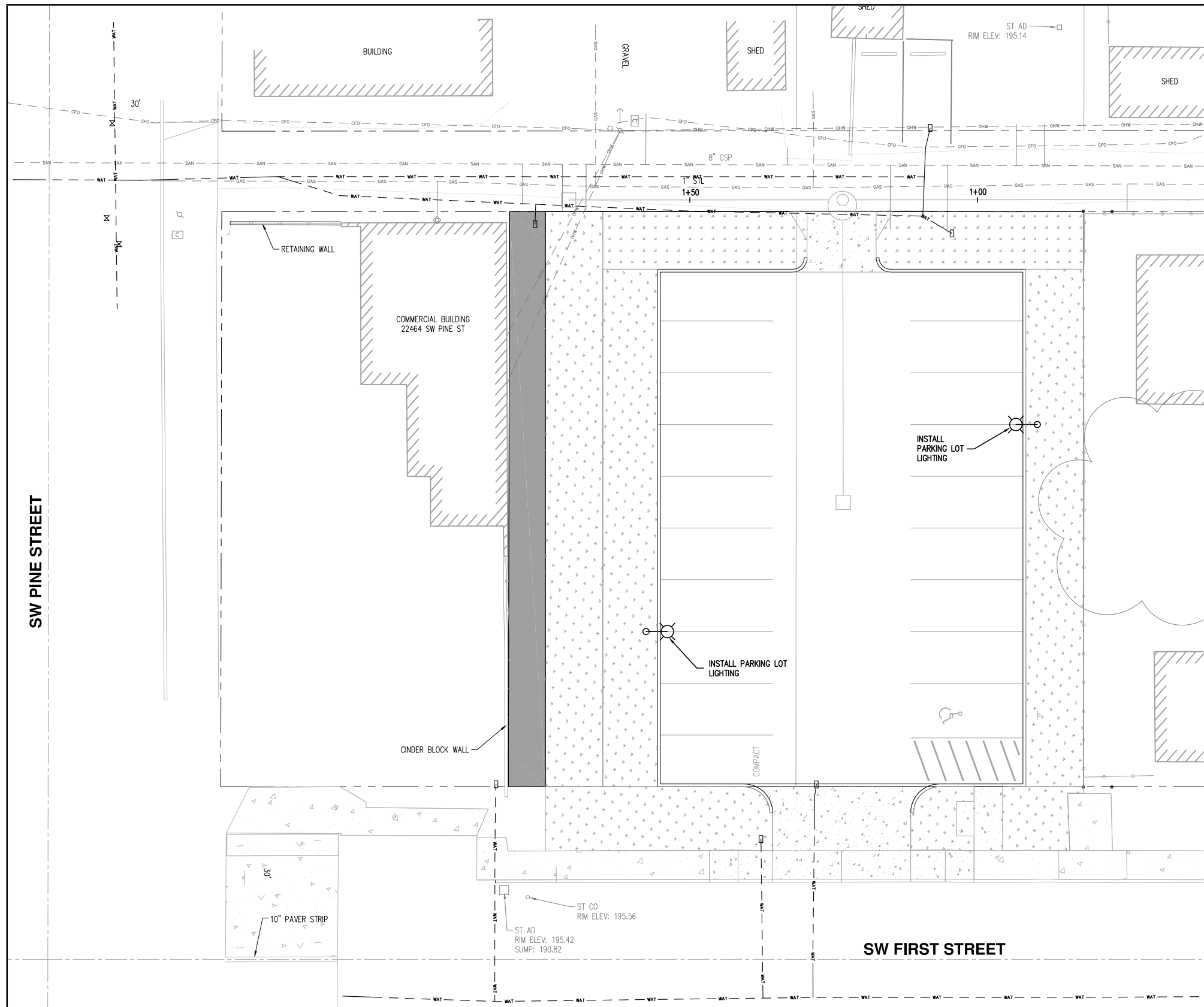


DESIGNED BY:	ACS
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CHECKED BY:	RAG
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
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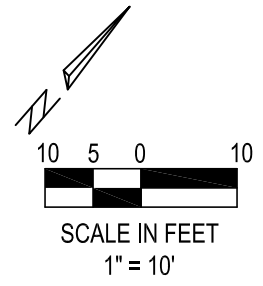
REVISIONS	

JOB NO. N/A  
SHEET NO. C6.1

SW PINE STREET



- LIGHTING NOTES:**
1. LIGHT POLES TO BE BRONZE SHOEBOX FLAT LENS, 30 FT. HIGH, 8 FT. MAST ARM. LAMP TO BE 150 WATT HPS, 240-VOLT PER PGE STANDARDS, MANUFACTURED BY AMERICAN ELECTRICAL LIGHTING MODEL, LUXMASTER SERIES 53 OR APPROVED EQUAL. LIGHT POLES TO BE DIRECT BURY FIBERGLASS.
  2. INSTALL #10 WIRE, APPROVED BY PGE, IN 2" SCH 40 PVC CONDUIT TO JUNCTION BOX. LIGHTING JUNCTION BOX SHALL BE I324 PER PGE REQUIREMENTS, NO FLOOR. RUN WIRE IN 1" SCH 40 PVC CONDUIT FROM JUNCTION BOX TO LIGHT POLE.
  3. CALL JEFF STEIGLEDER, PGE, AT 503-570-4404 PRIOR TO ANY LIGHTING WORK.
  4. ALL LIGHTING COMPONENTS AND INSTALLATION SHALL MEET PGE SPECIFICATIONS.



LIGHTING

FIRST STREET PARKING LOT

LOCATED IN SECTION 32BA, T2S, R1W,  
W.M. IN THE CITY OF SHERWOOD,  
WASHINGTON COUNTY,  
STATE OF OREGON

**CITY OF SHERWOOD**  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140  
PHONE: (503) 925-2309  
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E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)

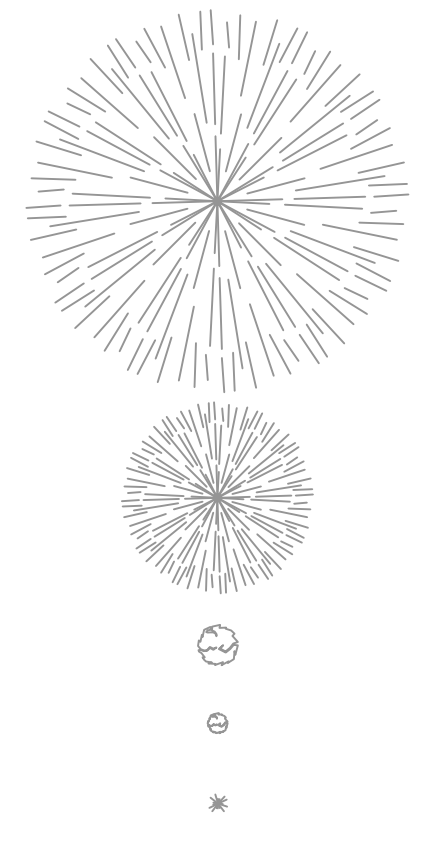
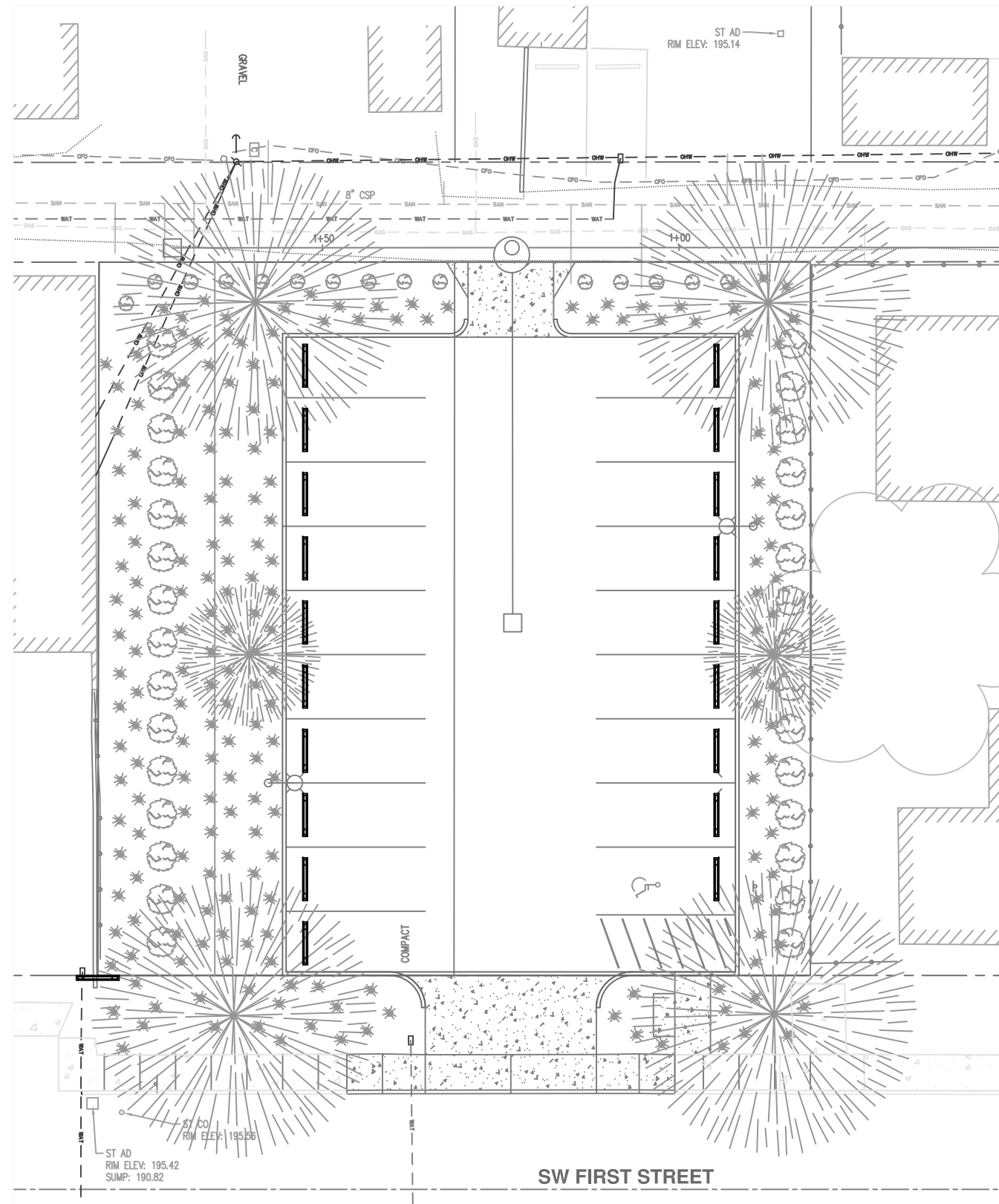


DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	R/C
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
sheets_5089.dwg	

REVISIONS	

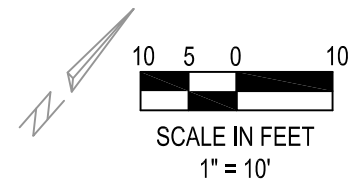
JOB NO.	N/A
SHEET NO.	SHEET C7



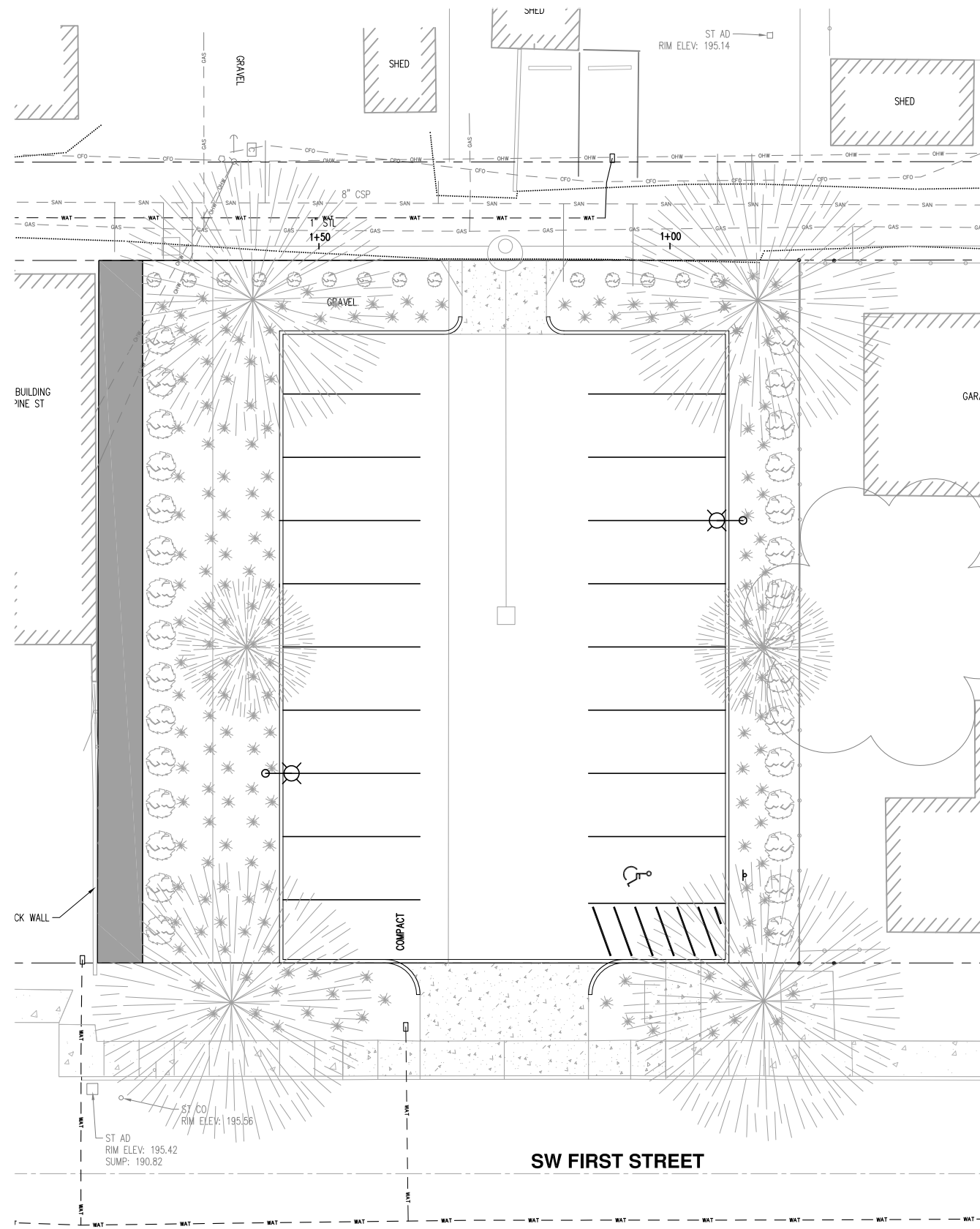


- GINKGO BILOBA, "FAIRMONT", MALE ONLY  
2" CALIPER (4 TREES)
- CORNUS NUTTALLII, "PACIFIC BOXWOOD"  
2" CALIPER (2 TREES)
- ABORVITAE THUJA, "BRANDON"  
2 GALLON (30 TREES)
- MAHONIA NERVOSA, "OREGON GRAPE"  
2 GALLON (14 PLANTS)
- ARCTOSYPHYLOS, "KINNIKINNICK"  
1 GALLON (200 PLANTS)

PLANTING NOTES:

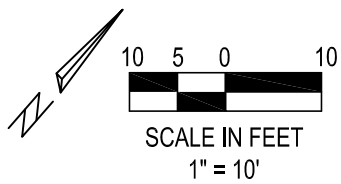


	PLANTING
FIRST STREET PARKING LOT	LOCATED IN SECTION 32BA, T2S, R1W, W.M. IN THE CITY OF SHERWOOD, WASHINGTON COUNTY, STATE OF OREGON
CITY OF SHERWOOD ENGINEERING DEPARTMENT 22560 SW PINE STREET SHERWOOD, OREGON 97140 PHONE: (503) 925-2309 FAX: (503) 925-0629 E-MAIL: <a href="mailto:engineering@sherwoodoregon.gov">engineering@sherwoodoregon.gov</a>	
DESIGNED BY: ACS DRAWN BY: ACS CHECKED BY: R/G FULL SIZE SCALE: 1"=10' DATE: NOV 25, 2015 <small>sheets_0089.dwg</small>	
	REVISIONS
JOB NO. N/A	
SHEET NO. <b>C8</b>	



**IRRIGATION NOTES:**

1. IRRIGATION TO BE DESIGN BUILD BY CONTRACTOR. SUBMIT PLAN FOR APPROVAL PRIOR TO INSTALLATION.



IRRIGATION

**FIRST STREET PARKING LOT**

LOCATED IN SECTION 32BA, T2S, R1W,  
W.M. IN THE CITY OF SHERWOOD,  
WASHINGTON COUNTY,  
STATE OF OREGON

**CITY OF SHERWOOD**  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140

PHONE: (503) 925-2309  
FAX: (503) 625-0629  
E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)

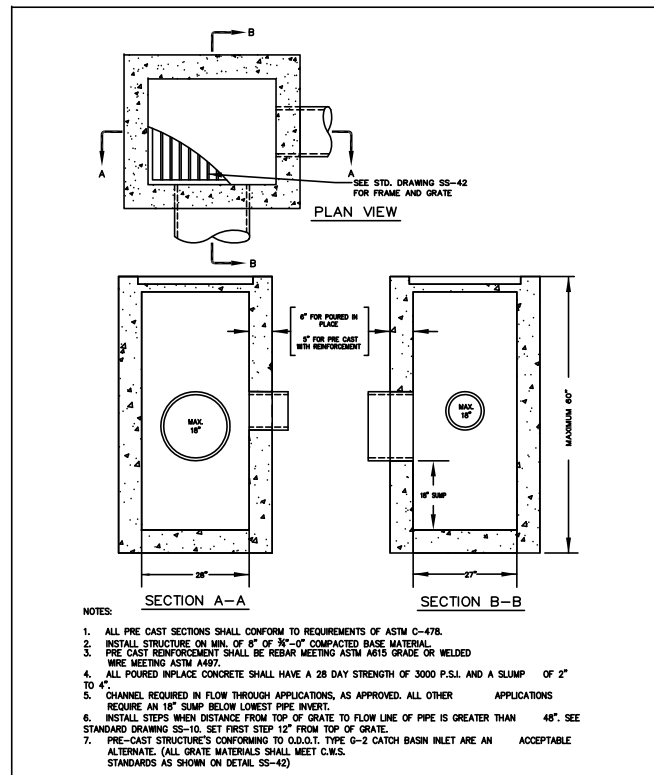


DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	R/G
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
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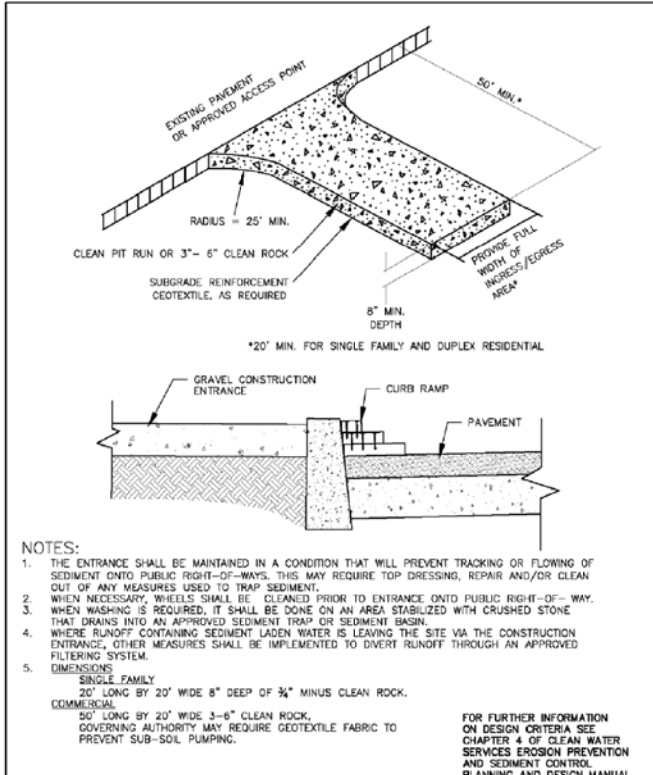
REVISIONS	

JOB NO.	N/A
SHEET NO.	SHEET C9

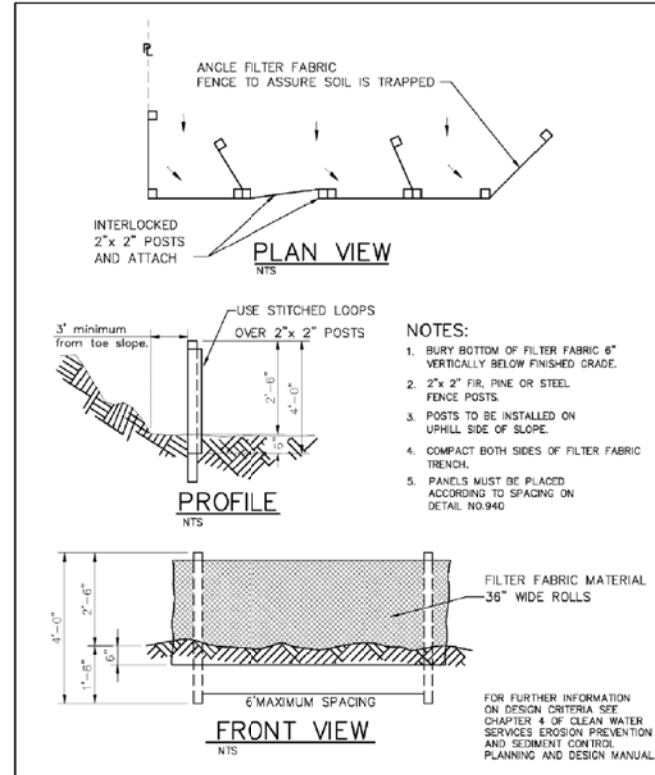




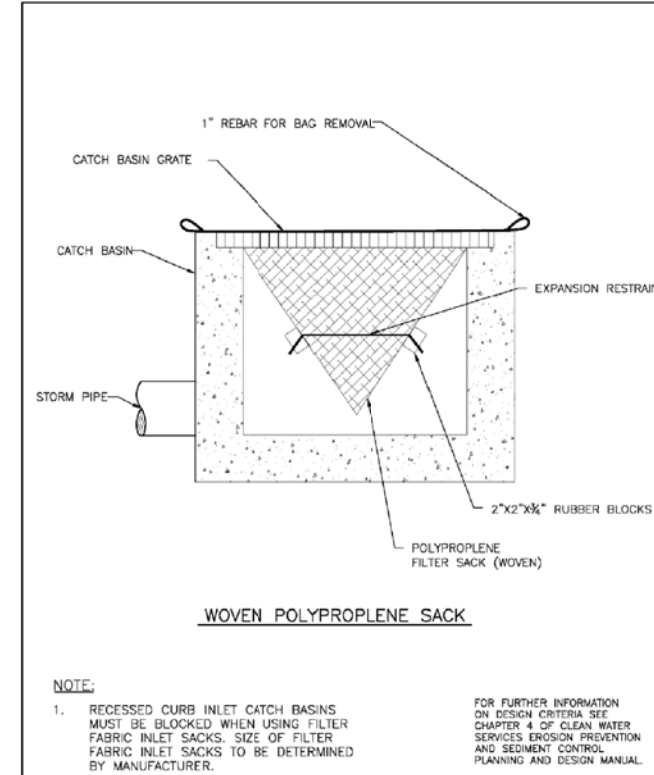
	STANDARD DRAWING TITLE	DRAWING NUMBER
	AREA DRAIN TYPE II	SS-48
<small>Any alteration of this drawing may not be considered in any way with the City of Sherwood Standard Drawings.</small>	SCALE	DATE
	N.T.S.	MAR '16



	STANDARD DRAWING TITLE	DRAWING NUMBER
	CONSTRUCTION ENTRANCE	ESC-12
<small>Any alteration of this drawing may not be considered in any way with the City of Sherwood Standard Drawings.</small>	SCALE	DATE
	N.T.S.	JUL '09



	STANDARD DRAWING TITLE	DRAWING NUMBER
	SEDIMENT FENCE	ESC-16
<small>Any alteration of this drawing may not be considered in any way with the City of Sherwood Standard Drawings.</small>	SCALE	DATE
	N.T.S.	JUL '09



	STANDARD DRAWING TITLE	DRAWING NUMBER
	INLET PROTECTION - TYPE 5	ESC-25
<small>Any alteration of this drawing may not be considered in any way with the City of Sherwood Standard Drawings.</small>	SCALE	DATE
	N.T.S.	JUL '09

**NOTES:**

- WHEN RAINFALL AND RUNOFF OCCURS DAILY INSPECTIONS OF THE EROSION AND SEDIMENT CONTROLS AND DISCHARGE OUTFALLS MUST BE PROVIDED BY SOME ONE KNOWLEDGEABLE AND EXPERIENCED IN THE PRINCIPLES, PRACTICES, INSTALLATION, AND MAINTENANCE OF EROSION AND SEDIMENT CONTROL WORKS FOR THE PERMITS.
- CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND CRACKING OF BARE GROUND FROM OCTOBER 1 THROUGH MAY 31 EACH YEAR.
- DURING WET WEATHER PERIODS TEMPORARY STABILIZATION OF THE SITE MUST OCCUR AT THE END OF EACH WORK DAY.
- SEDIMENT CONTROLS MUST BE INSTALLED AND MAINTAINED ON ALL DOWN GRADIENT SIDES OF THE CONSTRUCTION SITE AT ALL TIMES DURING CONSTRUCTION. THEY MUST REMAIN IN PLACE UNTIL PERMANENT VEGETATION OR OTHER PERMANENT COVERING OF EXPOSED SOIL IS ESTABLISHED.
- ALL ACTIVE INLETS MUST HAVE SEDIMENT CONTROLS INSTALLED AND MAINTAINED AT ALL TIMES DURING CONSTRUCTION UNLESS OTHERWISE APPROVED. A SURFACE MOUNTED AND ATTACHABLE U-SHAPED FILTER BAG IS REQUIRED FOR ALL CURB INLET CATCH BASINS.
- SIGNIFICANT AMOUNTS OF SEDIMENT WHICH LEAVES THE SITE MUST BE CLEANED UP WITHIN 24 HOURS AND PLACED BACK ON THE SITE AND STABILIZED OR PROPERLY DISPOSED. THE CAUSE OF THE SEDIMENT RELEASE MUST BE FOUND AND PREVENTED FROM CAUSING A RECURRING OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN-STREAM CLEAN UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO THE EROSION DEPARTMENT OF STATE LANDS REQUIRED TIME FRAME.
- SEDIMENT MUST NOT BE INTENTIONALLY WASHED INTO STORM SEWERS, DRAINAGEWAYS, OR WATER BODIES.
- SEDIMENT MUST BE REMOVED FROM BEHIND ALL SEDIMENT CONTROL MEASURES WHEN IT HAS REACHED A HEIGHT OF 1/3RD THE BARRIER HEIGHT, AND PRIOR TO THE CONTROL MEASURES REMOVAL.
- CLEANING OF ALL STRUCTURES WITH SLUMPS MUST OCCUR WHEN THE SEDIMENT RETENTION CAPACITY HAS BEEN REDUCED BY 50% AND AT COMPLETION OF PROJECT.
- ANY USE OF TOXIC OR OTHER HAZARDOUS MATERIALS MUST INCLUDE PROPER STORAGE, APPLICATION, AND DISPOSAL.
- THE PERMITTEE MUST PROPERLY MANAGE HAZARDOUS WASTES, USED OILS, CONTAMINATED SOILS, CONCRETE WASTE, SANITARY WASTE, LIQUID WASTE, OR OTHER TOXIC SUBSTANCES DISCOVERED OR GENERATED DURING CONSTRUCTION.
- THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURERS RECOMMENDATIONS. NUTRIENT RELEASES FROM FERTILIZERS TO SURFACE WATERS MUST BE MINIMIZED. TIME RELEASE FERTILIZERS SHOULD BE USED AND CARE SHOULD BE MADE IN APPLICATION OF FERTILIZERS WITHIN ANY WATER WAY RIPARIAN ZONE.
- OWNER OR DESIGNATED PERSON SHALL BE RESPONSIBLE FOR PROPER INSTALLATION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES, IN ACCORDANCE WITH CURRENT CLEAN WATER SERVICES STANDARDS AND STATE AND FEDERAL REGULATIONS.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BOUNDARIES OF THE CLEARING LIMITS, VEGETATED BUFFERS, AND ANY SENSITIVE AREAS SHOWN ON THIS PLAN SHALL BE CLEARLY DELINEATED IN THE FIELD, UNLESS OTHERWISE APPROVED. NO DISTURBANCE IS PERMITTED BEYOND THE CLEARING LIMITS. THE CONVEYANCE PERMITS MUST MAINTAIN THE DELINEATION FOR THE DURATION OF THE PROJECT. NOTE: VEGETATED AREAS SHOULD BE DELINEATED WITH ORANGE CONSTRUCTION FENCE OR APPROVED EQUAL.
- PRIOR TO ANY LAND DISTURBING ACTIVITIES, THE BMPs THAT MUST BE INSTALLED ARE GRAVEL CONSTRUCTION ENTRANCE, PERIMETER SEDIMENT CONTROL, AND INLET PROTECTION. THESE BMPs MUST BE MAINTAINED FOR THE DURATION OF THE PROJECT.
- IF VEGETATIVE SEED MIXES ARE SPECIFIED, SEEDING MUST TAKE PLACE NO LATER THAN SEPTEMBER 31ST; THE TYPE AND PERCENTAGE OF SEED IN THE MIX ARE AS IDENTIFIED ON THE PLANS OR AS SPECIFIED BY THE DESIGN ENGINEER.
- WATER TIGHT TRACKS MUST BE USED TO TRANSPORT SATURATED SOILS FROM THE CONSTRUCTION SITE. AN APPROVED EQUIVALENT IS TO DRAIN THE SOIL ON SITE AT A DESIGNATED LOCATION USING APPROPRIATE BMPs. SOIL MUST BE DRAINED SUFFICIENTLY FOR WIND DRYING. SPILLAGE.
- ALL PUMPING OF SEDIMENT LADEN WATER MUST BE DISCHARGED OVER AN UNDISTURBED, PREFERABLY VEGETATED AREA, AND THROUGH A SEDIMENT CONTROL BMP (I.E. FILTER BAG).
- THE ESC PLAN MUST BE KEPT ON SITE. ALL MEASURES SHOWN ON THE PLAN MUST BE INSTALLED PROPERLY TO ENSURE THAT SEDIMENT LADEN WATER DOES NOT ENTER A SURFACE WATER SYSTEM, ROADWAY, OR OTHER PROPERTIES.
- THE ESC MEASURES SHOWN ON THIS PLAN ARE THE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS DURING THE CONSTRUCTION PERIOD. THESE MEASURES SHALL BE UPGRADED AS NEEDED TO MAINTAIN COMPLIANCE WITH ALL REGULATIONS.
- WRITTEN ESC LOGS ARE SUGGESTED TO BE MAINTAINED ON SITE AND AVAILABLE TO DISTRICT INSPECTORS UPON REQUEST.
- IN AREAS SUBJECT TO WIND EROSION, APPROPRIATE BMPs MUST BE USED WHICH MAY INCLUDE THE APPLICATION OF FINE WATER SPRAYING, PLASTIC SHEETING, MULCHING, OR OTHER APPROVED MEASURES.
- ALL EXPOSED SOILS MUST BE COVERED DURING WET WEATHER PERIOD.

	STANDARD DRAWING TITLE	DRAWING NUMBER
	STANDARD EROSION CONTROL, NOTES FOR SITES LESS THAN 1 ACRE	ESC-30
<small>Any alteration of this drawing may not be considered in any way with the City of Sherwood Standard Drawings.</small>	SCALE	DATE
	N.T.S.	JUL '09

**DETAILS**

**FIRST STREET PARKING LOT**

LOCATED IN SECTION 328A, T2S, R1W, W.M. IN THE CITY OF SHERWOOD, WASHINGTON COUNTY, STATE OF OREGON

**CITY OF SHERWOOD**  
ENGINEERING DEPARTMENT  
22560 SW PINE STREET  
SHERWOOD, OREGON 97140

PHONE: (503) 925-2309  
FAX: (503) 625-0629  
E-MAIL: [engineering@sherwoodoregon.gov](mailto:engineering@sherwoodoregon.gov)

PROFESSIONAL ENGINEER  
ROBERT J. JENSEN  
NOV 4, 2015  
EXPIRES: 11-30-17

DESIGNED BY:	ACS
DRAWN BY:	ACS
CHECKED BY:	RJC
FULL SIZE SCALE:	1"=10'
DATE:	NOV 4, 2015
sheet_5089.dwg	

JOB NO.	N/A
SHEET NO.	C11



May 4, 2022

**Subject: Sherwood Festival Plaza Stormwater Memo**

This memo serves as the required documentation for the stormwater report required as part of the land use review for this site located within the City of Sherwood. The 10,000 sf (0.23 ac) site consists of two parcels, tax lots 3700 and 3800. To my knowledge the site has not been assigned an address.

After consultation with the city it was determined that there is a regional water quality facility located in Villa Road that can treat the runoff from our project site. The city provided us with the previous design drawings and calculations for the regional facility which are attached at the end of this memo.

The stormwater design and calculation for the existing water quality system were provided by Sposito Design Group dated September 13, 2002, with the supporting calculations for the water quality facility provided by Jason Water dated June 15, 2006. Within the water quality calculations, it is stated that the area contributing to this facility consists of 5.21 acres of land zoned RC and covered in 100% impervious area. The below figure 1 shows the 5.21 acres of land zoned RC.

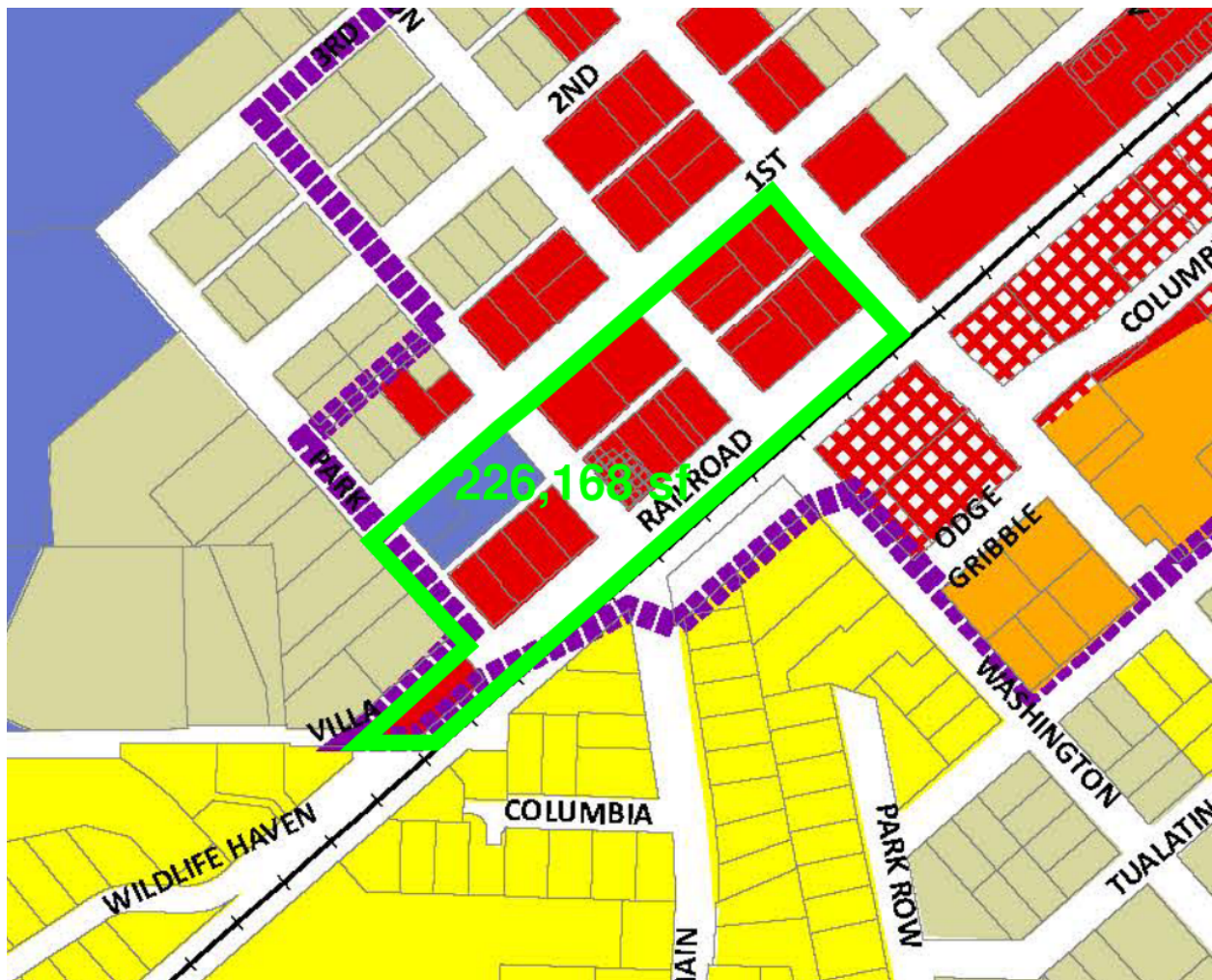


Figure 1 - Zoning Map with Drainage Basin

The 5.21-acre basin is also consistent with the GIS map of the existing stormwater system that contributes to the existing water quality facility in Villa Road. The below figure 2 shows the GIS mapping from the City of Sherwood.



Conclusion: Based on the provide calculations that demonstrate the capacity of the existing system to treat the runoff from our site we feel that based on chapter 4 of Clean Water Services Design and Construction standards we should qualify for a fee in lieu of constructing facilities for hydromodification.

Sincerely,

**Humber Design Group, Inc.**

Allen Schmitz, PE  
Sr. Project Engineer

JASON WATERS  
6.15.06

### VILLA SWALE WATER QUALITY CALCULATIONS

EXISTING CONDITIONS AS OF 6.15.06, TOTAL AREA 5.21 ACRES ZONED R.C. (100% IMPERVIOUS)  
IMPERVIOUS AREA = 5.21 ACRES

a. WATER QUALITY STORM: 0.36" FALLING IN 4 HOURS WITH A RETURN PERIOD OF 96 HOURS

b. WATER QUALITY VOLUME (WQV) ...  $WQV (cf) = \frac{0.36 \text{ (inches)} \times 5.21 \text{ (acres)} \times 43560 \text{ (sf)}}{12 \left( \frac{\text{inches}}{\text{ft}} \right)}$

$= \underline{\underline{6809 \text{ cf}}}$

c. WATER QUALITY FLOW (WQF) ...  $WQF (cfs) = \frac{WQV}{4 \text{ hrs}} = \frac{6809 \text{ cf}}{14400 \text{ sec}} = \underline{\underline{0.473 \text{ cfs}}}$

DESIGN THE SWALE ...

a. CWS MINIMUM REQUIREMENTS MINIMUM SLOPE = 0.5%  $n = 0.24$   $t_{RES} = 9 \text{ MIN}$   
MAX DEPTH = 0.5' SIDE SLOPE = 4:1

SOLUTION (see attached)  
113.4'



BUT WE ARE CONSTRAINED AND CANNOT BUILD THIS SWALE

b. EXISTING SWALE ... SLOPE = 1%  $n = 0.24$  SIDE SLOPE = 4:1 BOTTOM WIDTH = 4'

SOLUTION (see attached) VELOCITY = 0.26 ft/s  $\Rightarrow$  RESIDENCE TIME =  $\frac{100}{0.26} \cdot \frac{1}{60}$

ACTUAL LENGTH = 100' BUT SHOULD BE 140' = 6.41 MINUTES < 9 MINUTES  
NOT OK

c. WHAT WILL WORK ?? TRY REDUCING SLOPE & RAISING CHECK DAM HEIGHT ...

I. CRITICAL VELOCITY ...  $\frac{100}{V} \cdot \frac{1}{60} = 9$   $V = 0.185 \text{ f/sec}$

LOWER SLOPE TO 0.003586 OR 0.36% (see attached)

UNREALISTIC, MAYBE

JASON WATERS  
6.15.06

### VILLA SWALE (cont.)

c. WHAT WILL WORK (cont.)

2. WIDEN BOTTOM ?

WOULD REQUIRE A 15' BOTTOM & 16.97' TOP } NO CHANCE

\* BEST OPTION IS TO REDUCE THE SLOPE AND LENGTHEN THE SWALE

3. TRY 0.5% CHANNEL SLOPE . . . . LENGTH WILL BE 108'

\* MAY NOT WORK ☹

→ GO TO STORMFILTER PRODUCT or SIMILAR

SEE ATTACHED  
FLOWMASTER  
OUTPUT  
SUMMARY  
ATTACHED  
PAGE 7

$(0.473 \text{ cis}) (449 \text{ gpm/kis} / 15 \text{ gpm/cart})$   
 $= 14.2 \text{ CART} = \boxed{15 \text{ CARTS}}$   
VAULT - 8' x 16'  
EXTERIOR FOOTPRINT  
9' x 17'



3/4

# Worksheet Worksheet for Trapezoidal Channel

CWS REQUIREMENTS

Project Description	
Worksheet	Villa Swale 6_15
Flow Element	Trapezoidal Cha
Method	Manning's Form
Solve For	Bottom Width

Input Data	
Mannings Coeffic	0.240
Slope	.005000 ft/ft
Depth	0.50 ft
Left Side Slope	4.00 H : V
Right Side Slope	4.00 H : V
Discharge	0.47 cfs

Results	
Bottom Width	2.45 ft
Flow Area	2.2 ft <sup>2</sup>
Wetted Perim	6.57 ft
Top Width	6.45 ft
Critical Depth	0.10 ft
Critical Slope	1.912281 ft/ft
Velocity	0.21 ft/s
Velocity Head	7.03e-4 ft
Specific Energ	0.50 ft
Froude Numb	0.06
Flow Type	Subcritical

4/4

# Worksheet Worksheet for Trapezoidal Channel

ACTUAL SWALE

Project Description	
Worksheet	Villa Swale 6_15
Flow Element	Trapezoidal Cha
Method	Manning's Form
Solve For	Channel Depth

Input Data	
Mannings Coeffic	0.240
Slope	.010000 ft/ft
Left Side Slope	4.00 H : V
Right Side Slope	4.00 H : V
Bottom Width	4.00 ft
Discharge	0.47 cfs

Results	
Depth	0.34 ft
Flow Area	1.8 ft <sup>2</sup>
Wetted Perim	6.81 ft
Top Width	6.72 ft
Critical Depth	0.07 ft
Critical Slope	2.059040 ft/ft
Velocity	0.26 ft/s
Velocity Head	1.03e-3 ft
Specific Energ	0.34 ft
Froude Numb	0.09
Flow Type	Subcritical

**Worksheet**  
**Worksheet for Trapezoidal Channel**

5

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<b>Project Description</b>	
Worksheet	Villa Swale 6_15
Flow Element	Trapezoidal Cha
Method	Manning's Form
Solve For	Channel Slope

---

---

<b>Input Data</b>	
Mannings Coeff	0.240
Depth	0.45 ft
Left Side Slope	4.00 H : V
Right Side Slope	4.00 H : V
Bottom Width	4.00 ft
Discharge	0.47 cfs

---

---

<b>Results</b>	
Slope	0.003586 ft/ft
Flow Area	2.6 ft <sup>2</sup>
Wetted Perim	7.71 ft
Top Width	7.60 ft
Critical Depth	0.07 ft
Critical Slope	2.058829 ft/ft
Velocity	0.18 ft/s
Velocity Head	5.04e-4 ft
Specific Energ	0.45 ft
Froude Numb	0.05
Flow Type	Subcritical

---

6

**Worksheet**  
**Worksheet for Trapezoidal Channel**

---

<b>Project Description</b>	
Worksheet	Villa Swale 6_15
Flow Element	Trapezoidal Cha
Method	Manning's Formu
Solve For	Channel Depth

---

---

<b>Input Data</b>	
Mannings Coeffic	0.240
Slope	.010000 ft/ft
Left Side Slope	4.00 H : V
Right Side Slope	4.00 H : V
Bottom Width	15.00 ft
Discharge	0.47 cfs

---

---

<b>Results</b>	
Depth	0.17 ft
Flow Area	2.6 ft <sup>2</sup>
Wetted Perim	16.37 ft
Top Width	16.32 ft
Critical Depth	0.03 ft
Critical Slope	2.676071 ft/ft
Velocity	0.18 ft/s
Velocity Head	5.11e-4 ft
Specific Energ	0.17 ft
Froude Numb	0.08
Flow Type	Subcritical

---

**Worksheet**  
**Worksheet for Trapezoidal Channel**

7

---

Project Description	
Worksheet	Villa Swale 6_15
Flow Element	Trapezoidal Cha
Method	Manning's Formu
Solve For	Channel Depth

---

---

Input Data	
Mannings Coeffic	0.240
Slope	.005000 ft/ft
Left Side Slope	4.00 H : V
Right Side Slope	4.00 H : V
Bottom Width	4.00 ft
Discharge	0.47 cfs

---

---

Results	
Depth	0.41 ft
Flow Area	2.3 ft <sup>2</sup>
Wetted Perim:	7.39 ft
Top Width	7.29 ft
Critical Depth	0.07 ft
Critical Slope	2.058828 ft/ft
Velocity	0.20 ft/s
Velocity Head	6.36e-4 ft
Specific Energ	0.41 ft
Froude Numb:	0.06
Flow Type	Subcritical

---

7

**Design Modification Request for driveway access less than 150-feet from the intersection**

Sherwood Festival Plaza

To: Bob Galati, P.E. – City Engineer  
Through: Craig Christensen, P.E. – City Project Manager  
From: Kurt lango- Landscape Architect

**Location of Requested Design Modification**

The frontage improvements are located on the existing grave parking lot at the corner of SW 1<sup>st</sup> Street and SW Pine Street.

**Current Standards**

The subject property has public street frontage along an alley to the southeast, SW Pine Street (Collector) to the northeast and SW 1<sup>st</sup> Street (Arterial) to the northwest. All public streets are currently at full buildout. The subject development proposed to have access from the alley and SW 1<sup>st</sup> Street. Alley access is acceptable.

Since SW 1<sup>st</sup> Street is an arterial, city design standards are that the driveway would need to be 150 feet away from the SW Pine Street/SW 1<sup>st</sup> Street intersection which is significantly greater than the 60 feet of separation proposed.

**Design Modification Being Requested**

This project is requesting a driveway curb-cut on SW 1<sup>st</sup> street approximately 60-feet from the intersection.

**Existing Conditions**

There is an existing gravel driveway entrance into the property that is approximately 30 to 40-feet from the intersection of SW Pine Street and SW 1<sup>st</sup> Street.

**Result of Meeting Standards**

If the City Standard were met, a parking facility could not operate on this site.

This statement does not appear accurate as the proposed parking lot has access to the adjacent alley and could be limited to access from the alley only. Doing so would likely make more congestion in the alley.

Other commercial/ parking lot projects granted driveway access onto SW 1st Street with less than 150 separation from intersection:

Old Town Lofts (SP04-02 & SP07-13)

Attrells Funeral Chapel Parking Lot (SP11-05)

1st Street Parking Lot (CUP 16-05)

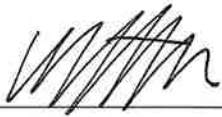
American Legion Parking Lot (CUP05-04 & SP05-16)

Proposed Design Modification

The project proposes locating the driveway entrance to the parking lot approximately 60-feet from the intersection. All view angles and sightlines will meet City Standards.

Reason Why Design Request Should be Approved

The existing driveway entrance that has been functioning for the last decade is significantly closer to the intersection. The proposed 60-foot distance provides safe access into the parking area and given that there is an exit onto the alley (Oregon Street), we do not anticipate any queuing issues.



Kurt lango- Landscape Architect

5.4.22

Date

06-02-22

Craig Christensen, P.E. - City Project Manager

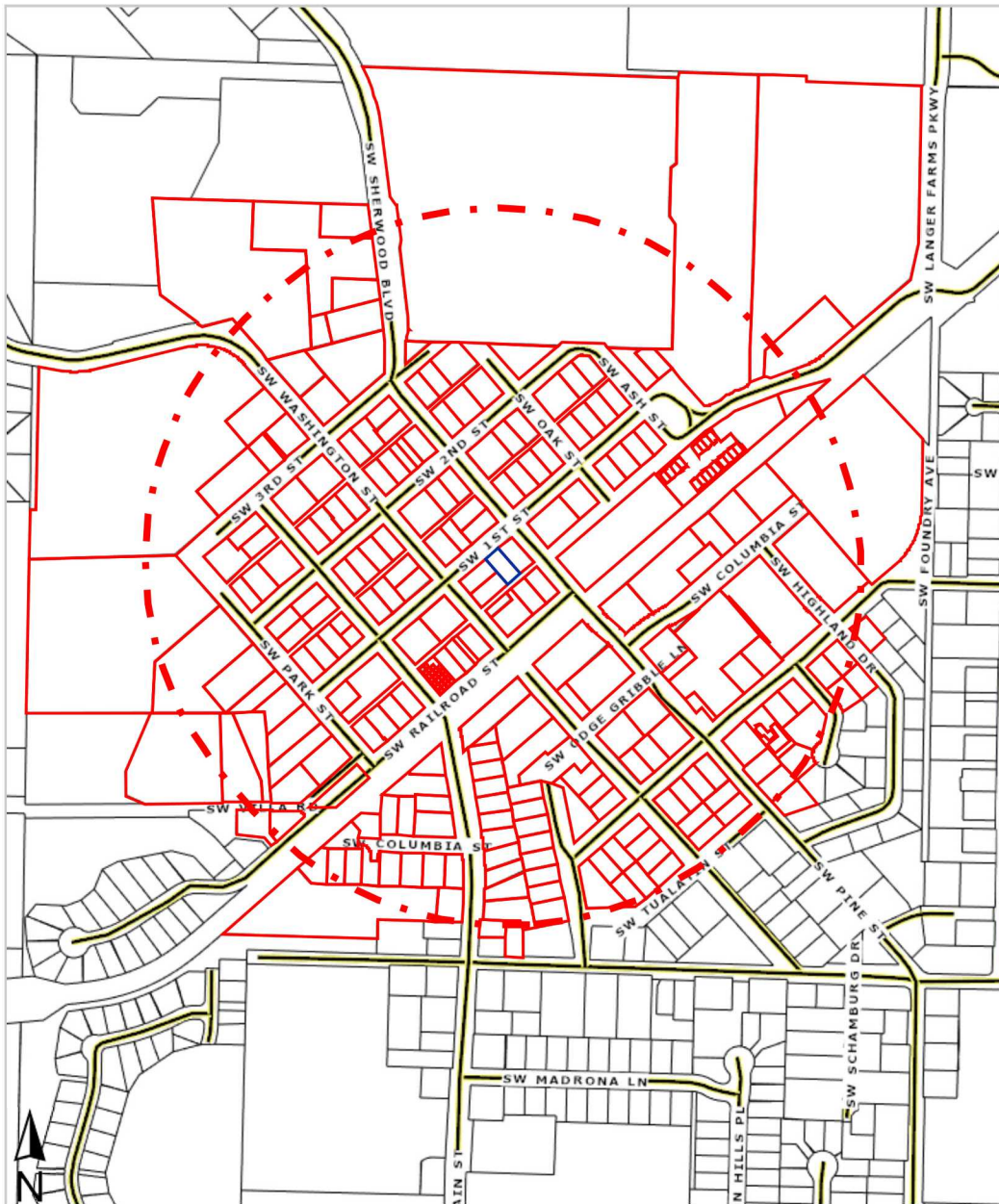
Date

- Approved
- Approved with Conditions (conditions below or on attached sheet)
- Denied

06-02-2022

Bob Galati, P.E. - City Engineer

Date



**1000' Radius 16020 SW 1st St - Sherwood**



This map/plat is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



2S132BA00200  
St Francis Catholic Church  
15651 SW Oregon St  
Sherwood, OR 97140

2S132BA00201  
New Life Assembly Of God  
PO Box 878  
Sherwood, OR 97140

2S132BA00800  
Sherwood School Dist #88j  
23295 SW Main St  
Sherwood, OR 97140

2S132BA01000  
T's Beautiful Sherwood Homes LLC  
17290 SW Edy Rd  
Sherwood, OR 97140

2S132BA01100  
William King  
15900 SW 3rd St  
Sherwood, OR 97140-9355

2S132BA01200 & 01300  
Frontier Communications Northwest Inc  
PO Box 619015  
Dallas, TX 75261

2S132BA01400  
Jeffrey Ruble  
PO Box 4354  
Sunriver, OR 97707

2S132BA01500  
Amg Properties LLC  
23649 SW Heron Lakes Dr  
Sherwood, OR 97140

2S132BA01502  
Violet Kimber & Cindy Parish  
22248 SW Lincoln St  
Sherwood, OR 97140

2S132BA01600  
Moller Joint Trust  
13980 SW Tooze Rd  
Sherwood, OR 97140

2S132BA01700  
Kern & Sharon Cavanaugh  
3350 SW Hazelbrush Ct  
Wilsonville, OR 97070

2S132BA01701  
Russell & Delyn Griffin  
15717 SW 1st St  
Sherwood, OR 97140-9346

2S132BA01800  
Charles & Peggy Harbick  
10350 SW Amanda Ct  
Tigard, OR 97224

2S132BA01900  
Matthew & Geneva Fisher  
15818 SW 2nd St  
Sherwood, OR 97140-9331

2S132BA02000  
Casa Dei Bambini Montessori School  
22444 SW Oak St  
Sherwood, OR 97140-9354

2S132BA02100  
Kenneth Bastian  
15859 SW 1st St  
Sherwood, OR 97140-9348

2S132BA02200  
Diane Brown  
1920 Glen Creek Rd NW  
Salem, OR 97304-2732

2S132BA02300  
Robert Zobrist  
69501 Lasso  
Sisters, OR 97759-9683

2S132BA02301  
Jason Stewart  
15829 SW 1st St  
Sherwood, OR 97140-9348

2S132BA02400  
Timothy Hackett & Stephanie Bell  
15908 SW 2nd St  
Sherwood, OR 97140-9352

2S132BA02500  
Sj Rentals LLC  
18075 SW Pearl St  
Sherwood, OR 97140

2S132BA02600  
Sherwood Hall LLC  
PO Box 1698  
Beaverton, OR 97075

2S132BA02700  
Jb1 LLC  
PO Box 220  
Sherwood, OR 97140

2S132BA02800 & 03000  
City of Sherwood  
Urban Renewal Agency  
22560 SW Pine St  
Sherwood, OR 97140

2S132BA02900  
Taylor & Jeremy Hill  
22455 SW Oak St  
Sherwood, OR 97140-9354

2S132BA03100 & 03200  
Argonne Post No.56  
Of The American Legion  
PO Box 532  
Sherwood, OR 97140

2S132BA03300  
Jennfier Casler  
15804 SW 1st St  
Sherwood, OR 97140-9347

2S132BA03400  
Brian Amer  
Andrea Reinkemeyer  
15824 SW 1st St  
Sherwood, OR 97140-9347

2S132BA03500 & 03600  
Joyce Marshall  
15850 SW 1st St  
Sherwood, OR 97140-9347

2S132BA04100  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BA04400  
Mountain High Apartments LLC &  
Tsl Sherwood Tic LLC  
401 NE Evans St  
McMinville, OR 97128

2S132BA90001 & 90002  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90111 & 90121  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90131 & 90141  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90211 & 90221  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90231 & 90241  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90511 & 90521  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90531 & 90541  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90551 & 90611  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90621 & 90631  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BA90641  
Jdr LLC  
23225 NE Dillon Rd  
Newberg, OR 97132

2S132BB00200  
Ned Sands  
PO Box 265  
Sherwood, OR 97140

2S132BB00203  
Eaton Properties  
PO Box 230287  
Tigard, OR 97223

2S132BB00301  
Methodist Church Of Sherwood  
PO Box 127  
Sherwood, OR 97140

2S132BB00303  
Gregory & Lindsey Giesbers  
22009 SW Sherwood Blvd  
Sherwood, OR 97140-9327

2S132BB00400  
Teancum LLC  
22021 SW Sherwood Blvd  
Sherwood, OR 97140-9327

2S132BB00500  
City Of Sherwood  
Urban Renewal Agency  
22560 SW Pine St  
Sherwood, OR 97140

2S132BB00600  
Jered & Nicole Billings  
16041 SW 3rd St  
Sherwood, OR 97140-9072

2S132BB00700  
Epic House Church Inc  
PO Box 1449  
Sherwood, OR 97140

2S132BB00900 & 01000  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BB01100  
Clay & Amy Christie  
16125 SW 3rd St  
Sherwood, OR 97140-9074

2S132BB01102  
Karen McColm  
16101 SW 3rd St  
Sherwood, OR 97140-9074

2S132BB01200  
Shane & Christine Goodwin  
16157 SW 3rd St  
Sherwood, OR 97140-9074

2S132BB01300  
Christopher & Kimra Corrado  
14331 SW Fair Oaks Dr  
Sherwood, OR 97140

2S132BB01400  
Donald Balsiger  
16040 SW 3rd St  
Sherwood, OR 97140-9071

2S132BB01500  
Jose Dorado  
16058 SW 3rd St  
Sherwood, OR 97140-9071

2S132BB01600  
Mark & Janet Green  
16057 SW 2nd St  
Sherwood, OR 97140-9330

2S132BB01701  
Eduardo & Rosary Contreras  
PO Box 1013  
Sherwood, OR 97140

2S132BB01800  
D & C Investment Properties LLC  
PO Box 3768  
Wilsonville, OR 97070

2S132BB01900  
Mat & Thao Dang  
22331 SW Pine St  
Sherwood, OR 97140

2S132BB02000  
Eleanor & Jeffrey Simon  
16027 SW 2nd St  
Sherwood, OR 97140-9330

2S132BB02100  
James & Wendy Gigliotti  
16033 SW 2nd St  
Sherwood, OR 97140-9330

2S132BC00700  
Cheryl Versteegh  
22335 SW Washington St  
Sherwood, OR 97140-9077

2S132BC00800  
Eugene Head  
15805 NE 30th St  
Vancouver, WA 98682-7347

2S132BC00900  
Phyllis Lara  
16159 SW 2nd St  
Sherwood, OR 97140-9334

2S132BC01000  
Karl Weichold  
16137 SW 2nd St  
Sherwood, OR 97140-9334

2S132BC01100  
Eric & Brenda Kneifel  
16125 SW 2nd St  
Sherwood, OR 97140-9334

2S132BC01200  
Amanda Stanaway  
16103 SW 2nd St  
Sherwood, OR 97140-9334

2S132BC01300 & 01401  
Stephen & Cora Waldroup  
403 N Main St  
Newberg, OR 97132

2S132BC01400  
Barbara Ashcroft  
22349 SW Main St  
Sherwood, OR 97140-9417

2S132BC01500  
Michelle Sieving  
9780 Stablegate Rd  
Wilton, CA 95693

2S132BC01501  
Boatsman Family Living Trust  
PO Box 1429  
Sherwood, OR 97140-1429

2S132BC01600  
Brian & Shelly Richardson  
22377 SW Main St  
Sherwood, OR 97140

2S132BC01700  
Rosa Tofte  
15532 SW Willamette St  
Sherwood, OR 97140

2S132BC01701  
James Kluser  
22441 SW Main St  
Sherwood, OR 97140-9092

2S132BC01800  
Scott Donnelly  
Vicki Poppen  
22430 SW Park St  
Sherwood, OR 97140-9097

2S132BC01801  
Jason Ludwig  
Paulette Greenough  
13025 SW Herman Rd  
Tualatin, OR 97062

2S132BC01900  
Jason Gardner  
16227 SW 1st St  
Sherwood, OR 97140

2S132BC01901  
Michelson Heritage LLC  
15607 SW Highpoint Dr  
Sherwood, OR 97140

2S132BC02000  
Gardner Team Inc  
16227 SW 1st St  
Sherwood, OR 97140-9328

2S132BC02100  
Ralph Gregg  
8221 Quail Arroyo Ave  
Las Vegas, NV 89131

2S132BC02200  
Nancy Johnson  
22463 SW Main St  
Sherwood, OR 97140-9092

2S132BC02300  
Douglas Tollen  
22427 SW Washington St  
Sherwood, OR 97140-9086

2S132BC02400  
Darci & Kirk Vandenhoeck  
16114 SW 2nd St  
Sherwood, OR 97140-9333

2S132BC02500 & 04800  
Charles & Peggy Harbick  
10350 SW Amanda Ct  
Tigard, OR 97224

2S132BC02600  
Steven & Pamela Munsterman  
23371 SW Sherk Pl  
Sherwood, OR 97140

2S132BC02700 & 02800  
Oregon Care Group LLC  
302 9th St  
Wenatchee, WA 98801

2S132BC02900  
22463 SW Washington Street LLC  
22463 SW Washington St  
Sherwood, OR 97140-9086

2S132BC02901  
Pilothouse 60 LLC  
25705 SW Labrousee Rd  
Sherwood, OR 97140

2S132BC03100  
22415 SW Pine Street LLC  
22415 SW Pine St  
Sherwood, OR 97140-9338

2S132BC03200  
Tim & Laurie Allred  
16044 SW 2nd St  
Sherwood, OR 97140-9329

2S132BC03300 & 03400  
190 Washington LLC & Joan Cach  
Sherwood Old Town Properties LLC  
6003 4th Ave NE  
Seattle, WA 98115

2S132BC03500  
Hyde Investments LLC  
16017 SW 1st St  
Sherwood, OR 97140-9126

2S132BC03600 & 03601  
Voxia Community Lh LLC  
22461 SW Pine St  
Sherwood, OR 97140-9338

2S132BC03700  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BC03900  
Betty Helenius & Beverly Hall  
7581 SW Applegate Dr  
Beaverton, OR 97007

2S132BC04000  
Sherwood Masonic Temple Assoc  
22536 SW Washington St  
Sherwood, OR 97140-9083

2S132BC04100  
Sherwood Lodge I 0 0 F 222  
22556 SW Washington St  
Sherwood, OR 97140

2S132BC04200  
1023 LLC  
Cooper Properties LLC  
19430 SW Lebeau Rd  
Sherwood, OR 97140

2S132BC04300  
Golden Boar Investments LLC  
16043 SW Railroad St  
Sherwood, OR 97140-9340

2S132BC04400  
Stewart-Maplethorpe Properties LLC  
22595 SW Pine St  
Sherwood, OR 97140-9408

2S132BC04500  
Us Bank  
PO Box 460169  
Houston, TX 77056

2S132BC04600  
Conley 1998 Trust  
14750 NE Richard Ln  
Newberg, OR 97132

2S132BC04900  
Walter Korb Enterprises LLC  
15043 SW Division St  
Sherwood, OR 97140

2S132BC05000  
Csk Sherwood LLC  
11013 SW 111th Pl  
Tigard, OR 97223

2S132BC05100  
Daniel & Barbara Jo Lundy  
874 NW 22nd Ave  
Canby, OR 97013

2S132BC05200 & 05300  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BC05400  
Michelson Heritage LLC  
PO Box 279  
Sherwood, OR 97140

2S132BC05500  
Christopher & Kelley Kish  
13108 SW Foran Hills Ct  
Tigard, OR 97224

2S132BC05600  
Olive Gribble  
16237 SW Railroad St  
Sherwood, OR 97140-9094

2S132BC05700  
Fagan Branch LLC  
17409 SW Fitch Ct  
Sherwood, OR 97140-8824

2S132BC05800 & 06401  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BC05900  
Stacey Kramer-Keating  
22583 SW Park St  
Sherwood, OR 97140-9096

2S132BC05901  
Thomas & Barbara Reynolds  
PO Box 362  
Sherwood, OR 97140

2S132BC06100  
Kelsey Lamb & Jesse Rorvig  
22531 SW Park St  
Sherwood, OR 97140-9096

2S132BC06200  
John & Shelly Lamb  
22463 SW Park St  
Sherwood, OR 97140-9098

2S132BC06300  
Rick & Beth Brattain  
22435 SW Park St  
Sherwood, OR 97140-9098

2S132BC06400  
Sharon & Eugene Bigham  
PO Box 42  
Sherwood, OR 97140

2S132BC06500  
Jack Johnson  
PO Box 241  
Sherwood, OR 97140

2S132BC06801  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BC06900  
Michael Kies  
Janice Chambers  
16241 SW Villa Rd  
Sherwood, OR 97140-9082

2S132BC10400  
Arman & Courtney Konstantin  
16345 SW Wildlife Haven Ct  
Sherwood, OR 97140-8039

2S132BC11000 - 11300  
Legacy Homes Inc  
18025 SW Brookman Rd  
Sherwood, OR 97140

2S132BC11500  
Jb Custom Homes LLC  
22464 SW Pine St  
Sherwood, OR 97140

2S132BC90032  
Emma Utti  
22582 SW Main St #203  
Sherwood, OR 97140-9936

2S132BC90063  
John & Carol Childs  
238 E Jefferson St  
Madison, GA 30650

2S132BC90091  
Jlo Investment LLC  
16869 SW 65th Ave  
Lake Oswego, OR 97035

2S132BD00402  
Jon Braden  
15623 SW Willamette St  
Sherwood, OR 97140-9813

2S132BD00602  
William & Julie Millington  
22707 SW Orcutt Pl  
Sherwood, OR 97140-9629

2S132BD00606  
Alex & Jessica Miles  
22918 SW Pine St  
Sherwood, OR 97140-7085

2S132BC07000  
Adam & Meghan Best  
16233 SW Villa Rd  
Sherwood, OR 97140-9082

2S132BC10600  
Marie & Joseph Higel  
16192 SW Columbia St  
Sherwood, OR 97140-9405

2S132BC11100  
Megan & Casey Crane  
16165 SW Columbia St  
Sherwood, OR 97140-9405

2S132BC90012  
Keith & Ellen Weeks  
PO Box 743  
Lakeside, MT 59922

2S132BC90042  
Gerald & Patricia Voelker  
22582 SW Main St #4  
Sherwood, OR 97140-9936

2S132BC90073  
Bradley Harrison  
22582 SW Main St #307  
Sherwood, OR 97140-9936

2S132BD00400  
Kay Elton  
856 E Hawks Rest Dr  
Mapleton, UT 84664

2S132BD00403  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BD00604  
Apk Oregon LLC  
3347 Pakanu Pl  
Honolulu, HI 96822

2S132BD00607  
Alejandro & MacKenzie Sherwood  
22936 SW Pine St  
Sherwood, OR 97140-7085

2S132BC10300  
John Barr  
Deanna Aragona-Barr  
16353 SW Wildlife Haven Ct  
Sherwood, OR 97140-8039

2S132BC10900  
Hilda Gonzalez  
16182 SW Columbia St  
Sherwood, OR 97140-9405

2S132BC11400  
Ann Brucke  
22245 SW Park St  
Sherwood, OR 97140

2S132BC90022  
Richard Hanson  
22582 SW Main St #2  
Sherwood, OR 97140-9936

2S132BC90053  
Jeffrey & Rebecca Kramer  
4407 SW Stephenson St  
Portland, OR 97219

2S132BC90083  
Patricia Legacy  
22582 SW Main St #308  
Sherwood, OR 97140-9936

2S132BD00401  
Matthew Schiewe  
Marilyn Mays  
7630 SW 89th Ave  
Portland, OR 97223

2S132BD00601  
Luis & Tatiana Espinoza  
22370 SW Chapman Rd  
Sherwood, OR 97140

2S132BD00605  
Angi Ford  
22769 SW Orcutt Pl  
Sherwood, OR 97140-9629

2S132BD00608  
Noah & Molly Willis  
22942 SW Pine St  
Sherwood, OR 97140-7085

2S132BD00614  
Adam Oster  
22738 SW Orcutt Pl  
Sherwood, OR 97140-9629

2S132BD00615  
Lori Randel  
22710 SW Orcutt Pl  
Sherwood, OR 97140-9629

2S132BD00616  
Marilyn Rome  
14645 SW Willamette St  
Sherwood, OR 97140

2S132BD00617  
Jennifer Fitch  
Michael Dawson  
22655 SW Highland Dr  
Sherwood, OR 97140-7082

2S132BD00633  
Lisa Moler  
16741 SW Hargis Rd  
Beaverton, OR 97007

2S132BD00700  
Robert & Shauna Zobrist  
21595 SW 110th Pl  
Tualatin, OR 97062

2S132BD01000  
Kathy Cole  
22870 SW Washington St  
Sherwood, OR 97140

2S132BD01100  
Donald & Kathleen Hunt  
22870 SW Washington St  
Sherwood, OR 97140-7091

2S132BD01200  
Paula Connolly  
PO Box 953  
Sherwood, OR 97140

2S132BD01300  
Krzani Azjuura  
15753 SW Willamette St  
Sherwood, OR 97140-9814

2S132BD01400  
Christopher & Rebecca Fladwood  
15715 SW Willamette St  
Sherwood, OR 97140-9814

2S132BD01500  
Heather Ward  
15712 SW Willamette St  
Sherwood, OR 97140-9814

2S132BD01501  
Ryan & Britney Deluca  
15734 SW Willamette St  
Sherwood, OR 97140-9814

2S132BD01700  
Bethany & Marc Nabhan  
15758 SW Willamette St  
Sherwood, OR 97140-9814

2S132BD01800  
Roderick Thornton  
PO Box 1356  
Sherwood, OR 97140

2S132BD01900  
David & Shannon Gander  
22932 SW Washington St  
Sherwood, OR 97140-7093

2S132BD01901  
Homer & Cornelia Grob  
22924 SW Washington St  
Sherwood, OR 97140-7093

2S132BD02000  
Pine Street LLC  
10175 SW Barbur Blvd #214b  
Portland, OR 97219

2S132BD02001  
Judy Moore  
22935 SW Pine St #1  
Sherwood, OR 97140-7088

2S132BD03600  
Patrick & Laurie Massie  
15820 SW Willamette St  
Sherwood, OR 97140-9815

2S132BD03700  
Marina Adl & Joshua Ruiz  
15832 SW Willamette St  
Sherwood, OR 97140-9815

2S132BD03800  
Timothy Clark  
Harvey & Edith Clark  
15850 SW Willamette St  
Sherwood, OR 97140-9815

2S132BD03801  
Jimmy & Katherine Morton  
25153 NE Butteville Rd  
Aurora, OR 97002

2S132BD03900  
Clarice Sieckman  
22936 SW Park Row Ave  
Sherwood, OR 97140-9812

2S132BD04000  
Scott & Shannon Copeland  
15865 SW Tualatin St  
Sherwood, OR 97140-9631

2S132BD04100  
Anthony Clark  
22921 SW Washington St  
Sherwood, OR 97140-7094

2S132BD04101  
Neil Bernard  
22933 SW Washington St  
Sherwood, OR 97140-7094

2S132BD04200  
Christina & Scott Ferguson  
22915 SW Washington St  
Sherwood, OR 97140-7094

2S132BD04300  
Kerry Fitch  
PO Box 701  
Sherwood, OR 97140

2S132BD04400  
Erk & Sarah Olson  
45845 SW Willamette St  
Azalea, OR 97410

2S132BD04500  
Harvey & Edith Clark  
22897 SW Washington St  
Sherwood, OR 97140-7092

2S132BD04702  
Trevor & Jennifer Peniuk  
22831 SW Park Row Ave  
Sherwood, OR 97140-9811

2S132BD04703  
Hpa Borrower 2016 MI LLC  
120 S Riverside Plz Ste 2000  
Chicago, IL 60606

2S132BD04704  
William Burris  
22843 SW Park Row Ave  
Sherwood, OR 97140-9811

2S132BD04901  
Cheryl Lintner  
22986 SW Main St  
Sherwood, OR 97140-6203

2S132BD04902  
Robert Mauz  
15953 SW Division St  
Sherwood, OR 97140-9398

2S132BD05000  
John & Shelly Lamb  
22463 SW Park St  
Sherwood, OR 97140-9098

2S132BD05002  
Andrew & Laure Ryan  
22855 SW Park Row Ave  
Sherwood, OR 97140-9811

2S132BD05003  
Joseph & Erin Harkness  
PO Box 1224  
Sherwood, OR 97140

2S132BD05004  
Carrie & David Fleischman  
22911 SW Park Row Ave  
Sherwood, OR 97140-9812

2S132BD05005  
Ronald & Sharon Johnson  
15996 Madrona Ln  
Sherwood, OR 97140

2S132BD05200  
Theresa Kies  
22865 SW Washington St  
Sherwood, OR 97140-7092

2S132BD05201 & 05300  
Richard & Kristin Taylor  
Robert & Della Mae McCord  
86 Encinal Pl  
Ventura, CA 93001

2S132BD05301  
Ellen Dalinger  
29149 SW Costa Cir E  
Wilsonville, OR 97070

2S132BD05500  
Thomas & Judy Harris  
16031 SW Columbia St  
Sherwood, OR 97140-9401

2S132BD05501  
John & Julie Kandik  
16045 SW Columbia St  
Sherwood, OR 97140-9401

2S132BD05601  
Jill Bland  
22825 SW Main St  
Sherwood, OR 97140-6202

2S132BD05700  
Windsor Properties Ltd  
2245 NE Cornell Rd  
Hillsboro, OR 97124

2S132BD05800  
Annie & Javier Mendoza  
22907 SW Main St  
Sherwood, OR 97140-6203

2S132BD05900 & 06000  
Running Ridge LLC  
22467 SW Ash St  
Sherwood, OR 97140

2S132BD05990  
Velma Woolley  
PO Box 35  
Sherwood, OR 97140

2S132BD06100  
Penny White  
22939 SW Main St  
Sherwood, OR 97140-6203

2S132BD06700  
Sandra Otis  
22960 SW Main St  
Sherwood, OR 97140-6203

2S132BD06800  
Andrew & Margaret Gerhard  
22940 SW Main St  
Sherwood, OR 97140-6203

2S132BD06900  
City Of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140-9933

2S132BD07000  
Theodore Hilliard  
Sandra Garsele  
120 Village Square #35  
Orinda, CA 94563

2S132BD07100  
Amy Schlapper  
22809 SW Main St  
Sherwood, OR 97140-6202

2S132BD07700 - 08400  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BD08500 & 08600  
Press Building Associates LLC  
155 Grand Ave Suite 950  
Oakland, CA 94612

2S132BD08700 - 09200  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BD09200-M1  
Union Pacific Railroad Co  
1400 Douglas St Ms 1640  
Omaha, NE 68179

2S132BD09300  
Ciaran & Tanya Canning  
22810 SW Main St  
Sherwood, OR 97140-6202

2S132BD09400  
Theodore & Rebecca Flatt  
22812 SW Main St  
Sherwood, OR 97140-6202

2S132BD09500  
Constantin Predoaica  
22824 SW Main St  
Sherwood, OR 97140-6202

2S132BD09600  
Paul & Lauren Thayer  
22836 SW Main St  
Sherwood, OR 97140-6202

2S132BD09700  
Bradly & Jessica Hays  
22848 SW Main St  
Sherwood, OR 97140-6202

2S132BD09800  
Tram Tran  
22850 SW Main St  
Sherwood, OR 97140-6202

2S132BD09900  
James & Macy Walchenbach  
22892 SW Main St  
Sherwood, OR 97140-6202

2S132BD10000  
Tara & Jeffrey Wilson  
22910 SW Main St  
Sherwood, OR 97140-6203

2S132BD10100  
City of Sherwood  
22560 SW Pine St  
Sherwood, OR 97140

2S132BD90001  
Matthew Morris  
15654 SW Willamette St Unit 1  
Sherwood, OR 97140-9813

2S132BD90002  
Christina Morris  
Shane Harris  
15654 SW Willamette St  
Sherwood, OR 97140







# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

lango.hansen

LANDSCAPE ARCHITECTS PC



NW PINE ST.

SW 1ST ST.

# SHERWOOD FESTIVAL PLAZA

# PRELIMINARY SITE PLAN

CITY OF SHERWOOD

lango.hansen LANDSCAPE ARCHITECTS PC



NW PINE ST.

SW 1ST ST.



# SHERWOOD FESTIVAL PLAZA

# PRELIMINARY SITE PLAN

CITY OF SHERWOOD

lango.hansen

LANDSCAPE ARCHITECTS PC



# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD

RENDERED VIEW

lango.hansen

LANDSCAPE ARCHITECTS PC



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CITY OF SHERWOOD

RENDERED VIEW





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# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD, OR

## SITE PLAN REVIEW / 30% CONSTRUCTION DOCUMENTS

MAY 6, 2022

### PROJECT TEAM:

**OWNER / DEVELOPER:**  
CITY OF SHERWOOD  
PUBLIC WORKS BUILDING,  
15527 SW WILLAMETTE STREET  
SHERWOOD, OR 97140

**LANDSCAPE ARCHITECT:**  
LANGO HANSEN  
LANDSCAPE ARCHITECTS  
1100 NW GLISAN #3A  
PORTLAND, OR 97202

**CIVIL ENGINEER:**  
HUMBER DESIGN GROUP, INC.  
110 SE MAIN ST, SUITE 200  
PORTLAND, OR 97214

**ELECTRICAL ENGINEER:**  
R&W ENGINEERING, INC  
9615 SW ALLEN BLVD, SUITE 107  
BEAVERTON, OR 97005

**STRUCTURAL ENGINEER:**  
EQUILIBRIUM ENGINEERS  
16325 BOONES FERRY RD, SUITE 202  
LAKE OSWEGO, OR 97035

**GEOTECHNICAL ENGINEER:**  
PALI CONSULTING  
4897 WILLAMETTE FALLS DR, SUITE 1  
WEST LINN, OR 97068

**CONTACT:**  
KRISTEN SWITZER, COMMUNITY  
SERVICES DIRECTOR  
503-625-4210

**CONTACT:**  
KURT LANGO  
BRETT HOORNAERT  
503-295-2437

**CONTACT:**  
ALLEN SCHMITZ  
503-488-5711

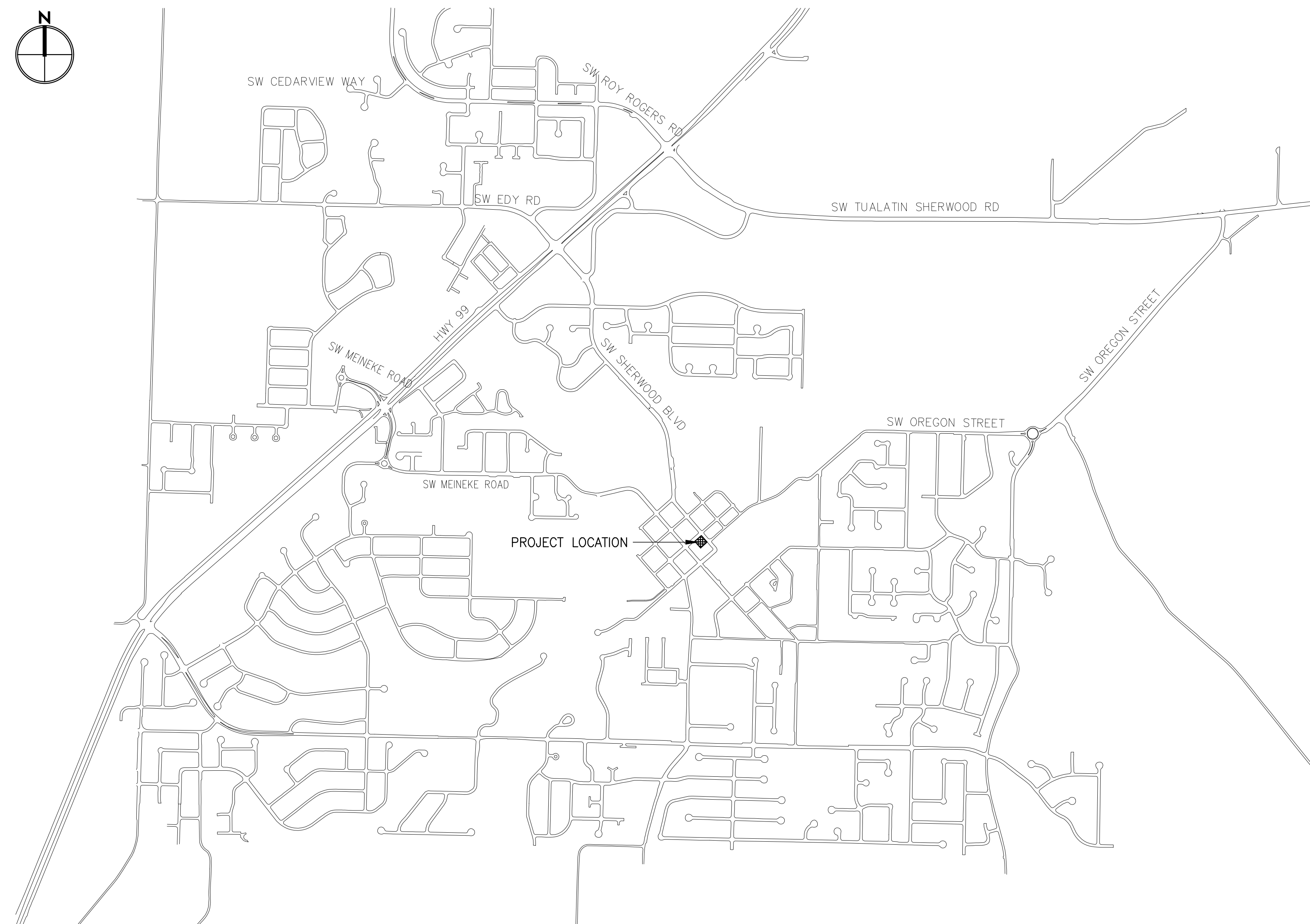
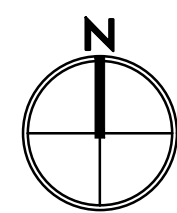
**CONTACT:**  
JONATHAN LILLY  
503-292-6000

**CONTACT:**  
ED QUESENBERRY  
503-636-8388

**CONTACT:**  
TIM BLACKWOOD  
503-502-0820

### PROJECT LOCATION:

ADDRESS: 16020 SW 1ST STREET  
TAX LOT ID: 2S132BC03800 AND 2S132BC03700



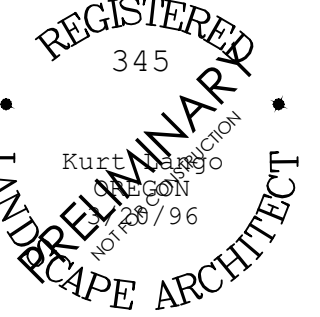
### SHEET INDEX:

C001	EXISTING CONDITIONS PLAN
L001	DEMOLITION PLAN
L101	MATERIALS PLAN
L201	LAYOUT PLAN
L301	GRADING PLAN
L401	PLANTING PLAN
L501	IRRIGATION PLAN
L601	LANDSCAPE DETAILS
L602	LANDSCAPE DETAILS
L603	PLANTING DETAILS
L604	IRRIGATION DETAILS
L701	EXHIBIT 1: SIGHT TRIANGLES
L702	EXHIBIT 2: CODE DIAGRAM
L703	EXHIBIT 3: MATERIALS
L704	EXHIBIT 4: RENDERED VIEWS
C100	EROSION AND SEDIMENT CONTROL PLAN
C200	UTILITY PLAN
C300	CIVIL DETAILS
E001	ELECTRICAL SYMBOL LEGEND AND SCHEDULE
E100	SITE PLAN - ELECTRICAL
E200	SITE PLAN - PHOTOMETRIC
E201	STREET LIGHTING - PHOTOMETRIC
E300	ELECTRICAL DETAILS
E400	ELECTRICAL SPECIFICATIONS

lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #3a  
portland or 97209



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Willamette Street  
Sherwood, OR 97140

REVISIONS

SCALE 1" = 10' - 0"  
DRAWN BY BAH  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION  
DOCUMENTS

SHEET TITLE

COVER SHEET

L000

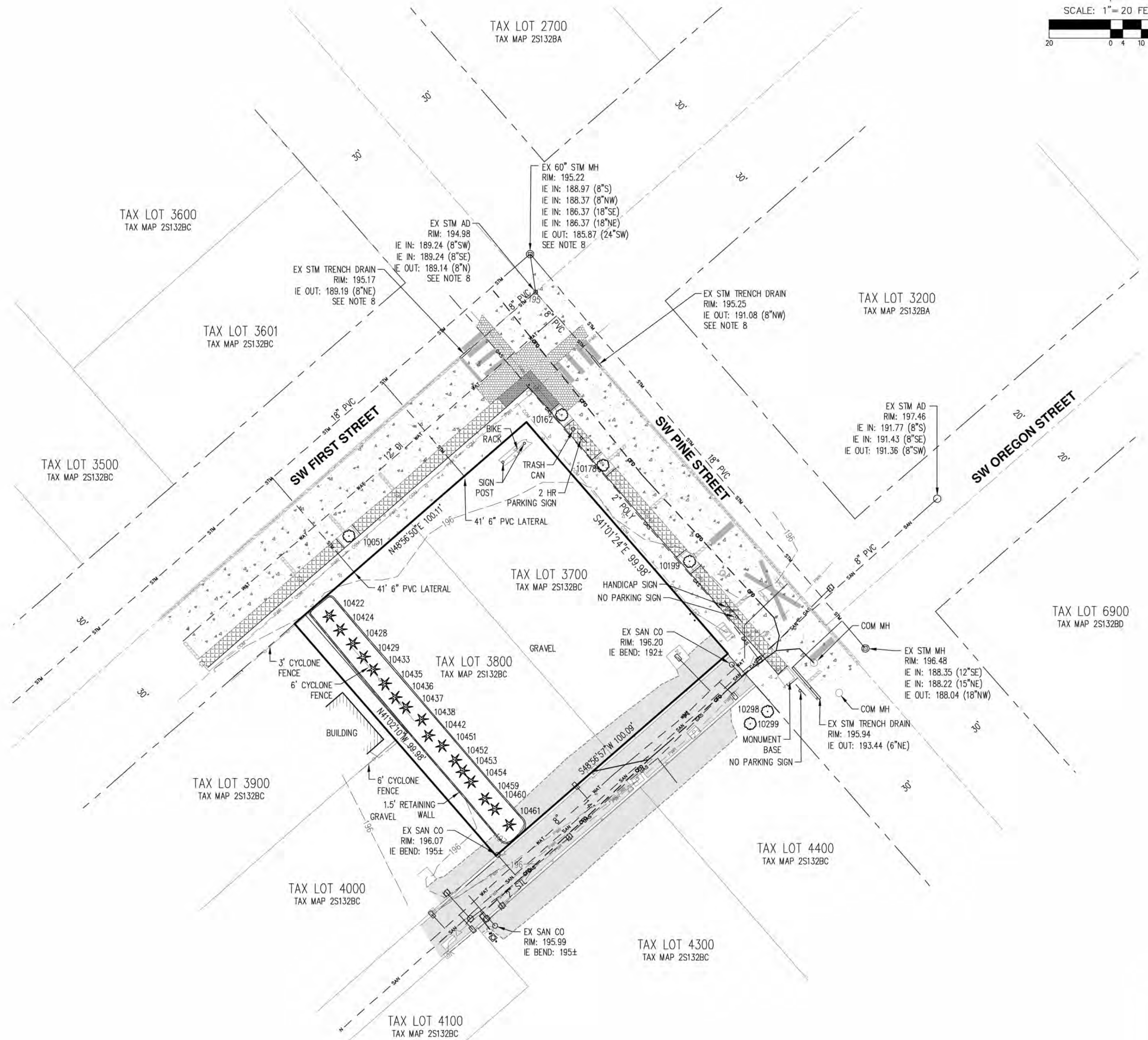
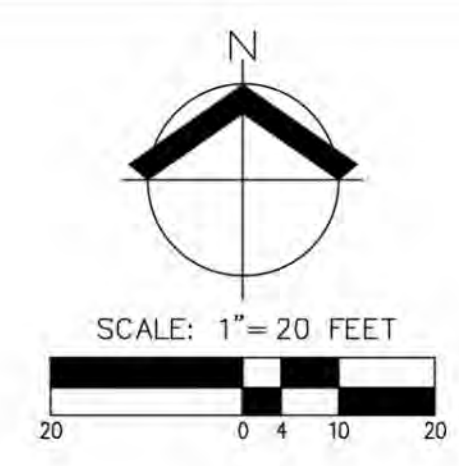
### LEGEND

<b>EXISTING</b>	<b>EXISTING</b>
DECIDUOUS TREE	STORM DRAIN CLEAN OUT
CONIFEROUS TREE	STORM DRAIN CATCH BASIN
FIRE HYDRANT	STORM DRAIN AREA DRAIN
WATER BLOWOFF	STORM DRAIN MANHOLE
WATER METER	GAS METER
WATER VALVE	GAS VALVE
DOUBLE CHECK VALVE	GUY WIRE ANCHOR
AIR RELEASE VALVE	UTILITY POLE
SANITARY SEWER CLEAN OUT	POWER VAULT
SANITARY SEWER MANHOLE	POWER JUNCTION BOX
SIGN	POWER PEDESTAL
STREET LIGHT	COMMUNICATIONS VAULT
MAILBOX	COMMUNICATIONS JUNCTION BOX
BOLLARD	COMMUNICATIONS RISER

### EXISTING

RIGHT-OF-WAY LINE	---
BOUNDARY LINE	---
PROPERTY LINE	---
CENTERLINE	---
DITCH	---
CURB	---
EDGE OF PAVEMENT	---
EASEMENT	---
FENCE LINE	---
GRAVEL EDGE	---
POWER LINE	---
OVERHEAD WIRE	---
COMMUNICATIONS LINE	---
FIBER OPTIC LINE	---
GAS LINE	---
STORM DRAIN LINE	---
SANITARY SEWER LINE	---
WATER LINE	---

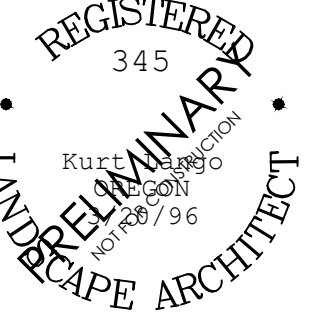


- NOTES:**
- UTILITIES SHOWN ARE BASED ON UNDERGROUND UTILITY LOCATE MARKINGS AS PROVIDED BY OTHERS. PROVIDED PER UTILITY LOCATE TICKET NUMBER 22052544, 22052546, 22052551. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND LOCATES REPRESENT THE ONLY UTILITIES IN THE AREA. CONTRACTORS ARE RESPONSIBLE FOR VERIFYING ALL EXISTING CONDITIONS PRIOR TO BEGINNING CONSTRUCTION.
  - FIELD WORK WAS CONDUCTED MARCH 1-2, 2022.
  - VERTICAL DATUM: ELEVATIONS ARE BASED ON WASHINGTON COUNTY BENCHMARK NO. 111, LOCATED IN THE CURB SOUTHEAST CORNER OF THE INTERSECTION OF SUNSET COURT AND SHERWOOD BLVD. ELEVATION = 213.55 FEET (NGVD 29).
  - THIS IS NOT A PROPERTY BOUNDARY SURVEY TO BE RECORDED WITH THE COUNTY SURVEYOR. BOUNDARIES MAY BE PRELIMINARY AND SHOULD BE CONFIRMED WITH THE STAMPING SURVEYOR PRIOR TO RELYING ON FOR DETAILED DESIGN OR CONSTRUCTION.
  - BUILDING FOOTPRINTS ARE MEASURED TO SIDING UNLESS NOTED OTHERWISE. CONTACT SURVEYOR WITH QUESTIONS REGARDING BUILDING TIES.
  - CONTOUR INTERVAL IS 1 FOOT.
  - TREES WITH DIAMETER OF 6" AND GREATER ARE SHOWN. TREE DIAMETERS WERE MEASURED UTILIZING A DIAMETER TAPE AT BREAST HEIGHT. TREE INFORMATION IS SUBJECT TO CHANGE UPON ARBORIST INSPECTION.
  - STORM INVERT ELEVATIONS BASED ON ASBUILTS FROM CITY OF SHERWOOD CAPITAL IMPROVEMENT PROJECT #C-41
  - UNDERGROUND POWER LINES SHOWN BETWEEN POWER POLES ALONG SW PINE STREET AND SW FIRST STREET ARE PER LIGHTING PLAN 1ST AND PINE STREET DATED 8/31/2005, CARTER BURGESS PROJECT NO. 071668.100, CITY OF SHERWOOD CIP #C-41 SHEET NUMBER LE04.

TREE TABLE			TREE TABLE			TREE TABLE		
TREE NUMBER	TYPE	DBH (IN.)	TREE NUMBER	TYPE	DBH (IN.)	TREE NUMBER	TYPE	DBH (IN.)
10051	DECIDUOUS	6	10428	CONIFEROUS	16	10451	CONIFEROUS	14
10162	DECIDUOUS	6	10429	CONIFEROUS	12	10452	CONIFEROUS	11
10178	DECIDUOUS	10	10433	CONIFEROUS	18	10453	CONIFEROUS	11
10199	DECIDUOUS	8	10435	CONIFEROUS	14	10454	CONIFEROUS	10
10298	DECIDUOUS	6	10436	CONIFEROUS	11	10459	CONIFEROUS	14
10299	DECIDUOUS	10	10437	CONIFEROUS	12	10460	CONIFEROUS	12
10422	CONIFEROUS	18	10438	CONIFEROUS	16	10461	CONIFEROUS	7,10,10,15
10424	CONIFEROUS	11	10442	CONIFEROUS	12			





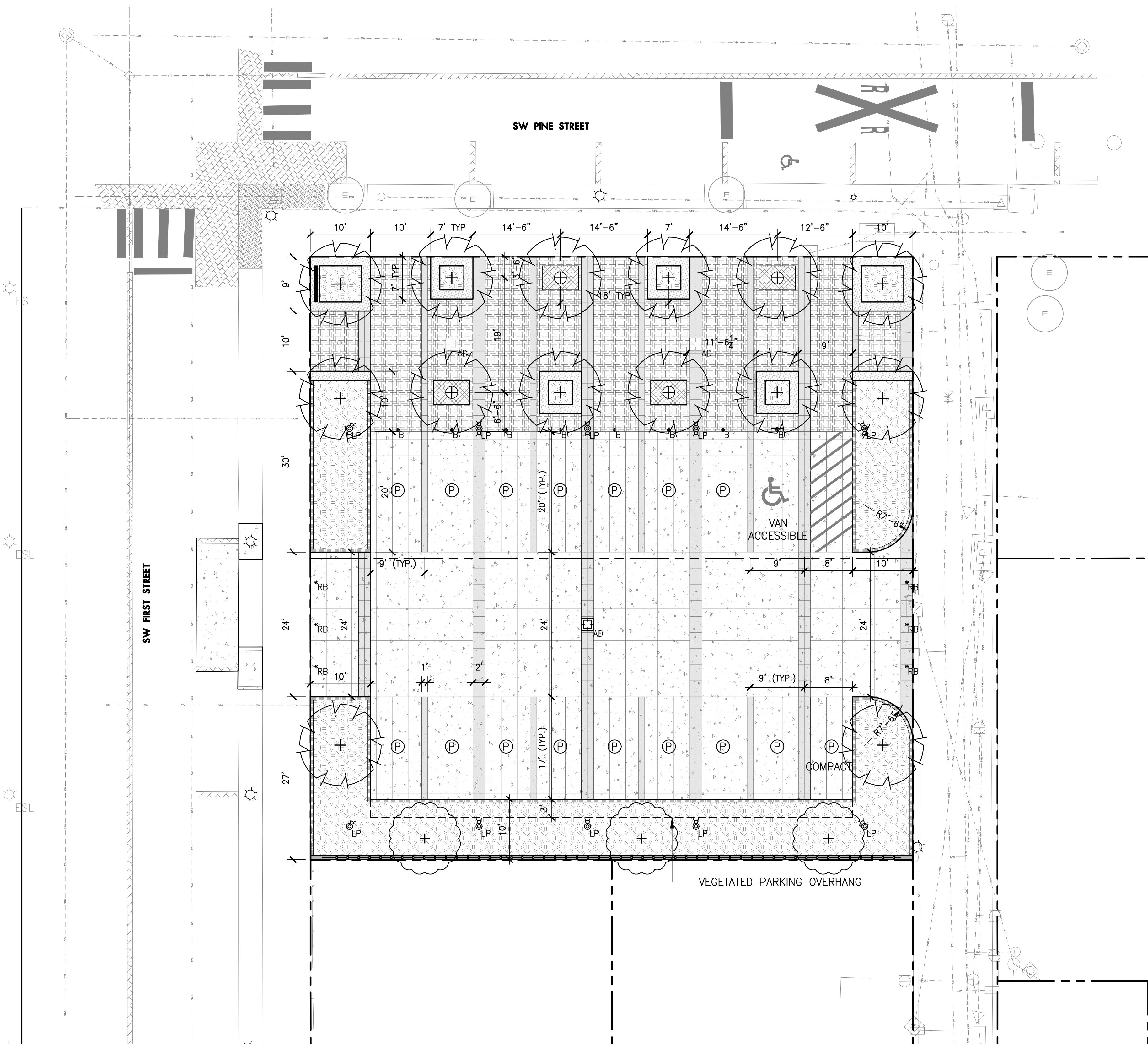


**LEGEND**

- LIMIT OF WORK
- - - - PROPERTY LINE/RIGHT-OF-WAY
- [Pattern] VEHICULAR CONCRETE PAVING
- [Pattern] DARK GREY EXPOSED AGGREGATE
- [Pattern] CLAY BRICK PAVERS
- [Pattern] CONCRETE CURB
- [Pattern] 3' HT. CONCRETE WALL
- [Pattern] 4' HT. DECORATIVE METAL SCREEN
- [Pattern] 1.5' HT. STONE SEAT WALL
- [Symbol] BOLLARD
- [Symbol] REMOVABLE BOLLARD
- [Symbol] ACCESSIBLE PARKING SIGN
- [Symbol] PLAZA LIGHT POLE, REFER TO ELEC
- [Symbol] STREET LIGHT, REFER TO ELEC
- [Symbol] AREA DRAIN, REFER TO CIVIL
- [Symbol] TREE GRATE
- [Pattern] PLANTING BED
- [Symbol] PROPOSED TREES, SEE PLANTING PLANS
- [Symbol] EXISTING TREE TO REMAIN

**LAYOUT PLAN NOTES**

1. THIS PLAN IS BASED ON A SURVEY BY AKS ENGINEERING AND FORESTRY, DATED 04/08/2022. NOTIFY OWNER'S REPRESENTATIVE OF ANY DISCREPANCIES IDENTIFIED ON SITE RELATED TO SURVEY INFORMATION PRIOR TO INSTALLATION.
2. PROTECT EXISTING VEGETATION TO REMAIN; SEE SPECIFICATIONS FOR FENCING AND OTHER REQUIREMENTS.
3. SEE CIVIL DRAWING FOR LOCATION OF UTILITIES.
4. FOR DIMENSIONS WHERE INCHES ARE NOT GIVEN, ASSUME 0 INCHES, SUCH THAT 2" EQUALS 2'-0"
5. PAVING DIMENSIONS ARE TO FACE BUILDING, FACE OF CURB, OR FACE OF WALL, UNLESS OTHERWISE NOTED.
6. IF THERE IS A CONFLICT WITH LAYOUT IN THE FIELD, NOTIFY THE OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
7. INSTALL EXPANSION JOINTS AND SEALANT WHERE CONCRETE PAVING ABUTS STRUCTURES SUCH AS SITE WALLS, BUILDING EDGES, CONCRETE HEADERS, COLUMNS, FENCING STRUCTURES, AND FREE STANDING STRUCTURES, TYP.
8. DIMENSIONS TO JOINT LINES ARE TO CENTERLINES, TYP.
9. DIMENSIONS TO AREA DRAINS ARE TO CENTER POINTS, TYP.
10. DIMENSIONS TO LIGHTPOSTS ARE TO CENTERLINES, TYP.
11. SEE CIVIL DRAWINGS FOR LOCATIONS OF MANHOLES.
12. SEE ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION RELATING TO LIGHTING, TRANSFORMER, AND PEDESTALS.



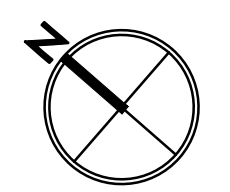
**SHERWOOD FESTIVAL PLAZA**

CITY OF SHERWOOD  
15527 SW Willamette Street  
Sherwood, OR 97140

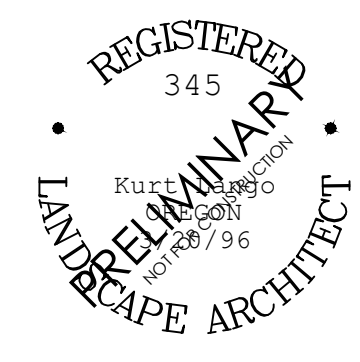
REVISIONS


SCALE 1" = 10' - 0"  
DRAWN BY BAH  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS  
SHEET TITLE  
LAYOUT PLAN



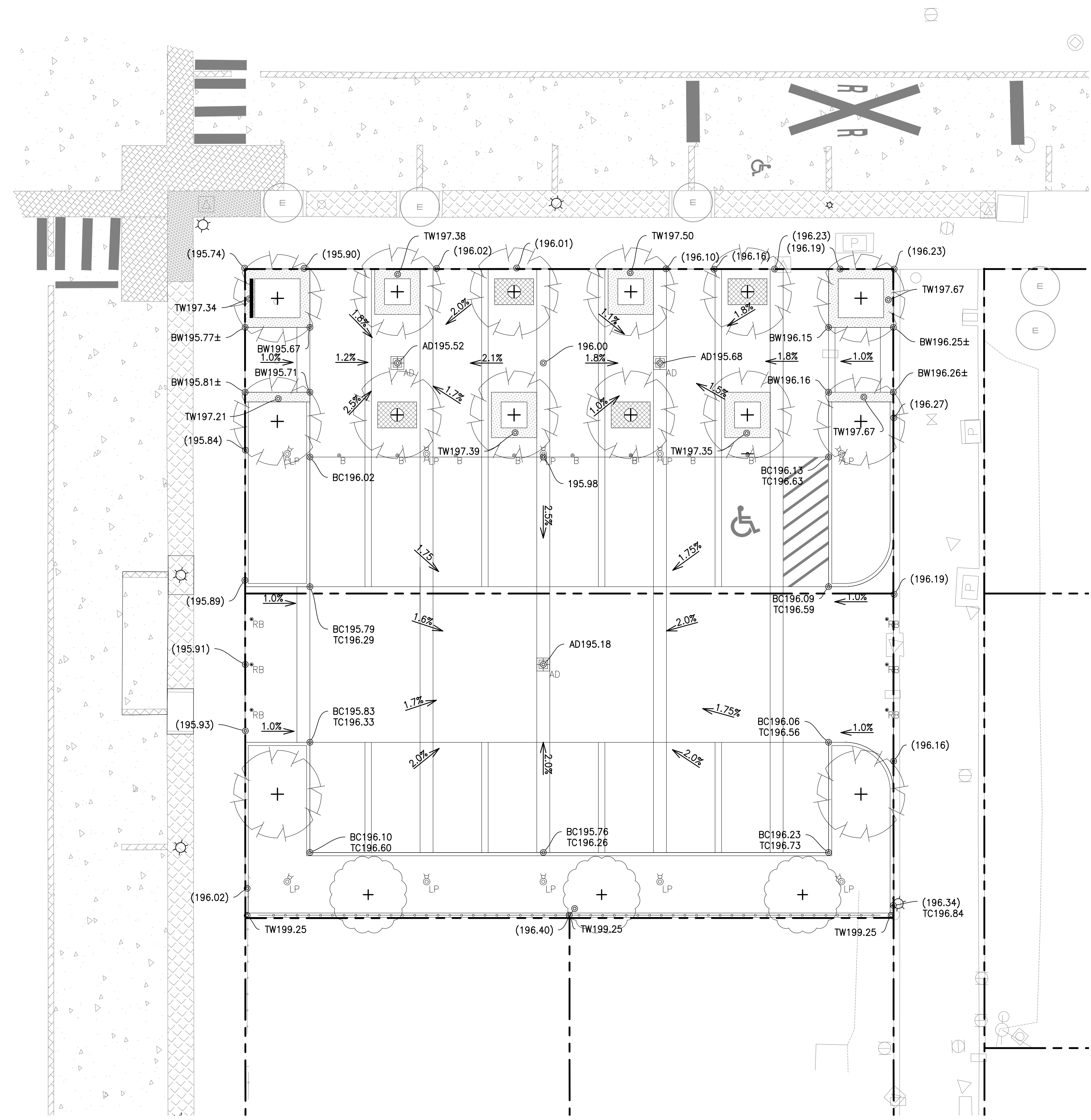




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CITY OF SHERWOOD  
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REVISIONS

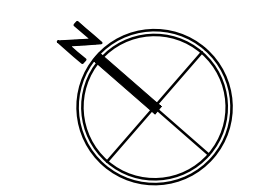

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PROJECT NO. 2150

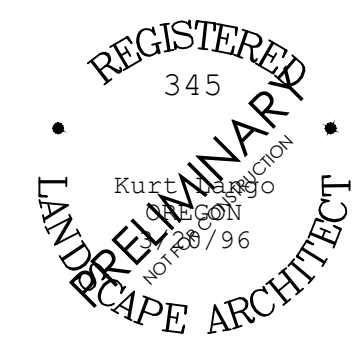


- LEGEND**
- 387 — EXISTING CONTOUR
  - 387 — PROPOSED CONTOUR
  - BOTTOM OF SWALE LINE
  - - - - - GRADE BREAK LINE
  - ⊙ (485.00) EXISTING SPOT ELEVATION
  - ⊙ 485.00 SPOT ELEVATION
  - 4.8% ← PERCENTAGE OF SLOPE
  - DIRECTION OF SLOPE

- ABBREVIATIONS**
- AD AREA DRAIN (RIM ELEVATION)
  - BC BOTTOM OF CURB
  - BF BOTTOM OF FOOTING
  - BR BOTTOM OF RAMP
  - BW BOTTOM OF WALL (FINISH GRADE)
  - CB CATCH BASIN (RIM ELEVATION)
  - CTV CONTRACTOR TO VERIFY ELEVATION
  - EL EQUAL
  - EQ EXISTING
  - EX EXISTING
  - FFE FINISH FLOOR ELEVATION
  - FS FINISH SURFACE
  - HP HIGH POINT
  - IE INVERT ELEVATION
  - LP LOW POINT
  - MATCH MATCH EXISTING GRADE
  - MAX MAXIMUM
  - MIN MINIMUM
  - RIM RIM ELEVATION
  - SIM SIMILAR
  - TC TOP OF CURB
  - TF TOP OF FOOTING
  - TR TOP OF RAMP
  - TW TOP OF WALL (FINISH)
  - TYP TYPICAL

- GRADING NOTES**
1. SET STRAIGHT GRADES BETWEEN GIVEN ELEVATIONS UNLESS OTHERWISE INDICATED.
  2. GRADE BREAK LINES ARE SHOWN GRAPHICALLY TO ILLUSTRATE DRAINAGE PATTERNS, AND ARE NOT INTENDED TO BE ACTUAL JOINT LINES, UNLESS THEY FALL ON EXPANSION JOINT LOCATIONS.
  3. SEE CIVIL DRAWINGS FOR UNDERGROUND UTILITIES AND DRAINAGE FEATURES.
  4. ENSURE POSITIVE DRAINAGE AWAY FROM ALL BUILDINGS AT 1% MIN.
  5. SPOT ELEVATIONS TAKE PRECEDENCE OVER LANDSCAPE CONTOURS.
  6. THIS GRADING PLAN IS TO BE COORDINATED WITH THE CIVIL STREET PLANS. NOTIFY OWNER'S REPRESENTATIVE IMMEDIATELY OF ANY DISCREPANCIES.
  7. BOTTOM OF WALL (BW) ELEVATIONS EQUAL FINISH SURFACE OF PAVING OR FINISH GRADE, NOT TOP OF FOOTING ELEVATION.
  8. CONTRACTOR TO VERIFY EXISTING GRADES AT ALL LOCATIONS WHERE NEW PAVING IS MATCHING EXISTING PAVING AND NOTIFY ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES.
  9. ALL ADA PARKING STALL AND WALKWAYS TO MEET LOCAL, STATE AND FEDERAL ADA REQUIREMENTS. PRIOR TO FORMING HARD SURFACE MATERIALS, CONTRACTOR TO VERIFY GRADES FOR CURB RAMPS AND PARKING LOT SPACES MEET ADA REQUIREMENTS.





**SHERWOOD FESTIVAL PLAZA**  
 CITY OF SHERWOOD  
 15527 SW Wilamette Street  
 Sherwood, OR 97140

REVISIONS


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 DATE 05.06.2022  
 PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS

SHEET TITLE

PLANTING PLAN

**L401**

**PLANTING NOTES**

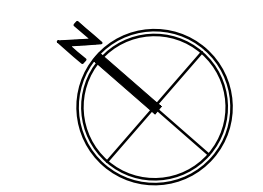
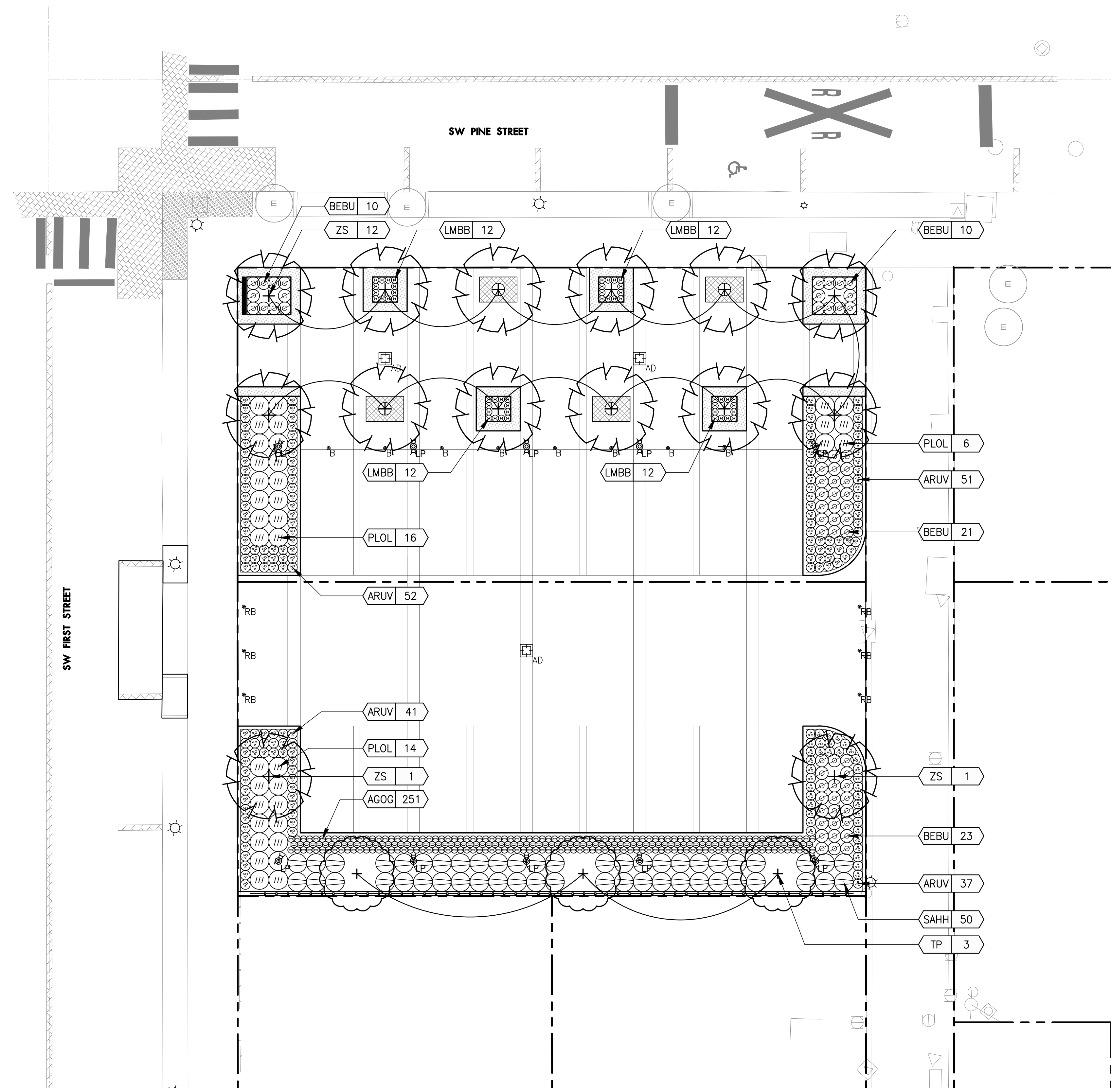
1. THIS PLAN IS BASED ON A SURVEY BY AKS ENGINEERING AND FORESTRY, DATED 04/08/2022. NOTIFY OWNER'S REPRESENTATIVE OF ANY DISCREPANCIES IDENTIFIED ON SITE RELATED TO SURVEY INFORMATION PRIOR TO INSTALLATION.
2. PROTECT EXISTING VEGETATION TO REMAIN; SEE SPECIFICATION SECTION 015639 FOR FENCING AND OTHER REQUIREMENTS.
3. ALL PLANT MATERIAL SHALL BE NURSERY GROWN, WELL ROOTED, AND WELL BRANCHED. ALL TREES MUST BE FREE OF INSECTS, DISEASES, MECHANICAL INJURY, AND OTHER OBJECTIONABLE FEATURES WHEN PLANTED. ALL PLANT MATERIAL SHALL CONFORM TO "AMERICAN STOCK STANDARDS" LATEST EDITION.
4. ALL PLANT MATERIAL TO BE APPROVED BY OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION. SEE SPECIFICATIONS.
5. PLANT SPACING SHALL TAKE PRECEDENCE OVER VALVE BOX LOCATIONS. INSTALLED VALVE BOXES THAT CONFLICT WITH ACCEPTED PLANT LAYOUT SHALL BE MOVED TO POSITION BETWEEN PLANTS.
6. PLANT COUNTS FOR TREES AND SHRUBS ARE SUPPLIED FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR RESPONSIBLE FOR INSTALLING ALL PLANTS IN LOCATIONS AND QUANTITIES SHOWN.
7. CLEAR PLANT BEDS OF ALL GRAVEL AND DEBRIS PRIOR TO SOIL PREPARATION AND PLANTING, FOR APPROVAL BY OWNER'S REPRESENTATIVE.
8. REPAIR AND RESEED ALL LAWN AREAS DISTURBED BY CONSTRUCTION ACTIVITY, INCLUDING SOIL PREPARATION. SEE 329100 AND 329300.
9. ALL PLANTING AREAS ARE TO BE IRRIGATED WITH A PERMANENT AUTOMATIC IRRIGATION SYSTEM EXCEPT RESEEDED DISTURBED AREAS, THOSE ARE TO BE NON-IRRIGATED.
10. ALL PARKING LOT AND STREET TREES MUST HAVE 6' CLEAR HEIGHT TO LOWEST BRANCHES.

**PLANT SCHEDULE: TREES**

SYM	ABBR	QTY	BOTANICAL NAME	COMMON NAME	SIZE/COND	SPACING
+	TP	3	<i>Thuja plicata</i> 'Hogan'	Hogan's Western Red Cedar	12' HT. B&B	as shown
+	ZS	14	<i>Zelkova serrata</i> 'Green Vase'	Green Vase Zelkova	3" CAL B&B	as shown

**PLANT SCHEDULE: SHRUBS AND GROUNDCOVER**

SYM	ABBR	QTY	BOTANICAL NAME	COMMON NAME	SIZE/COND	SPACING
⊙	AGOG	251	<i>Acorus gramineus</i> 'Ogon'	Golden Sweet Flag	#1 CONT	12" O.C.
⊙	ARUV	181	<i>Arctostaphylos uva-ursi</i> 'Emerald Carpet'	'Emerald Carpet' Kinnickinnick	#1 CONT	18" O.C.
⊙	BEBU	64	<i>Berberis buxifolia</i> 'Nana'	Dwarf Magellan Barberry	#5 CONT	24" O.C.
⊙	LMBB	48	<i>Liriope muscari</i> 'Big Blue'	Big Blue Lilyturf	#1 CONT	12" O.C.
⊙	PLOL	36	<i>Prunus laurocerasus</i> 'otto luyken'	Otto Luyken Dwarf English Laurel	#5 CONT	36" O.C.
⊙	SAHH	50	<i>Sarcococca hookeriana</i> var <i>humilis</i>	Fragrant Sarcococca	#5 CONT	36" O.C.





SHERWOOD FESTIVAL PLAZA

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SHEET TITLE

IRRIGATION PLAN

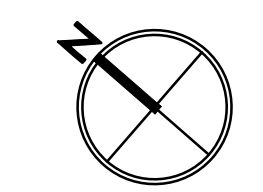
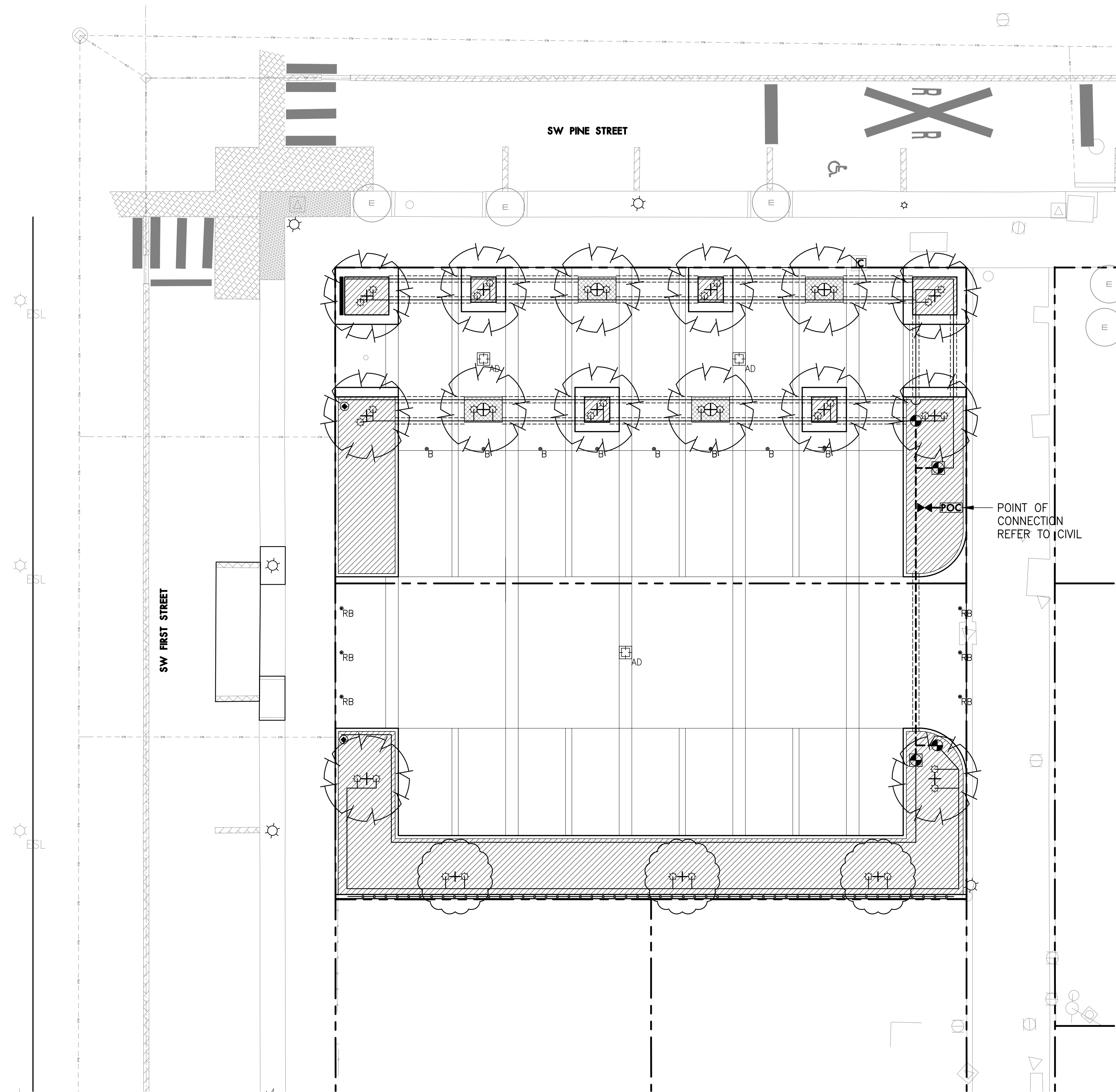
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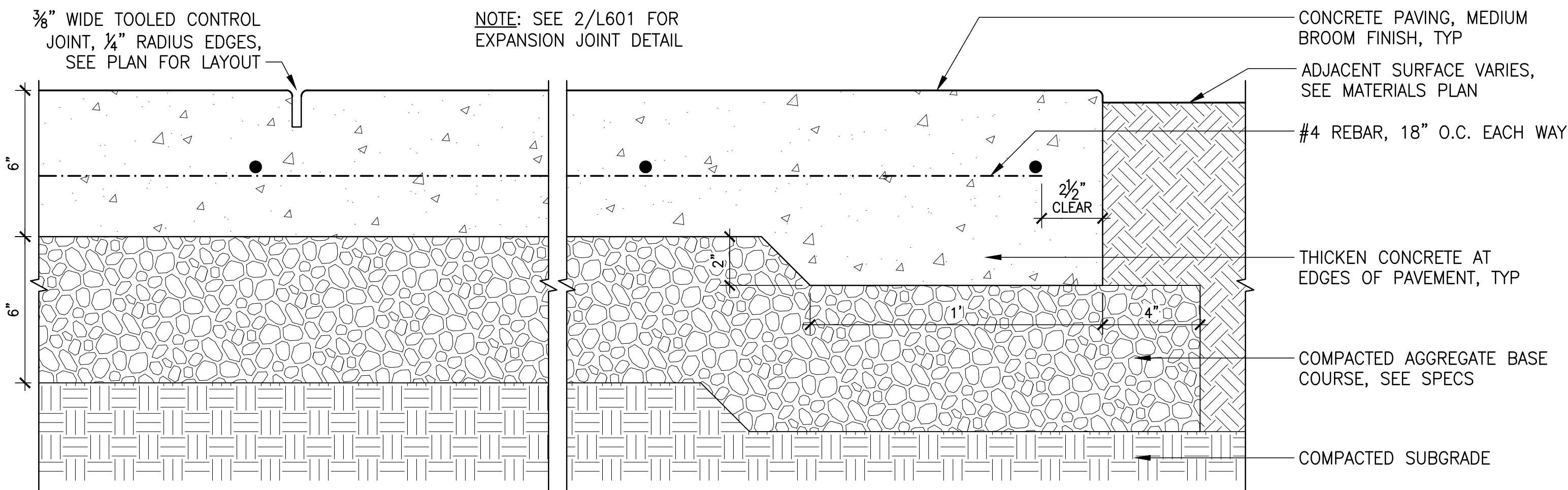
IRRIGATION LEGEND

EQUIPMENT	
Symbol	Description
	REMOTE CONTROL VALVE
	DRIP CONTROL ZONE KIT
	ISOLATION VALVE
	QUICK COUPLER
	DRIP ZONE MANUAL DRAIN VALVE OR AIR RELIEF VALVE
	CONTROLLER, SEE SPECS AND DETAILS
	POINT-OF-CONNECTION
	DOUBLE-CHECK VALVE
	ROOT ZONE WATERING SYSTEM
	MAINLINE, SCH. 40 PVC, 2" OR AS NOTED
	IRRIGATION SLEEVE, SCH. 40 PVC, 4" OR AS NOTED
	[NETAFIM] DRIPLINE; 'SH' INDICATES SUPPLY HEADER
	LATERAL LINE, CLASS 200 PVC, SIZE AS NOTED
	IRRIGATION DRIPLINE AREA
	ELECTRICAL CONDUIT
	23.8 ← GALLONS PER MINUTE 8 1.5" ← VALVE SIZE ← ZONE NUMBER

IRRIGATION NOTES

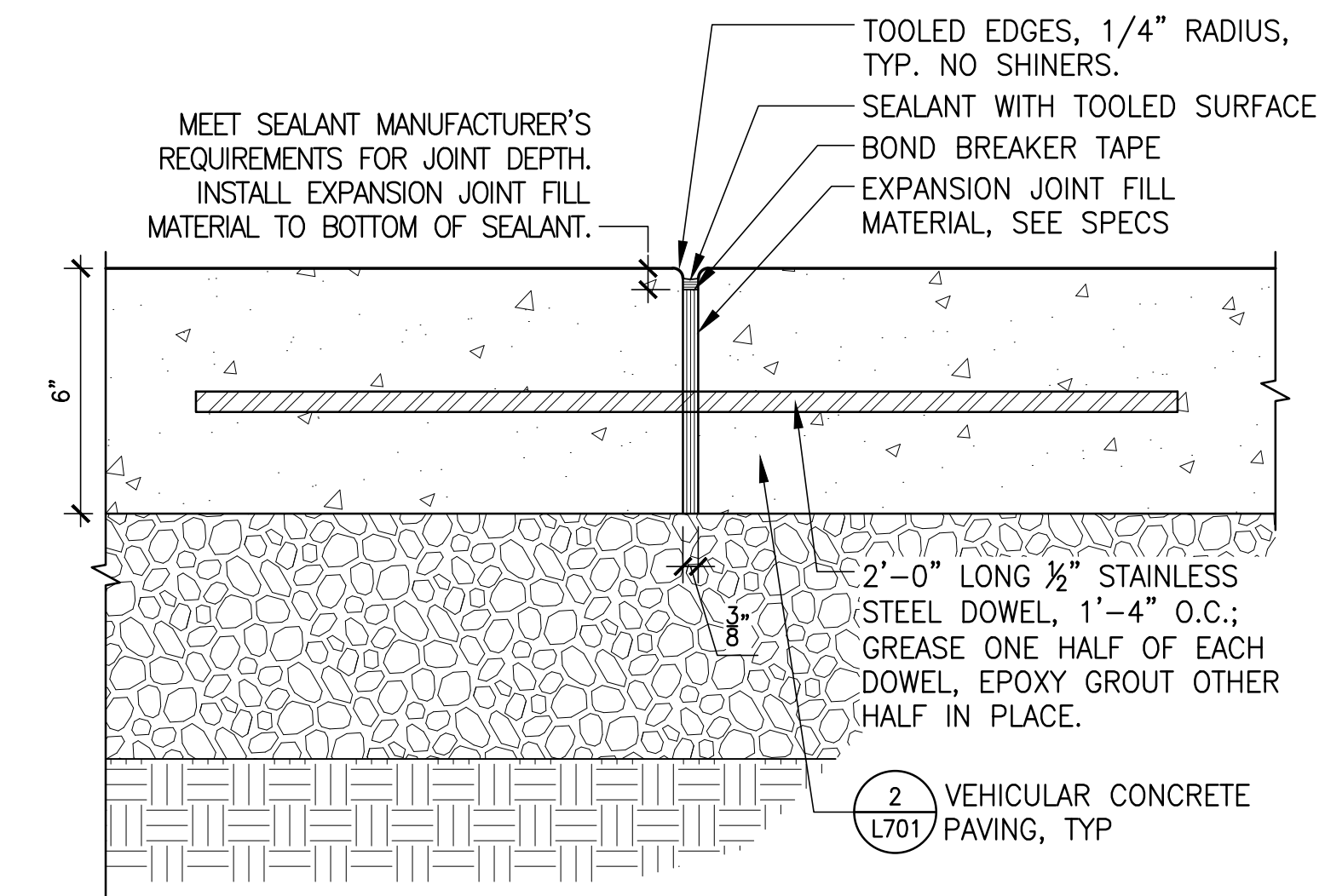
- THIS PLAN IS BASED ON A SURVEY BY AKS ENGINEERING AND FORESTRY, DATED 04/08/2022. NOTIFY OWNER'S REPRESENTATIVE OF ANY DISCREPANCIES IDENTIFIED ON SITE RELATED TO SURVEY INFORMATION PRIOR TO INSTALLATION.
- INSTALL IRRIGATION SYSTEM IN ACCORDANCE WITH ALL LOCAL CODES AND ORDINANCES.
- PRIOR TO COMMENCEMENT OF ANY IRRIGATION WORK, VERIFY MINIMUM FLOW RATE OF 25GPM AND MINIMUM DYNAMIC (WORKING) PRESSURE OF 40PSI WHEN FLOWING AT MIN FLOW RATE AT THE POINT OF CONNECTION.
- ALL TRENCHING WITHIN ROOT PROTECTION ZONES SHALL COMPLY WITH THE REQUIREMENTS SPECIFIED IN THE TREE PROTECTION PLANS AND SECTION 015639.
- COORDINATE ALL IRRIGATION WORK WITH OTHER TRADES AS REQUIRED, INCLUDING POINT(S)-OF-CONNECTION AND CONTROLLER INSTALLATION.
- IRRIGATION PLANS ARE DIAGRAMMATIC. ALL VALVES AND IRRIGATION HEADS SHALL BE LOCATED IN PLANTED AREAS. FIELD ADJUST LINES TO AVOID CONFLICTS WITH STRUCTURES AND UTILITIES.
- ALL PIPES AND EQUIPMENT SHOWN IN PAVED AREAS IS FOR GRAPHIC CLARITY ONLY. ALL PIPES AND EQUIPMENT SHALL BE IN PLANTING AREAS UNLESS OTHERWISE NOTED.
- PROVIDE SLEEVES UNDER ALL PAVED AREAS FOR IRRIGATION MAINLINE AND LATERALS.
- ALL VALVES (EXCEPT FOR MANUAL DRAIN VALVES ON DRIP ZONES) AND THE MAINLINE MUST BE LOCATED WITHIN PROPERTY LINE.
- COORDINATE IRRIGATION POINTS OF CONNECTION AND LOCATION OF REMOTE CONTROL VALVE ASSEMBLIES AND SLEEVES. COORDINATE ALL WORK WITH OTHER TRADES INVOLVED.
- PLACE ALL VALVES IN VALVE BOXES AND IN A MANNER THAT FACILITATES ACCESS FOR MAINTENANCE. SIZE BOXES TO ACCOMMODATE COMPLETE VALVE ASSEMBLY. MAINTAIN MIN. 12" BETWEEN VALVE BOXES AND PAVEMENT.
- IRRIGATION LATERALS ARE SIZED STARTING AT VALVE AND CONTINUING IN DIRECTION OF FLOW. REDUCTIONS IN PIPE SIZE ARE LABELED BEGINNING DOWNSTREAM OF NEAREST FITTING. ALL LATERALS NOT SIZED ARE MINIMUM 3/4" OR SAME SIZE AS NEAREST ADJACENT PIPE.
- CONTRACTOR TO MARK LAYOUT OF TRENCHES AND VALVE LOCATIONS FOR PREVIEW BY OWNER IN FIELD PRIOR TO CONSTRUCTION.
- INSTALL AND ADJUST ALL COMPONENTS OF IRRIGATION SYSTEM TO PROVIDE 100% COVERAGE OF ALL PLANTING AREAS AND MINIMIZE OVERSPRAY ONTO BUILDINGS AND PAVING AREAS. CONTRACTOR IS RESPONSIBLE FOR PROVIDING A COMPLETE WORKING SYSTEM.
- PROVIDE 12" POP-UP SPRINKLER BODIES FOR ALL SHRUB AND GROUNDCOVER BEDS, AND 6" SPRINKLER BODIES FOR LAWN AREAS AND SHRUB BEDS IMMEDIATELY ADJACENT TO PARKING AREAS.





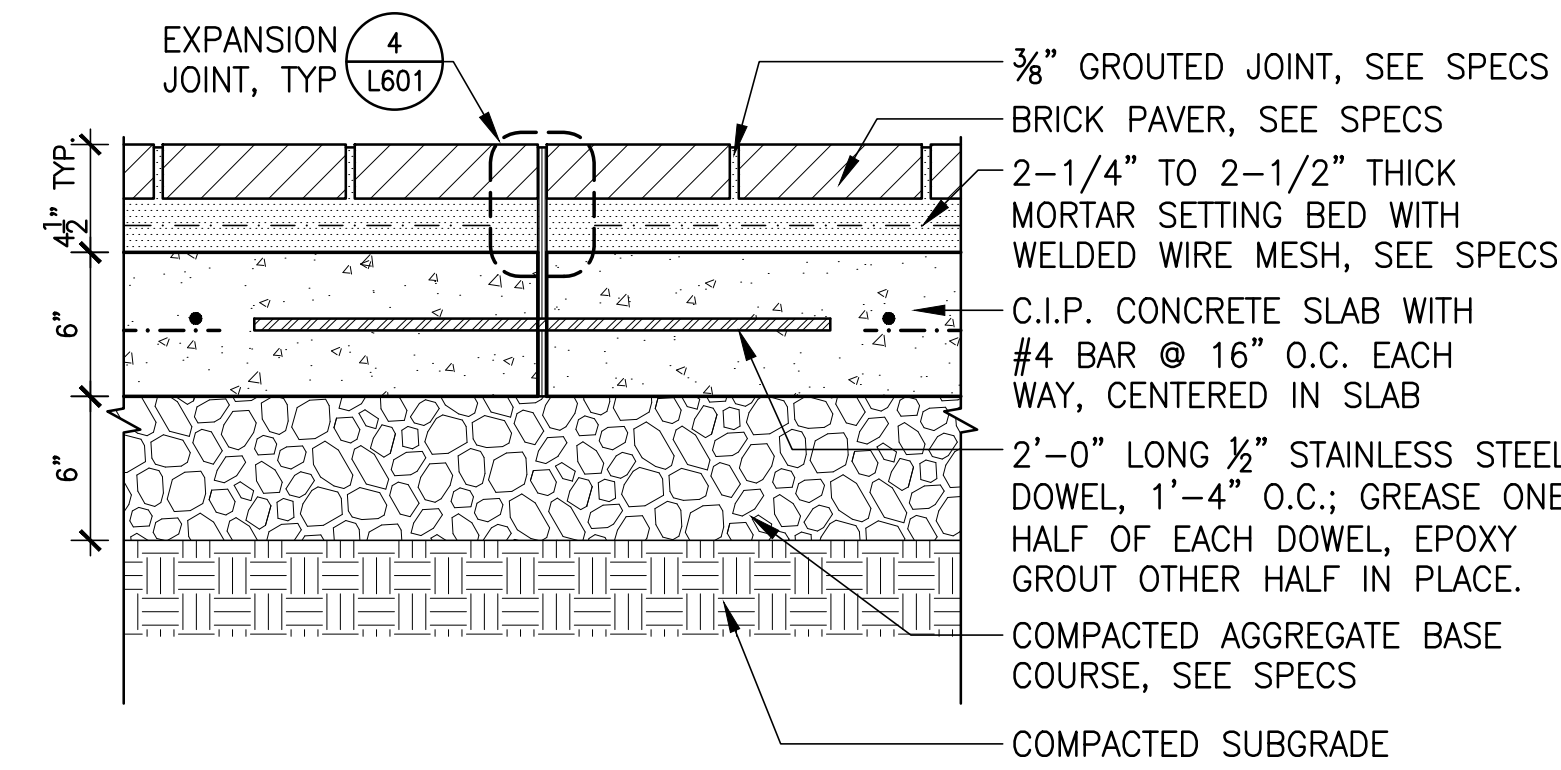
1 CONCRETE PAVING - VEHICULAR

Section  
3" = 1'-0"



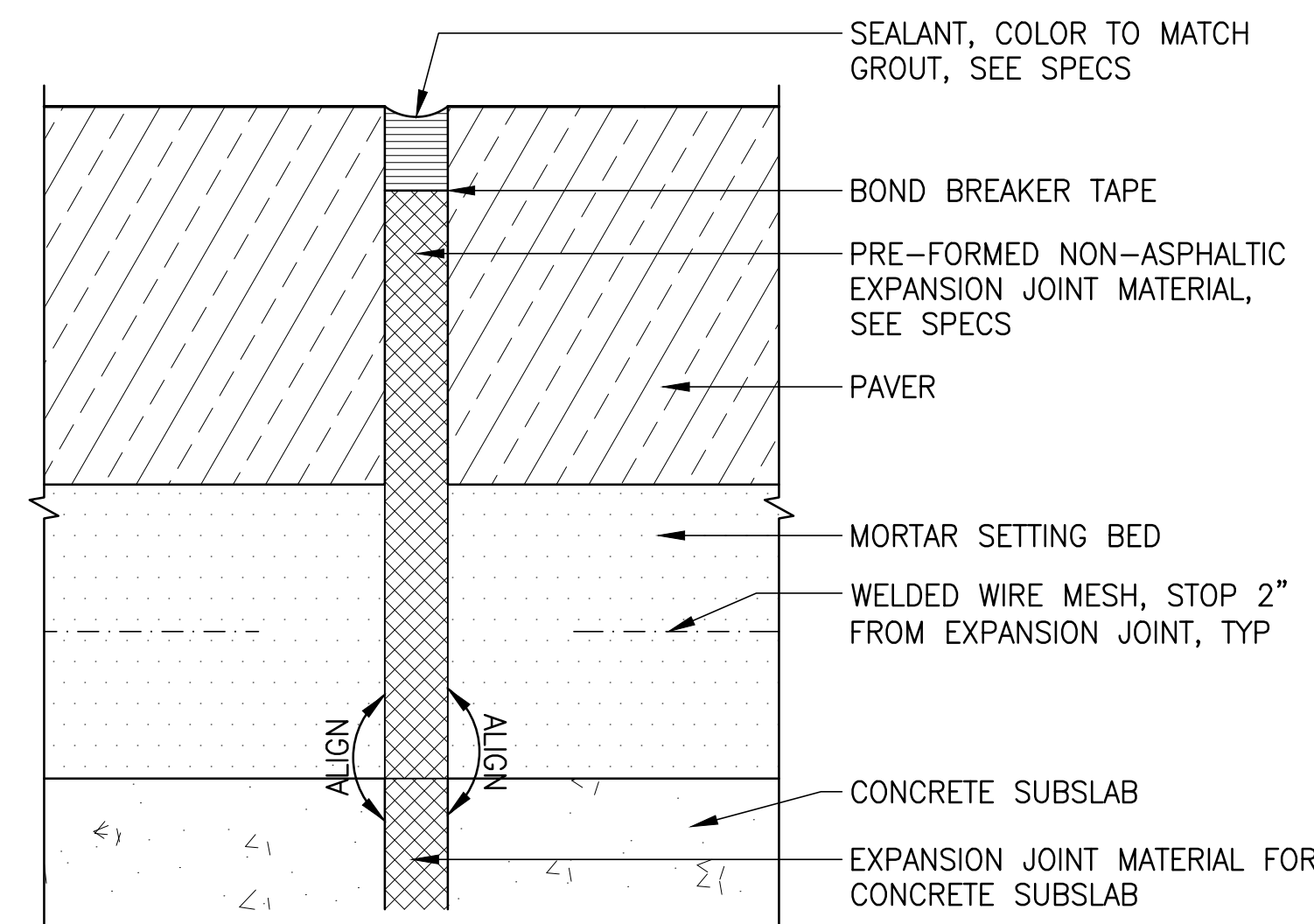
2 EXPANSION JOINT - VEHICULAR CONCRETE PAVING

Section  
3" = 1'-0"



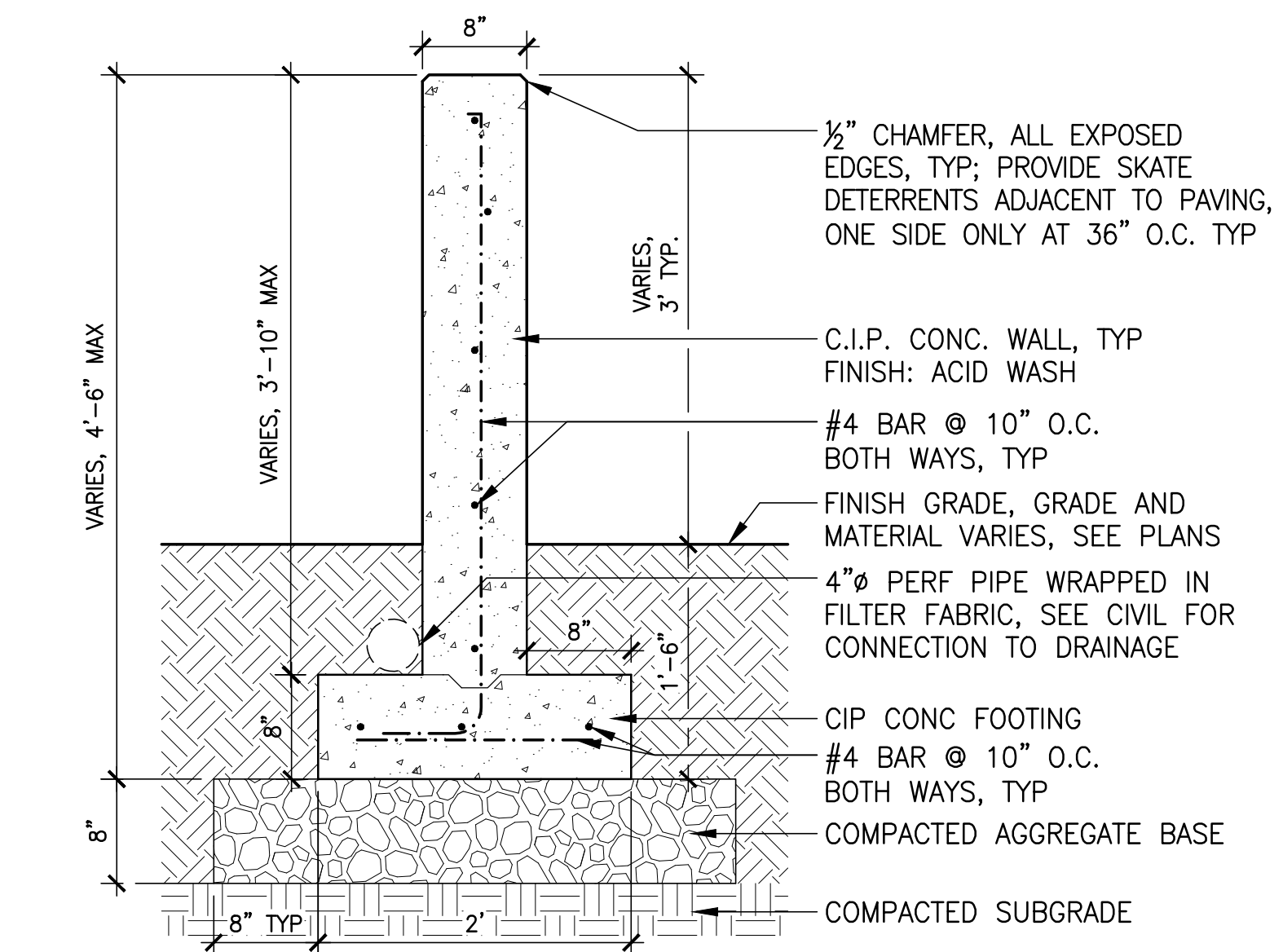
3 BRICK PAVING ON SLAB

Section  
1 1/2" = 1'-0"



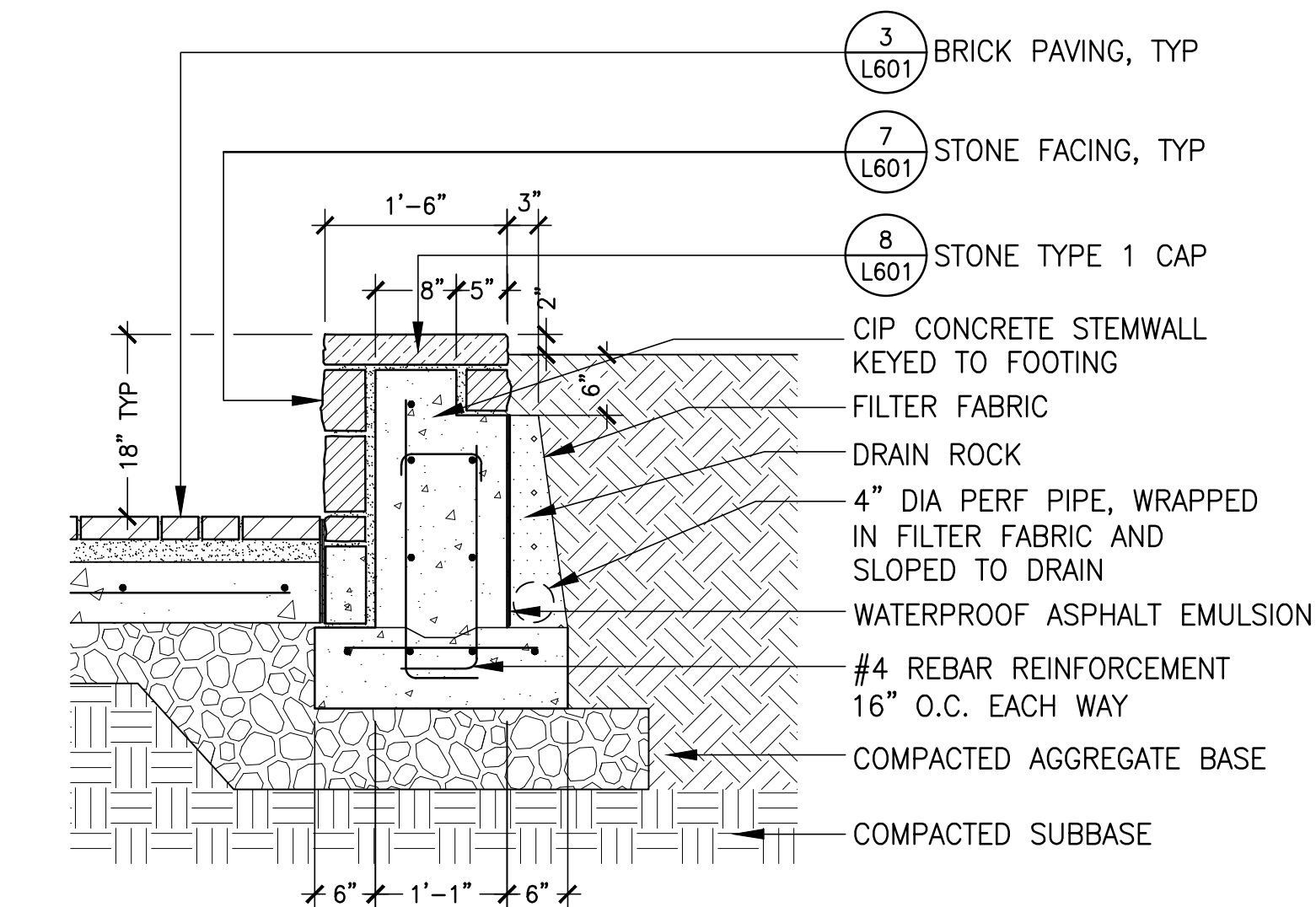
4 BRICK PAVING EXPANSION JOINT

Section  
1" = 1'



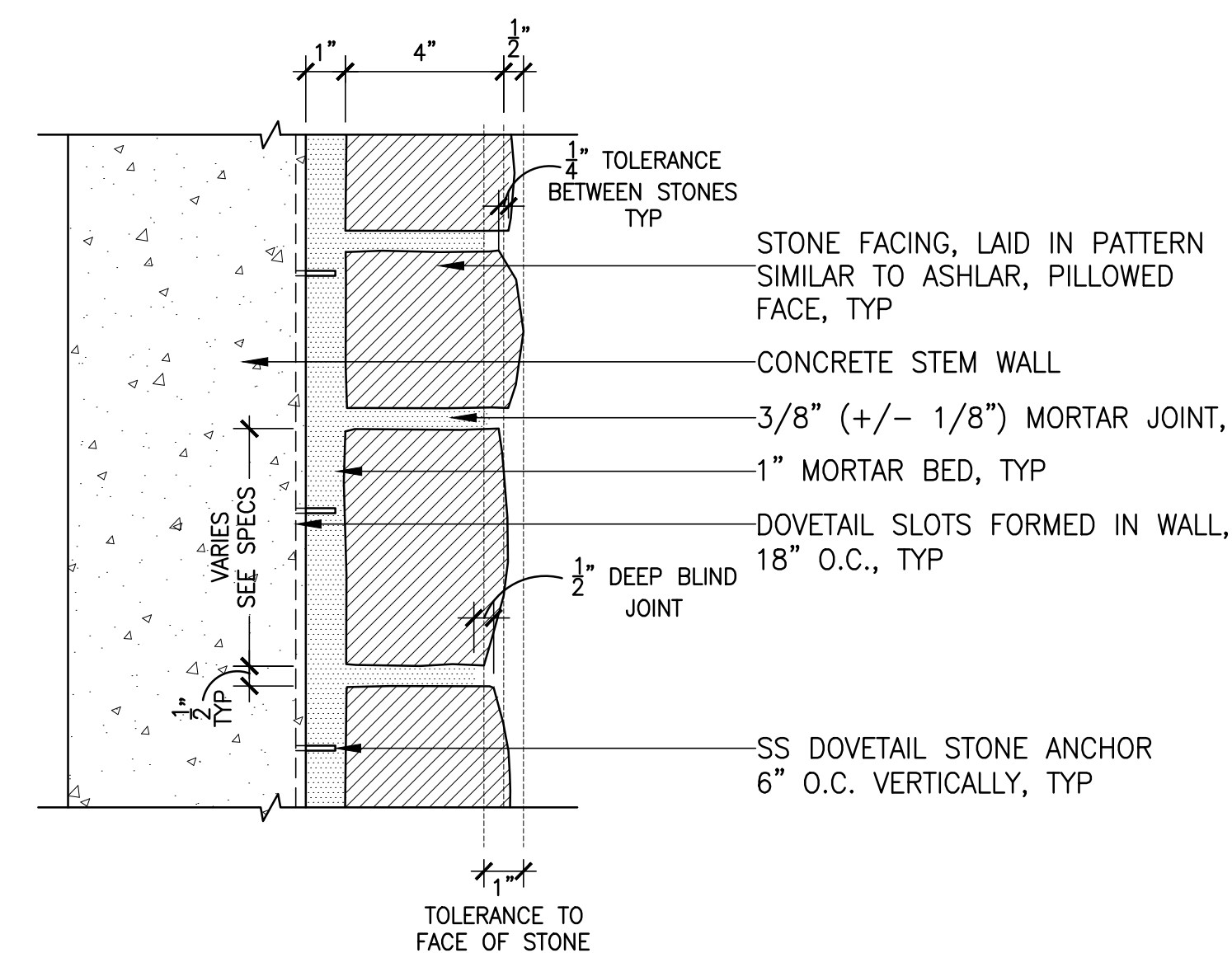
4 CONCRETE WALL

Section  
1" = 1'-0"



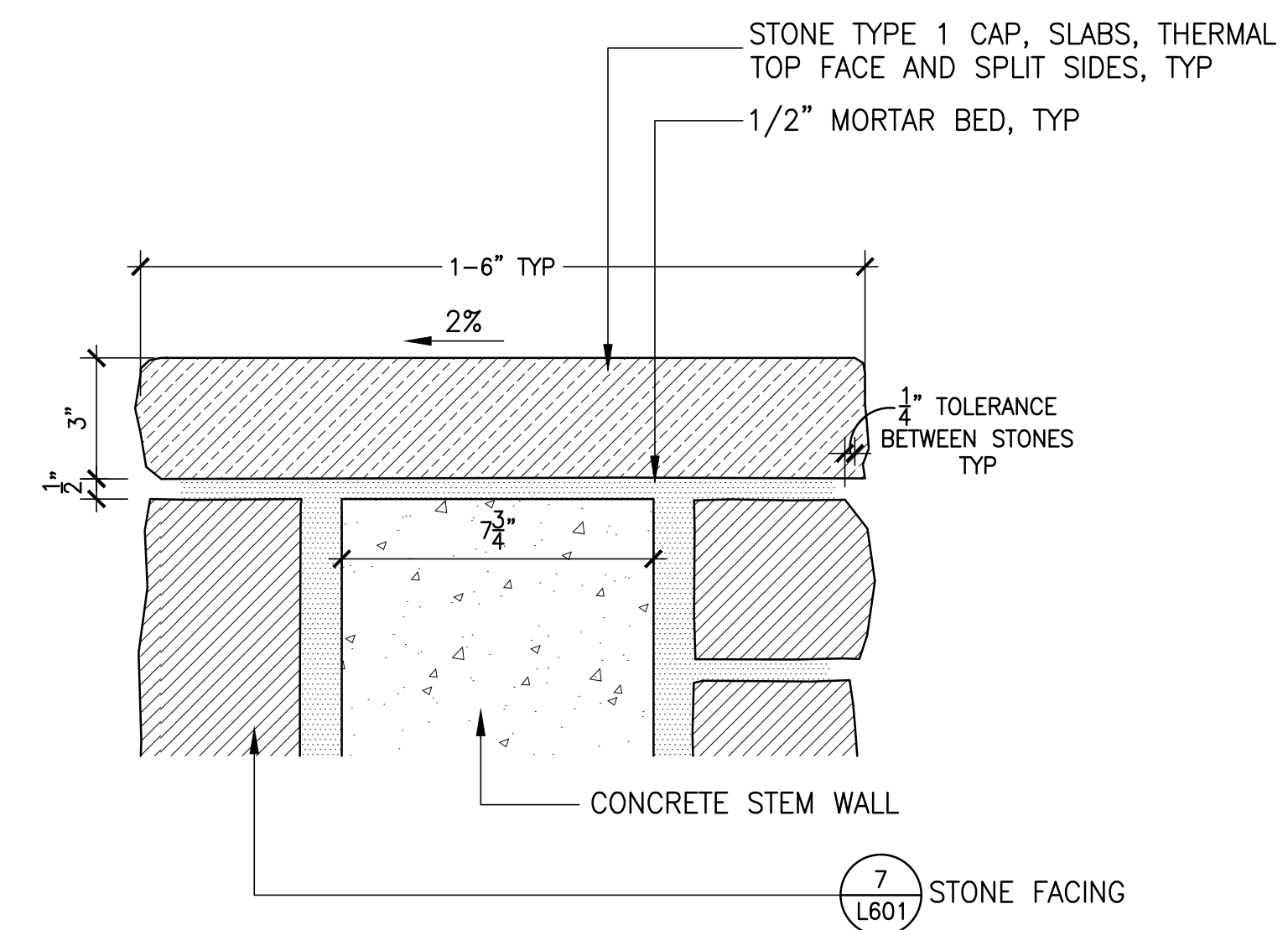
6 STONE SEAT WALL

Section  
3/4" = 1'-0"



7 STONE FACING

Section  
3" = 1'-0"



8 STONE CAP

Section  
3" = 1'-0"



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Wilamette Street  
Sherwood, OR 97140

REVISIONS

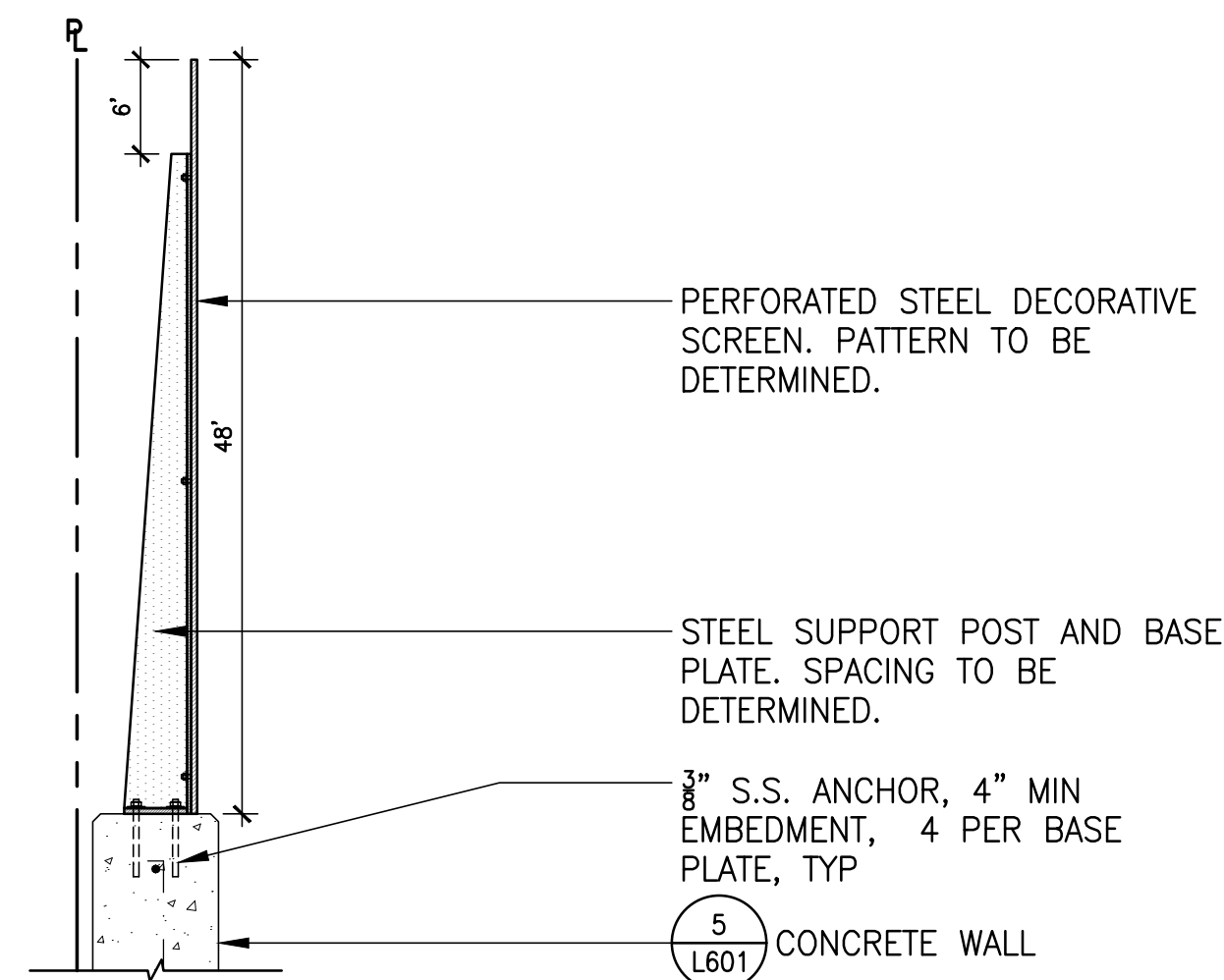
SCALE AS SHOWN  
DRAWN BY BAH  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS

SHEET TITLE

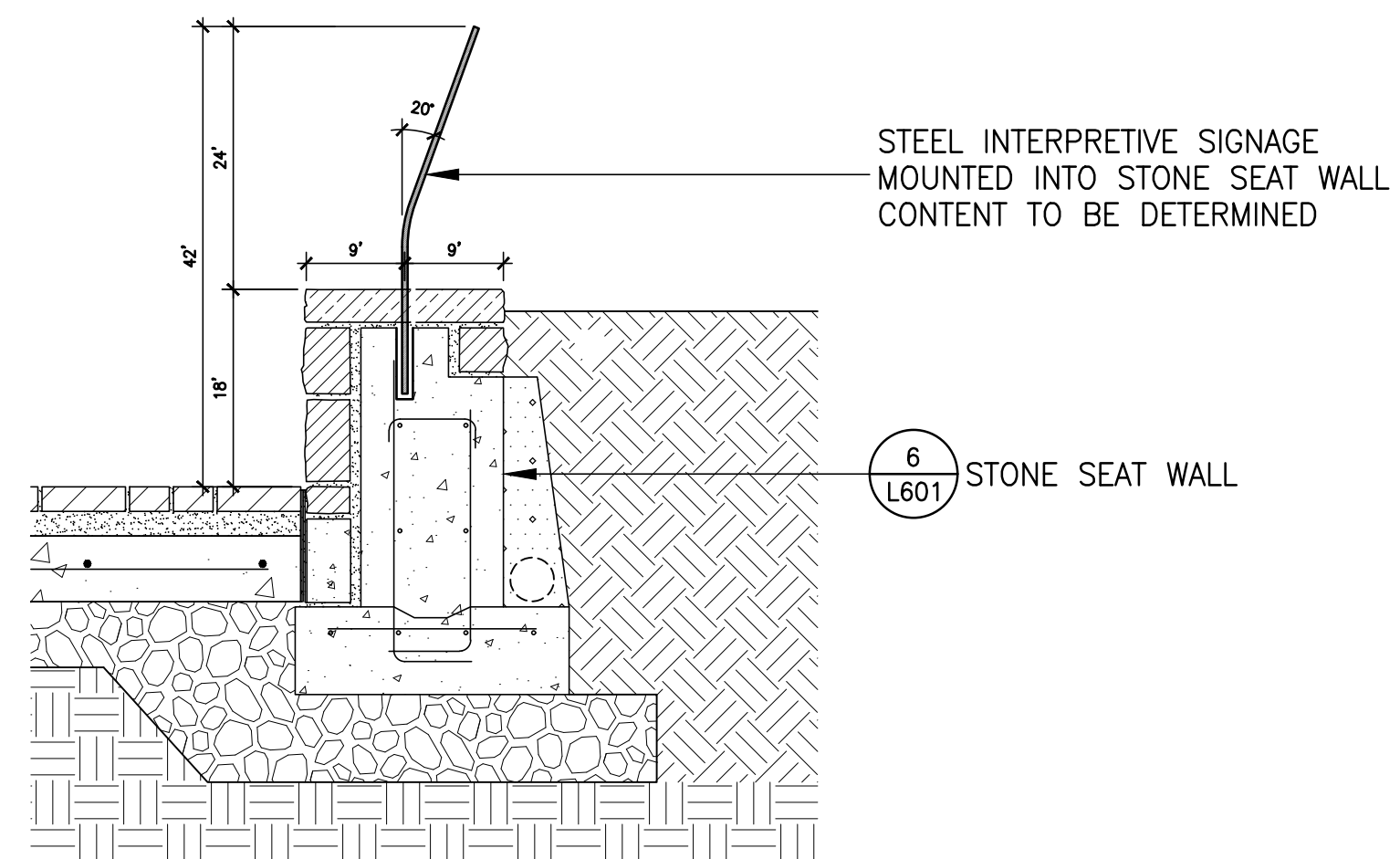
DETAILS

L602



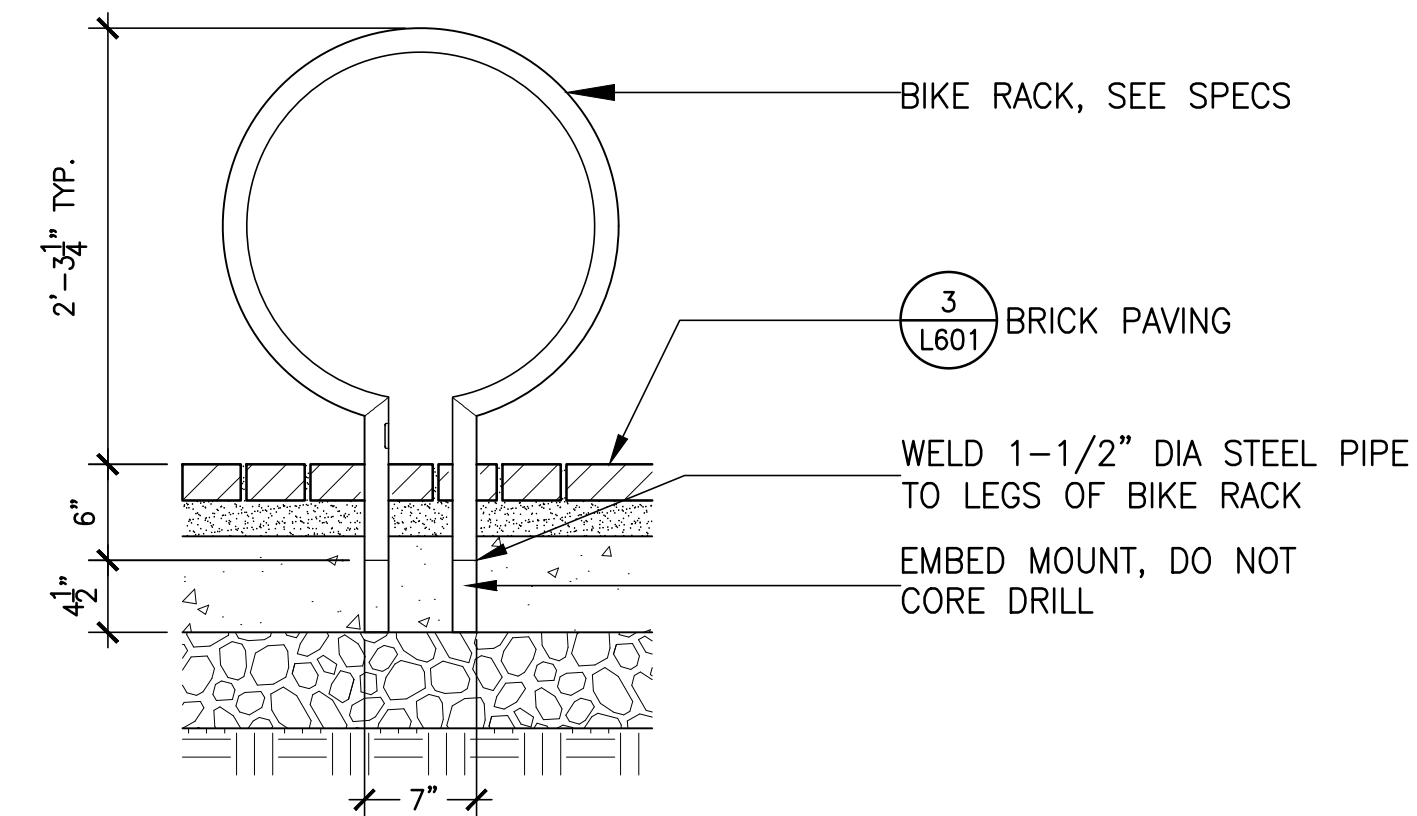
1 DECORATIVE SCREEN

Section  
1" = 1'-0"



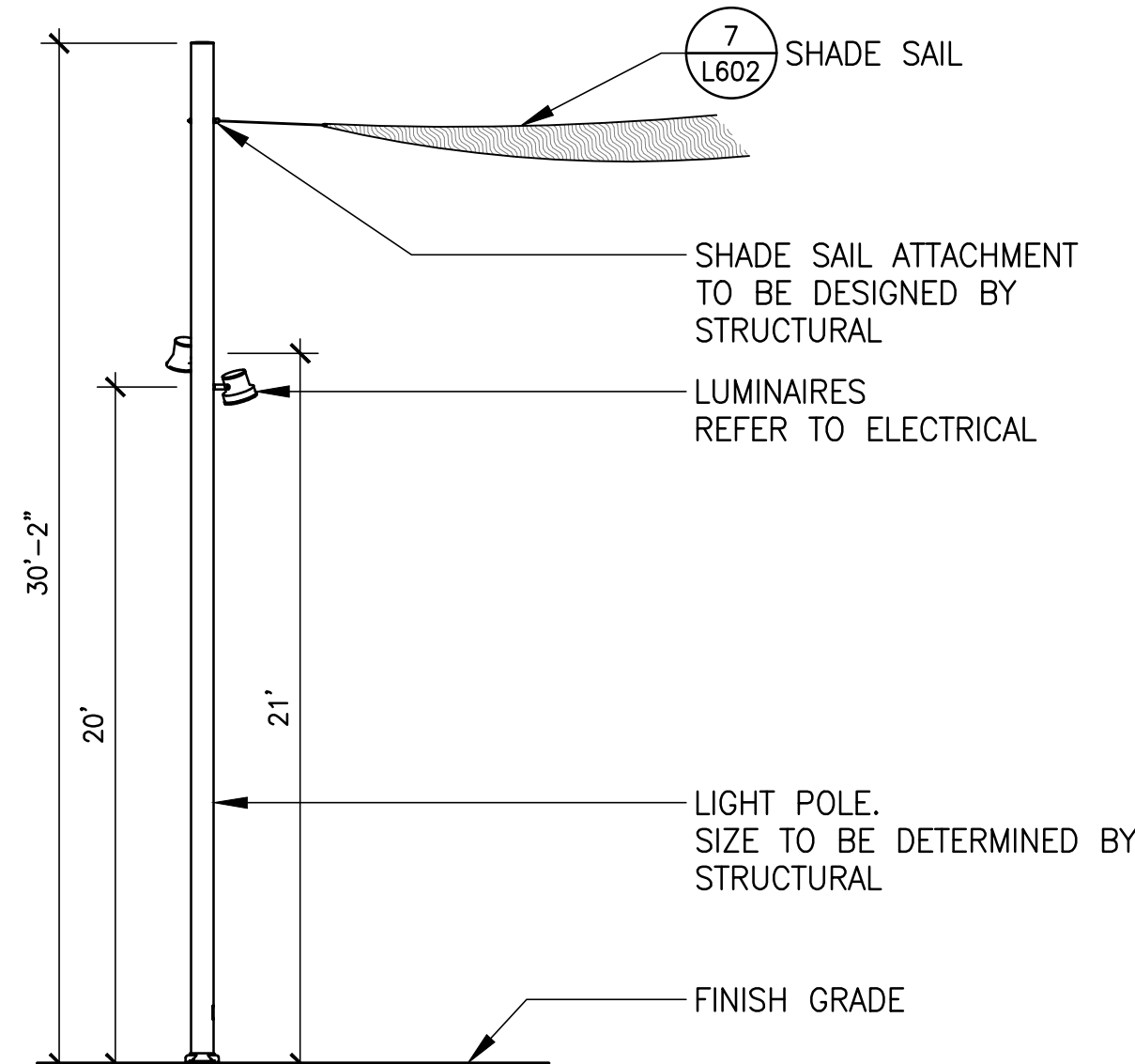
2 INTERPRETIVE SIGNAGE

Section  
3/4" = 1'-0"



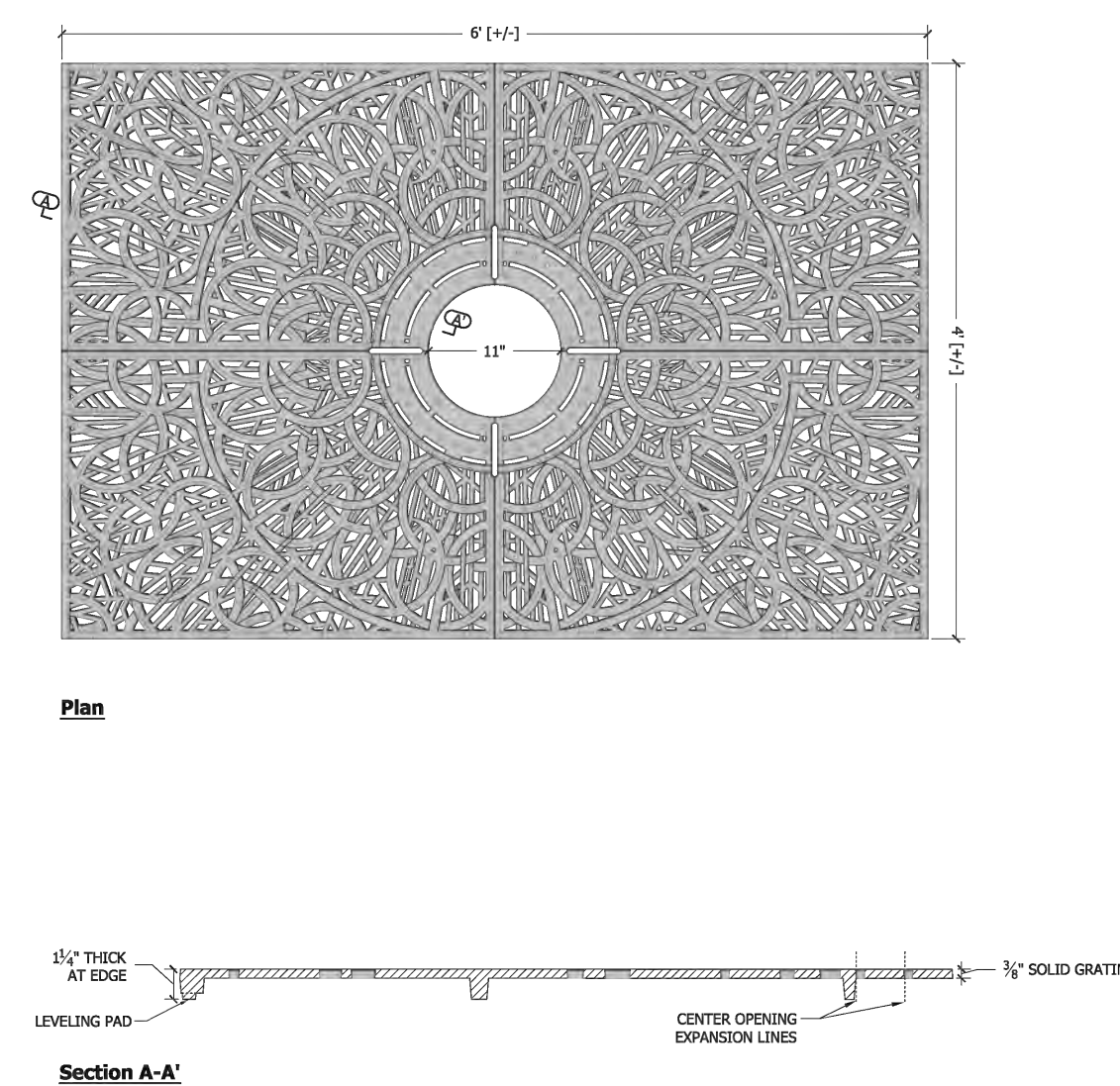
3 BIKE RACK

Section  
1" = 1'-0"



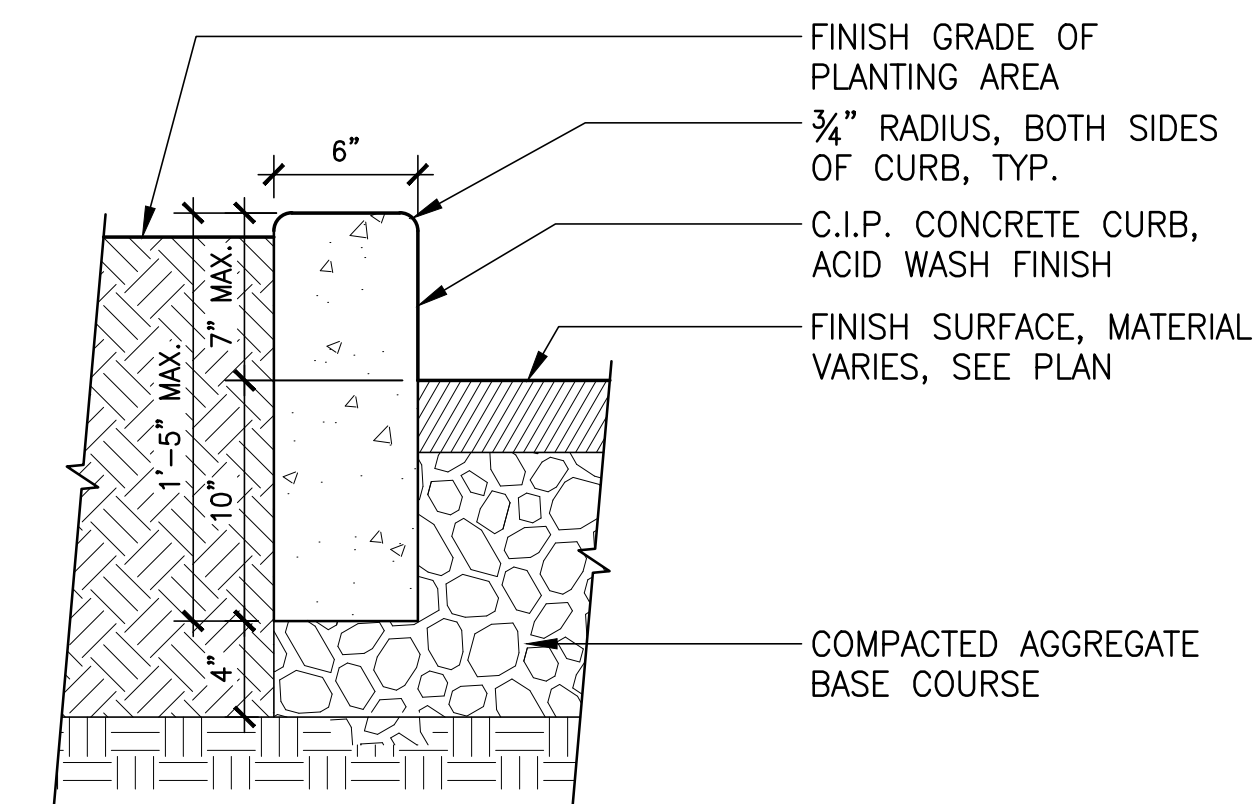
4 PLAZA LIGHT POLE

Section  
3/16" = 1'-0"



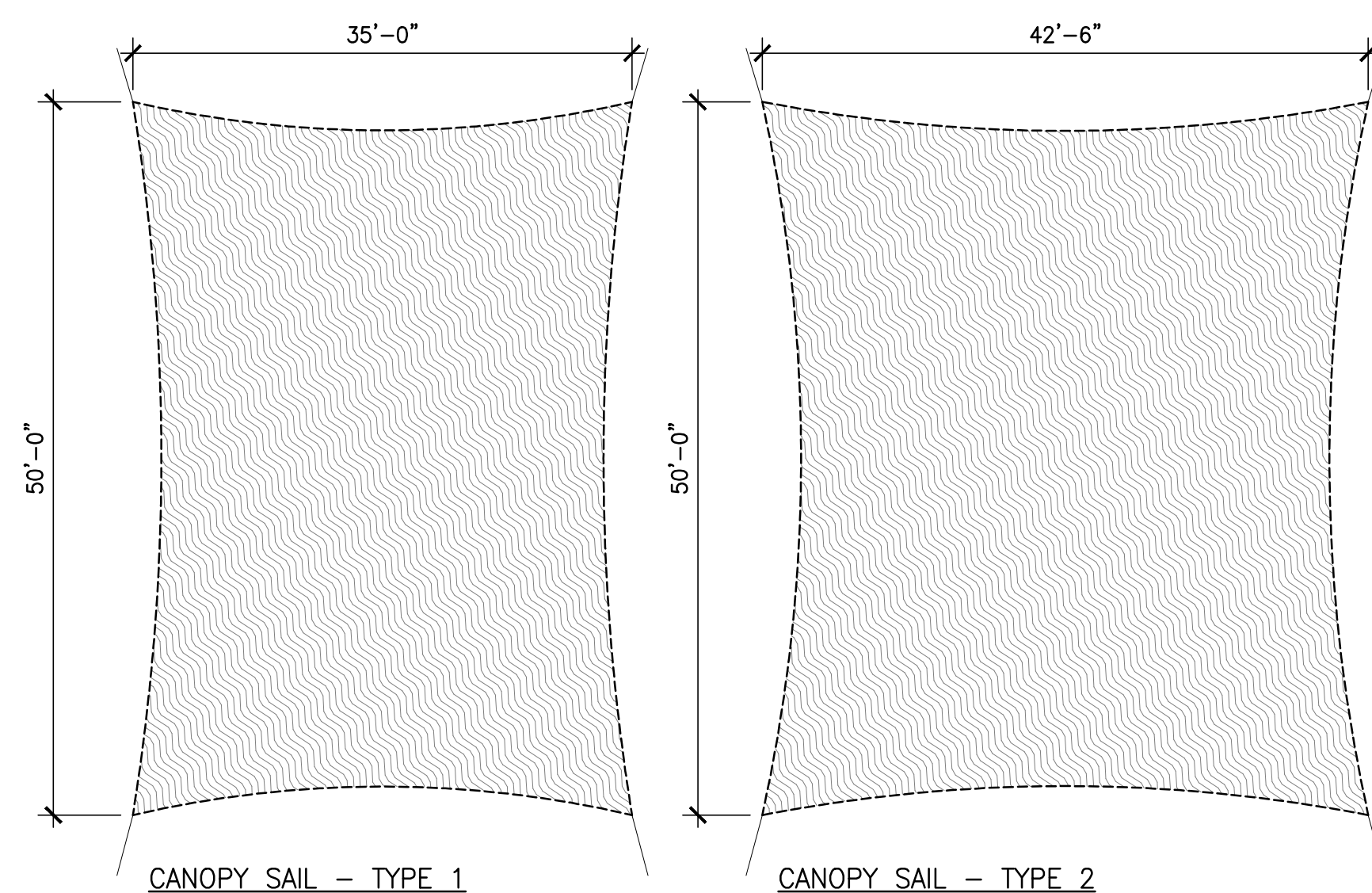
5 TREE GRATE

Section  
1 1/2" = 1'-0"



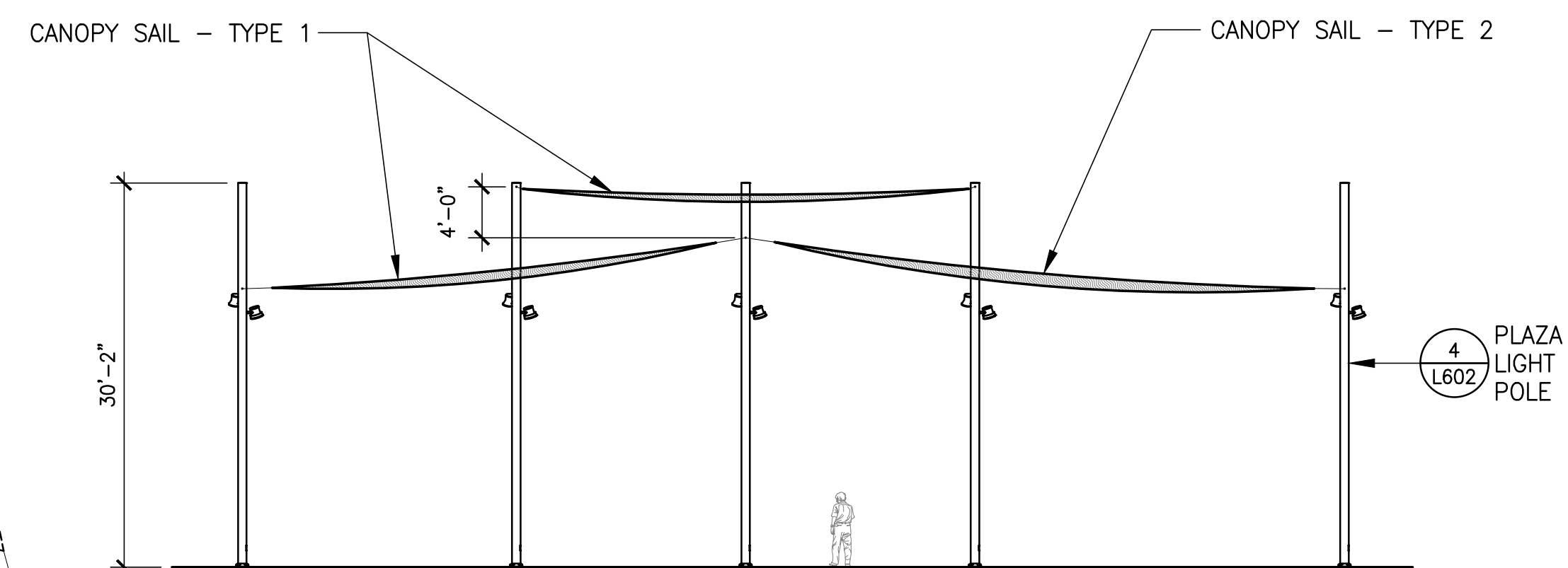
6 CONCRETE CURB

Section  
1 1/2" = 1'-0"



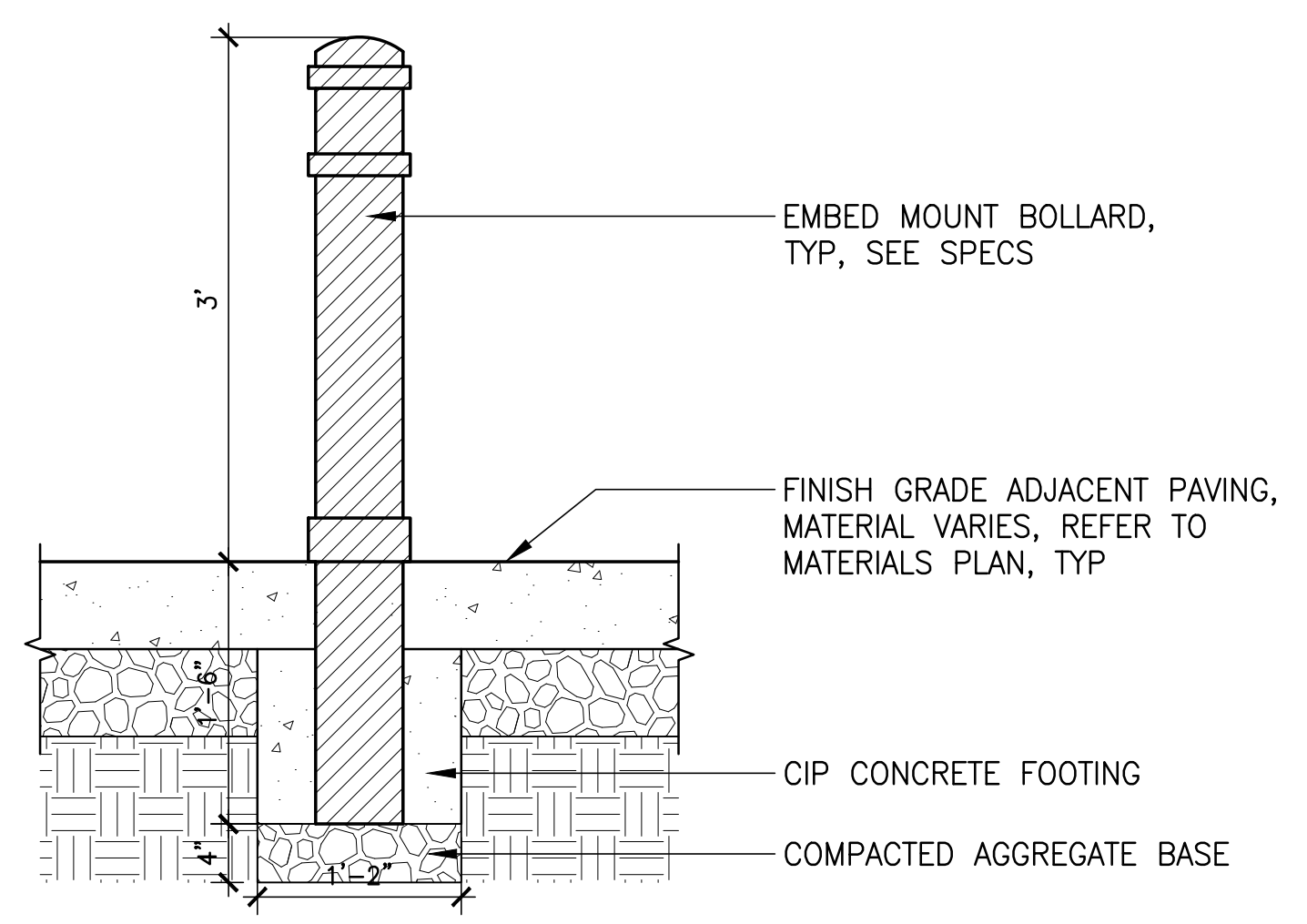
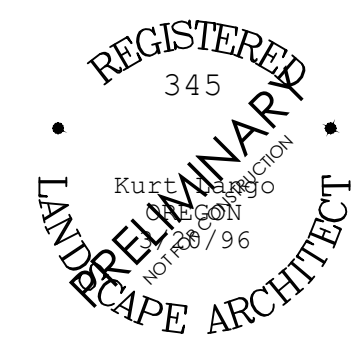
7 SHADE SAIL

Section  
3/32" = 1'-0"

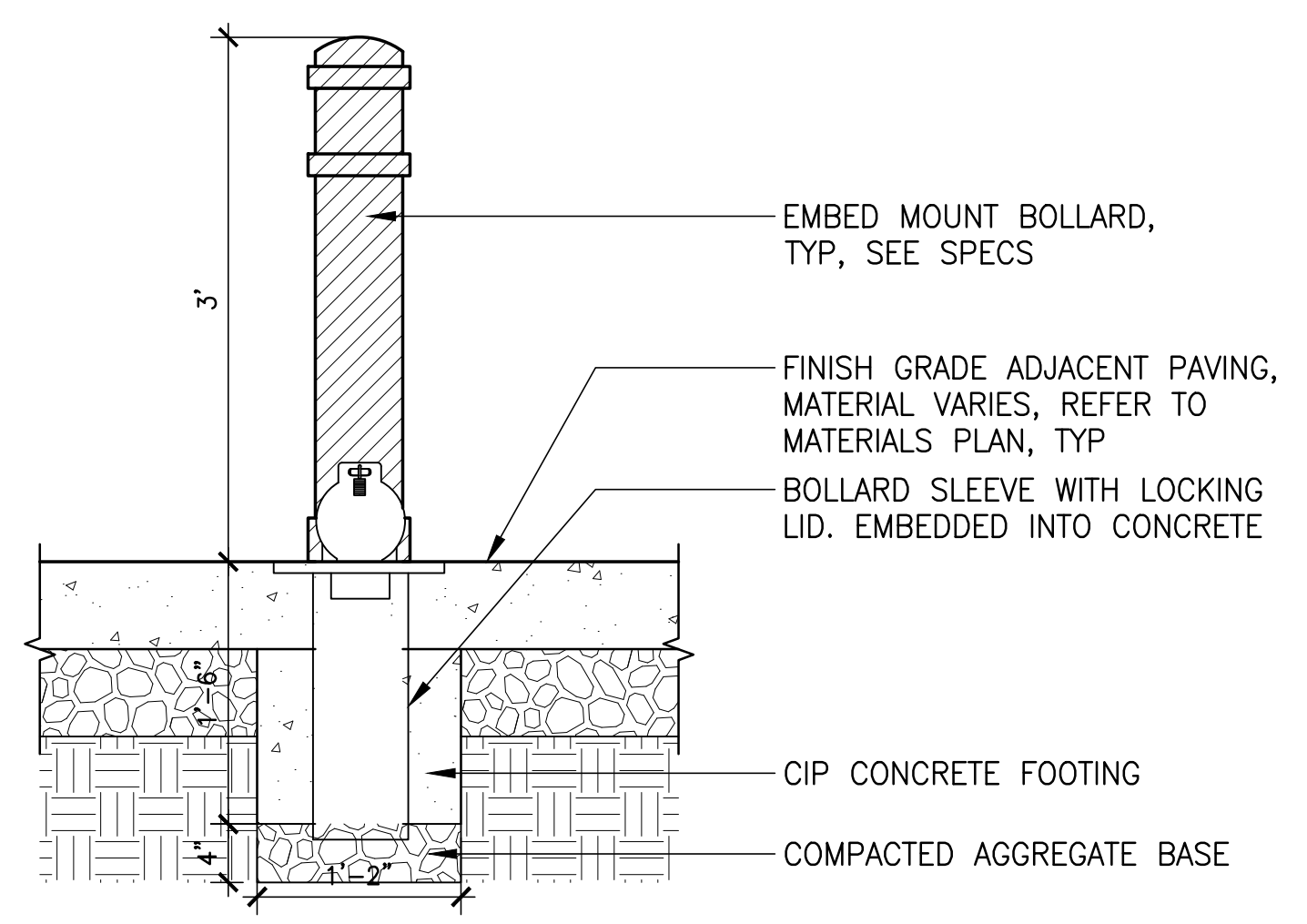


DETAILS

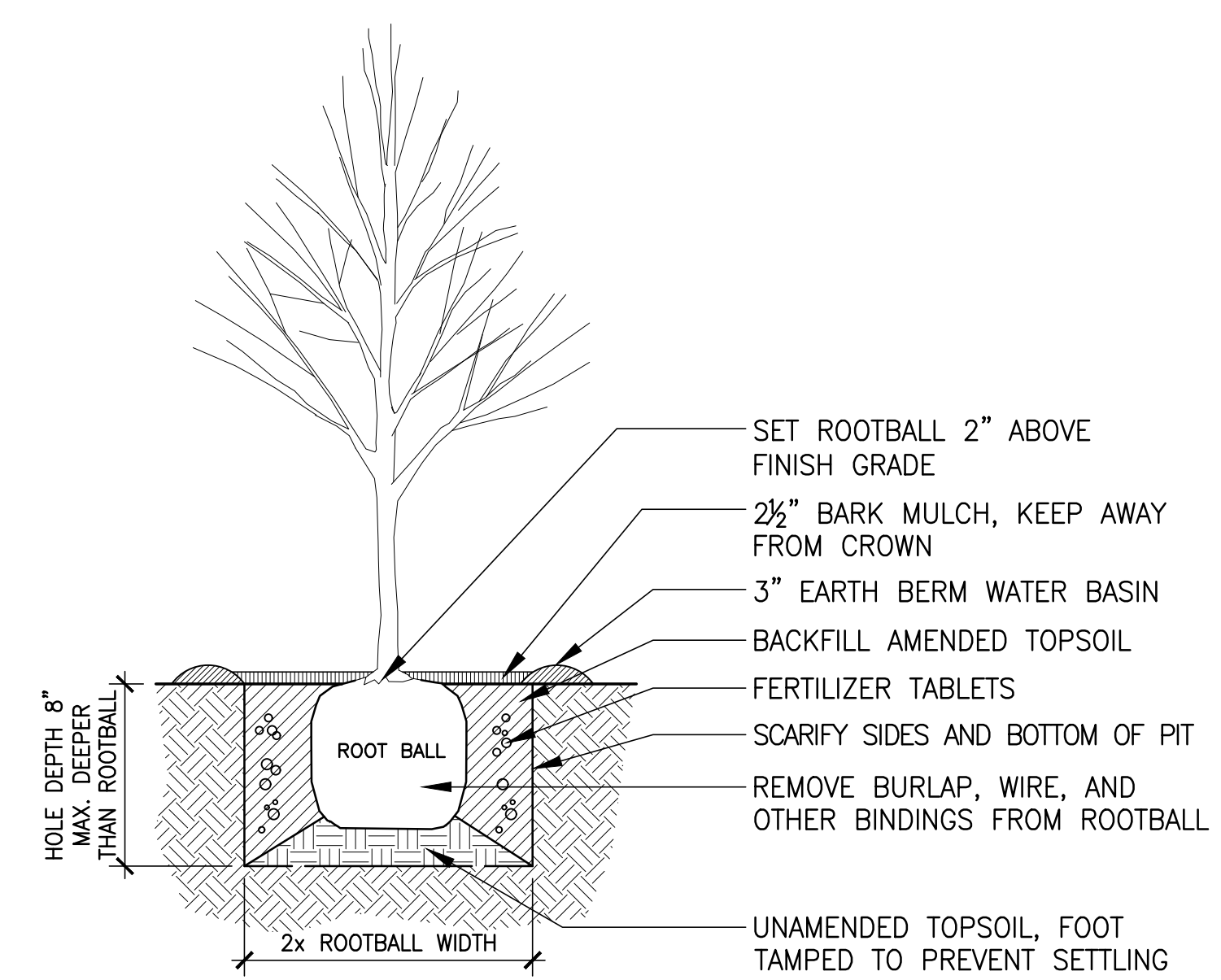
L602



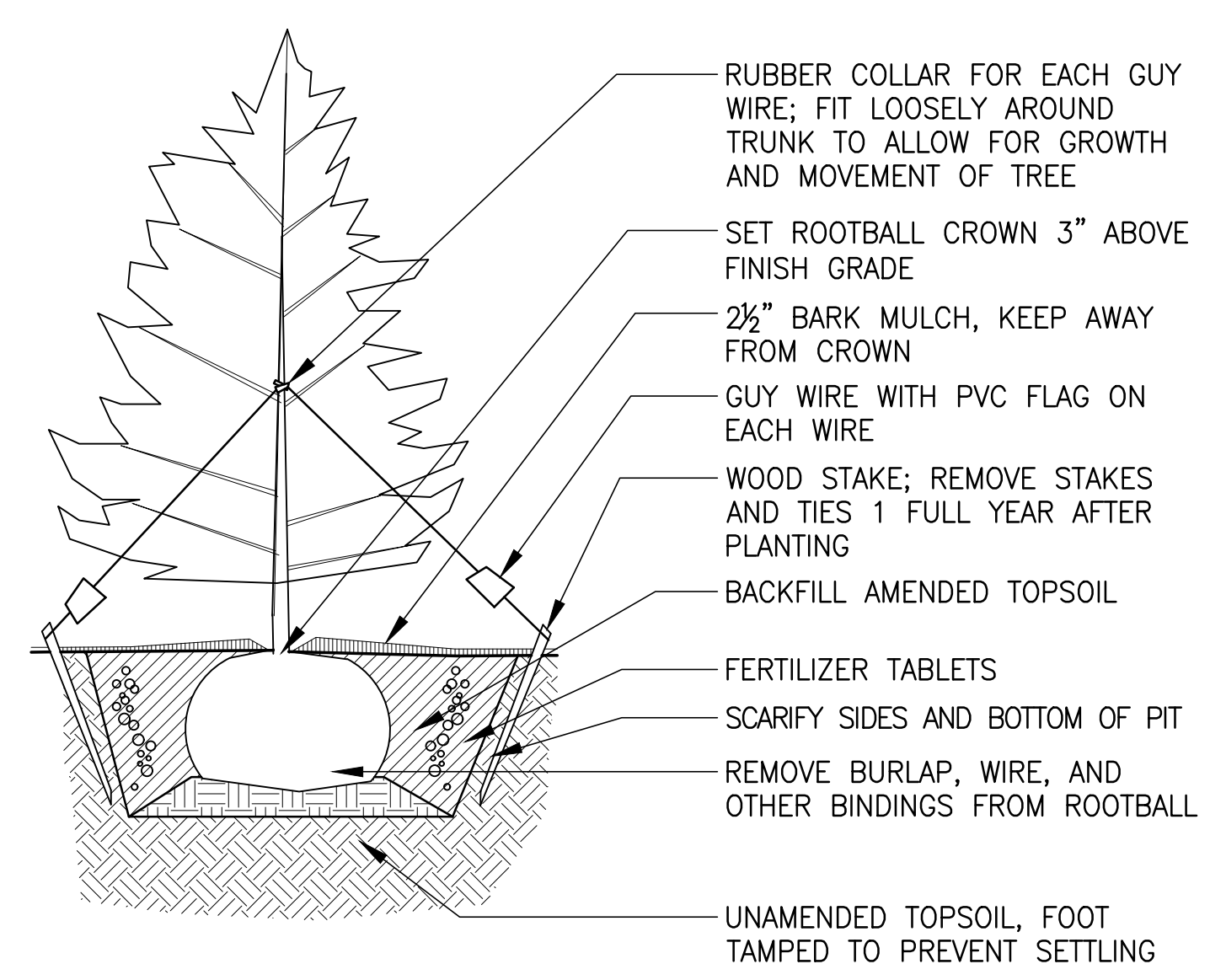
**1 BOLLARD** Section  
1" = 1'-0"



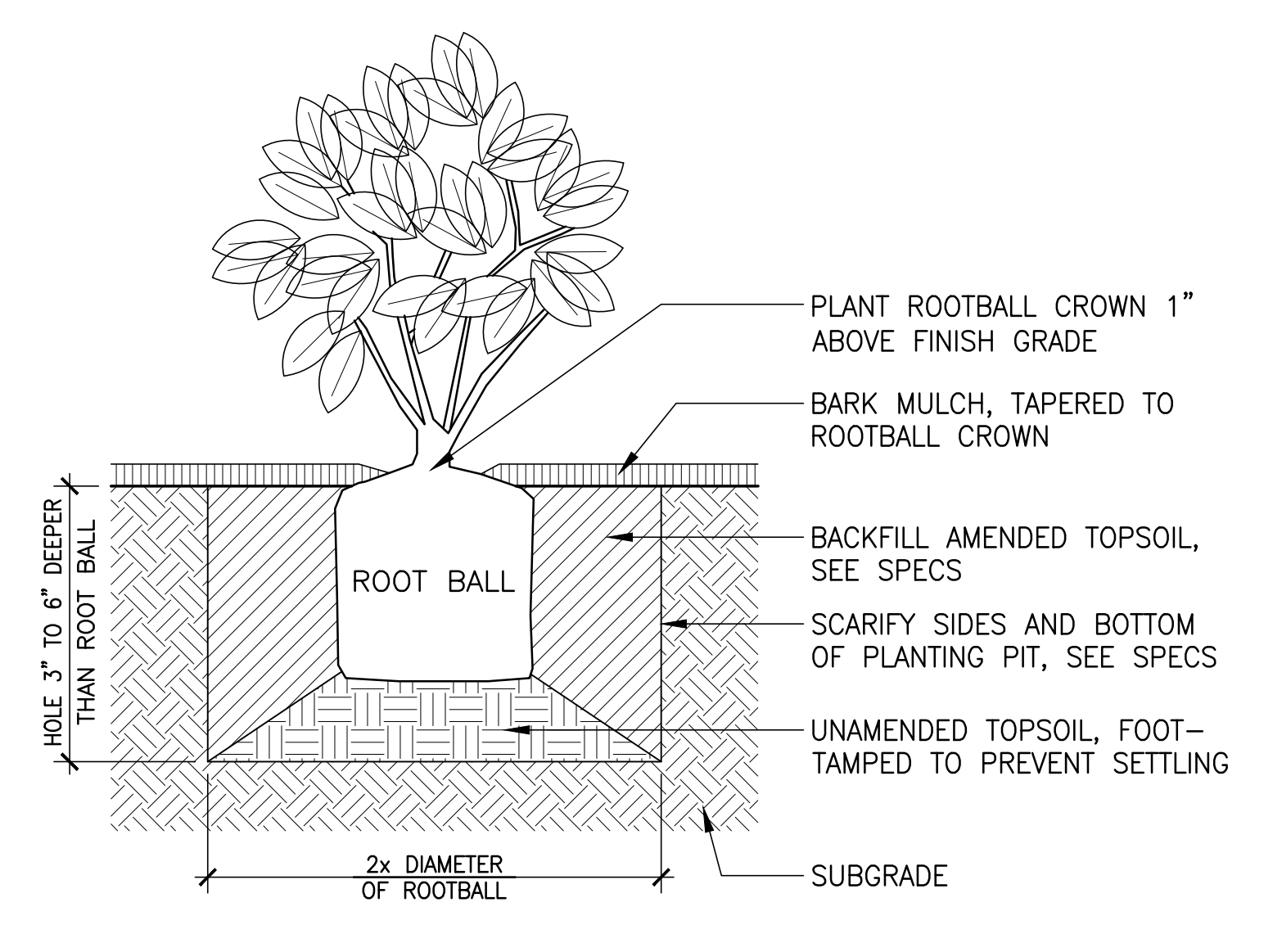
**2 REMOVABLE BOLLARD** Section  
1" = 1'-0"



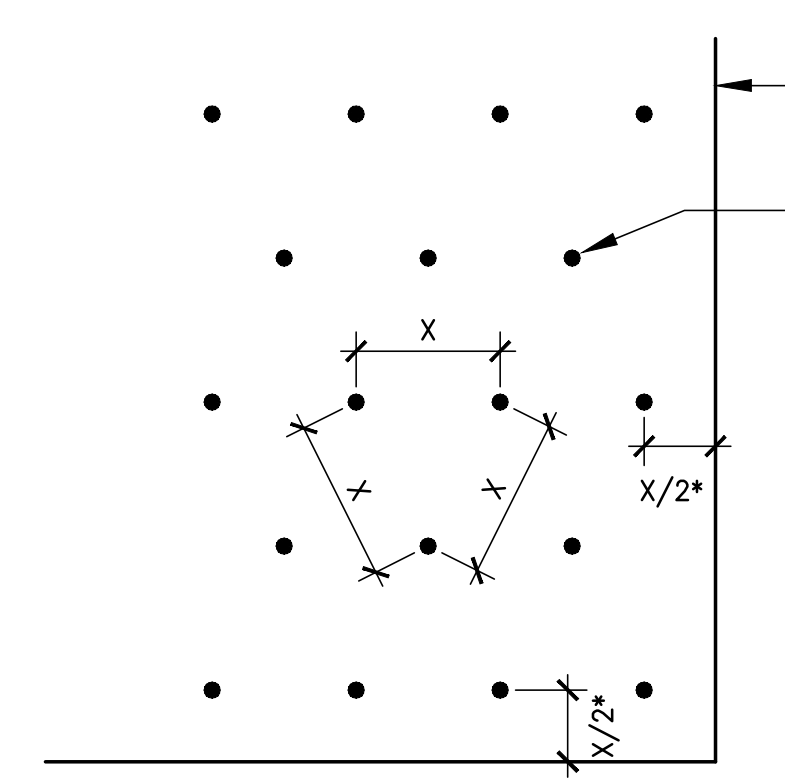
**3 DECIDUOUS TREE PLANTING** Section  
1/2" = 1'-0"



**4 CONIFEROUS TREE PLANTING** Section  
1/2" = 1'-0"



**5 SHRUB PLANTING** Section  
1" = 1'-0"



PLANT SPACING (FEET ON CENTER)	AREA PER PLANT (SQUARE FEET)
X	SF
0.5'	0.215
1.0'	0.860
1.5'	1.935
2.0'	3.440
2.5'	5.375
3.0'	7.740
3.5'	10.535
4.0'	13.760
5.0'	21.500
6.0'	30.960

**NOTE:**  
PLANT SPACING DIMENSION "X" SHALL BE AS NOTED ON PLANTING PLANS. DIMENSION FROM EDGES OF WALKS, CURBS, BUILDINGS, ETC., SHALL BE "X/2", UNLESS OTHERWISE NOTED ON PLANS.

NO. PLANTS =  $\frac{\text{AREA}}{\text{AREA PER PLANT}}$

**6 PLANT SPACING** Section  
1/2" = 1'-0"

SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Wilamette Street  
Sherwood, OR 97140

REVISIONS


SCALE AS SHOWN  
DRAWN BY BAH  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS

SHEET TITLE

DETAILS  
**L603**





# SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Wilamette Street  
Sherwood, OR 97140

### REVISIONS

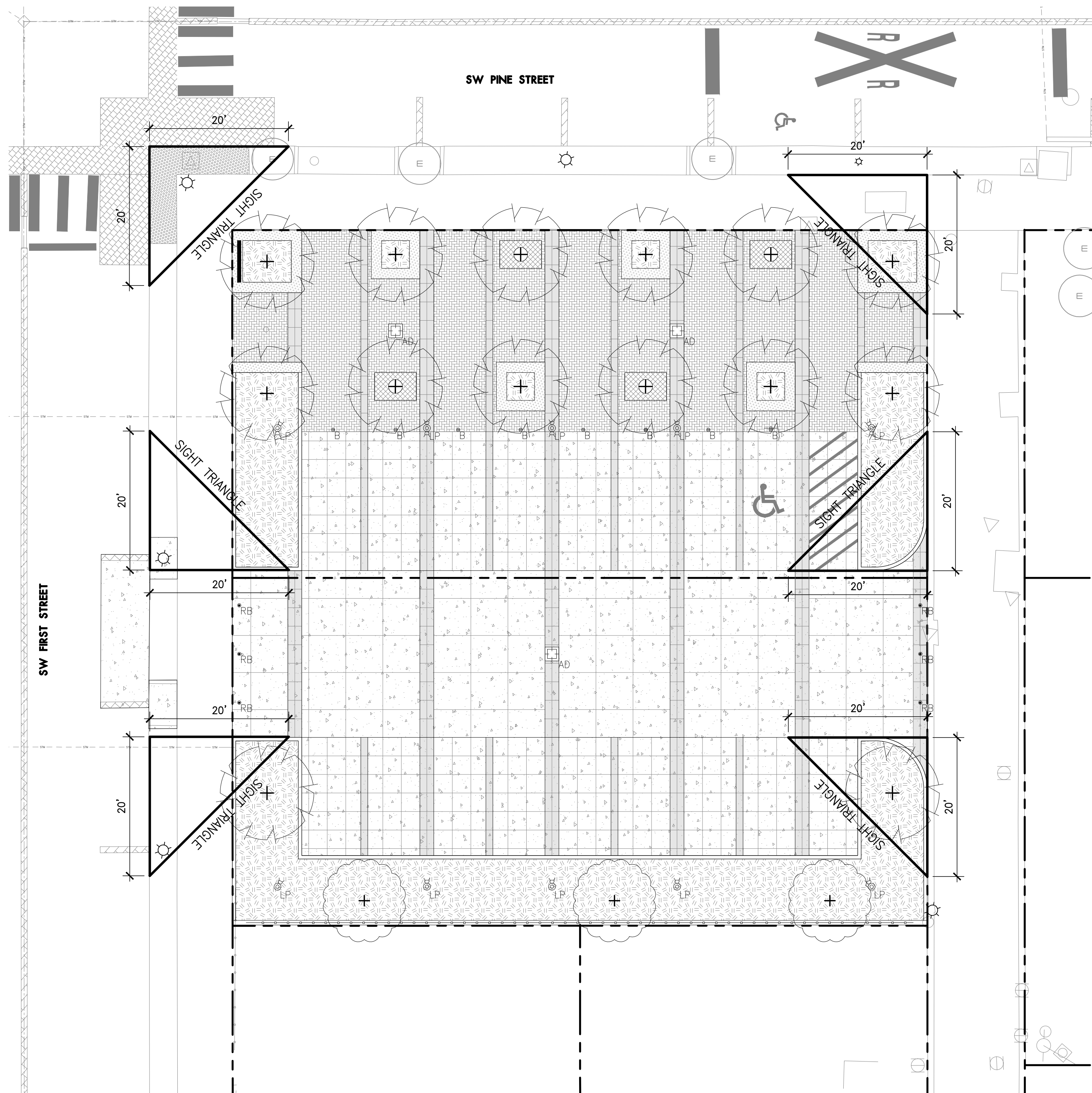
NO.	DATE	DESCRIPTION

SCALE 1" = 10' - 0"  
DRAWN BY BAH  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS

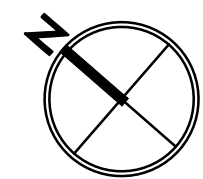
SHEET TITLE  
EXHIBIT 1:  
SIGHT TRIANGLES

# L701

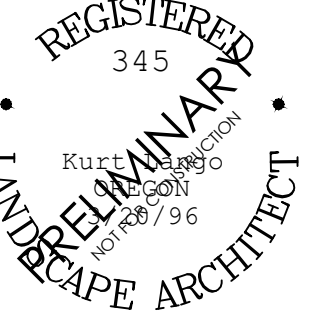


### LEGEND

- LIMIT OF WORK
- PROPERTY LINE/RIGHT-OF-WAY
- VEHICULAR CONCRETE PAVING
  - DARK GREY
  - EXPOSED AGGREGATE
- CLAY BRICK PAVERS
- CONCRETE CURB
- 3' HT. CONCRETE WALL
- 4' HT. DECORATIVE METAL SCREEN
- 1.5' HT. STONE SEAT WALL
- BOLLARD
- REMOVABLE BOLLARD
- ACCESSIBLE PARKING SIGN
- PLAZA LIGHT POLE, REFER TO ELEC
- STREET LIGHT, REFER TO ELEC
- AREA DRAIN, REFER TO CIVIL
- TREE GRATE
- PLANTING BED
- PROPOSED TREES, SEE PLANTING PLANS
- EXISTING TREE TO REMAIN







SHERWOOD FESTIVAL PLAZA

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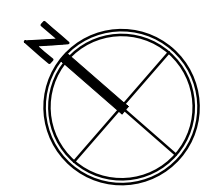
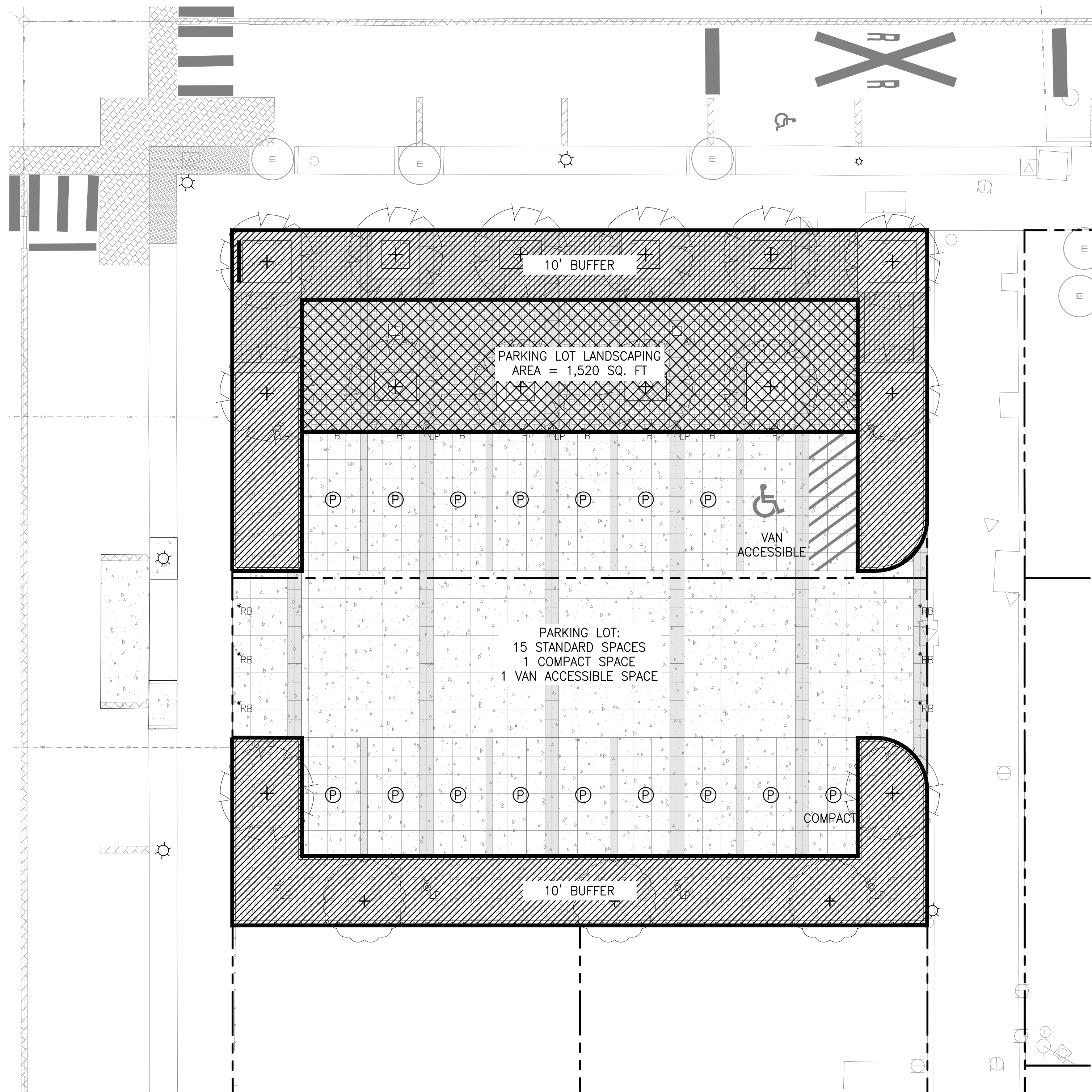
SCALE 1" = 10' - 0"  
DRAWN BY BAH  
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PROJECT NO. 2150

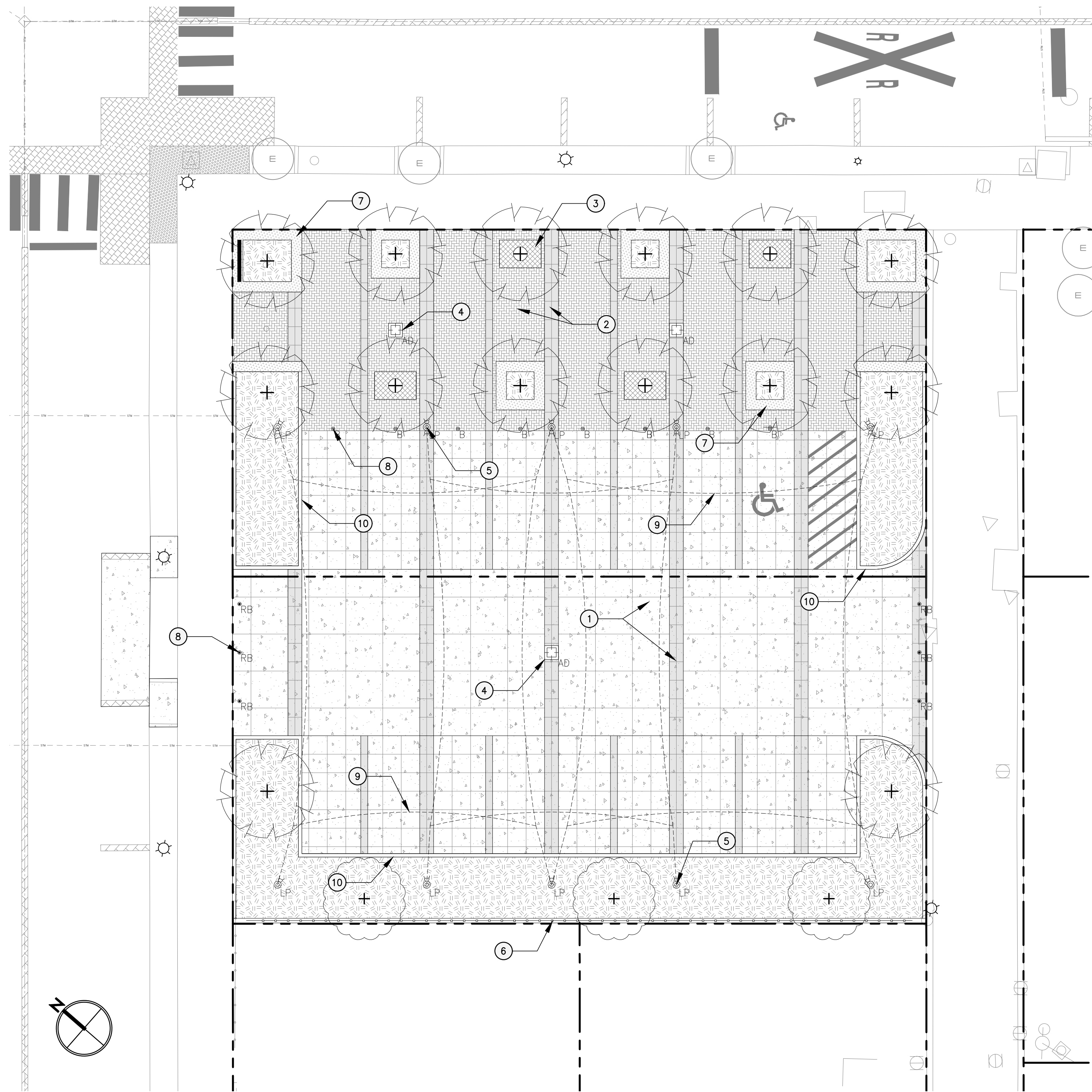
30% CONSTRUCTION DOCUMENTS

SHEET TITLE

EXHIBIT 2:  
CODE DIAGRAM

L702





**1 CONCRETE PAVING**

EXPOSED AGGREGATE BANDS TO MATCH SHERWOOD STREETSCAPE



MEDIUM GREY COLORED CONCRETE TO MATCH SHERWOOD STREETSCAPE

**2 PLAZA PAVING**

EXPOSED AGGREGATE BANDS TO MATCH SHERWOOD STREETSCAPE



CLAY BRICK PAVING

**3 TREE GRATES**



**4 DECORATIVE DRAIN COVER**



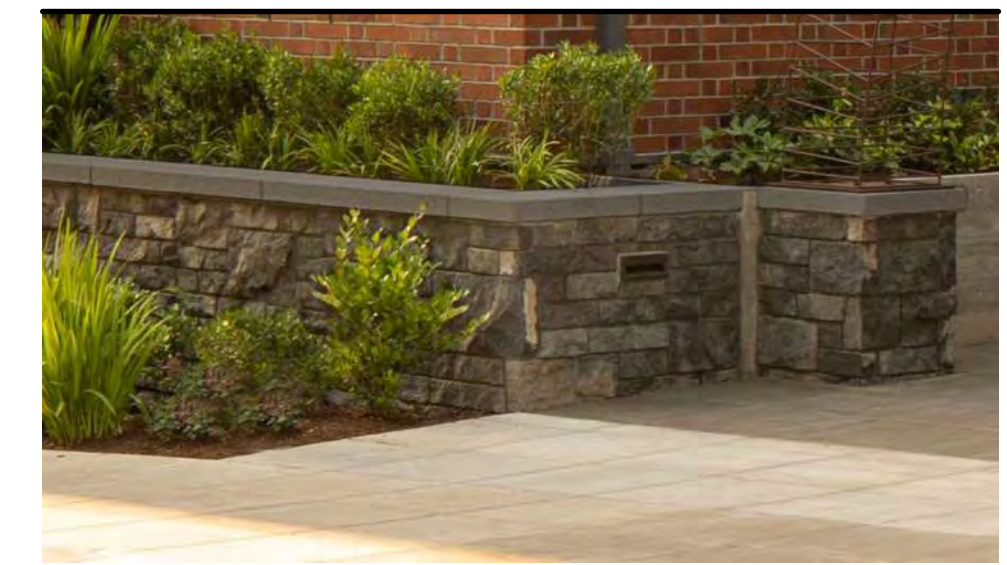
**5 PLAZA LIGHTING**



**6 ART SCREEN**



**7 STONE SEAT WALLS**



**8 BOLLARDS (SIMILAR)**



**9 SHADE SAILS**



**10 CONCRETE CURB**





1 BIRD'S EYE VIEW



2 VIEW FROM INTERSECTION



3 PLAZA DURING FESTIVAL

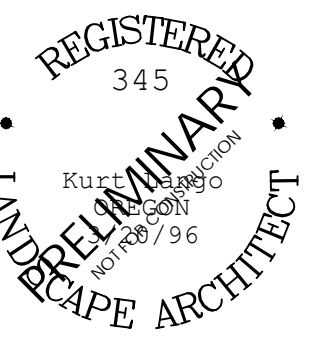


4 VIEW FROM NW PINE STREET

lango.hansen

LANDSCAPE ARCHITECTS

1100 NW GLISAN #3A  
PORTLAND OR 97209



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW WILLAMETTE STREET  
SHERWOOD, OR 97140

REVISIONS

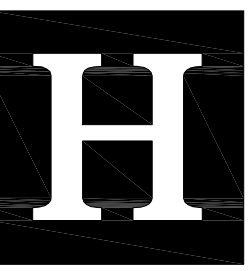
NO.	DATE	DESCRIPTION

SCALE 1" = 10' - 0"  
DRAWN BY BAH  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS

SHEET TITLE  
EXHIBIT 4:  
RENDERED  
VIEWS

L704



SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Willamette Street  
Sherwood, OR 97140

REVISIONS

NO.	DATE	DESCRIPTION

SCALE 1" = 10' - 0"  
DRAWN BY BAG  
DATE 05.06.2022  
PROJECT NO. 2150

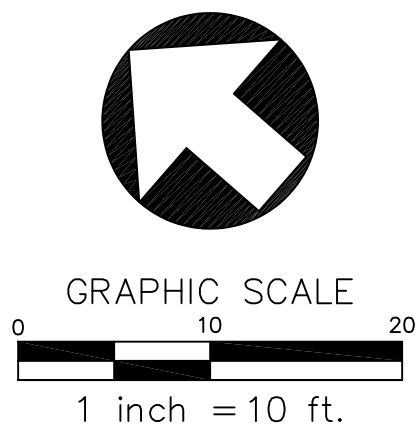
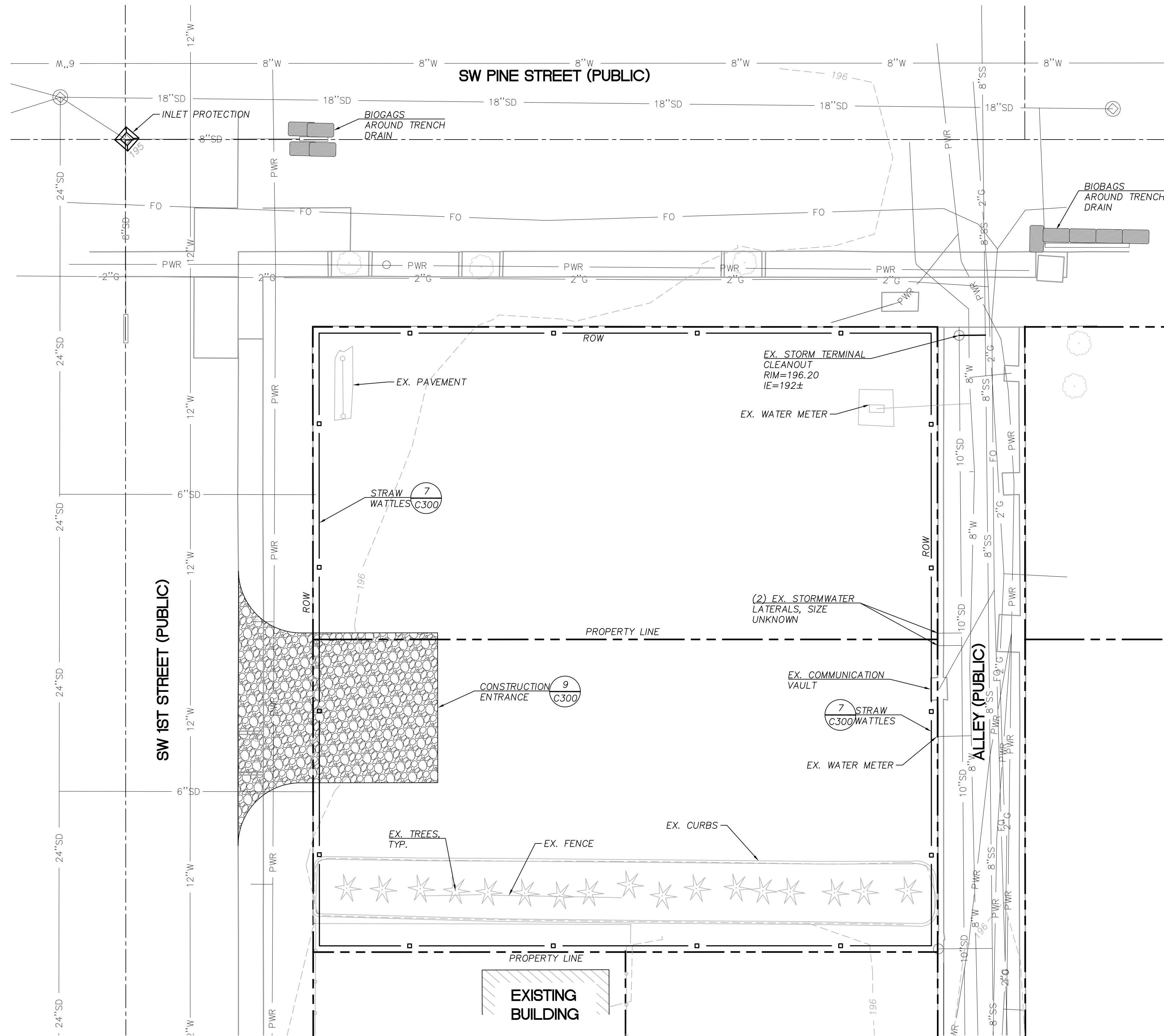
30% CONSTRUCTION DOCUMENTS

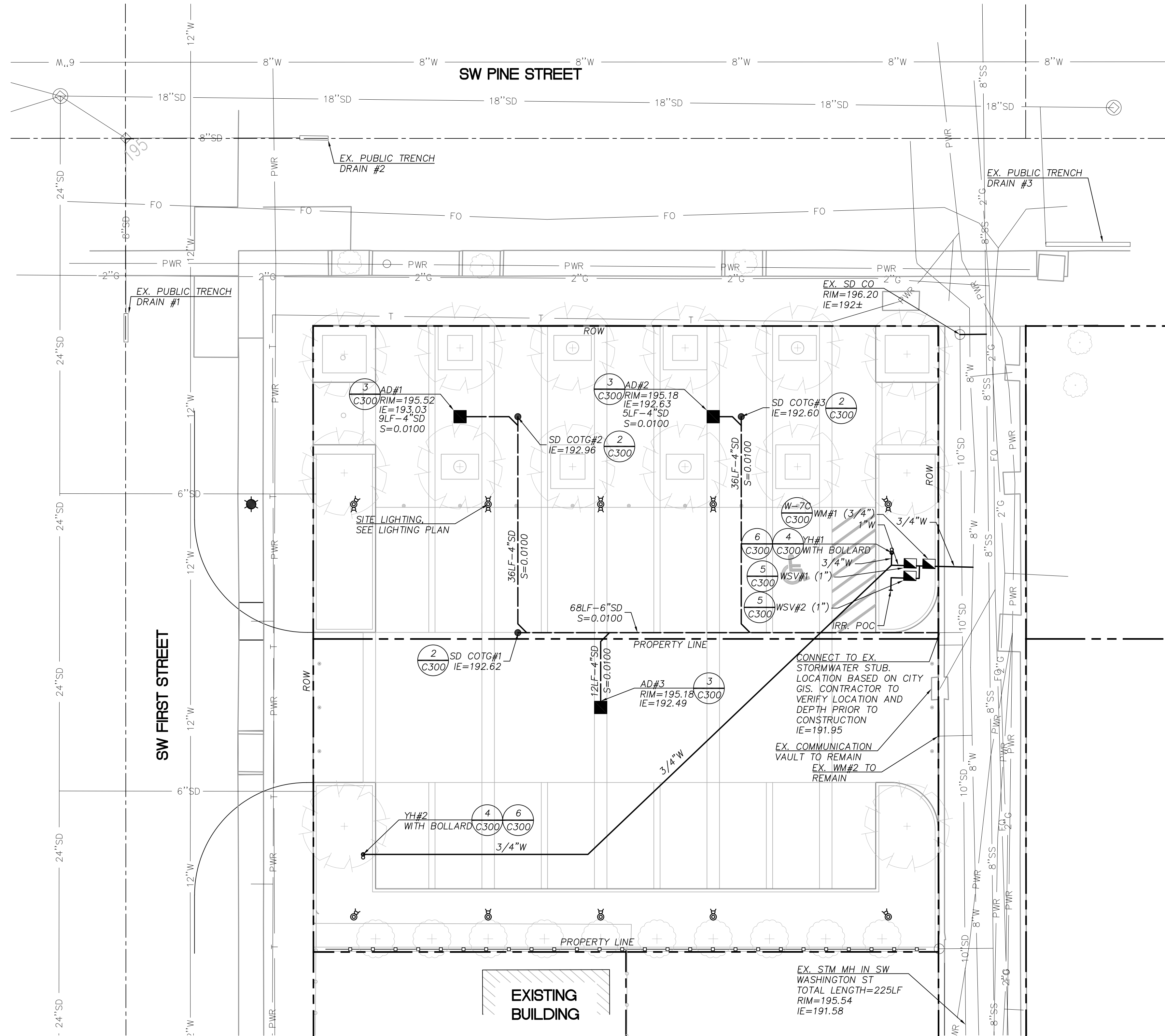
SHEET TITLE  
**EROSION AND  
SEDIMENT  
CONTROL PLAN**

**C100**

SYMBOL	DESCRIPTION
	STORM WATTLE
	BIOBAG
	CONSTRUCTION ENTRANCE

SHEET NOTES
1. INSTALL INLET PROTECTION WITHIN 200FT OF THIS SITE IN ALL DIRECTIONS.





SYMBOL	DESCRIPTION
	STORM DRAIN
	DOMESTIC WATER
	YARD HYDRANT WITH BOLLARD
	WATER METER AND WATER SERVICE VAULT
	AREA DRAIN
	CLEANOUT

**SHEET NOTES**

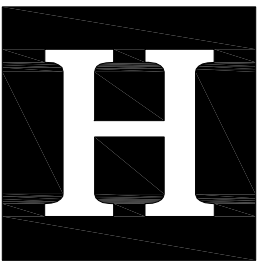
- CONTRACTOR TO VERIFY LOCATION AND DEPTH OF STORMWATER STUB PRIOR TO CONSTRUCTION.

lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #30  
portland or 97209

PRELIMINARY  
NOT FOR CONSTRUCTION



**Humber Design Group, Inc.**  
Portland, OR  
503.946.6690  
hdgpd.com

**SHERWOOD FESTIVAL PLAZA**

CITY OF SHERWOOD  
15527 SW Willamette Street  
Sherwood, OR 97140

REVISIONS

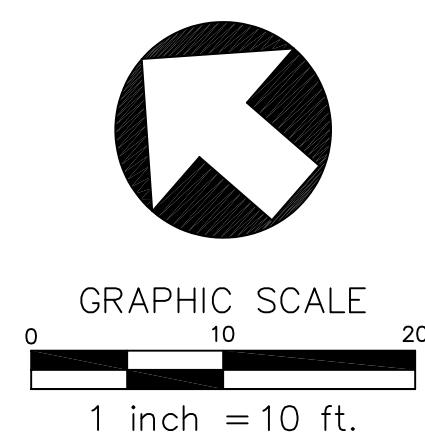
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DATE 05.06.2022  
PROJECT NO. 2150

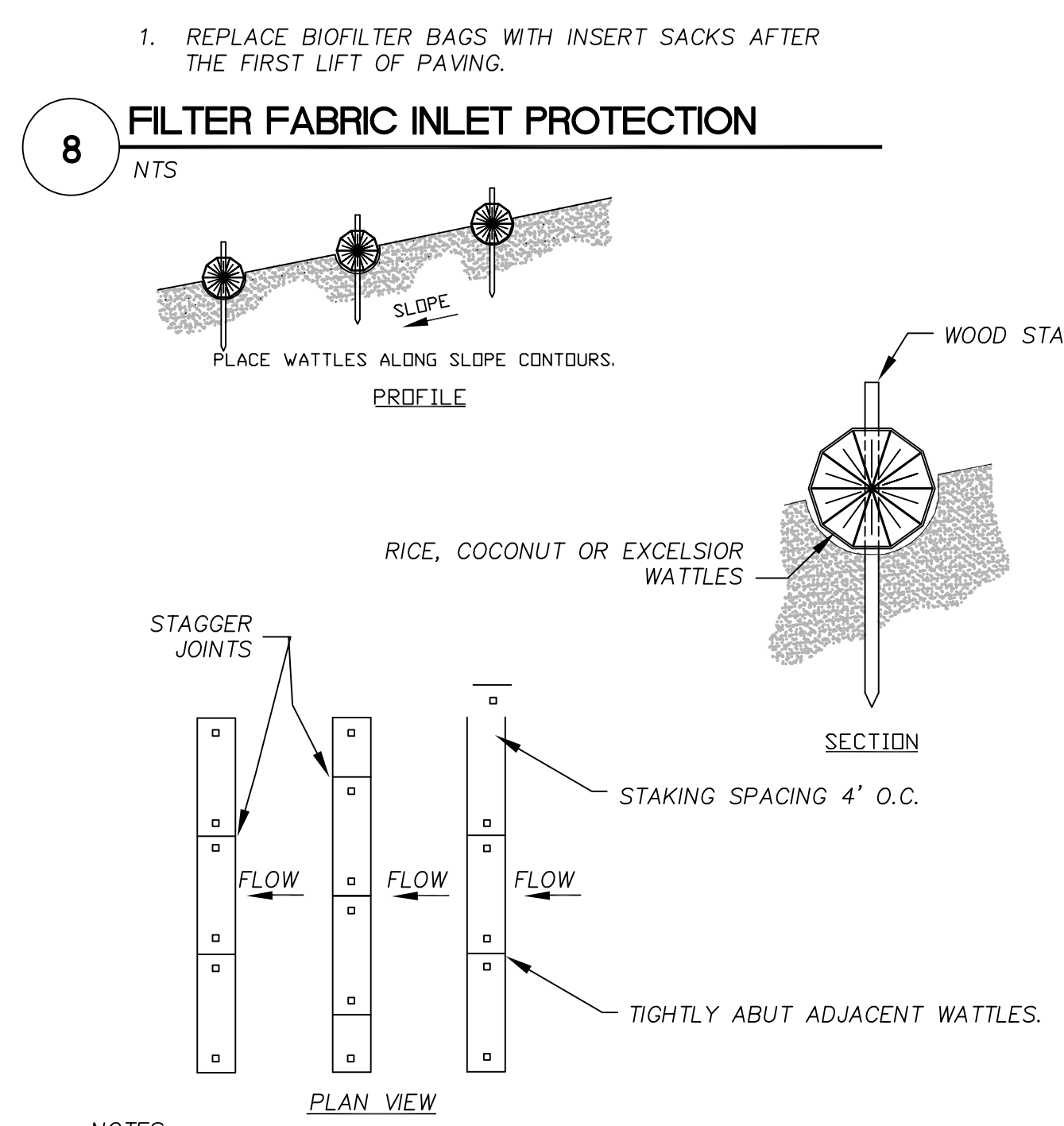
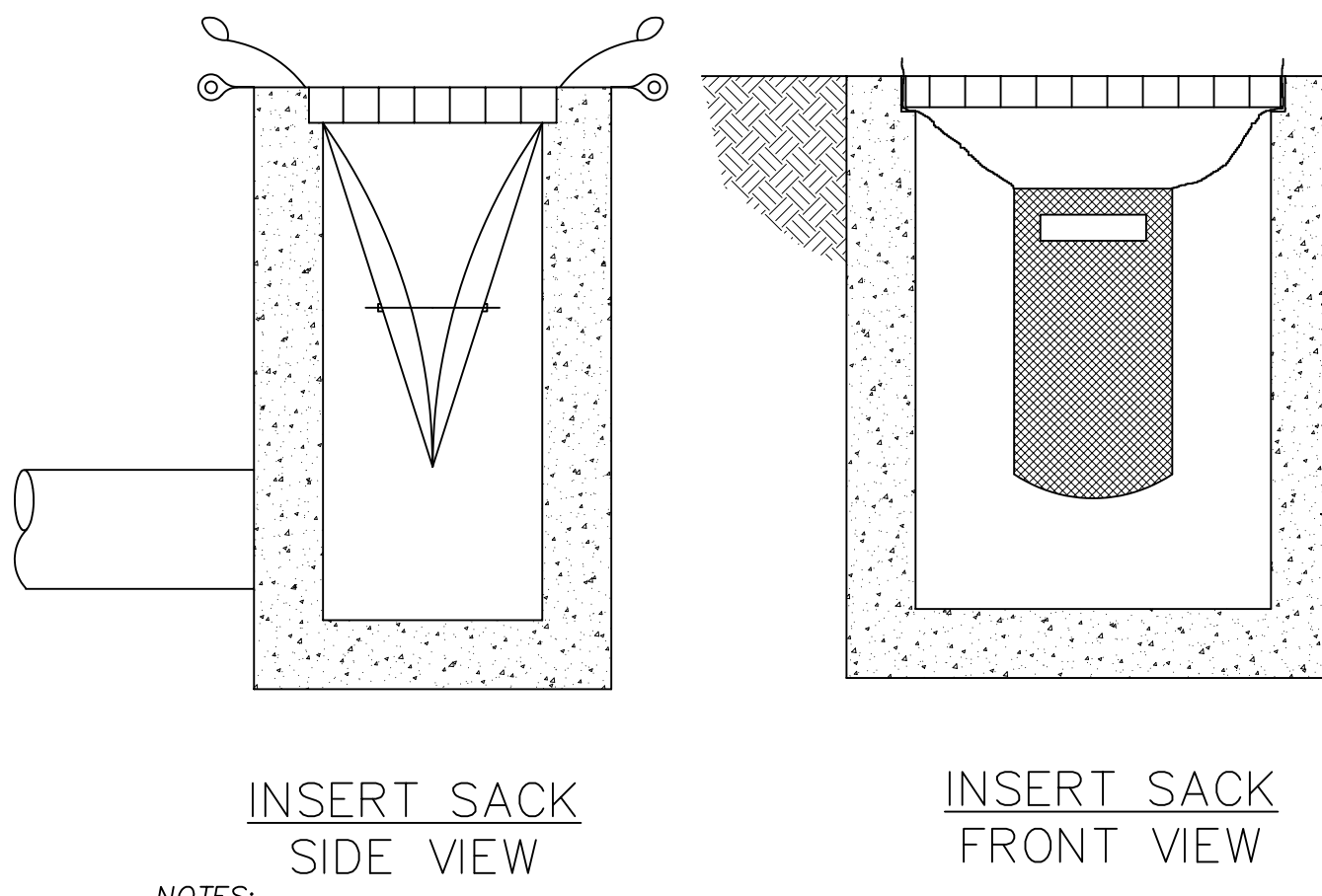
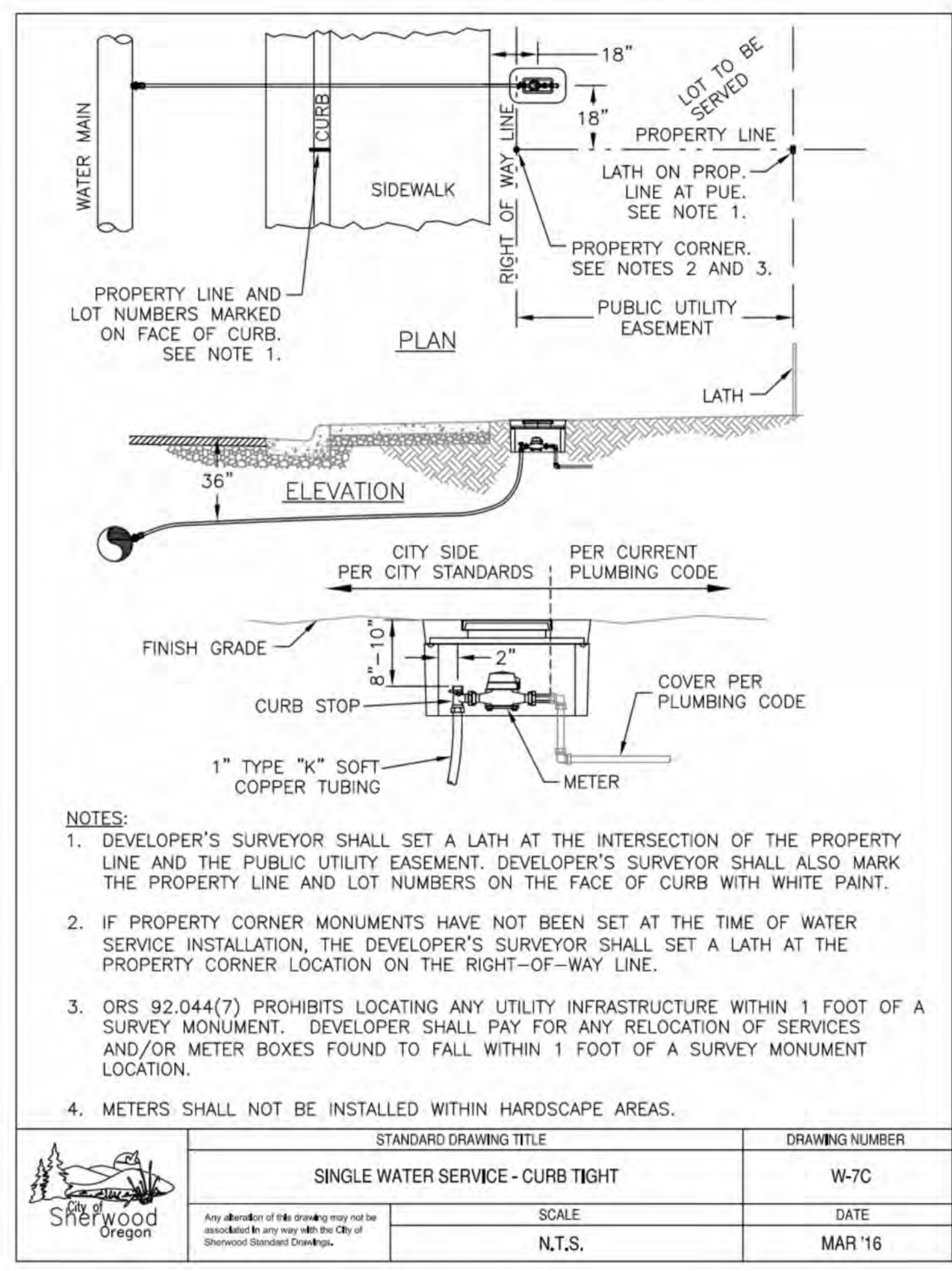
30% CONSTRUCTION DOCUMENTS

SHEET TITLE

UTILITY PLAN

**C200**

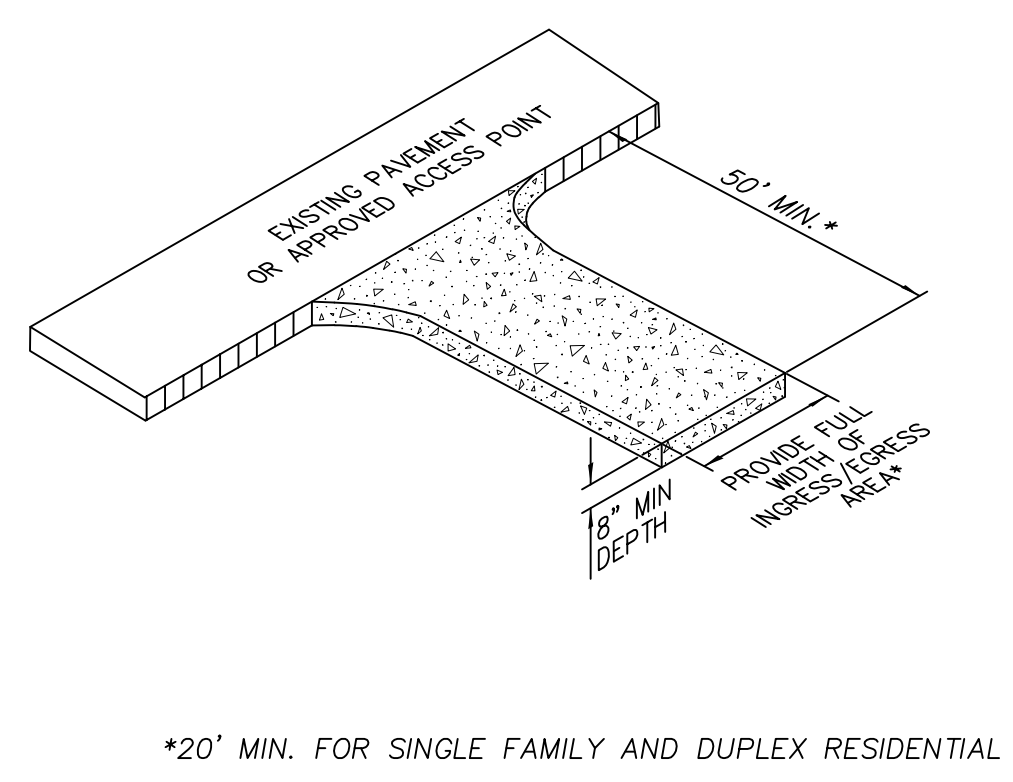
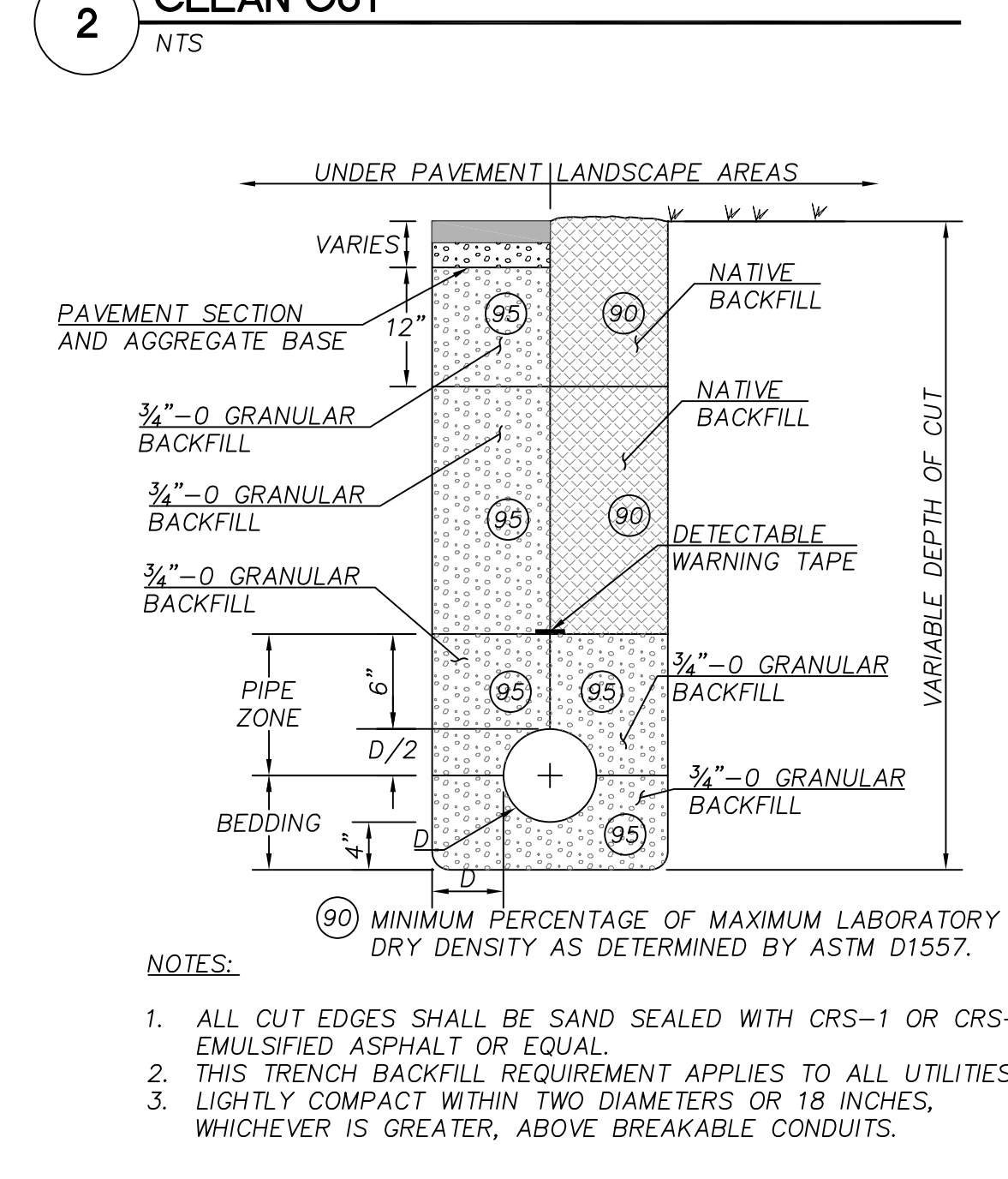
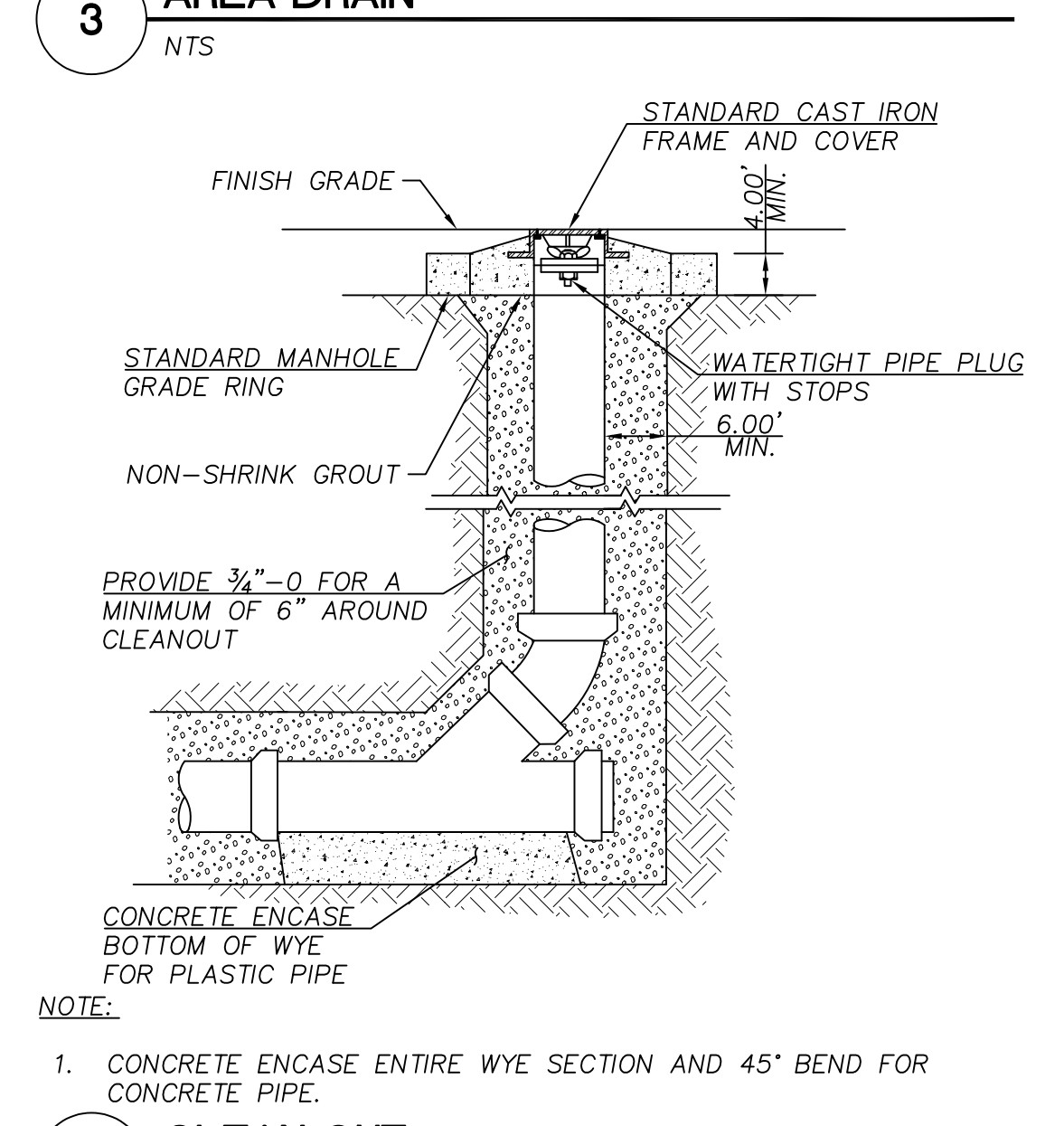
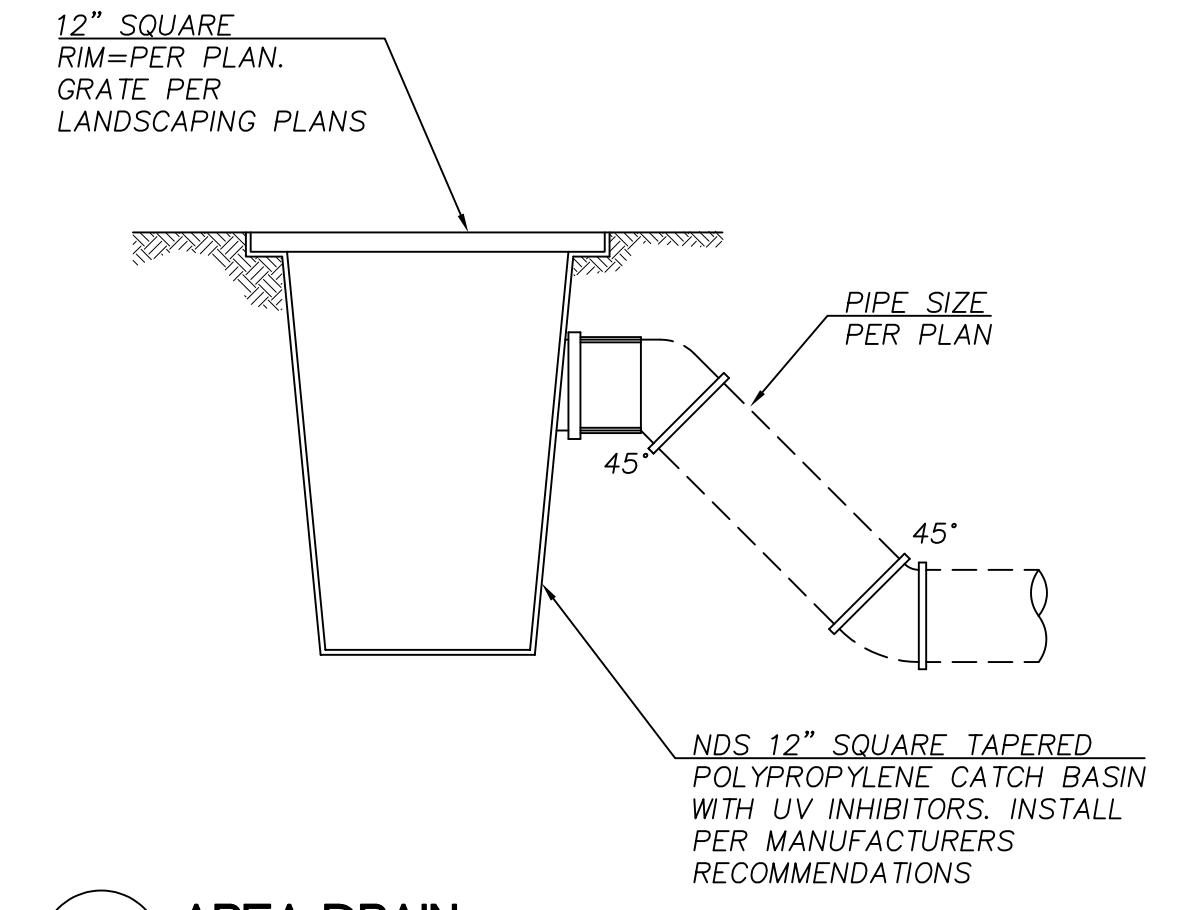
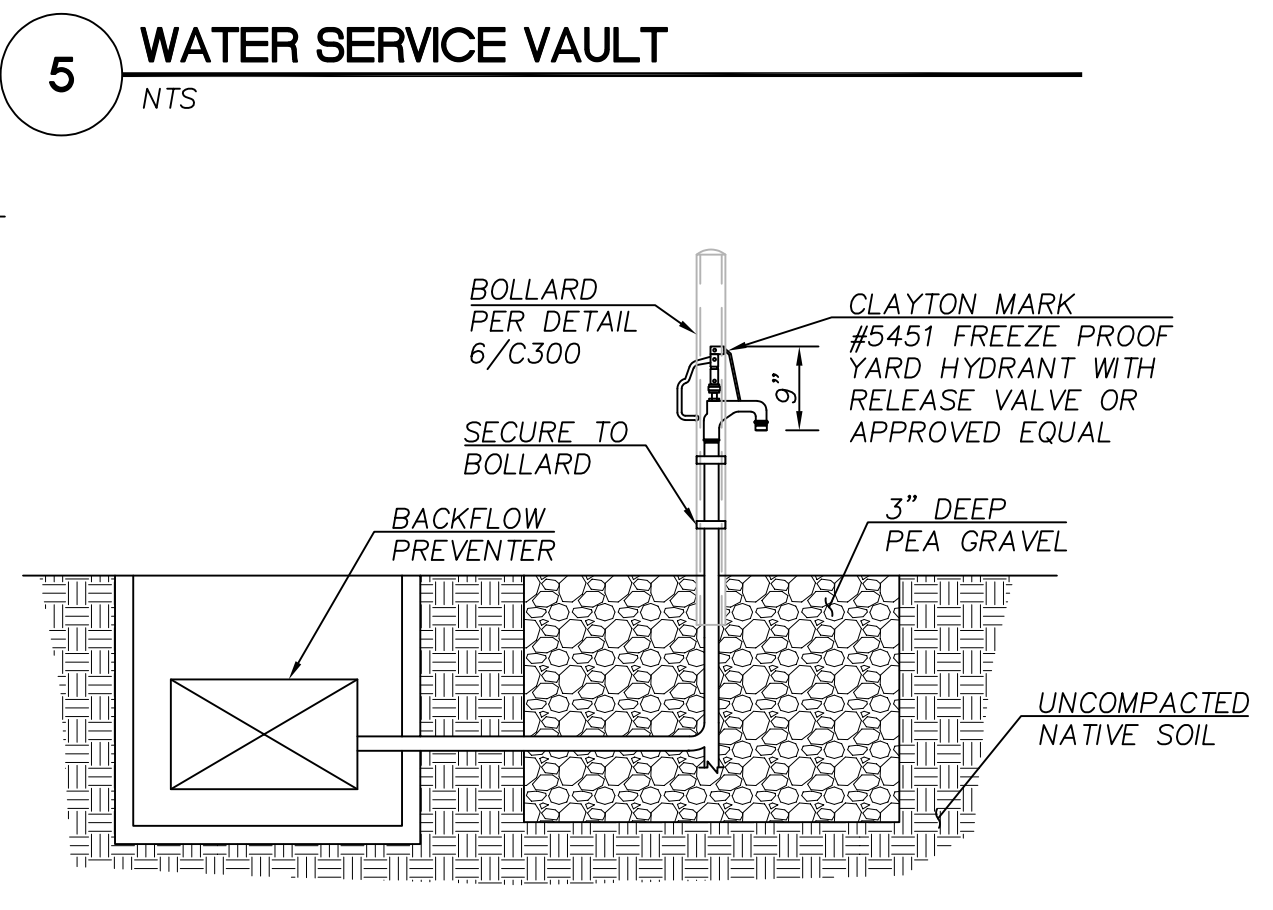
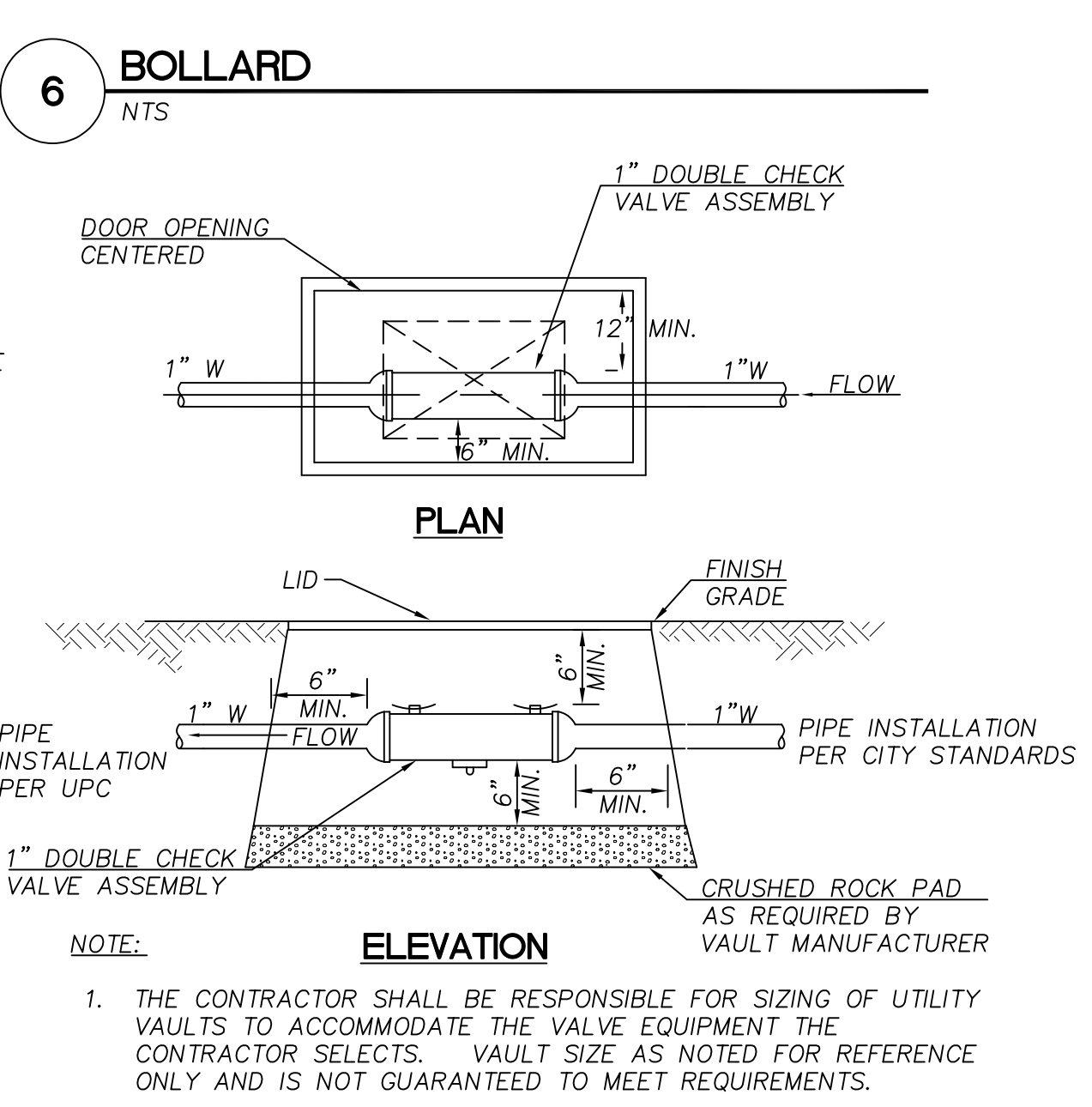
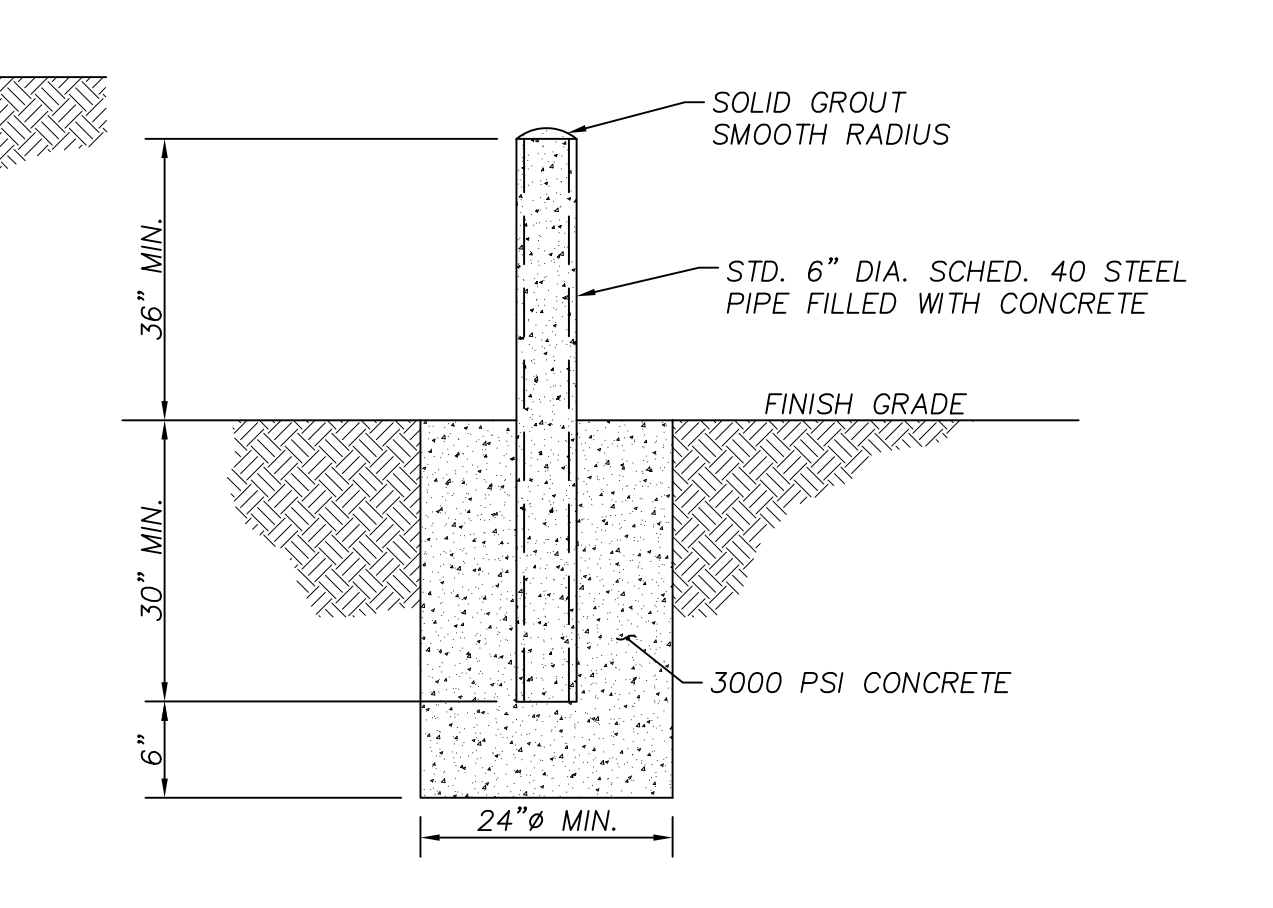




**BARRIER SPACING FOR GENERAL APPLICATION**

INSTALL PARALLEL ALONG CONTOURS AS FOLLOWS

% SLOPE	SLOPE	MAXIMUM SPACING ON SLOPE
10% OR FLATTER	10:1 OR FLATTER	300 FT
>10% OR <15%	>10:1 OR <7.5:1	150 FT
>15% OR <20%	>7.5:1 OR <5:1	100 FT
>20% OR <30%	>5:1 OR <3.5:1	50 FT
>30% OR <50%	>3.5:1 OR <2:1	25 FT



LUMINAIRE SCHEDULE						
TYPE	DESCRIPTION	MOUNTING	LAMP	BALLAST	MANUFACTURER AND MODEL NUMBER	INPUT WATTS
'A'	COMPACT FLOOD LIGHT, 41 DEGREE ANGLE, DARK BRONZE FINISH	POLE	LED 1330 LUMENS 85CRI, 3000K	ELECTRONIC DRIVER 120/277V DIMMING 0-10V	BEGA LIGHTING: 77 682 OR APPROVED.	14
'B1'	14" WIDE, 4" HEIGHT RECESSED STEP LIGHTS, FINISHED TO BE DETERMINED, STAINLESS STEEL COVER PLATE WITH FROSTED GLASS DIFFUSER, TAMPER RESISTANT HARDWARE.	RECESSED STEP LIGHT	LED 1,323 LUMENS 80CRI, 3000K	ELECTRONIC DRIVER 120V	COLE LIGHTING: 1612 SERIES OR APPROVED.	20
30' POLE	30-FOOT STEEL POLE, DARK BRONZE FINISH	--	--	--	LITHONIA SSS SERIES OR APPROVED.	--

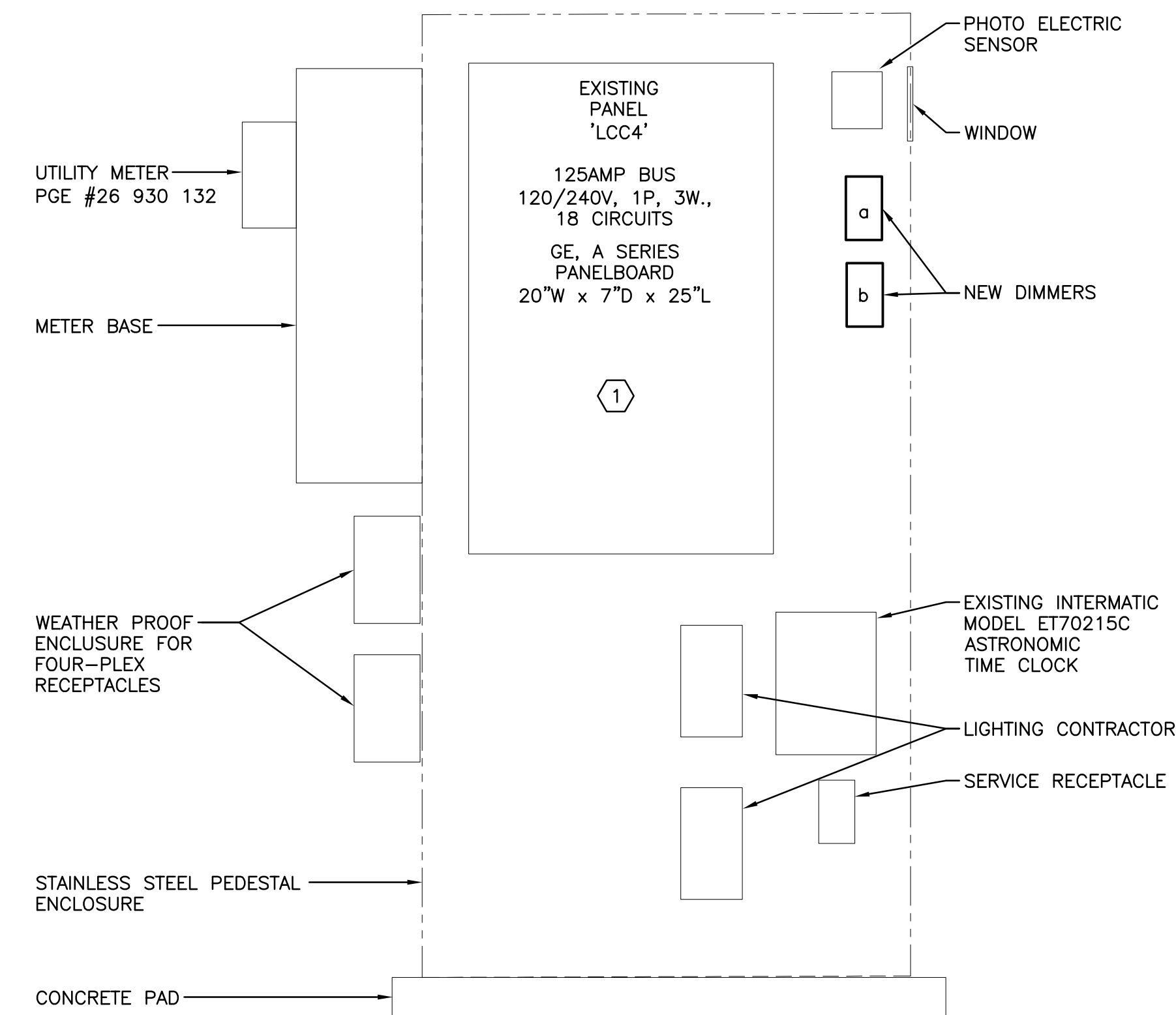
PANEL: 'LCC4' BUS: 200A VOLTAGE: 120/240V, 1 PH, 3W.

CKT NO.	CIRCUIT DESCRIPTION	CKT BREAKER AMPS/POLES	LOAD TYPE	LOAD VOLT-AMPS	PHASE	LOAD VOLT-AMPS	LOAD TYPE	CKT BREAKER AMPS/POLES	CIRCUIT DESCRIPTION	CKT NO.
1	(E) 1ST ST. E. OF WA. ST. PED. LIGHTING	20/1	L	1500	A	720	R	20/1	(E) 1ST ST. E. OF WA. ST. HOLIDAY REC.	2
3	(E) 1ST ST. E. OF WA. ST. PED. LIGHTING	20/1	L	1500	C	720	R	20/1	(E) 1ST ST. E. OF WA. ST. HOLIDAY REC.	4
5	(E) 1ST ST. E. OF WA. ST. HOLIDAY REC.	20/1	R	720	A	720	R	20/1	(E) 1ST ST. E. OF WA. ST. HOLIDAY REC.	6
7	(E) 1ST ST. E. OF WA. ST. HOLIDAY REC.	20/1	R	720	C	720	R	20/1	(E) 1ST ST. E. OF WA. ST. HOLIDAY REC.	8
9	(E) TREE	20/1	R	720	A	180	R	20/1	(E) LCC4 MAINT. GFCI RECEPTACLE	10
11	(E) TREE	20/1	R	720	C	200	Z	20/1	(E) LCC4 LIGHTING CONTROL	12
13	(N) POLE MOUNTED LIGHTS (a)	20/1	L	140	A	720	R	20/1	(E) TREE	14
15	(N) POLE MOUNTED LIGHTS (b/c)	20/1	L	280	C	360	R	20/1	(N) RECEPTACLES - SPIDER BOX	16
17	(N) STEP LIGHTS (d)	20/1	L	200	A	360	R	20/1	(N) RECEPTACLES - SPIDER BOX	18
19	(N) DED. RECEPTACLES - POLE	20/1	R	180	C	360	R	20/1	(N) RECEPTACLES - SPIDER BOX	20
21	(N) DED. RECEPTACLES - POLE	20/1	R	180	A	360	R	20/1	(N) RECEPTACLES - SPIDER BOX	22
23	(N) DED. RECEPTACLES - POLE	20/1	R	180	C	360	R	20/1	(N) RECEPTACLES - TREE WELL	24
25	(N) DED. RECEPTACLES - POLE	20/1	R	180	A	360	R	20/1	(N) RECEPTACLES - TREE WELL	26
27	(N) DED. RECEPTACLES - POLE	20/1	R	180	C	360	R	20/1	(N) RECEPTACLES - TREE WELL	28
29	(N) DED. RECEPTACLES - POLE	20/1	R	180	A	180	R	20/1	(N) RECEPTACLES - TREE WELL	30
31	(N) DED. RECEPTACLES - POLE	20/1	R	180	C	180	R	20/1	(N) DED. RECEPTACLES - TREE WELL	32
33	(N) DED. RECEPTACLES - POLE	20/1	R	180	A	180	R	20/1	(N) DED. RECEPTACLES - TREE WELL	34
35	(N) SPIDER BOX	30/2	R	2028	C	180	R	20/1	(N) DED. RECEPTACLES - TREE WELL	36
37	-----	---	R	2028	A	180	R	20/1	(N) DED. RECEPTACLES - TREE WELL	38
39	(N) SPIDER BOX	30/2	R	2028	C	180	R	20/1	(N) DED. RECEPTACLES - POLE	40
41	-----	---	R	2028	A	180	R	20/1	(N) DED. RECEPTACLES - POLE	42

CONNECTED LOAD		DEMAND LOAD		.....NOTES.....
LOAD PER PHASE (VA)	A= 12196 B= C= 11616	LIGHTING 3620 RECEPT. 19992 KITCHEN 0 MOTOR 0	125% 4525 10K+50% 14996 65% 0 100% 0	1.
LOAD PER PHASE (AMPS)	A= 101.63 B= C= 96.80	GENERAL 200 HEAT 0 LG MOTOR 0	100% 200 100% 0 125% 0	2.
TOTAL LOAD (KVA)	23.81	TOTAL LOAD (KVA)	19.72	3.
TOTAL AMPS	99.22	TOTAL AMPS	82.17	4.
DATE 28-Apr-22				JOB # Proj

### GENERAL REQUIREMENTS

- CONFORM TO CURRENT CODE INCLUDING OSSC, NEC, BUILDING CODE, AND LOCAL REQUIREMENTS.
- PROVIDE COMPLETE AND FUNCTIONAL ELECTRICAL SYSTEMS AS SPECIFIED, AS SHOWN ON DRAWINGS, AS REQUIRED, AND AS INTENDED.
- EQUIPMENT SHALL BE NEW AND OF LIKE MATERIALS THROUGH AUTHORIZED DISTRIBUTORS. PROVIDE EQUIPMENT OF SAME SYSTEM AND TYPE BY SAME MANUFACTURER. EQUIPMENT SHALL BE LISTED FOR ITS USE AND SHALL MEET OREGON LISTING REQUIREMENTS. REFER TO OAR 918-306-00 FOR MORE INFORMATION ON OREGON LISTING REQUIREMENTS.
- WARRANTY WORK, MATERIALS, AND EQUIPMENT FOR NOT LESS THAN ONE-YEAR. THIS REQUIREMENT SHALL NOT LIMIT, RESTRICT, OR OTHERWISE LESSEN ANY WARRANTY PROVIDED BY EQUIPMENT MANUFACTURER'S STANDARD WARRANTY IF GREATER THAN ONE-YEAR.
- PROVIDE SUBMITTALS FOR ELECTRICAL EQUIPMENT. PROVIDE STANDARD CUT-SHEETS CLEARLY INDICATING MODELS TO BE INSTALLED.
- GROUND SYSTEMS PER NEC ARTICLE 250, AS INDICATED, AND AS SHOWN.
- ALL ELECTRICAL WORK TO COMPLY WITH NFPA 70E ARC FLASH RULES, WHICH WILL INCLUDE AN ARC FLASH ANALYSIS AND ARC FLASH LABEL FOR THE CONTROLLER CABINET.
- UNLESS THE COUNTY DETERMINES IN ITS SOLE DISCRETION THAT A CONTRACTOR'S ATTENDANCE IS NOT NECESSARY, CONTRACTORS WILL BE REQUIRED TO ATTEND A PRE-TASK MEETING WITH THE PROJECT MANAGER AND ELECTRICAL SUPERVISOR OR DESIGNEE TO DISCUSS THE HAZARDS AND SAFE WORK PROCEDURES FOR ALL ELECTRICAL WORK TO BE PERFORMED ON THE PROJECT.
- ELECTRICAL WORK SHALL BE PERFORMED UNDER ELECTRICALLY SAFE WORK CONDITIONS WITH LOCK-OUT TAG-OUT PER NFPA 70E. KEEP POWER DISRUPTIONS TO A MINIMUM AND NOTIFY OWNER IN ADVANCE OF POWER DISRUPTIONS.
- CALL U-DIG 811 AT LEAST 2-BUSINESS DAYS BEFORE DIG OR TRENCH PER RCW 19.122 (OAR 952-001-0010 THROUGH -0090). SCAN & MARK SUGGESTED ROUTING FOR UTILITIES & IRRIGATION PRIOR TO TRENCHING ACTIVITIES; DO NOT DISTURB UTILITIES OR PIPING, AVOID CONFLICTS. WHERE FEASIBLE, MARK THE ANTICIPATED ROUTE(S) WITH WHITE PAINT; THIS HELPS LOCATING PERSONNEL FIND THE RIGHT AREA AND LOCATE NEARBY FACILITIES AS ACCURATELY AS POSSIBLE.



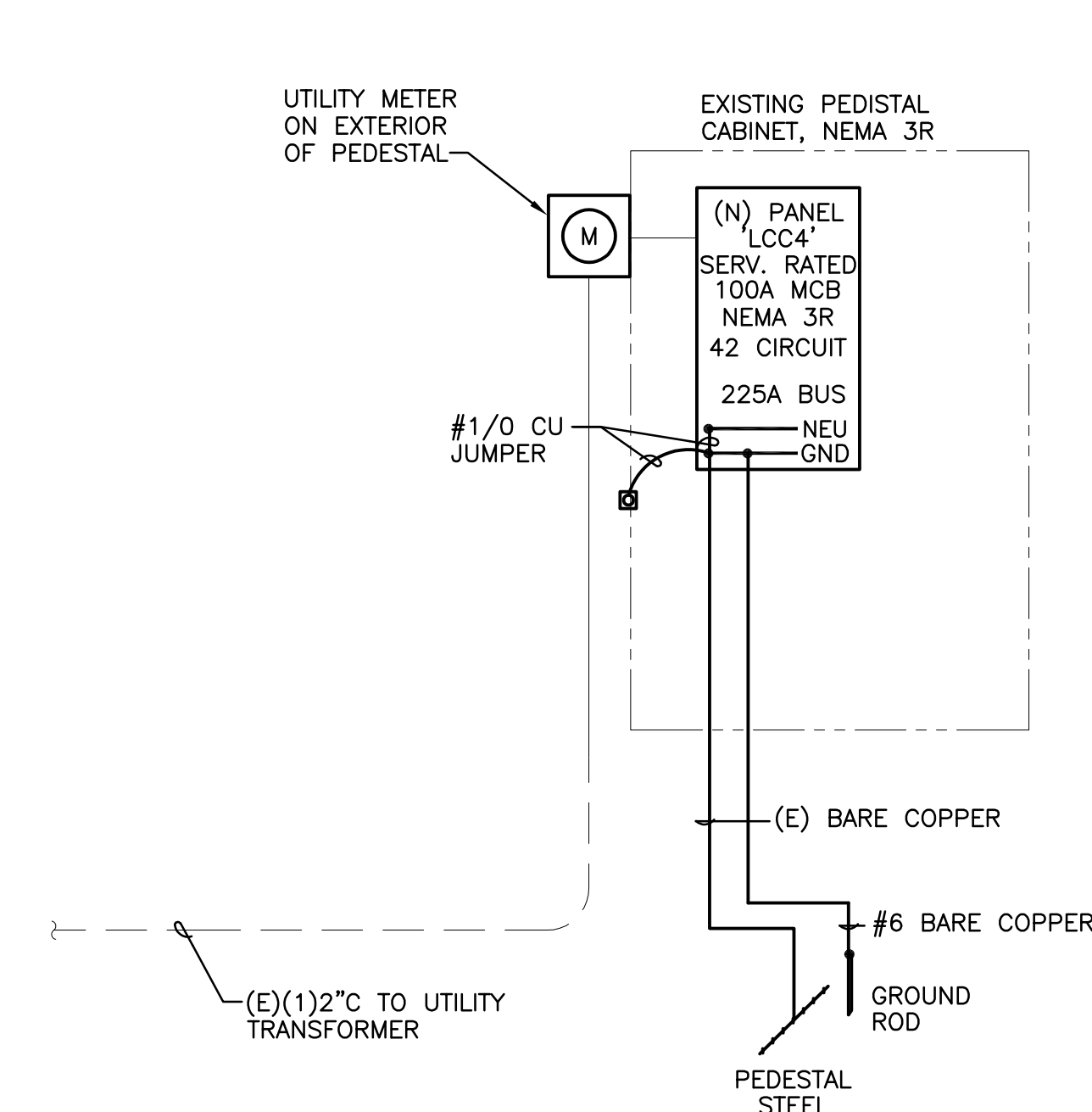
**1 EXISTING SERVICE CABINET**  
NOT TO SCALE

### ELECTRICAL SYMBOL LIST

AF	FUSE	⊕	RECEPTACLE - DUPLEX - GFI UON
AS	SWITCH	⊕	RECEPTACLE - FOUR-PLEX - GFI UON
(D)	EXISTING TO BE REMOVED	⊕	SWITCH - SINGLE-POLE, MOUNT 48" AFF, UON
(E)	EXISTING TO REMAIN	⊕	LIGHT FIXTURE - SURFACE-MOUNTED
(R)	EXISTING TO RELOCATE	⊕	METERED SERVICE CABINET
D.B.	DIRECT BURIED	⊕	JUNCTION BOX - IN-GRADE
E.N.I.C.	ELECTRIC NOT IN CONTRACT	⊕	JUNCTION BOX - CEILING-MOUNTED
F	FLEX CONDUIT	⊕	METER BASE - UTILITY COMPANY APPROVED
G	GROUND WIRE	⊕	OCCUPANCY SENSOR
GFI	GROUND FAULT INTERRUPTER	⊕	TRANSFORMER
GND	GROUND	⊕	MECHANICAL EQUIPMENT TAG NUMBER REFER TO MECHANICAL EQUIPMENT SCHEDULE
HP	HORSE POWER	⊕	EQUIPMENT TAG NUMBER, REFER TO MECHANICAL EQUIPMENT SCHEDULE "K" = KITCHEN, "C" = COMPUTER
IG	ISOLATED GROUND	⊕	NOTE SYMBOL, REFER TO NOTE AS INDICATED
MCA	MINIMUM CIRCUIT AMPS	⊕	FEEDER NUMBER, REFER TO "FEEDER SCHEDULE"
OP	OVERHEAD POWER	⊕	DETAIL HEADER
OT	OVERHEAD TELCO	⊕	SECTION IDENTIFIER
P	POLE	⊕	DETAIL IDENTIFIER
SCA	SHORT CIRCUIT AMPS SYMMETRICAL	⊕	HOME RUN. HASH MARKS INDICATE 2#12 WIRE UNLESS NOTED OTHERWISE
SPD	S-O CORD	⊕	CONDUCTORS IN CONDUIT, (2)#12 OR AS NOTED (QUANTITY AS INDICATED BY HASH MARKS)
S-O	SURGE PROTECTION DEVICE	⊕	GROUND WIRE
UP	UNDERGROUND POWER	⊕	GROUND CONNECTION
UT	UNDERGROUND TELCO	⊕	
W	WATTS	⊕	
WP	WEATHERPROOF	⊕	
---	CONDUIT - BELOW GRADE	⊕	
---	CONDUIT - COMMUNICATIONS	⊕	
---	CONDUIT - PRIMARY POWER	⊕	
---	CONDUIT - SECONDARY POWER	⊕	
---	CONDUIT - CONCEALED	⊕	
---	CONDUIT - EXPOSED	⊕	
---	CONDUIT - FLEXIBLE	⊕	
---	CONDUIT - STUB-DOWN	⊕	
---	CONDUIT - STUB-OUT	⊕	
---	CONDUIT - STUB-UP	⊕	

### NOTES THIS SHEET

- REPLACE EXISTING ELECTRICAL PANEL. SEE DETAIL 2/E001 FOR MORE INFORMATION. FIELD COORDINATE REINSTALLATION OF (2) CONTACTORS AND TIME CLOCK.



**2 ELECTRICAL ONE-LINE DIAGRAM**  
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SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Willamette Street  
Sherwood, OR 97140

REVISIONS

SCALE AS SHOWN  
DRAWN BY R&W  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION DOCUMENTS

SHEET TITLE

ELECTRICAL SYMBOL LEGEND AND SCHEDULES

E001

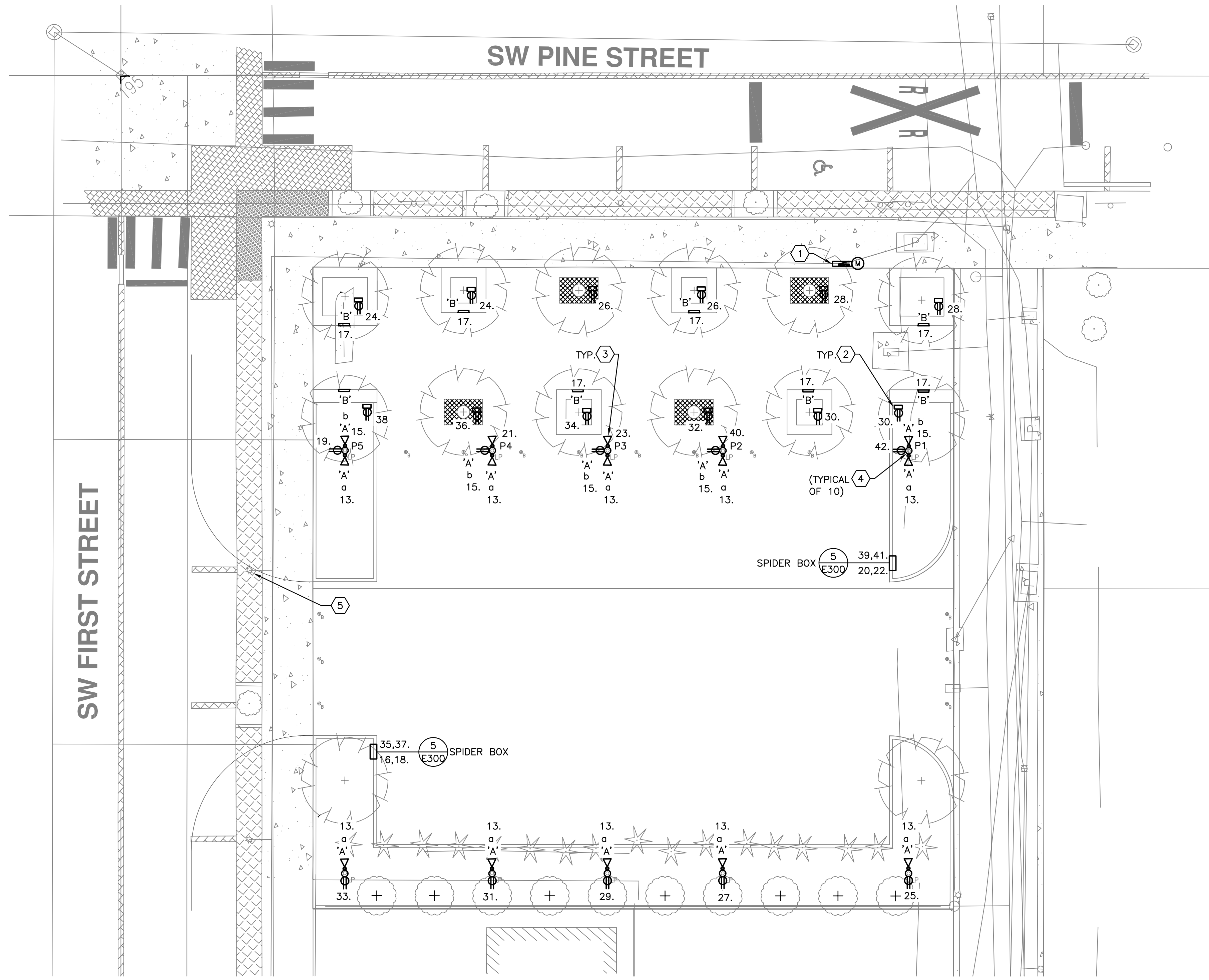


**GENERAL NOTES**

- A. SEE DRAWING E001 FOR SYMBOL LEGEND AND LUMINAIRE SCHEDULE.
- B. ALL CIRCUIT NUMBERS ADJACENT TO DEVICE OR LUMINAIRE IS CONNECTED TO PANEL 'LCC4'.
- C. ALL LOW CASE LETTERS ADJACENT TO LUMINAIRES INDICATED CONTROL DESIGNATION. SEE DETAIL 1/E001 FOR LOCATION OF DIMMERS.
- D. SEE DETAIL 3/E300 FOR TRENCHING REQUIREMENTS.
- E. SEE DRAWING E200 FOR SITE PLAN PHOTOMETRIC WITH PLAZA AND PARKING.

**NOTES THIS SHEET**

- 1 EXISTING ELECTRICAL SERVICE CABINET. SEE DETAIL 1/E100 FOR MORE INFORMATION.
- 2 SEE DETAIL FOR MORE INFORMATION. DETAIL TO BE DEVELOPED.
- 3 ALL RECEPTACLES TO BE GFI IN A WEATHER-PROOF ENCLOSURE.
- 4 30-FOOT POLE WITH LIGHTS RECEPTACLE AND PROVISIONS FOR CANOPY FABRIC SAILS. LUMINAIRES MOUNTED AT 20, 21 AND 22 FEET ABOVE FINISHED GRADE. RECEPTACLE MOUNTED 18" ABOVE FINISHED GRADE. SEE DETAIL 4/E300 FOR POLE BASE DETAIL.
- 5 REMOVE LIGHT POLE. SEE DRAWING E201 FOR PHOTOMETRIC OF EXISTING LIGHTING. PROVIDE TRAFFIC RATED SPLICE BOX IN CONCRETE SIDEWALK. FINISH CONCRETE TO MATCH EXISTING SURFACE. STREET LIGHTING BRANCH CIRCUIT TO REMAIN OPERATIONAL AT ALL TIMES FROM DUSK TO DAWN.



**1 SITE PLAN - ELECTRICAL**  
E100 SCALE: 1" = 10'-0"  
Scale: 1" = 10'

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SHEET TITLE

**SITE PLAN - ELECTRICAL**

**E100**



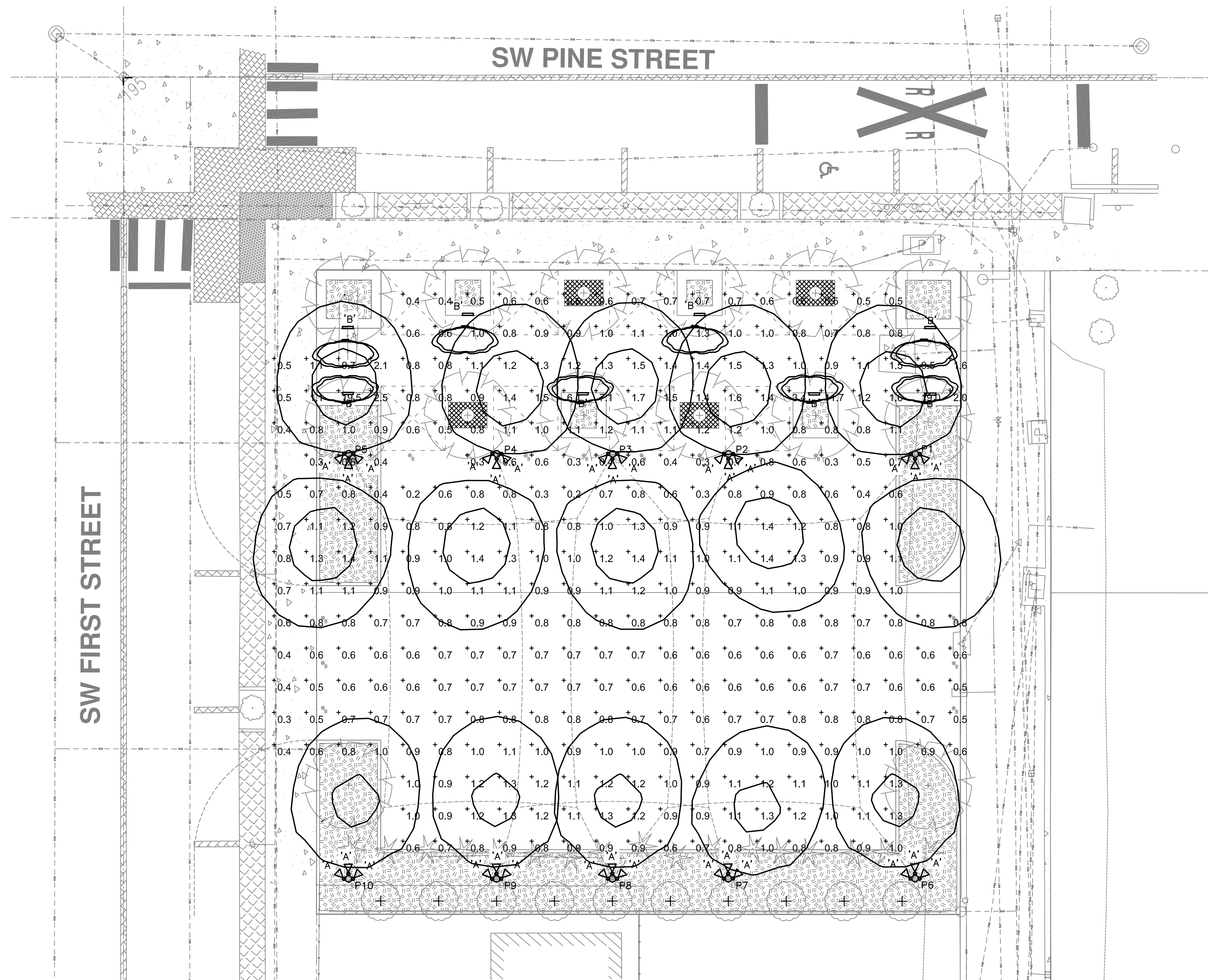
PHOTOMETRIC ANALYSIS SUMMARY TABLE								
STATISTICS		DESIGN VALUES				TARGET VALUES		
DESCRIPTION	CLASSIFICATION	SYMBOL	AVG	MAX	MIN	AVG/MIN	AVG (±)	AVG/MIN (±)
PARKING LIGHTING	COMMERCIAL	+	1.1 fc	19.5 fc	0.2 fc	5.5:1	1.0	10.0:1

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portland or 97209

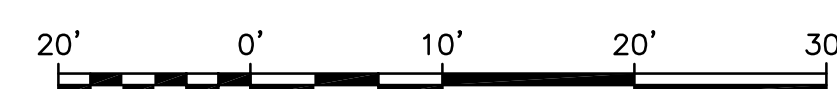
**REGISTERED PROFESSIONAL ENGINEER**  
88445PE  
**PRELIMINARY**  
NOVEMBER 12, 2021  
JONATHAN P. LILLY  
EXPIRES 12/31/22

**GENERAL NOTES**

- A. SEE DRAWING E0.1 FOR SYMBOL LEGEND, DETAILS AND LUMINAIRE SCHEDULE.
- B. FOOT CANDLE ISO CURVES ARE SHOWN AS A SINGLE FIXTURE CONTRIBUTION WITH SET VALUES. THE ISO CURVE VALUES MAY NOT MATCH THE CALCULATION PLANE POINT VALUES, SINCE THE CALCULATION PLANE CAN BE A CONTRIBUTION FROM MORE THAN ONE LUMINAIRE.
- C. EXISTING STREET LIGHTING, ARM MOUNTED LUMINAIRE DOES NOT CONTRIBUTE TO ILLUMINATION CALCULATIONS.
- D. PHOTOMETRIC INDICATES ALL TYPE 'A' LUMINAIRE ON POLES TURNED ON FOR EVENT. LUMINAIRES CAN BE ADJUSTED AND DIMMED. ALL FLOODS AIMED AT 45 DEGREES DOWN FROM HORIZONTAL.



**1 SITE PLAN - PHOTOMETRIC**  
E200 SCALE: 1" = 10'-0"



Scale: 1" = 10'

**SHERWOOD FESTIVAL PLAZA**

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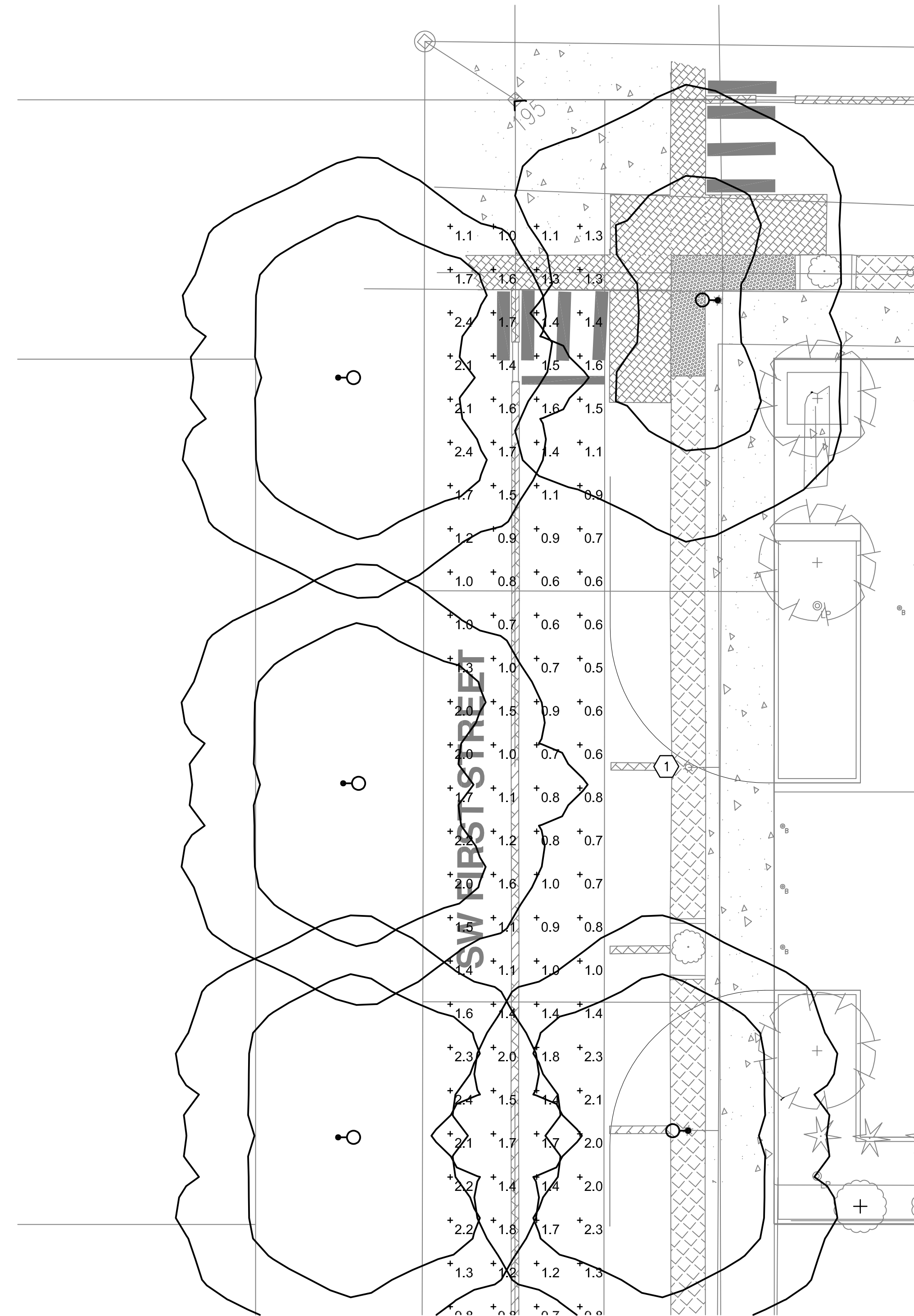
SHEET TITLE

**SITE PLAN - PHOTOMETRIC**

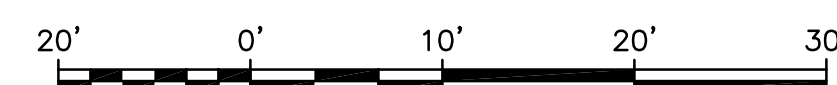
**E200**

**R&W**  
ENGINEERING, INC.  
9615 S.W. Allen Boulevard  
Suite 107  
Beaverton, Oregon 97005  
Phone: (503) 726-3317  
Office: (503) 292-6000  
E-mail: [rweng@rweng.com](mailto:rweng@rweng.com)  
Project No.: 816.003.001 Contact: DENNIS HALL

PHOTOMETRIC ANALYSIS SUMMARY TABLE								
STATISTICS		DESIGN VALUES					TARGET VALUES	
DESCRIPTION	CLASSIFICATION	SYMBOL	AVG	MAX	MIN	AVG/MIN	AVG (±)	AVG/MIN (S)
STREET LIGHTING	COLLECTOR	+	1.4 fc	2.5 fc	0.4 fc	3.5:1	1.2	4.0:1



**1** EXISTING STREET LIGHTING - PHOTOMETRIC  
 E201 SCALE: 1" = 10'-0"



Scale: 1" = 10'

**GENERAL NOTES**

- A. SEE DRAWING E0.1 FOR SYMBOL LEGEND, DETAILS AND LUMINAIRE SCHEDULE.
- B. FOOT CANDLE ISO CURVES ARE SHOWN AS A SINGLE FIXTURE CONTRIBUTION WITH SET VALUES. THE ISO CURVE VALUES MAY NOT MATCH THE CALCULATION PLANE POINT VALUES, SINCE THE CALCULATION PLANE CAN BE A CONTRIBUTION FROM MORE THAN ONE LUMINAIRE.
- C. EXISTING STREET LIGHTING, ARM MOUNTED LUMINAIRE PHOTOMETRIC SHOWN. LUMINAIRE IS LUMEC: DMS50-85QL-SCB5-120-SMB-BE6TX-RAL5001, ARM: M202M-BE6TX-RAL5001, POLE: SPR50-BE6TX-RAL5001, LAMP: PHILIPS LIGHTING 85W QL (3000k)

**NOTES THIS SHEET**

- 1 LOCATION OF WHERE LIGHT POLE IS TO BE REMOVED. SEE DRAWING E100 FOR MORE INFORMATION.

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 15527 SW Wilamette Street  
 Sherwood, OR 97140

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 DATE 05.06.2022  
 PROJECT NO. 2150

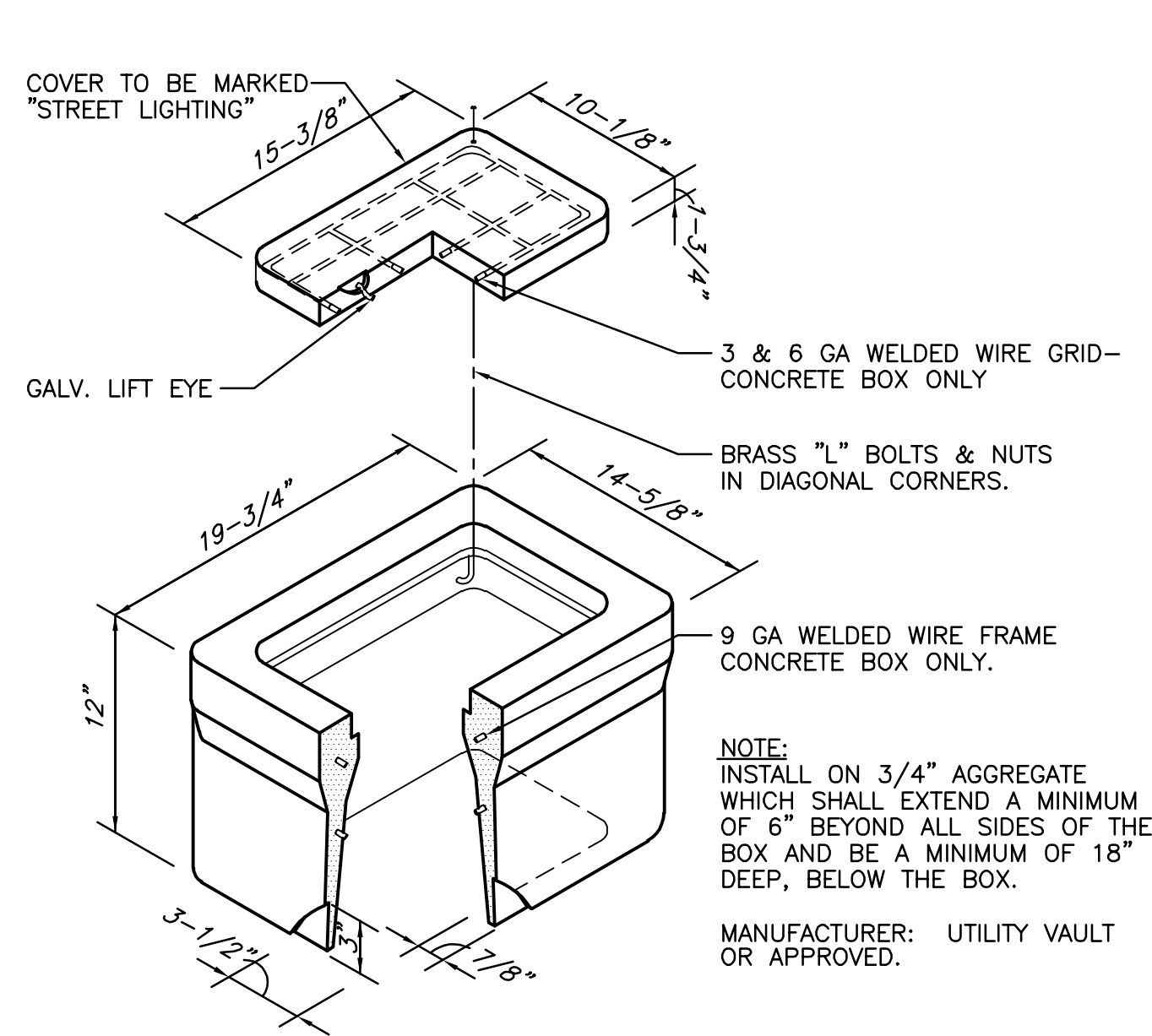
30% CONSTRUCTION DOCUMENTS

SHEET TITLE

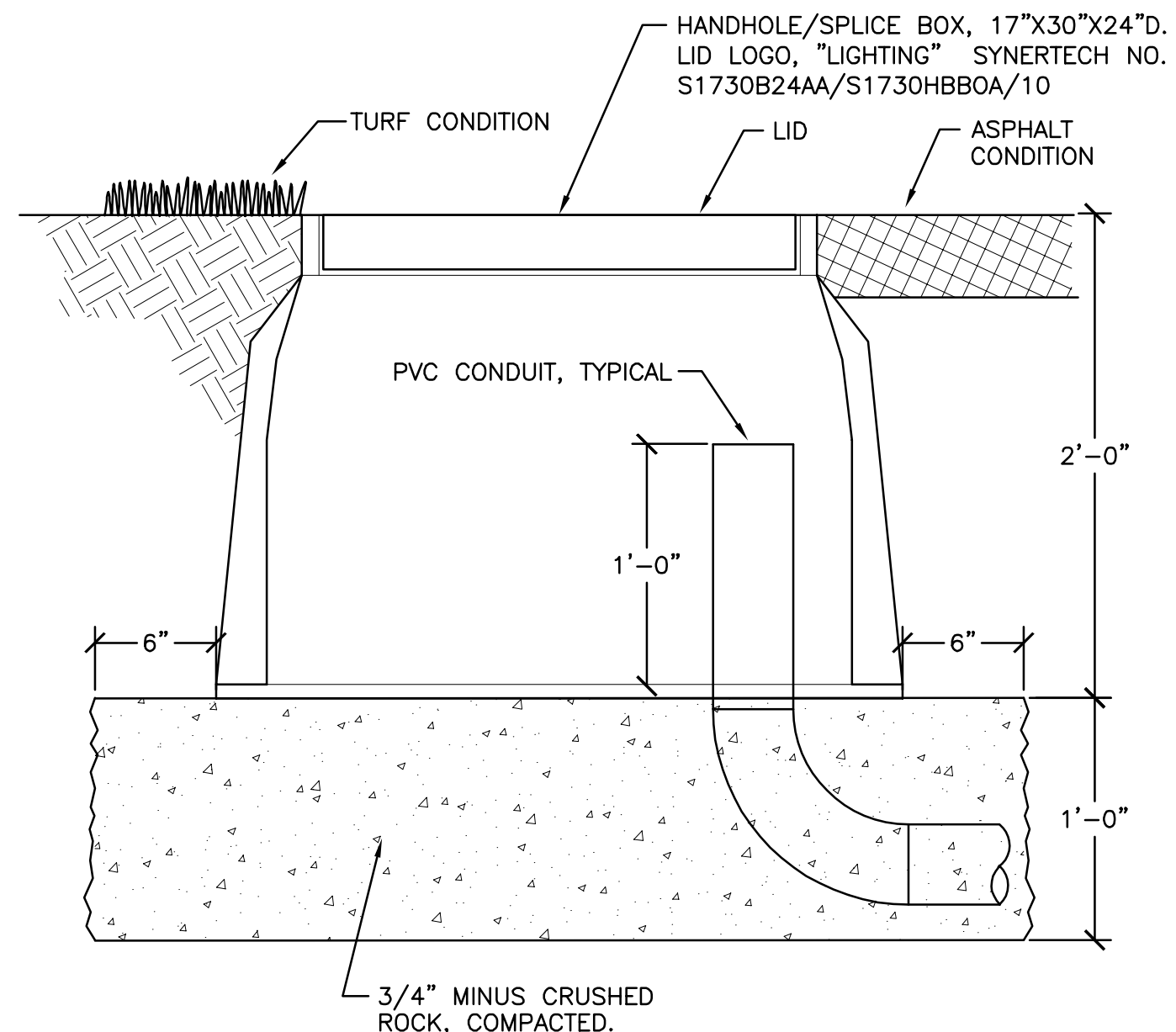
STREET LIGHTING - PHOTOMETRIC

E201

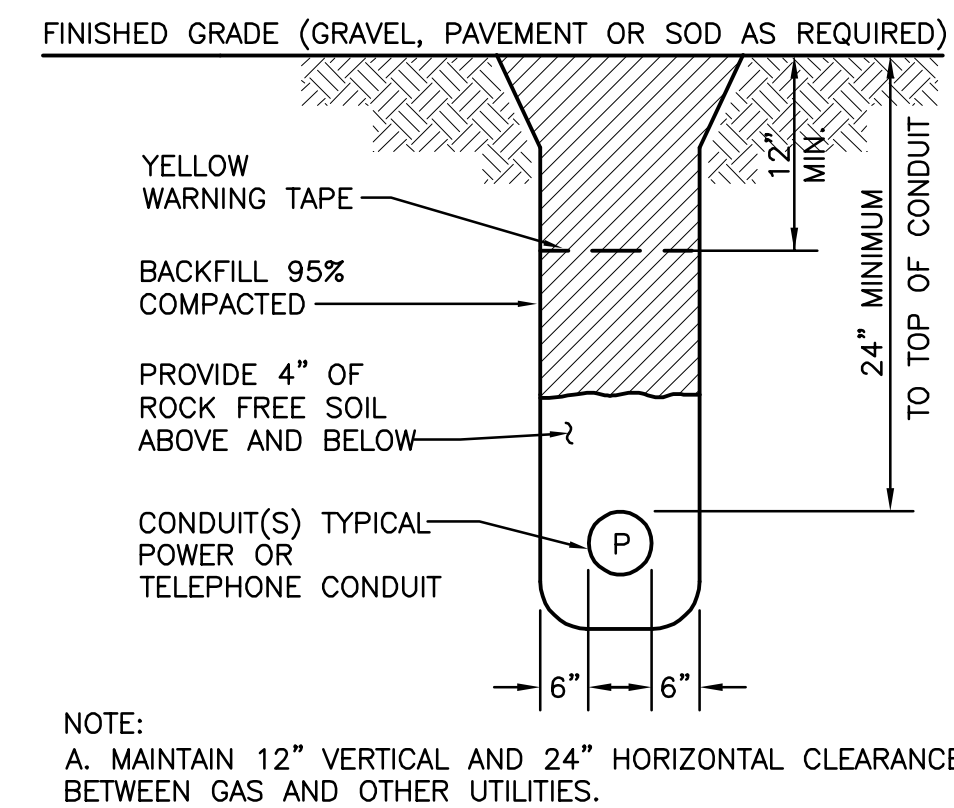
**R&W** ENGINEERING, INC.  
 9615 S.W. Allen Boulevard  
 Suite 107  
 Beaverton, Oregon 97005  
 Phone: (503) 726-3317  
 Office: (503) 292-6000  
 E-mail: [rweng@rweng.com](mailto:rweng@rweng.com)  
 Project No.: 816.003.001 Contact: DENNIS HALL



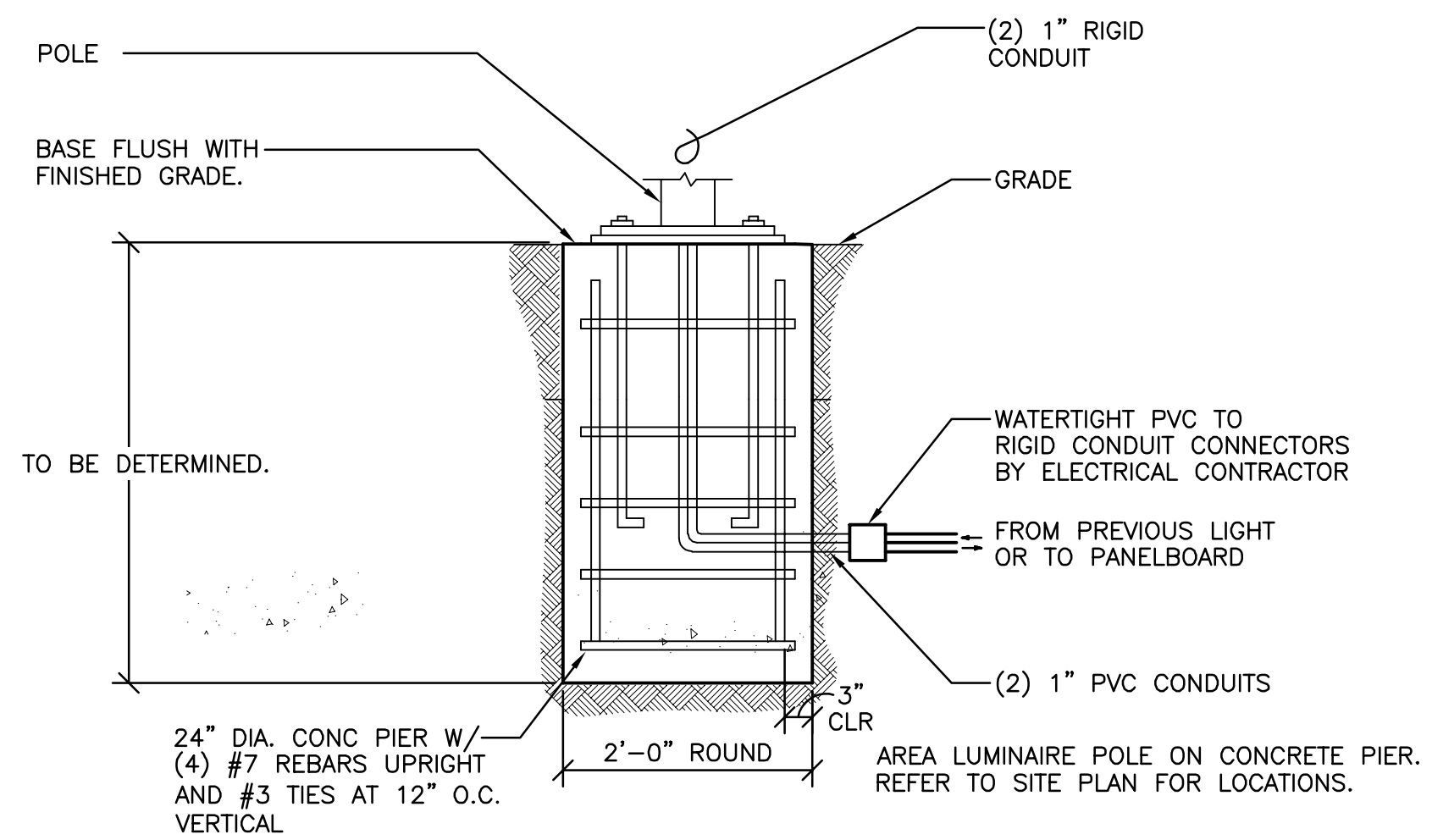
**1 PULL BOX DETAIL**  
E300 NOT TO SCALE



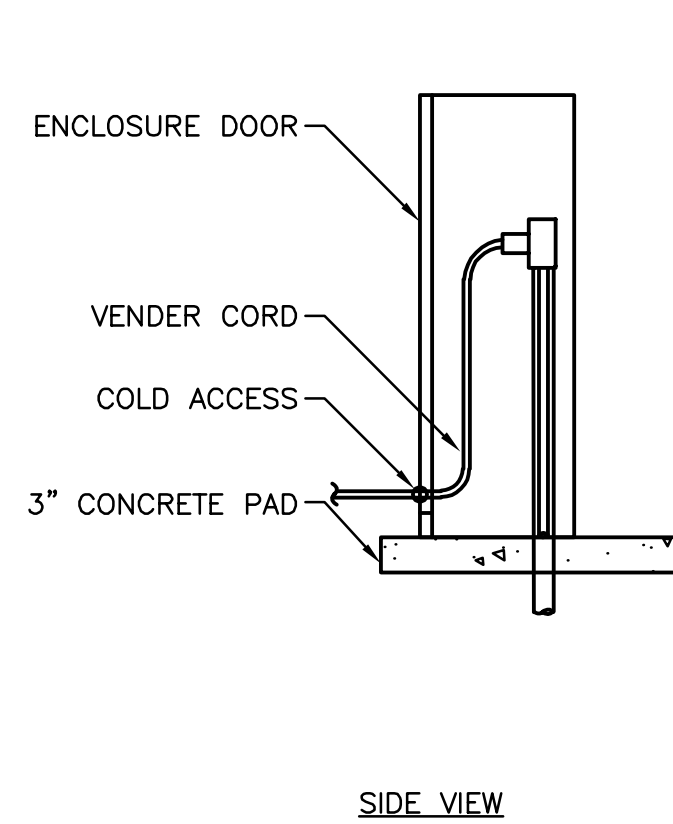
**2 FLUSH HANDHOLE/SPLICE BOX**  
E300 SCALE: NONE



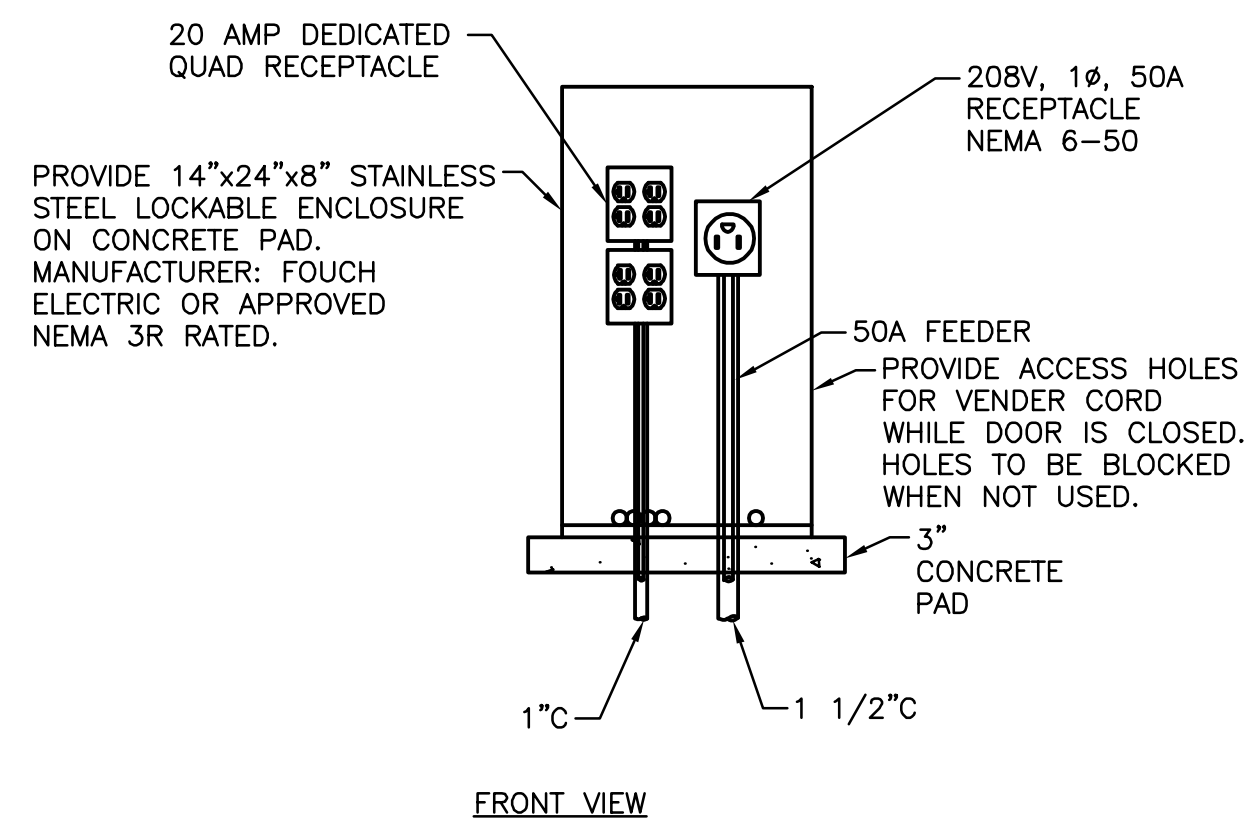
**3 POWER CONDUIT TRENCH DETAIL**  
E300 SCALE: NTS



**4 LIGHT POLE BASE DETAIL**  
E300 SCALE: NONE



**5 SPIDER BOX DETAIL**  
E300 SCALE: NONE



**GENERAL NOTES**

- A. SEE DRAWING E001 FOR SYMBOL LEGEND, AND LUMINAIRE SCHEDULE.
- B. ALL SPLICES IN UNDERGROUND BOXES OR DIRECT BURIED SHALL BE INSULATED AND WATERPROOFED, USING SCOTCHCAST EPOXY SPlicing COMPOUNDS SUITED FOR THE PURPOSE.

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SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
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SHEET TITLE

ELECTRICAL DETAILS

E300



# ELECTRICAL SPECIFICATION

## SECTION 16000 ELECTRICAL

### PART 1—GENERAL

#### 1.1 SUMMARY

- A. Electrical systems required for this work includes labor, materials, equipment, and services necessary to complete installation of electrical work shown on Drawings, specified herein or required for a complete operable facility and not specifically described in other Sections of these Specifications. Among the items required are:
1. Service and distribution equipment shown on Drawings.
  2. Branch circuit wiring from the distribution panel for lighting, receptacles, signal systems and other detailed circuit wiring.
  3. Luminaires, control switches, receptacles, relays, supports and other accessory items.
- B. Fees:
1. Obtain and pay for electrical permits and inspections from local authorities having jurisdiction (AHJs).

#### 1.2 DEFINITIONS

- A. Provide: To furnish and install, complete and ready for the intended use.
- B. Furnish: Supply and deliver to the project site, ready for unpacking, assembly and installation.
- C. Install: Includes unloading, unpacking, assembling, erecting, installation, applying, finishing, protecting, cleaning and similar operations at the project site as required to complete items of work furnished by others.

#### 1.3 SUBMITTALS

- A. Operation and Maintenance Documentation: Provide copies of certificates of code authority acceptance, test data, product data, guarantees, warranties, and the like.
- B. Shop Drawings: Provide shop drawings which include physical characteristics, electrical characteristics, device layout plans, wiring diagrams, and the like.
- C. Record Drawings: Show changes and deviations from the Drawings. Include written Addendum and change order items. Make changes to Drawings in a neat, clean, and legible manner.

#### 1.4 QUALITY ASSURANCE

- A. Conform to requirements of the National Electric Code (NEC), latest adopted version with amendments by local AHJs.
- B. Conform to latest adopted version of the Uniform Building Code (UBC) with amendments by local AHJs.
- C. Furnish products listed by Underwriters' Laboratories, Inc. (UL) or other testing firm acceptable to AHJ.
- D. Conform to requirements of the serving electric, telephone, [and cable television] utilities.

#### 1.5 SEQUENCING AND SCHEDULING

- A. For the proper execution of the work cooperate with other crafts and contracts as needed.
- B. To avoid installation conflicts, thoroughly examine the complete set of Contract Documents. Resolve conflicts prior to installation.
- C. Prior to installation of equipment requiring electrical connections, examine the manufacturer's shop drawings, wiring diagrams, product data, and installation instructions. Verify that the electrical characteristics detailed in the Contract Documents are consistent with the electrical characteristics of the actual equipment being installed.

#### 1.6 WARRANTY

- A. Driver Manufacturer's Warranty: Not less 5 years, based on date of manufacturer embossed on ballast, current with installation date. Warranty includes normal cost of labor for replacement of ballast.

### PART 2—PRODUCTS

#### 2.1 MATERIALS

- A. Provide new electrical materials of the type and quality detailed, listed by UL, bearing their label wherever standards have been established. Indicated brand names and catalog numbers are used to establish standards of performance and quality. The description of materials listed herein governs in the event that catalog numbers do not correspond to materials described herein.
- B. Include special features, finishes, accessories, and other requirements as described in the Contract Documents regardless of the item's listed catalog number.
- C. Provide incidentals not specifically mentioned herein or noted on Drawings, but needed to complete the system or systems, in a safe and satisfactory working condition.

#### 2.2 RACEWAYS

- A. Galvanized Rigid Steel Conduit (GRC): Federal Specification WWC-581 and American National Standards Institute (ANSI) C80.1.
- B. Intermediate Metal Conduit (IMC): Federal Specification WWC-581.
- C. Electrical Metallic Tubing (EMT): Federal Specification WWC-563 and ANSI C80.3.
- D. POLYVINYL CHLORIDE (PVC)
- E. Flexible Conduit: Reduced wall flexible steel conduit. Federal Specification WWC-566.
- F. Conduit Fittings:
1. Bushings: Malleable iron with plastic insulator lining, 150C rated.
  2. Ground Bushings: Malleable iron with plastic insulating liner and aluminum grounding lug rated for copper or aluminum conductor, 150C rated.
  3. EMT Connectors and Couplings:
    - a. Set Screw Type: Zinc plated steel, insulated throat connectors.
    - b. Compression Type: Zinc plated steel, insulated throat connectors, raintight up to 2-inch.

### 2.3 WIRES AND CABLES

- A. Copper, 600 volt rated throughout. Conductors 14AWG to 10AWG, solid or stranded. Conductors 8AWG and larger, stranded. Phase color to be consistent at feeder terminations; A-B-C, top to bottom, left to right, front to back. Conductors 3AWG and larger, minimum insulation rating of 75C. Insulation types THWN, THHN or XHHW. Minimum insulation rating of 90C for branch circuits.

### 2.4 BOXES

- A. Device Outlet: Minimum 4-inch square, minimum 1-1/2-inches deep. Single or 2-gang flush device raised covers. Raco Series 681 and 686 or Bowers.
- B. Multiple Devices: Three or more devices at common location. Install 1-piece gang boxes with 1-piece device cover, one device per gang.
- C. Junction and Pull Boxes: Galvanized sheet steel junction and pull boxes, with screw-on covers; of the type shape and size, to suit each respective location and installation; with welded seams and equipped with steel nuts, bolts, screws and washers.

### 2.5 WIRING DEVICES

- A. Finish: Grey.
- B. Switches: Toggle type, quiet acting, 20 amp, 120/277 volt, UL listed for motor loads up to 80 percent of rated amperage. Arrow-Hart 1221, Leviton 1221, Pass & Seymour 20AC, Bryant 4901, Hubbell 1221.
- C. Pilot Light Switches: Lighted handle, toggle type, red, neon pilot lamp. Pilot lamp energized when load is energized. 20 amp/120 volt, Arrow-Hart 1991-PL, Leviton 1221-PL, Pass & Seymour 20AC-PL, Bryant 4901-PL, Hubbell 1221-PL.
- D. Receptacles: Straight parallel blade 20 amp, 125 volt, 2-pole - 3 wire grounding. Arrow-Hart 5352, Leviton 5352, Pass & Seymour 5352, Bryant 5352, Hubbell 5352.
- E. Ground Fault Interrupter Receptacle: Feed through type, 20 amp, 125VAC. Hubbell IG-5362, Arrow-Hart IG-5362, Leviton, Pass & Seymour, Bryant.
- F. Finish Plates: Smooth thermoplastic, same finish as device.

### 2.6 SAFETY DISCONNECTS

- A. Toggle Type Disconnect Switches: 120 volt, 1-pole, 20 amp, 1 HP maximum. NEMA 1 enclosure for indoors, NEMA 3R enclosure for outdoors.

### 2.7 SUPPORTING DEVICES

- A. Hangers: Kindorf B-905-2A channel, H-119-D washer, C105 strap, 3/8-inch rod with ceiling flange.
- B. Pipe Straps: Two-hole galvanized or malleable iron.

### 2.8 ELECTRICAL IDENTIFICATION

- A. Engraved Labels: Melamine plastic laminate, white with black core, 1/16-inch thick, manufactured by Lamicoid. Engravers standard letter style, minimum 3/16-inch high letters. Drill or punch labels for mechanical fastening except where adhesive mounting is necessary because of substrate. Use self tapping stainless steel screws.
- B. Conductor Numbers: Manufacturers standard vinyl-cloth self-adhesive cable and conductor markers of the wraparound type.
- C. Branch Circuit Schedules: Provide branch circuit identification schedules, typewritten, clearly filled out, to identify load connected to each circuit and location of load.

### 2.9 GROUNDING MATERIALS

- A. Ground Rods: Copperclad steel, 3/4-inch diameter, [10] [20]-feet long, tapered point, chamfered top.
- B. Grounding Connectors: Hydraulic compression tool applied connectors or exothermic welding process connectors or powder actuated compression tool applied connectors. Mechanical type of connectors are not acceptable. Manufacturers: Burndy Hyground Compression System, Erica/Cadweld, Amp Ampact Grounding System or approved.
- C. Pipe Grounding Clamp: Mechanical ground connector with cable parallel or perpendicular to pipe.

### 2.9 OVERCURRENT PROTECTIVE DEVICES

- A. Molded Case Circuit Breakers: One, two or three-pole bolt on, single handle common trip, rated 15 to 800 amp, as indicated on Drawings. Overcenter toggle-type mechanism, quick-make, quick-break action. Trip indication is by handle position. Calibrate for operation in 40C ambient temperature.

### 2.10 CONTROL DEVICES

- A. Lighting Contactors:
1. Continuously rated 20 amp per pole for all types of ballast and tungsten lighting and resistance loads, do not derate for use on high-inrush loads.
  2. Contacts: Double break, silver-cadmium-oxide. Auxiliary arcing contacts not acceptable. Convertible Contacts, N.O. or N.C. Contact status, N.O. or N.C., clearly visible.
  3. Approved per UL 508. Design in accordance with NEMA ICS2-211B, rated for application to 600 volt.
  4. Electrically Held Contactor Coil: Continuously rated and encapsulated.
  5. Contactor Enclosures: Provide NEMA enclosure suitable for location and use, flush or surface mount as indicated on Drawings.
- B. Electronic Time Switches: Double pole, single throw; one N.O. contact, one N.C. contact. 24-hour digital. Battery power source to provide minimum of 3 years of memory back-up. Eight event setpoints. Provide enclosure with separate hinged door, recessed or surface as indicated on Drawings. Intermatic, Paragon, Tork, Songamo, or approved.
- C. Photoelectric Switches: Hermetically sealed light sensitive element installed in die-cast weatherproof enclosure. Adjustable external light level slide. Swivel adjustable enclosure. 20VAC, 1800VA, connected for pilot duty unless otherwise indicated. Paragon, Tork, Precision, or approved.

### 2.11 LUMINAIRES

- A. Luminaires: Refer to description and manufacturers in Luminaire Schedule.
- B. Light Transmitting Components: Prismatic acrylic, extruded, flat diffusers, 0.125-inch overall thickness, unless otherwise noted.

### PART 3—EXECUTION

#### 3.1 EXAMINATION

- A. Drawings are diagrammatic with symbols representing electrical equipment, outlets, luminaires, and wiring. Examine the entire set of Drawings to avoid conflicts with other systems. Determine exact route and installation of electrical wiring and equipment with conditions of construction.
- B. Clarification:
1. The Drawings govern in matters of quantity, the Specification in matters of quality. In event of conflict on Drawings or in the Specifications, the greater quantity and the higher quality apply.
  2. Should the Electrical Documents indicate a condition conflicting with the governing codes and regulations, refrain from installing that portion of the work until clarified by Architect.

#### 3.2 MOTORS/APPLIANCE/UTILIZATION BRANCH CIRCUIT WIRING

- A. Electrical Connections: Connect equipment, whether furnished by Owner or other Divisions of the Contract, electrically complete.
- B. Connect motor branch circuits complete from panel to motor as required by code and manner herein described.
- C. Appliance/Utilization Equipment: Provide appropriate cable and cord cap for final connection unless equipment is provided with same. Verify special purpose outlet NEMA configuration and ampere rating with equipment supplier prior to ordering devices and coverplates.

### 3.3 INSTALLATION

- A. Install electrical equipment complete as directed by manufacturer's installation instructions. Obtain installation instructions from manufacturer prior to rough-in of the electrical equipment, examine the instructions thoroughly.
- B. Noise Control: Do not place outlet boxes at opposite side of partitions or walls back to back. Do not place electrical transformers, starters or similar noise producing devices on walls which are common to occupied spaces unless specifically called for on Drawings. Where such devices must be mounted on walls common to occupied spaces, mount or isolate in such a manner as to effectively prevent the transmission of their inherent noise to the occupied space.
- C. Conduit:
1. Conceal conduits. Exposed conduits are permitted only in the following areas: Mechanical rooms, electrical rooms, or spaces where walls, ceilings and floors will not be covered with finished materials. Existing walls that are concrete or block construction and where specifically noted on the Drawings.
  2. Do not install conduits on surface of building exterior, across roof, on top of parapet walls, or across floors.
  3. Below Grade Conduit and Cables: Place a minimum 3-inch cover of sand or clean earth fill around the cable or conduit on a leveled trench bottom. Lay conduit on a smooth level trench bottom, such that contact is made for its entire length. Remove water from trench before electrical conduit is installed.
  4. Conduit Terminations: Provide conduits shown on Drawings which terminate without box, panel, cabinet or conduit fitting with conduit connector or bushing.
  5. Conduit Size: Minimum trade size 1/2-inch.
  6. Provide pull cord in empty conduits.
  7. Conduit Use Locations:
    - a. Underground: PVC.
    - b. Mechanical rooms, electrical rooms, concrete, masonry, Damp Locations and Subject to Mechanical Damage: GRC or IMC.
    - c. Dry, Protected: GRC, IMC, EMT.
    - d. Sharp Bends and Elbows: GRC, EMT use factory elbows.
    - e. Motors, recessed luminaires and equipment connections subject to movement or vibration, use flexible metallic conduit.
    - f. Motors and equipment connections subject to movement or vibration and subject to the following conditions: exterior locations, moist or humid atmosphere, water spray, oil or grease use PVC coated liquid tight flexible metallic conduit.
    - g. MC cable to be installed vertically in wall from j-box up to accessible building void space unless otherwise noted.
  8. Branch Circuits: Do not change the intent of the branch circuits or controls without approval. Homeruns for 20 amp branch circuits may be combined to a maximum of six conductors in a homerun. Apply derating factors as required by NEC 310. Increase conductor size as needed.
- F. Wires and Cables:
1. Conductor Installation: Install conductors with care to avoid damage to insulation. Do not apply greater tension on conductors than recommended by manufacturer during installation.
  2. Conductor Size and Quantity: Install no conductors smaller than 12AWG unless otherwise specified. Provide required conductors for a fully operable system.
  3. MC Cable Allowed in the Following Locations Only: In areas where there is an accessible ceiling. Do not use in areas where there is no accessible ceiling.
- G. Boxes:
1. Anchoring: Secure boxes rigidly to the substrate upon which they are being mounted, or solidly embed boxes in concrete or masonry.
  2. Provide weatherproof outlets for locations exposed to weather or moisture.
  3. Code Compliance: Comply with NEC as applicable to construction and installation of electrical boxes and fittings and size boxes according to NEC 370, except as noted otherwise.
  4. Mount Center of Outlet Boxes as Required by Americans With Disabilities Act (ADA), or Noted on Drawings, the Following Distance above the Floor:
    - a. Control Switches: 48-inches.
    - b. Receptacles: 18-inches.
    - c. Telecom Outlets: 18-inches.
    - d. Other Outlets: As indicated in other Sections of Specifications or as detailed on Drawings.
- H. Provide NEC-required disconnect switches whether specifically shown on Drawings or not. Provide disconnect switch at each motor location within 5-feet unless otherwise noted. Coordinate fuse ampere rating with installed equipment. Fuse ampere rating variance between original design information and installed equipment, size in accordance with Busmann Fusetron 40C recommendations.
- I. Supporting Devices:
1. Safety factor of 4 required for every fastening device or support for electrical equipment installed. Support to withstand four times weight of equipment it supports. Bracing to comply with Seismic Zone 3 requirements.
  2. Provide vertical support members for equipment and luminaires, straight and parallel to building walls. Provide independent supports to structural member for electrical luminaires, materials, or equipment installed in or on ceiling, walls or in void spaces above or over furred or suspended ceilings.
- J. Electrical Identification:
1. Conductor Identification: Apply markers on each conductor for power, control, signaling and communications circuits.
  2. Provide an engraved label on each major unit of electrical equipment, including but not limited to the following items: Disconnect switches, relays, contactors, time switches, override switches, service disconnects, distribution switches, branch circuit panelboards, and central or master unit of each electrical system including communication/signal systems.
- K. Service and Distribution: Existing 100Amp, 120/240V, 1 phase, 3 wire service cabinet. Electrical panel in cabinet to be upgraded to 42 circuits.
- L. Grounding:
1. Performance Requirements: Supplement the grounded neutral of the secondary distribution system with an equipment grounding system to properly safeguard the equipment and personnel. Install equipment grounding such that metallic structures, enclosures, raceways, junction boxes, outlet boxes, cabinets, machine frames, portable equipment and other conductive items in close proximity with electrical circuits operate continuously at ground potential and provide a low impedance path for possible ground fault currents.
  2. Raceway Grounding: Ground metallic raceway systems. Bond to ground terminal with code size jumper except where code size or larger grounding conductor is included with circuit, use grounding bushing with lay-in lug. Install ground bushings on metallic raceway terminations in pull boxes, panelboards and the like for circuits with overcurrent protection set at 60 amp and greater.
  3. Install equipment grounding conductor, code size minimum in nonmetallic and metallic raceway systems.
  4. Motors, Equipment and Appliances: Install code size equipment grounding conductor from outlet box to (motor) equipment frame or manufacturer's designated ground terminal.
  5. Receptacles: Connect ground terminal of receptacle to equipment ground system by No. 14 conductor bolted to outlet box. Self grounding nature of receptacle devices does not eliminate conductor bolted to outlet box.
- M. Fuses: For each class and ampere rating of fuse installed, provide three spare fuses.
- N. Control Devices:
1. Install photoelectric control devices at such locations as necessary to be most effective. Avoid locating photoelectric devices in or at locations where they can be influenced by other than natural light or under eaves. Verify location of equipment with Architect.
- O. Lighting:
1. Install luminaire of types indicated where shown and at indicated heights; in accordance with manufacturer's written instructions and with recognized industry practices.
  2. Avoid interference with and provide clearance for equipment. Where the indicated locations for the luminaires conflict with the locations for equipment, change the locations for the luminaire as directed by Engineer.

lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #3b  
portland or 97209



EXPIRES 12/31/22

SHERWOOD FESTIVAL PLAZA

CITY OF SHERWOOD  
15527 SW Williams Street  
Sherwood, OR 97140

REVISIONS

SCALE AS SHOWN  
DRAWN BY R&W  
DATE 05.06.2022  
PROJECT NO. 2150

30% CONSTRUCTION  
DOCUMENTS

SHEET TITLE

ELECTRICAL  
SPECIFICATIONS

E400



Project No.: 816.003.001 Contact: DENNIS HALL

**From:** [Kurt Lango](#)  
**To:** [Joy Chang](#); [Erika Palmer](#)  
**Cc:** [Brett Hoornaert](#); [Kristen Switzer](#)  
**Subject:** 7-foot fence  
**Date:** Thursday, June 30, 2022 9:51:28 AM  
**Attachments:** [We sent you safe versions of your files.msg](#)  
[Chapter 16.162 Old Town Overlay update.pdf](#)  
[16.58 CLEAR VISION update.pdf](#)

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Joy/Erika

I have enclosed some updated information but will defer to you on how you would like to include it. Please let me know if I need to resend the entire narrative package again. I have added additional text to the Clear Vision and Fence Standards however the height of the fence or a description of the fence was NOT included in the original narrative. The fence is clear of any vision triangle.

The height of the fence was mentioned in the Old Town Overlay section, however there was a typo that in one place described it as 6-feet in height and another part that said 7-feet. I have made the language more consistent. Please see below for a summary and the doc pdf's enclosed.

## **CHAPTER 16.58.010 CLEAR VISION AND FENCE STANDARDS**

### **Original Text**

APPLICANT RESPONSE: Clear vision areas are identified on Sheet L701. Within the clear vision angles, there will be no walls or vegetation that exceed the 2-foot 6-inches in height requirement.

### **Updated Text**

APPLICANT RESPONSE: Clear vision areas are identified on Sheet L701. Within the clear vision angles, there will be no walls or vegetation that exceed the 2-foot 6-inches in height requirement within the clear vision triangle. **The stone walls shown on the plan within the clear vision triangle will not exceed 18-inches 1 along with vegetation within these planters that will not exceed 12-inches. A 7-foot high screen wall located on the southern portion of the property does not encroach into the clear vision triangle.**

Chapter 16.162 Old Town Overlay District

### **ORIGINAL TEXT**

Residential Standard 7: Landscape, Fencing, and Perimeter Definition

APPLICANTS RESPONSE: A 6-foot high fence is proposed on the south portion of the site. It will be comprised of a 3-foot high concrete wall and a 4-foot high steel art fence mounted on the wall for a total height of 7-feet. The art wall will reflect the unique natural and cultural history of Sherwood. The steel wall will be painted dark bronze. This fence is located within the Commercial Retail base zone.

UPDATED TEXT

Residential Standard 7: Landscape, Fencing, and Perimeter Definition

APPLICANTS RESPONSE: A **7-foot high** fence is proposed on the south portion of the site. It will be comprised of a **2-foot high** concrete wall and a **5-foot high** steel art fence mounted on the wall for a total height of 7-feet. The art wall will reflect the unique natural and cultural history of Sherwood. The steel wall will be painted dark bronze. This fence is located within the Commercial Retail base zone.

**Kurt Lango**

lango hansen landscape architects

1100 nw glisan #3A

portland OR 97209

cell: 503.724.1878

[www.langohansen.com](http://www.langohansen.com)

# Exhibit B1

## Engineering Land Use Application Comments

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To: Joy Chang, Senior Planner

From: Craig Christensen, P.E., Engineering Department

Project: Festival Plaza (LU 2022-015)

Date: June 28, 2022

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Engineering staff has reviewed the information provided for the above cited project. Final construction plans will need to meet the standards established by the City of Sherwood Engineering Department and Public Works Department, Clean Water Services (CWS) and Tualatin Valley Fire & Rescue in addition to requirements established by other jurisdictional agencies providing land use comments. City of Sherwood Engineering Department comments are as follows:

### Sanitary Sewer

An 8-inch diameter public sanitary sewer main exists within the alley to southeast of the subject property. There is no sanitary sewer within either SW Pine Street or SW 1<sup>st</sup> Street. This sanitary sewer main provides service within the near vicinity of the project. The only parcel in the area that does not have direct access to the public sanitary sewer system is across SW 1<sup>st</sup> Street from the subject property on the west corner of SW Pine Street/SW 1<sup>st</sup> Street intersection. This parcel does not have direct access to the public sanitary sewer system due to a property line adjust performed back in 2014 which rotated the direction of the parcels by 90 degrees creating a parcel that didn't have direct access to the public sanitary sewer system. Since this condition was created by the neighboring property, and since there is a closer sanitary sewer to this unserved parcel than the alley sanitary sewer, it would not be reasonable to extend the sanitary sewer along the frontage of SW Pine Street to provide public sanitary access to this parcel.

Therefore no extension of the existing sanitary sewer is required.

The subject development is not proposing to provide sanitary sewer service to the site as no sanitary sewer fixtures are proposed.

### Water

An 8-inch diameter public water main exists within the alley to southeast of the subject property and within SW Pine Street to the northeast of the subject property. A 12-inch water main exists within SW 1<sup>st</sup> Street to the northwest of the subject property. All properties in the area either have public water service or access to public water service. No public water main extension is required.

The existing water service for the subject property is located within the proposed driveway. This water service will need to be relocated out of the new driveway. Backflow protection in compliance with Sherwood standards will be required.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the proposed development shall design to relocate the existing water service to a location outside of the proposed driveway meeting the approval of the Sherwood Engineering Department.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, water flows calculations (domestic and irrigation) shall be provided by the developer.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the proposed development shall design for the installation of a Backflow Assembly meeting the approval of the Sherwood Engineering Department unless otherwise approved.

CONDITION: Prior to Issuance of a Plumbing Permit, the proposed development shall design for private water lines to be in compliance with the current Oregon Plumbing Specialty Code.

CONDITION: Prior to Final Acceptance of the Constructed Public Improvements, any public water facilities to be located on private property shall have a recorded public water line easement encompassing the related public water improvements meeting Sherwood Engineering standards.

#### Storm Sewer

A 10-inch diameter public storm sewer main exists within the alley to the southeast of the subject property. An 18-inch diameter public storm sewer exists within SW Pine Street to the northeast of the subject property. A 24-inch diameter public storm sewer exists within SW 1<sup>st</sup> Street to the northwest of the subject property. All properties in the area either have public storm sewer service or access to public storm sewer service. No public storm sewer extension is required.

The connection point for the site storm sewer is shown to connect to the public storm sewer in the existing alley. This storm sewer flows to an existing proprietary storm water treatment vault which has capacity to provide water quality treatment for the subject development. There is currently no hydro-modification provided for in the existing public storm sewer system.

Since the existing regional water quality treatment vault has capacity to provide water quality treatment for the subject property impervious area, a payment in lieu of providing on-site water quality facilities is required.

The subject development will need to provide on-site hydro-modification facilities meeting CWS standards or may a payment in lieu thereof.



CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the proposed development shall design to use the existing storm lateral to supply storm service to the development unless otherwise approved by the Sherwood Engineering Department.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the proposed development shall make a payment in lieu of providing on-site water quality treatment facilities in compliance with Clean Water Services' standards.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the proposed development shall design to provide on-site hydro-modification facilities in compliance with Clean Water Services' standards or make a payment in lieu thereof.

CONDITION: Prior to Acceptance of Public Improvements, private hydro-modification facilities shall have a recorded Private Stormwater Facility Access and Maintenance Covenant. An Operation and Maintenance Plan for all private hydro-modification facilities is also required to be submitted to the Sherwood Engineering Department.

CONDITION: Prior to Issuance of a Plumbing Permit, the proposed development shall design for private storm water runoff within the subject property to be collected and conveyed in accordance with the current Oregon Plumbing Specialty Code.

#### Transportation

The subject property has public street frontage along an alley to the southeast, SW Pine Street (Collector) to the northeast and SW 1<sup>st</sup> Street (Arterial) to the northwest. All public streets are currently at full buildout. The subject development proposes to have access from the alley and SW 1<sup>st</sup> Street. Alley access is acceptable.

Since SW 1<sup>st</sup> Street is an arterial, city design standards are that the driveway would need to be 150 feet away from the SW Pine Street/SW 1<sup>st</sup> Street intersection which is significantly greater than the approximately 60 feet of separation proposed. Therefore a Design Modification Request has been submitted by the developer and approved by the City Engineer approving the driveway location onto SW 1<sup>st</sup> Street.

The driveway location proposed on the preliminary plan will affect the existing designated on-street parking. The existing parking stall pavers will need to be removed and replaced with concrete along SW 1<sup>st</sup> Street adjacent to the subject property. The existing street light is in conflict with the proposed driveway along SW 1<sup>st</sup> Street and will need to be relocated. A street lighting analysis will be required to confirm street lighting levels.

Since the subject development is proposed to be a parking lot with occasional festival use, a traffic trip count/traffic impact analysis will not be required.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the developer shall design for the new driveway and frontage changes to SW 1<sup>st</sup> Street meeting the approval of the Sherwood Engineering Department.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, the developer shall design to relocate the existing street light pole and provide street lighting level calculations meeting the approval of the Sherwood Engineering Department.

Grading and Erosion Control:

City policy requires that prior to grading, a permit is obtained from the Building Department for all grading on the private portion of the site.

The Engineering Department requires a grading permit for all areas graded as part of the public improvements. The Engineering permit for grading of the public improvements is reviewed, approved and released as part of the public improvement plans.

An erosion control plan and permit is required from the City of Sherwood Engineering Department for all public and private improvements. The erosion control permit is reviewed, approved and released as part of the public improvement plans.

CONDITION: Prior to Issuance of Grading Permit, the developer shall design for project erosion control meeting Sherwood Engineering Department standards.

CONDITION: Prior to Issuance of Building Permit, the developer shall obtain a Grading Permit from the Building Department.

Other Engineering Issues:

Clean Water Services has issued a Service Provider Letter with no conditions.

No PUE's are required in the Sherwood Downtown Overlay District.

Sherwood Broadband exists along the subject property frontage of SW Pine Street and within the alley. There is no Sherwood Broadband along the subject property frontage of SW 1<sup>st</sup> Street. Discussion with the Sherwood Broadband Department has determined that no Sherwood Broadband is necessary along the subject property frontage of SW 1<sup>st</sup> Street since existing broadband in the area already provides access to surrounding properties. Therefore no Sherwood Broadband frontage improvements are required.

CONDITION: Prior to Approval of the Engineering Public Improvement Plans, a Storm Water Connection Permit Authorization shall be obtained from Clean Water Services.

CONDITION: Prior to Issuance of Building Permits, an Engineering Compliance Agreement shall be obtained from the City of Sherwood Engineering Department.

Project: Festival Plaza (LU 2022-015)  
Date: June 28, 2022  
Page: 5 of 5

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END OF COMMENTS.

## Joy Chang

---

**From:** Scott McKie  
**Sent:** Tuesday, June 28, 2022 9:29 AM  
**To:** Joy Chang  
**Subject:** RE: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

Joy,

In review of the proposed plans, I have the following comments for building department permit requirements.

- 1) The ADA parking spaces appear to be in accordance with current Oregon Transportation Commission standards. Parking space is van accessible, 9' wide with 8' wide access isle on the passenger side of the vehicle.
- 2) The poles that are 30' + in height that have the 'canopy sails' attached will require a building permit. The footings for these poles will require an Engineered design that include the additional loads that are applied to the poles from the canopy sails. (weight of the sails, wind loads, etc.)
- 3) They will need electrical permits from Washington County for any electrical work on the site.

No other structures or elements appear that building permits would be required. Let me know if you have any questions or need clarification.

Thanks,

*Scott E. McKie*  
*City of Sherwood*  
*Building Official*  
*(503) 625-4217*  
[mckies@sherwoodoregon.gov](mailto:mckies@sherwoodoregon.gov)



---

**From:** Joy Chang <ChangJ@SherwoodOregon.gov>  
**Sent:** Monday, June 27, 2022 6:57 AM  
**To:** Scott McKie <McKieS@SherwoodOregon.gov>  
**Subject:** FW: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

Good morning Scott,

As a reminder, I will need formal comments from you on this project since structural review is needed for the banner poles they're proposing. You can probably address their proposed ADA parking too.

[https://www.sherwoodoregon.gov/sites/default/files/fileattachments/planning/project/50474/00\\_application\\_for\\_web\\_site.pdf](https://www.sherwoodoregon.gov/sites/default/files/fileattachments/planning/project/50474/00_application_for_web_site.pdf)

Comments are due by the 30<sup>th</sup>. Thanks.

Joy L Chang  
Senior Planner

## MEMORANDUM

**Date:** June 30, 2022

**To:** Joy Chang, Senior Planner, City of Sherwood

**From:** Jackie Sue Humphreys, Clean Water Services (CWS)

**Subject:** Sherwood Festival Plaza/Parking Lot, LU 2022-015, 2S132BC03700, 03800

Please include the following comments when writing your conditions of approval:

### **PRIOR TO ANY WORK ON THE SITE**

A Clean Water Services (CWS) Storm Water Connection Permit Authorization must be obtained. Application for CWS Permit Authorization must be in accordance with the requirements of the Design and Construction Standards, Resolution and Order No. 19-5 as amended by R&O 19-22, or prior standards as meeting the implementation policy of R&O 18-28, and is to include:

- a. Detailed plans prepared in accordance with Chapter 2, Section 2.04.
- b. Detailed grading and erosion control plan. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans.
- c. Detailed plans showing each lot within the development having direct access by gravity to public storm sewer.
- d. Provisions for water quality in accordance with the requirements of the above named design standards. Water Quality is required for all new development and redevelopment areas per R&O 19-5, Section 4.04. Access shall be provided for maintenance of facility per R&O 19-5, Section 4.07.6.
- e. If use of an existing offsite or regional Water Quality Facility is proposed, it must be clearly identified on plans, showing its location, condition, capacity to treat this site and, any additional improvements and/or upgrades that may be needed to utilize that facility.

- f. If private lot LIDA systems proposed, must comply with the current CWS Design and Construction Standards. A private maintenance agreement, for the proposed private lot LIDA systems, needs to be provided to the City for review and acceptance.
- g. Show all existing and proposed easements on plans. Any required storm sewer, sanitary sewer, and water quality related easements must be granted to the City.
- h. Any proposed offsite construction activities will require an update or amendment to the current Service Provider Letter for this project.

## CONCLUSION

This Land Use Review does not constitute CWS approval of storm or sanitary sewer compliance to the NPDES permit held by CWS. CWS, prior to issuance of any connection permits, must approve final construction plans and drainage calculations.

## Joy Chang

---

**From:** STOLLE Bob L <Bob.Stolle@odot.oregon.gov>  
**Sent:** Friday, June 17, 2022 11:20 AM  
**To:** Joy Chang  
**Cc:** PRICE Ruth E  
**Subject:** FW: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

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Joy,  
Based on the location and the changes proposed we would not have any concerns for the this project. Thank you for the opportunity to comment.

Bob Stolle, PE, PMP  
Crossing Engineer  
Commerce and Compliance Division  
3930 Fairview Industrial Dr. SE | Salem , OR , 97302-1166  
C. 503-551-0618 | Bob.Stolle@odot.oregon.gov

---

**From:** PRICE Ruth E <Ruth.E.PRICE@odot.oregon.gov>  
**Sent:** Friday, June 17, 2022 7:52 AM  
**To:** STOLLE Bob L <Bob.Stolle@odot.oregon.gov>  
**Cc:** MALM Christopher S <Christopher.S.MALM@odot.oregon.gov>  
**Subject:** FW: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

Hi Bob,

Please review and comment even if “no comment” is all that’s needed. Deadline is June 30<sup>th</sup>. Thanks!

*Ruth Price*

Rail Crossing Program Coordinator  
ODOT | Commerce and Compliance Division  
C: 541-250-6788

---

**From:** Joy Chang <[ChangJ@SherwoodOregon.gov](mailto:ChangJ@SherwoodOregon.gov)>  
**Sent:** Thursday, June 16, 2022 12:24:22 PM  
**To:** [r2g@nwnatural.com](mailto:r2g@nwnatural.com) <[r2g@nwnatural.com](mailto:r2g@nwnatural.com)>; [henry.english@pgn.com](mailto:henry.english@pgn.com) <[henry.english@pgn.com](mailto:henry.english@pgn.com)>; [Travis.Smallwood@pgn.com](mailto:Travis.Smallwood@pgn.com) <[Travis.Smallwood@pgn.com](mailto:Travis.Smallwood@pgn.com)>; [Jose.Marquez@pgn.com](mailto:Jose.Marquez@pgn.com) <[Jose.Marquez@pgn.com](mailto:Jose.Marquez@pgn.com)>; [humphreysj@CleanWaterServices.org](mailto:humphreysj@CleanWaterServices.org) <[humphreysj@CleanWaterServices.org](mailto:humphreysj@CleanWaterServices.org)>; [spieringm@CleanWaterServices.org](mailto:spieringm@CleanWaterServices.org) <[spieringm@CleanWaterServices.org](mailto:spieringm@CleanWaterServices.org)>; [kmenroachmentspacific@kindermorgan.com](mailto:kmenroachmentspacific@kindermorgan.com)

**From:** [Kristen Tabscott](#)  
**To:** [Joy Chang](#)  
**Subject:** RE: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot  
**Date:** Tuesday, June 28, 2022 11:40:00 AM

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Perfect, if that is the case, we do not have any comments.

Thanks!

**Kristen Tabscott**  
EXECUTIVE ASSISTANT

—

[Pride Disposal & Recycling Company](#)

503-625-6177

[pridedisposal.com](http://pridedisposal.com)

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**From:** Joy Chang <[ChangJ@SherwoodOregon.gov](mailto:ChangJ@SherwoodOregon.gov)>  
**Sent:** Tuesday, June 28, 2022 10:54 AM  
**To:** Kristen Tabscott <[kTabscott@pridedisposal.com](mailto:kTabscott@pridedisposal.com)>  
**Subject:** RE: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

It's my understanding they're not proposing a trash enclosure and the plans I have don't reflect it.

Joy L. Chang  
Senior Planner

\*\*\*DURING THIS TIME OF HEALTH EMERGENCY WE ARE ENCOURAGING THE USE OF EMAIL AND MAKING APPOINTMENTS WITH STAFF. THANK YOU FOR UNDERSTANDING\*\*\*

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**From:** Kristen Tabscott <[kTabscott@pridedisposal.com](mailto:kTabscott@pridedisposal.com)>  
**Sent:** Tuesday, June 28, 2022 8:57 AM  
**To:** Joy Chang <[ChangJ@SherwoodOregon.gov](mailto:ChangJ@SherwoodOregon.gov)>  
**Subject:** RE: Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Good morning,

I don't see any garbage enclosures on this site plan, I reached out to Kristen Switzer to double check that they scratched the plan of possibly adding garbage there.



**Kristen Tabscott**

EXECUTIVE ASSISTANT

–

Pride Disposal & Recycling Company

503-625-6177

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**From:** Joy Chang <[ChangJ@SherwoodOregon.gov](mailto:ChangJ@SherwoodOregon.gov)>

**Sent:** Thursday, June 16, 2022 12:24 PM

**To:** [r2g@nwnatural.com](mailto:r2g@nwnatural.com); [henry.english@pgn.com](mailto:henry.english@pgn.com); [Travis.Smallwood@pgn.com](mailto:Travis.Smallwood@pgn.com);

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<[RutledgeE@SherwoodOregon.gov](mailto:RutledgeE@SherwoodOregon.gov)>

**Cc:** Erika Palmer <[PalmerE@SherwoodOregon.gov](mailto:PalmerE@SherwoodOregon.gov)>

**Subject:** Request for Comments for LU 2022-015 Sherwood Festival Plaza/Parking Lot

Hello agency partners,

The City of Sherwood Planning Department is requesting agency comments on the following **Site Plan and Conditional Use Permit** proposal in the City of Sherwood.

**Proposal:** The Sherwood Urban Renewal Agency is seeking site plan and conditional use permit approval to develop the existing vacant parcel (formally housing the Robin Hood Theater) to a new festival plaza/parking lot. The site is zoned Retail Commercial (RC). Public recreational facilities and public use buildings require a Condition Use Permit in the RC zoned. Public or commercial parking (non-accessory) is a Permitted Use in the RC Zone. The site is located within the Old Town Smockville Overlay District. Since the proposal does not include a structure, specific building siting and design standards do not apply.

**Case File No.:** LU 2022-015 SP/CUP

**Applicable Review Criteria:** SZCDC §16.22 (Commercial Land Use Districts), §16.58 (Clear Vision and Fence), §16.72 (Procedures for Processing Development Permits), §16.82 (Conditional Uses), §16.90 (Site Plan Review), §16.92 (Landscaping), §16.94 (Off-Street Parking and Loading), §16.96 (On-Site Circulation), Division VI. Public Infrastructure, §16.142 (Parks, Trees and Open Space), and §16.162 (Old Town (OT) Overlay District)

**Tax Map:** 2S132BC

**Tax Lots:** 03700 and 03800

**Location:** Southwest corner of the intersection of SW 1st and Pine Streets

**Addresses:** 16020 SW First Street

Detailed project information can be found online at:

<https://www.sherwoodoregon.gov/planning/project/lu-2022-015-spcup-sherwood-festival-plazaparking-lot>

If you have comments on this proposal, please respond by **June 30, 2022**, in order to be included in the staff report. However, comments can be accepted at least 24-hours in advance of the public hearing scheduled for **July 12, 2022**.

If needed, please forward this notice to the appropriate staff and let us know so we may update our notification list. Thank you in advance for your time.

Joy L Chang

Senior Planner

City of Sherwood

22560 SW Pine St. Sherwood, OR 97140

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[www.sherwoodoregon.gov](http://www.sherwoodoregon.gov)

[changj@sherwoodoregon.gov](mailto:changj@sherwoodoregon.gov)

**The Community Development Department is located on the 2<sup>nd</sup> floor of the City Hall/Library building and is currently open Monday – Friday 8am to 5pm**

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