



Home of the Tualatin River National Wildlife Refuge

Case No. SP 16-03  
Fee \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Date 2-23-16  
TYPE IV

### City of Sherwood Application for Land Use Action

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

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

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

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

**Owner/Applicant Information:**

Applicant: City of Sherwood - Craig Sheldon Phone: 503.925.2310  
 Applicant Address: 22560 SW Pine Street Email: sheldonc@sherwoodoregon.gov  
 Owner: City of Sherwood Phone: \_\_\_\_\_  
 Owner Address: same Email: \_\_\_\_\_  
 Contact for Additional Information: Tammy Steffens 503.625.4213 steffent@sherwoodoregon.gov

**Property Information:**

Street Location: SW Foundary  
 Tax Lot and Map No: 2S132AB01400  
 Existing Structures/Use: vacant land  
 Existing Plan/Zone Designation: Retail Commercial (RC)  
 Size of Property(ies) .82 acres

**Proposed Action:**

Purpose and Description of Proposed Action: The City proposes to develop a community garden on this site which would be available to Sherwood community members. It would be done in two phases and would consist of approximately 80 garden beds of varying sizes and 1 shed. It will be fenced with a gate at each end.

Proposed Use: Community Garden

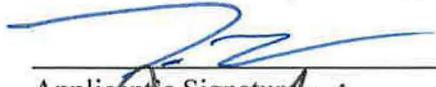
Proposed No. of Phases (one year each): 2

LAND USE APPLICATION FORM

**Authorizing Signatures:**

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

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

  
\_\_\_\_\_  
Applicant's Signature  
  
\_\_\_\_\_  
Owner's Signature

2-22-2016  
Date  
2/23/2016  
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.

- 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 \* sets** of narrative addressing application criteria
- Fee** (along with calculations utilized to determine fee if applicable) - *being transferred internally*
- Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)
- Signed checklist** verifying submittal includes specific materials necessary for the application process

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

**Date: February 22, 2016**

**Applicant's Narrative**

**Sherwood Community Garden**

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**TO:** PLANNING DEPARTMENT

**Project Summary**

The City proposes to develop a community garden which will be available to community members. The .82 acre community garden will be fenced with a gate at each end and will provide up to 80 garden beds. Several amenities are planned. The project will be developed in phases with approximately half of the beds in the first phase and the remainder in the second phase. Because this will be a largely volunteer and community organized facility, there are other possible amenities including, a "free little library", picnic tables, benches, etc.

**I. BACKGROUND**

**Applicant/Owner:** City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140

**Applicant's  
Representatives:** Tammy Steffens, Community Garden Coordinator  
Craig Sheldon, Public Works Director

**Site Address:** No address; located between Public Works Yard and TVF&R Fire Station #33 at the end of Foundary Street

**Tax Lot:** 1400 on Washington County Tax Assessor Map 2S1-32AB

**Property Description:** The .82 acre property is zoned retail commercial (RC). It is also located within the Old Town overlay. The property is generally flat and vacant and sits at the end of Foundary Street between the Public Works Yard and the TVF&R Fire Station #33. The property is covered in grass. There are no trees currently on the property.

**Adjacent Zoning and Land Use:** The property to the east of the subject site is zoned IP and developed with the TVF&R fire station. On the southern end of the eastern property, is property zoned medium density residential low and developed with single family homes. To the southwest is property zoned retail commercial and developed with the Sherwood Public Works building and yard.

**Land Use Review:** The proposal is to develop a vacant site with a community garden (agricultural use). While it is somewhat questionable whether a garden requires a site plan review, because there are raised beds and we are converting a vacant unused property to something that will draw people in, it has been determined that the best course of action is to go through the land use review process. In addition, because the property is in the Old Town Overlay, it will be processed as a Type IV land use review with the Planning Commission being the decision maker.

**Neighborhood Meeting:** The City held a meeting on December 2, 2015. At the meeting there were 2 people in attendance to discuss the proposal, not including staff. The questions were general with no specific questions or concerns raised. A copy of the notice and the sign-up sheet is attached.

### **APPLICATION SUMMARY AND BACKGROUND INFORMATION**

The applicant, City of Sherwood, requests site plan approval to convert a flat, vacant .82 acre property into a community garden. The community garden, at full build out will accommodate up to 80 garden plots. The actual location and dimensions of the plots will be developed and may be modified as funding allows. The site will have water for irrigation but no other utilities are proposed.

The garden plots will be available for lease on a yearly basis to residents and non-residents of Sherwood. As such, there will be a variety of landscaping within each garden bed. The facility other than the garden plots will be maintained by the Public Works Department. Their facility is located directly adjacent to the site.

### **SITE PLAN REVIEW (SECTION 16.90)**

#### **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 all provisions of Divisions V, VI, VIII, and IX.**

**Applicant's Response:** The applicable zoning district standards are discussed further under the "Division II- Land Use and Development" section, and the applicable provisions of Divisions V, VI, 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's Response:** Irrigation for watering the garden beds is proposed and will be extended from an existing two inch line located at Public Works and will be a metered line. There are no structures proposed. Electricity, storm water management, and sanitary sewer are not proposed. Garbage and recycling cans will be provided on site and will be maintained by the City Public Works department consistent with other public spaces.

- 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's Response:** The City owns and will maintain the site. It is envisioned that rental agreements for specific planter beds will include maintenance expectations and enforcement provisions. Therefore, it can be assured that the area will be adequately maintained.

- 4. The proposed development preserves significant natural features to the maximum feasible extent, including but not limited to natural drainageways, wetlands, trees, vegetation, scenic views and topographical features, and conforms to the applicable provisions of Chapters 5 of the Community Development Code.**

**Applicant's Response:** The only natural feature currently on the property is grass. The grass is planned to be removed. In areas that are not covered with garden plots will be bulk mulched to allow easy maintenance. It can be argued that the installation and usage of the garden areas will provide significantly more beauty, contrast and enjoyment than the current grass field.

- 5. Pursuant to Section 16.106.080, or at the discretion of the City Engineer, the applicant shall 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 shall be 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 shall be coordinated with the provider of the affected transportation facility.**

**Applicant's Response:** The City Engineer has reviewed this proposal and indicated that a Traffic Impact Analysis would not be required. At full build out, the garden will provide up to 80 garden plots. Even if each plot was leased to a different party, it is highly unlikely that people will go daily to

maintain their garden. In addition, it is anticipated that a number of garden plot holders will be within walking or biking distance. All these factors combined demonstrate that the traffic impact will be minimal

**Applicable Code Provisions**

**Division II- Land Use and Development**

**16.22.020. - Allowed Commercial Land Uses**

**A. Commercial Land Uses**

**The table below identifies the land uses that are allowed in the Commercial Districts. The specific land use categories are described and defined in Chapter 16.22.010.**

	OC	NC	RC	GC
Public recreational facilities including parks, trails, playfields and sports and racquet courts on publicly owned property or under power line easements	C	N	C	C
Agricultural uses including but not limited to: <ul style="list-style-type: none"> <li>• Farm equipment sales and rentals</li> <li>• Farming and horticulture</li> </ul>	N	N	P	P

**Applicant’s Response:** It has been determined that the community garden is a “Farming and horticulture” use and therefore permitted in the RC zone. Because it is publicly owned, open to the public and changing a vacant property into a public space, it was determined that a site plan review would be required.

**16.12 Dimensional Standards**

**A. Lot Dimensions**

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

<b>Lot area</b>	<b>5000 square feet</b>
<b>Lot width at front property line</b>	<b>40 feet</b>
<b>Lot width at building line</b>	<b>40 feet</b>
<b>Front yard setback</b>	<b>0</b>
<b>When abutting residential zone or park</b>	<b>Same as abutting residential zone</b>
<b>Side yard setback</b>	<b>0</b>
<b>When abutting residential zone or park</b>	<b>25 feet</b>
<b>Rear yard setback</b>	<b>0</b>

<b>When abutting residential zone or park</b>	<b>10 feet</b>
<b>Height</b>	<b>50 feet.</b>

**Applicant’s Response:** No structures are proposed other than raised garden beds which are considered landscaping, therefore all of the setbacks are met.

- **16.58.020 - Fences, Walls and Hedges.**

**E. Location—Non-Residential Zone:**

1. Fences up to eight (8) feet high are allowed along front, rear and side property lines, subject to Section 16.58.010. (Clear Vision) and building department requirements.
2. A sound wall is permitted when required as a part of a development review or concurrent with a road improvement project. A sound wall may not be taller than twenty (20) feet.
3. Hedges up to twelve (12) feet tall are allowed, however, when the non-residential zone abuts a residential zone the requirements of section 16.58.030.d.6. shall apply.

**F. General Conditions—All Fences:**

1. Fences must be structurally sound and maintained in good repair. A fence may not be propped up in any way from the exterior side.
2. Chain link fencing is not allowed in any required residential front yard setback.
3. The finished side of the fence must face the street or the neighboring property. This does not preclude finished sides on both sides.
4. Buffering: If a proposed development is adjacent to a dissimilar use such as a commercial use adjacent to a residential use, or development adjacent to an existing farming operation, a buffer plan that includes, but is not limited to, setbacks, fencing, landscaping, and maintenance via a homeowner's association or managing company must be submitted and approved as part of the preliminary plat or site plan review process per Section 16.90.020 and Chapter 16.122.
5. In the event of a conflict between this Section and the clear vision standards of Section 16.58.010, the standards in Section 16.58.010 prevail.
6. Fences and walls cannot be located within or over a public utility easement without an approved right-of-way permit.

**7. The height of a fence or wall is measured from the actual adjoining level of finished grade measured six (6) inches from the fence. In the event the ground is sloped, the lowest grade within six (6) inches of the fence is used to measure the height.**

A chain link fence is proposed along the property line and will not exceed 8 feet. Because the zone is commercial, chainlink is permitted. In addition, the chain link will allow people outside of the garden to see inside and increase security for people tending to their garden.

### **DIVISION V – COMMUNITY DESIGN**

The applicable provisions of Division 5 are discussed below.

#### **Chapter 16.92 Landscaping**

##### **16.92.010 Landscape 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's Response:** The proposal is for a community garden which will be landscaped by the community members. Areas of the garden not leased will have minimal additional landscaping, most likely wood chips. Because this project is envisioned to be highly community and volunteer driven, additional modifications that provide more, but not less landscaping and amenities may be possible. The proposal shows the minimum planned.

##### **16.92.020 Landscaping Materials**

###### **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.**

###### **1. Ground Cover Plants**

**a. All of the landscape that is not planted with trees and shrubs must be planted in ground cover plants, which may include grasses. Mulch is not a substitute for ground cover, but is allowed in addition to the ground cover plants.**

**b. Ground cover plants other than grasses must be at least the four-inch pot size and spaced at distances appropriate for the plant species.**

**Ground cover plants must be planted at a density that will cover the entire area within three (3) years from the time of planting.**

**2. Shrubs**

**a. All shrubs must be of sufficient size and number to be at full growth within three (3) years of planting.**

**b. Shrubs must be at least the one-gallon container size at the time of planting.**

**3. Trees**

**a. Trees at the time of planting must be fully branched and must be a minimum of two (2) caliper inches and at least six (6) feet in height.**

**b. Existing trees may be used to meet the standards of this chapter, as described in C.2. below.**

**Applicant's Response:** This site plan request is for a community garden which will include up 80 garden plots and raised planter beds. Each plot will be planted by the leasor based on their desire, therefore it is asserted that this section is not applicable to the use proposed.

**B. Plant Material Selection and Preparation**

**1. Required landscaping materials shall be established and maintained in a healthy condition and of a size sufficient to meet the intent of the approved landscaping plan. Specifications shall be submitted showing that adequate preparation of the topsoil and subsoil will be undertaken.**

**2. Landscape materials should be selected and sited to produce a hardy and drought-resistant landscape area. Selection of the plants should include consideration of soil type, and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.**

Not applicable

**C. Existing Vegetation**

**1. All developments subject to site plan review per Section 16.90.020 and required to submit landscaping plans per this section shall preserve existing trees, woodlands and vegetation on the site to the maximum extent possible, as determined by the Review Authority, in addition to complying with the provisions of Section 16.142.(Parks, Trees and Open Space) and Chapter 16.144 (Wetland, Habitat, and Natural Resources).**

**2. Existing vegetation, except those plants on the Nuisance Plants list as identified in the "Suggested Plant Lists for Required Landscaping**

**Manual" may be used to meet the landscape standards, if protected and maintained during the construction phase of the development.**

**a. If existing trees are used, each tree six (6) inches or less in diameter counts as one (1) medium tree.**

**b. Each tree that is more than six (6) inches and up to nine (9) inches in diameter counts as two (2) medium trees.**

**c. Each additional three (3) inch diameter increment above nine (9) inches counts as an additional medium tree.**

**Applicant's Response:** The only existing vegetation is grass which will be replaced with the garden plots and raised beds. The remainder of the site will be covered in wood chips or quarter 10 minus (small gravel).

#### **D. Non-Vegetative Features**

**1. Landscaped areas as required by this Chapter may include architectural features interspersed with planted areas, such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, semi-pervious decorative paving, and graveled areas.**

**2. Impervious paving shall not be counted toward the minimum landscaping requirements unless adjacent to at least one (1) landscape strip and serves as a pedestrian pathway.**

**3. Artificial plants are prohibited in any required landscaped area.**

**Applicant's Response:** The entire site will be landscaping with either garden plots, raised beds, or wood chips/quarter 10 minus. In certain areas, as funds and volunteers become available, it is envisioned that there will be additional features such as garden benches, picnic tables and other decorative elements. Because the entire site is essentially a garden there are no minimum landscaping requirements.

#### **16.92.030 Landscaping Standards**

##### **1. Perimeter Screening and Buffering**

**A minimum six (6) 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 or industrial uses. For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only so as to preserve wildlife mobility. In addition, plants and other landscaping features may be required by the Review Authority in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.**

**Applicant's Response:** The entire area is landscaping and a horticultural use. It would not make sense to require landscaping to be screened therefore it is argued that it should not be required to screen this community garden. In addition, all areas of the site, except for the southernmost eastern edge is adjacent to property zoned commercial or institutional and public.

- **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.

- **E. Location**

- 1. Residential off-street parking spaces:**

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

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

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

It is proposed that on-street parking on Foundary Street and existing parking from the public works/Field house be utilized for community garden parking. The Public works facility is immediately adjacent to the site and parking is located as close as 68 feet from the main garden entrance. To lessen the impact on the neighboring residents, Garden members will be encouraged to walk, bike, or park in the lot.

- 16.94.020 - Off-Street Parking Standards**

## **A. Generally**

**Where square feet are specified, the area measured shall be the gross building floor area primary to the functioning of the proposed use. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space. 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.**

Parking for a community garden is not listed in the parking table. It is proposed that no additional parking be provided to serve the community garden as there are parking spaces available at the adjacent public works facility and Fieldhouse. While it is envisioned that some people will drive to tend their garden plot, it is anticipated that many will also walk and bike due to the nature of the use. In addition, while there are up to 80 plots planned, they will not all be tended to daily and not all at the same time, therefore parking demand is anticipated to be minimal. In a review of other community gardens, there is traditionally not separate off street parking. The parking is either shared with the facility they are located on or utilize on-street. That said, there were 61 spaces required and provided at the time of Conditional Use approval to locate the public works facility and field house in its current location and the City Public Works staff believe there is adequate parking for the occasional gardener tending their garden. In addition, there are approximately five on street parking spaces available on Foundary Street. Finally, as mentioned before, it is anticipated that a number of users will walk or bike to the garden and a bike rack is proposed to encourage people to use that method of transportation.

## **DIVISION VI. - PUBLIC IMPROVEMENTS**

**Applicant's Response:** The applicant is not proposing or required to complete any public improvements to the site; therefore the public improvement section is not addressed in further detail.

## **Division IX. - Old Town Overlay**

**Applicant's Response:** While this site is in the Old Town Overlay, Old Cannery Area, there are no structures proposed therefore the majority of the standards do not apply. Parking is required to be 65% of what is otherwise required, however there is no specific parking required for this type of use and the project is not proposing to add additional parking, but rather utilize existing parking available on the street and at the public works facility. Landscaping other than the garden beds is not proposed.



## **Neighborhood Meeting Notice**

### **City Projects:**

# **Community Garden & SW First Street Parking Lot**

**A Neighborhood Meeting will be held on Wednesday, December 2, 2015** to inform Old Town Sherwood neighbors surrounding the Sherwood Community Garden and the SW First Street Parking Lot project sites about the proposed developments. The Community Services Department is planning to submit a land use application for the Community Garden. The Community Development Department is planning to submit a land use application for the SW First St Parking Lot. We want to get feedback on the proposed plan. Interested community members are encouraged to attend. The proposed layout for each of these projects can be found below. The meeting will be held in the **Community Room at City Hall on December 2, 2015 from 6-7 pm.**

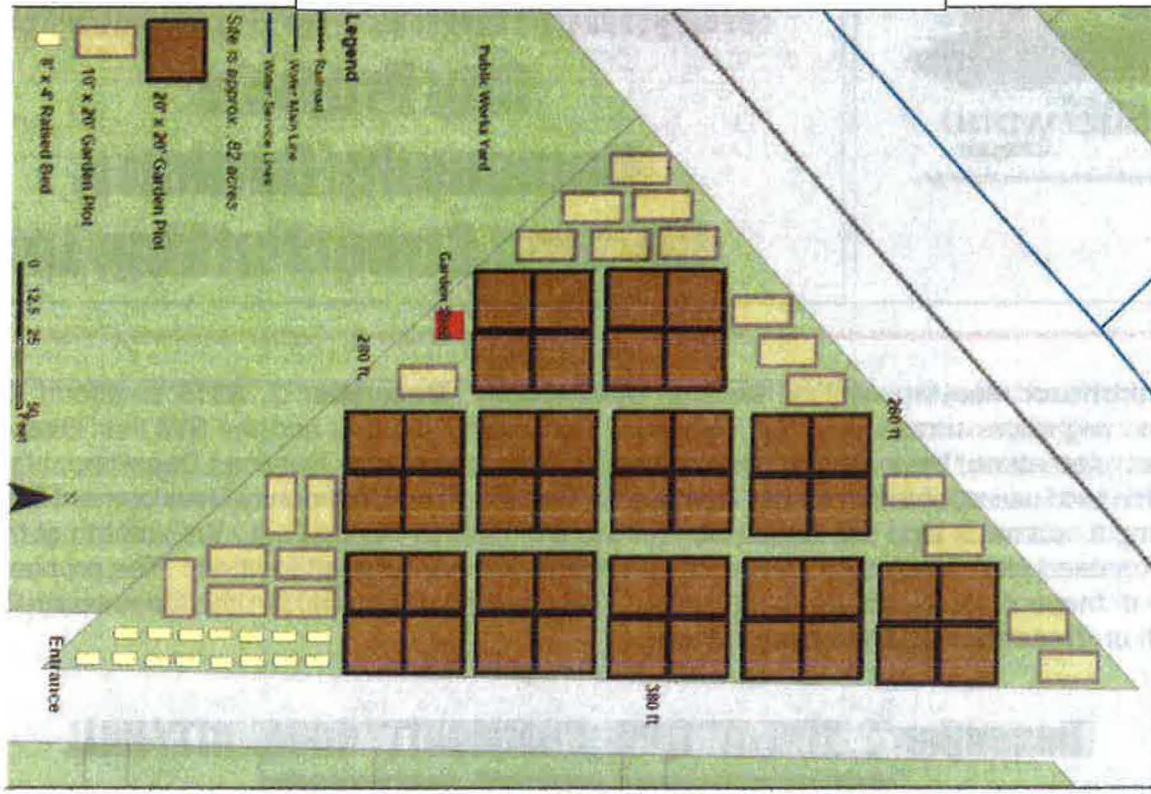
**December 2, 2015 AT 6 PM, COMMUNITY ROOM, CITY HALL  
22560 SW PINE STREET, SHERWOOD**

### **Project Proposal Information**

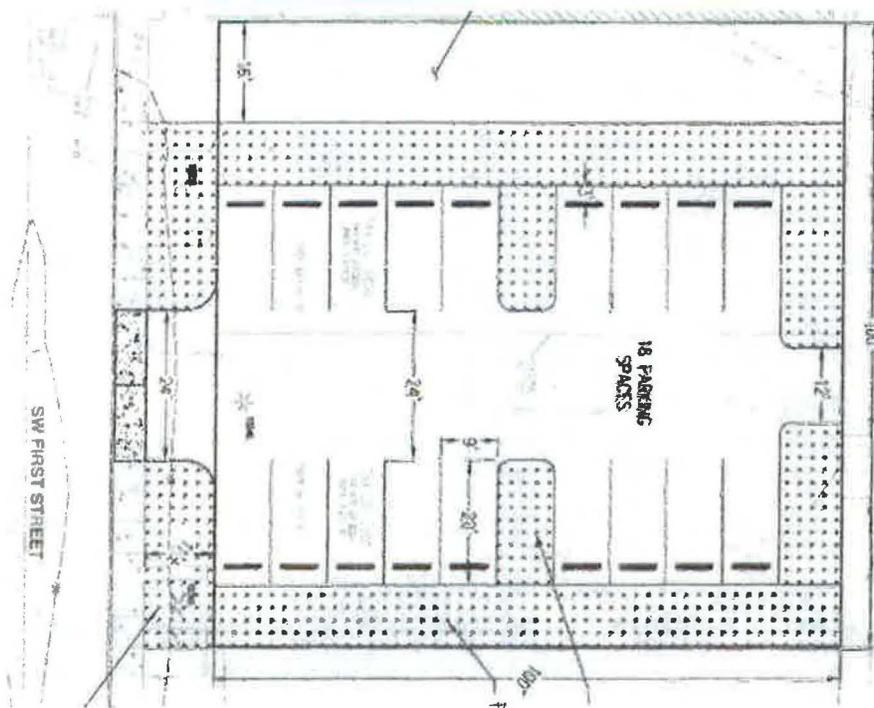


For more information about the proposal please contact:  
**Tammy Steffens, Community Services Department 503-625-4213, or [steffenst@sherwoodoregon.gov](mailto:steffenst@sherwoodoregon.gov)**

## Proposed Community Garden



## Proposed Parking Lot



For more information about the proposal please contact:  
**Tammy Steffens, Community Services Department 503-625-4213, or [steffent@sherwoodoregon.gov](mailto:steffent@sherwoodoregon.gov)**



## AFFIDAVIT OF POSTING

### CITY FILE # / DESCRIPTION:

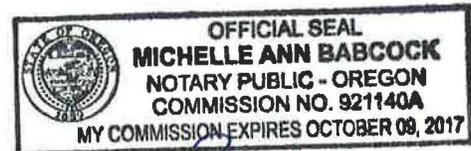
**Sherwood Community Garden and SW 1<sup>st</sup> Street Parking Lot**

I, Michelle Babcock do hereby certify that on November 6, 2013 the following action took place:

- A public notice was posted in five (5) conspicuous places - City Hall, Library, Sherwood Senior Center, YMCA, and the Sherwood Post Office.
- A sign identifying the proposed land use action was placed on the subject property.
- Notice to property owners within 1,000-feet of the site was placed in a U.S. Mail receptacle.
- Published notice was sent to local daily or weekly newspaper.

Signed: \_\_\_\_\_

*Jamara Stephens*  
Planning Department



***(SIGNED AFFIDAVIT TO BE PLACED IN APPROPRIATE PLANNING FILE FOR THE RECORD.)***



6605 SE Lake Road, Portland, OR 97222 • PO  
 Box 22109 • Portland, OR 97269-2109  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: [legals@commnewspapers.com](mailto:legals@commnewspapers.com)

**AFFIDAVIT OF PUBLICATION**

State of Oregon, County of Washington, SS  
 I, Charlotte Allsop, being the first duly sworn,  
 depose and say that I am the Accounting  
 Manager of *The Times* (serving Tigard,  
 Tualatin & Sherwood), a newspaper of  
 general circulation, published at Beaverton,  
 in the aforesaid county and state, as defined  
 by ORS 193.010 and 193.020, that

**City of Sherwood  
 Notice of Open House Neighborhood  
 Meeting - Community Garden  
 TT12098**

A copy of which is hereto annexed, was  
 published in the entire issue of said  
 newspaper for

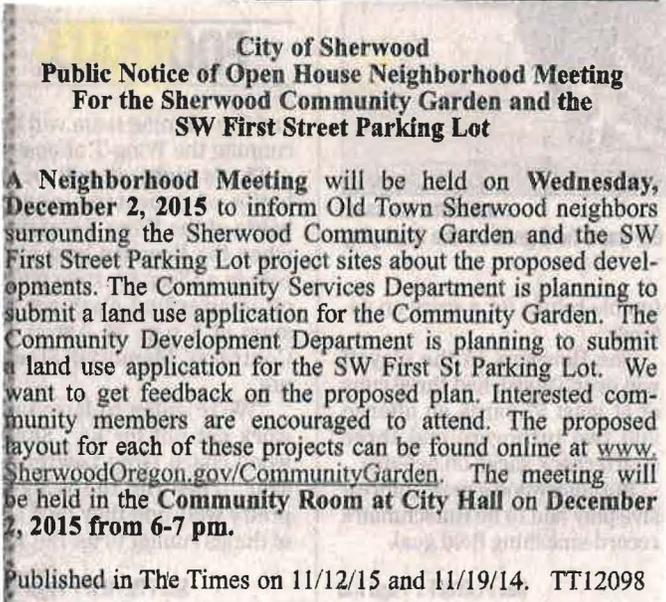
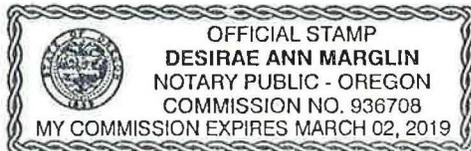
**2**  
 Successive and consecutive weeks in the  
 following issues:  
**November 12, 2015**  
**November 19, 2015**

Charlotte Allsop  
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
 November 19, 2015.

Desirae A Marglin  
 NOTARY PUBLIC FOR OREGON  
 My commission expires March 02, 2019

Acct #108443  
 Attn: *Tammy Steffens*  
 City of Sherwood  
 22560 SW Pine Street  
 Sherwood, OR 97140



Size: 2 x 3"  
 Amount Due: \$108.60\*  
 \*Please remit to address above.



6605 SE Lake Road, Portland, OR 97222 • PO  
 Box 22109 • Portland, OR 97269-2109  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: legals@commnewspapers.com

**AFFIDAVIT OF PUBLICATION**

State of Oregon, County of Washington, SS  
 I, Charlotte Allsop, being the first duly sworn,  
 depose and say that I am the Accounting  
 Manager of *The Times* (serving Tigard,  
 Tualatin & Sherwood), a newspaper of  
 general circulation, published at Beaverton,  
 in the aforesaid county and state, as defined  
 by ORS 193.010 and 193.020, that

**City of Sherwood**  
**Notice of Open House Neighborhood**  
**Meeting - Community Garden**  
**TT12098**

A copy of which is hereto annexed, was  
 published in the entire issue of said  
 newspaper for

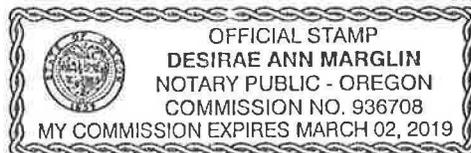
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*Charlotte Allsop*  
 Charlotte Allsop (Accounting Manager)

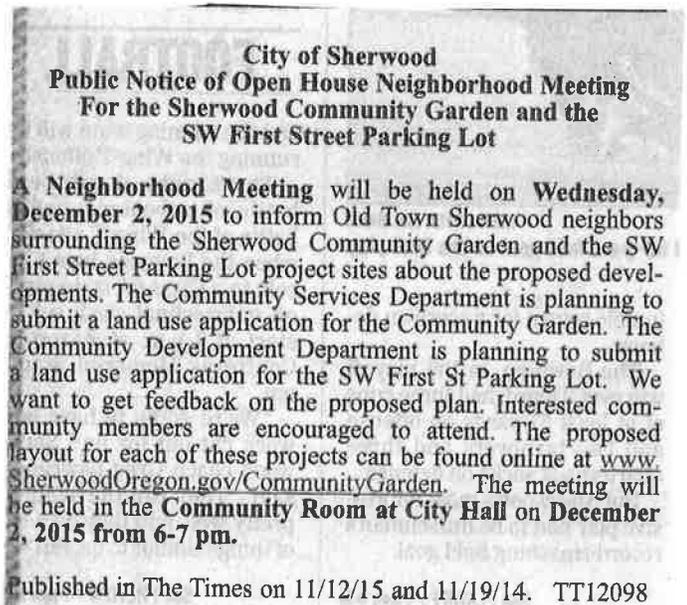
Subscribed and sworn to before me this  
 November 19, 2015.

*Desirae A Marglin*  
 NOTARY PUBLIC FOR OREGON  
 My commission expires *March 02, 2019*

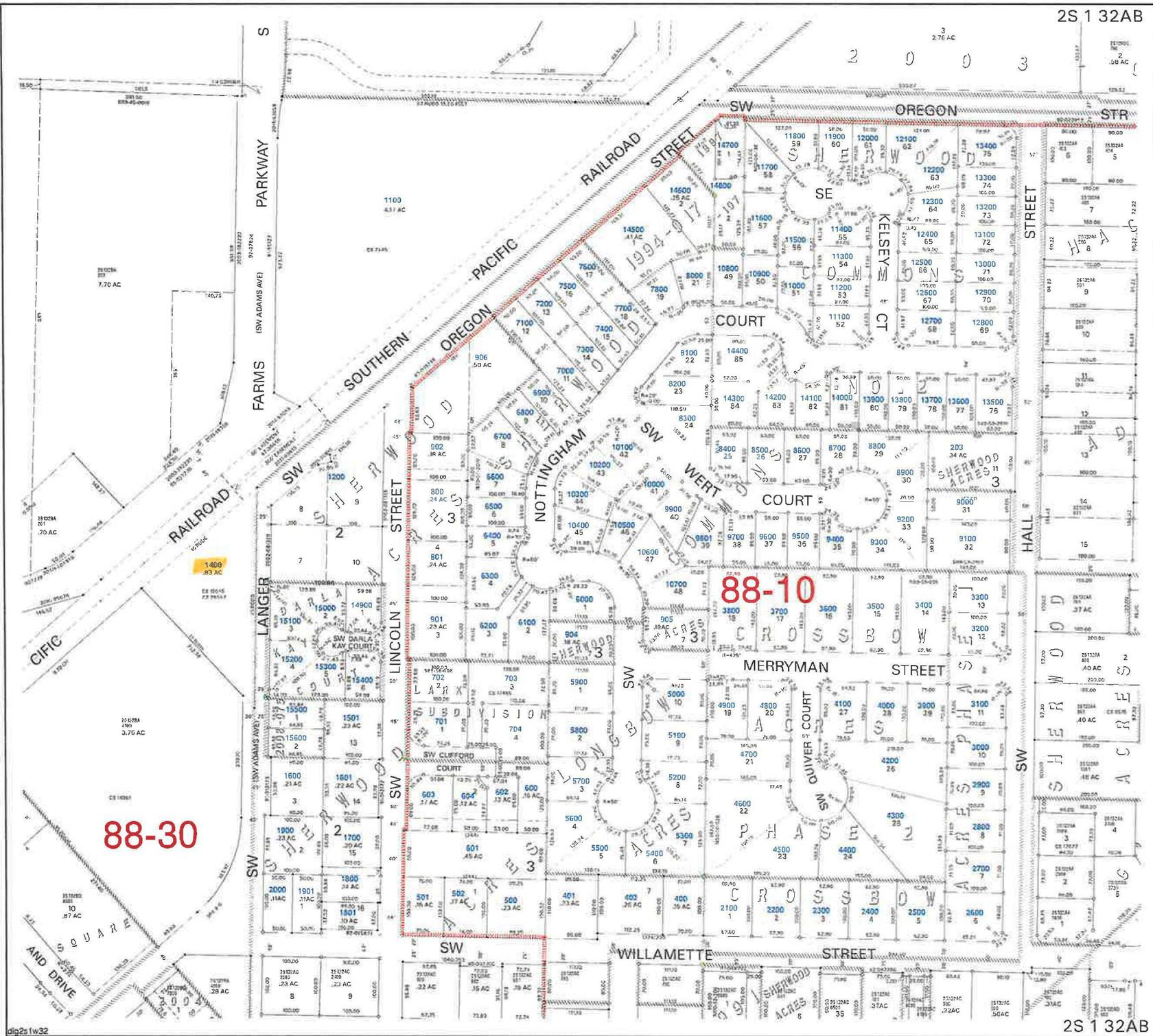
Acct #108443  
 Attn: *Tammy Steffens*  
 City of Sherwood  
 22560 SW Pine Street  
 Sherwood, OR 97140



Size: 2 x 3"  
 Amount Due: **\$108.60\***  
 \*Please remit to address above.

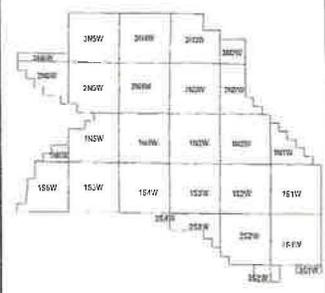






2S 1 32AB

2S 1 32AB



WASHINGTON COUNTY OREGON  
NW 1/4 NE 1/4 SECTION 32 T2S R1W W.M.  
SCALE 1" = 100'

35	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6
12	7	8	9	10	11	12	7
13	18	17	16	15	14	13	18
24	19	20	21	22	23	24	19
25	30	29	28	27	26	25	30
36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT  
[www.co.washington.or.us](http://www.co.washington.or.us)

BB	BA	AB	AA
B			A
BC	BD	AC	AD
CC	CA	DB	DA
C			D
CD	CG	DD	

SECTION 32

Cancelled Taxlots For: 2S132AB  
202,1300,301,300,402,303,700,200,900,800,100,201,1001,  
7900,1000,1101,1100-42,1300,1100-41.



PLOT DATE: July 15, 2015  
FOR ASSESSMENT PURPOSES  
ONLY - DO NOT RELY ON  
FOR OTHER USE

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

SHERWOOD  
2S 1 32AB



10-19-183  
20-NS-210



After recording return to:  
City of Sherwood  
20 NW Washington Street  
Sherwood, OR 97140

Until a change is requested all tax statements  
shall be sent to the following address:  
City of Sherwood  
20 NW Washington Street  
Sherwood, OR 97140

File No.: 7073-278777A (MH)  
Date: June 16, 2004

THIS SPACE RESERVEI

Washington County, Oregon 2004-088153  
07/30/2004 11:16:22 AM  
D-DW Cnt=1 Btn=16 D HOFFMAN  
\$10.00 \$6.00 \$11.00 \$20.00 - Total = \$47.00



I, Jerry Hanson, 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 records in the book of  
records of said county.  
Jerry R. Hanson, Director of Assessment and Taxation,  
Ex-Officio County Clerk



### STATUTORY WARRANTY DEED

**Mark Britcliffe and Darla Britcliffe**, Grantor, conveys and warrants to **City of Sherwood, an Oregon municipal Corporation**, Grantee, the following described real property free of liens and encumbrances, except as specifically set forth herein:

**PARCEL II:**

**A tract of land situated in the Northeast one-quarter of the Northwest one-quarter of Section 32, Township 2 South, Range 1 West, of the Willamette Meridian, in the City of Sherwood, County of Washington and State of Oregon, more particularly described as follows: Commencing 10.34 chains South of the quarter section corner on the North line of Section 32, Township 2 South, Range 1 West, of the Willamette Meridian; thence South 47 3/4 ' West 16 rods; thence South 42° East 17 rods; thence North 23 rods to the place of beginning.**

**This property is free from liens and encumbrances, EXCEPT:**

1. Covenants, conditions, restrictions and/or easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.
2. The **2004-2005** Taxes, a lien not yet payable.

FATCO. NO. 278777-LO



APN:

Statutory Warranty Deed  
- continued

File No.: 7073-278777A (MH)  
Date: 06/16/2004

THIS INSTRUMENT WILL 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 APPROVED USES AND TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

The true consideration for this conveyance is **\$183,000.00**. (Here comply with requirements of ORS 93.030)

Dated this 29 day of July, 2004

[Signature]  
Mark Britcliffe

[Signature]  
Darla Britcliffe

STATE OF Oregon )  
County of Clackamas ) ss.  
Washington )

This instrument was acknowledged before me on this 29 day of July, 2004 by Mark Britcliffe and Darla Britcliffe as of , on behalf of the Mark Britcliffe and Darla Britcliffe.

[Signature]  
Mary Harvey  
Notary Public for Oregon  
My commission expires:





# Community Garden Proposal



Garden Shed

Common Area

Public Works Yard

Walk in Entrance

Main Entrance

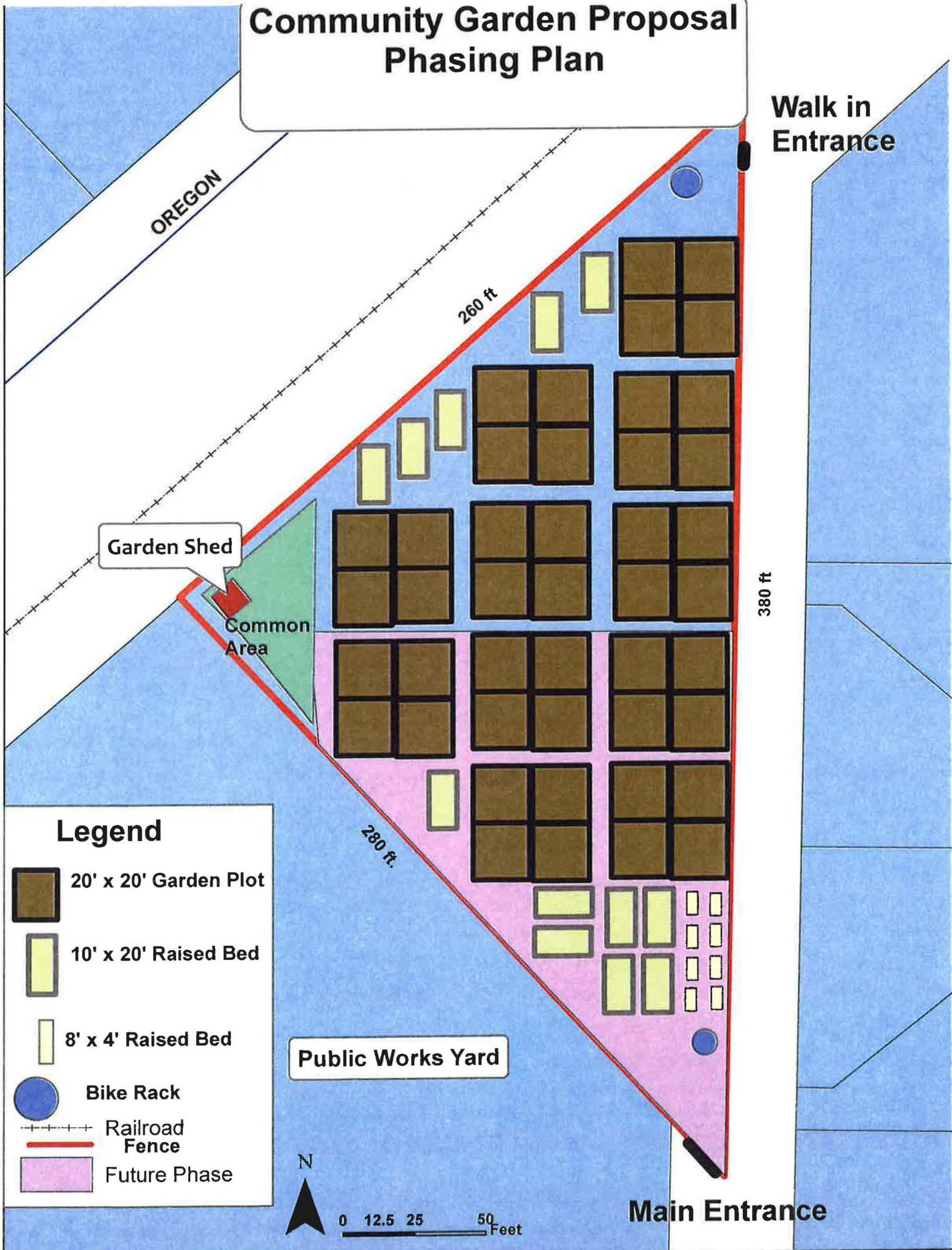
## Legend

-  20' x 20' Garden Plot
-  10' x 20' Raised Bed
-  8' x 4' Raised Bed
-  Bike Rack
-  Fence
-  Railroad



0 12.5 25 50 Feet

# Community Garden Proposal Phasing Plan



OREGON

Walk in Entrance

260 ft

Garden Shed

Common Area

380 ft

280 ft

Public Works Yard

Main Entrance

## Legend

- 20' x 20' Garden Plot
- 10' x 20' Raised Bed
- 8' x 4' Raised Bed
- Bike Rack
- Railroad Fence
- Fence
- Future Phase



0 12.5 25 50 Feet



**OREGON STREET**

**P&W RAILROAD  
RIGHT-OF-WAY**

**TVF&R STATION**

**LINCOLN STREET**

**PROPOSED  
COMMUNITY  
GARDEN SITE  
AREA = 0.82 AC**

DARLA KAY

**COMMUNITY  
GARDEN  
SITE ACCESS**

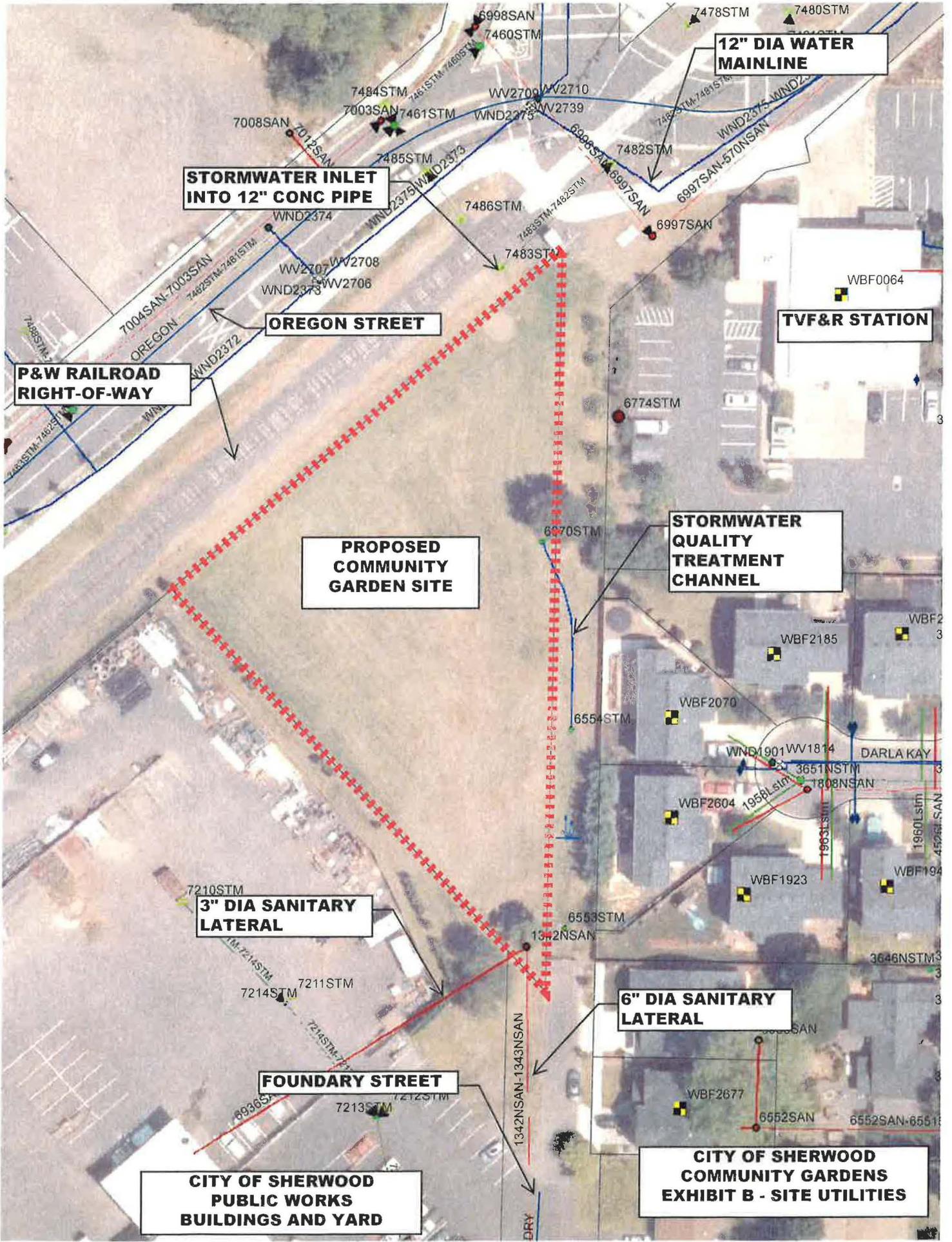
**SITE BOUNDARY**

**FOUNDRY STREET**

FOUNDRY

**CITY OF SHERWOOD  
COMMUNITY GARDENS  
EXHIBIT A - SITE LOCATION**

**CITY OF SHERWOOD  
PUBLIC WORKS  
BUILDING AND YARD**



**12" DIA WATER MAINLINE**

**STORMWATER INLET INTO 12" CONC PIPE**

**OREGON STREET**

**P&W RAILROAD RIGHT-OF-WAY**

**TVF&R STATION**

**PROPOSED COMMUNITY GARDEN SITE**

**STORMWATER QUALITY TREATMENT CHANNEL**

**3" DIA SANITARY LATERAL**

**6" DIA SANITARY LATERAL**

**FOUNDRY STREET**

**CITY OF SHERWOOD PUBLIC WORKS BUILDINGS AND YARD**

**CITY OF SHERWOOD COMMUNITY GARDENS EXHIBIT B - SITE UTILITIES**

WBFO064

6774STM

6670STM

6554STM

6553STM

1342NSAN-1343NSAN

WBFB2185

WBFB2070

WNB1901WV1814

3651NSTM

1956LSTM

WBFB1923

WBFB194

3646NSTM

WBFB2677

6552SAN

6552SAN-6551

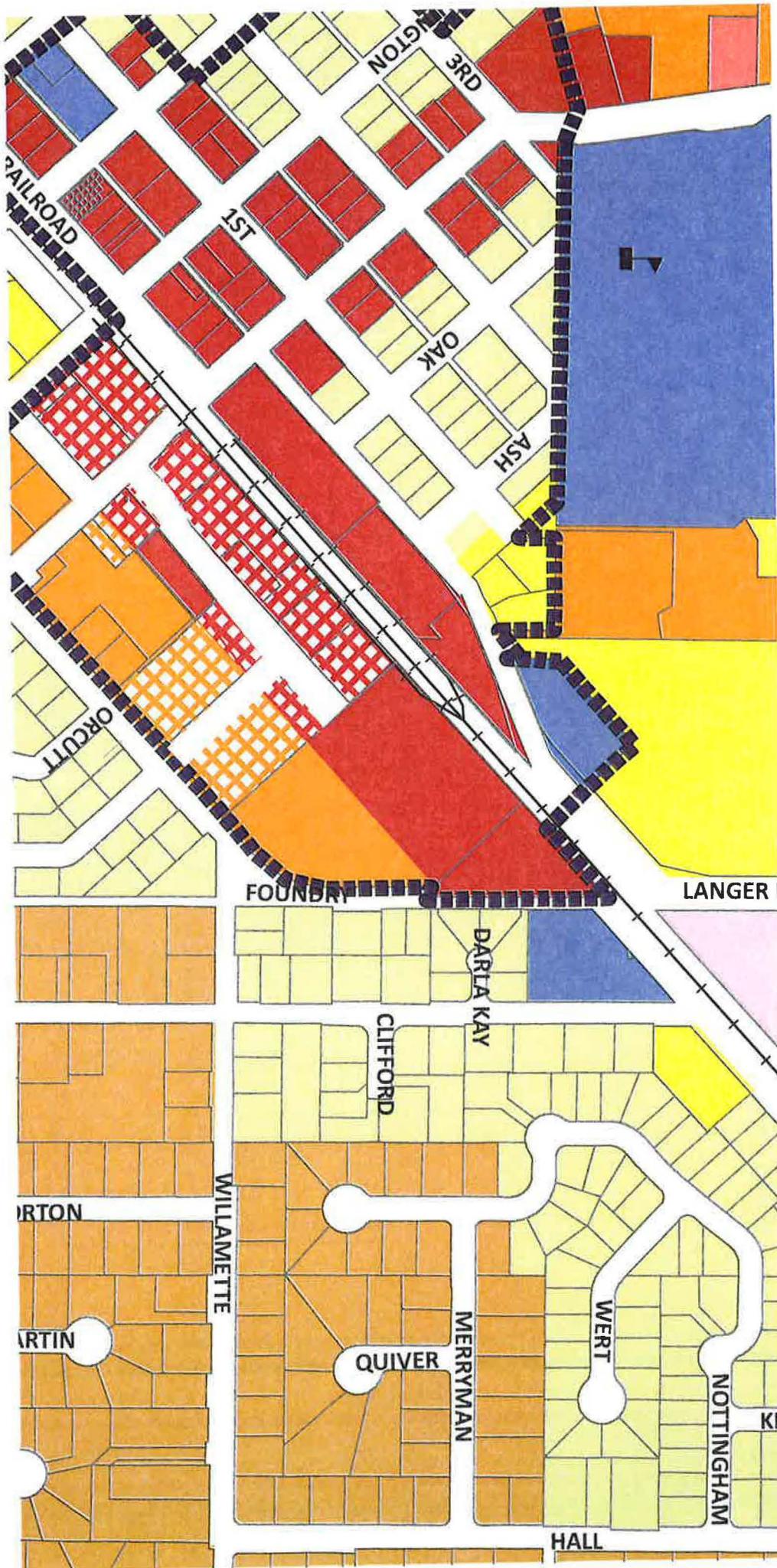
DARLA KAY

1808NSAN

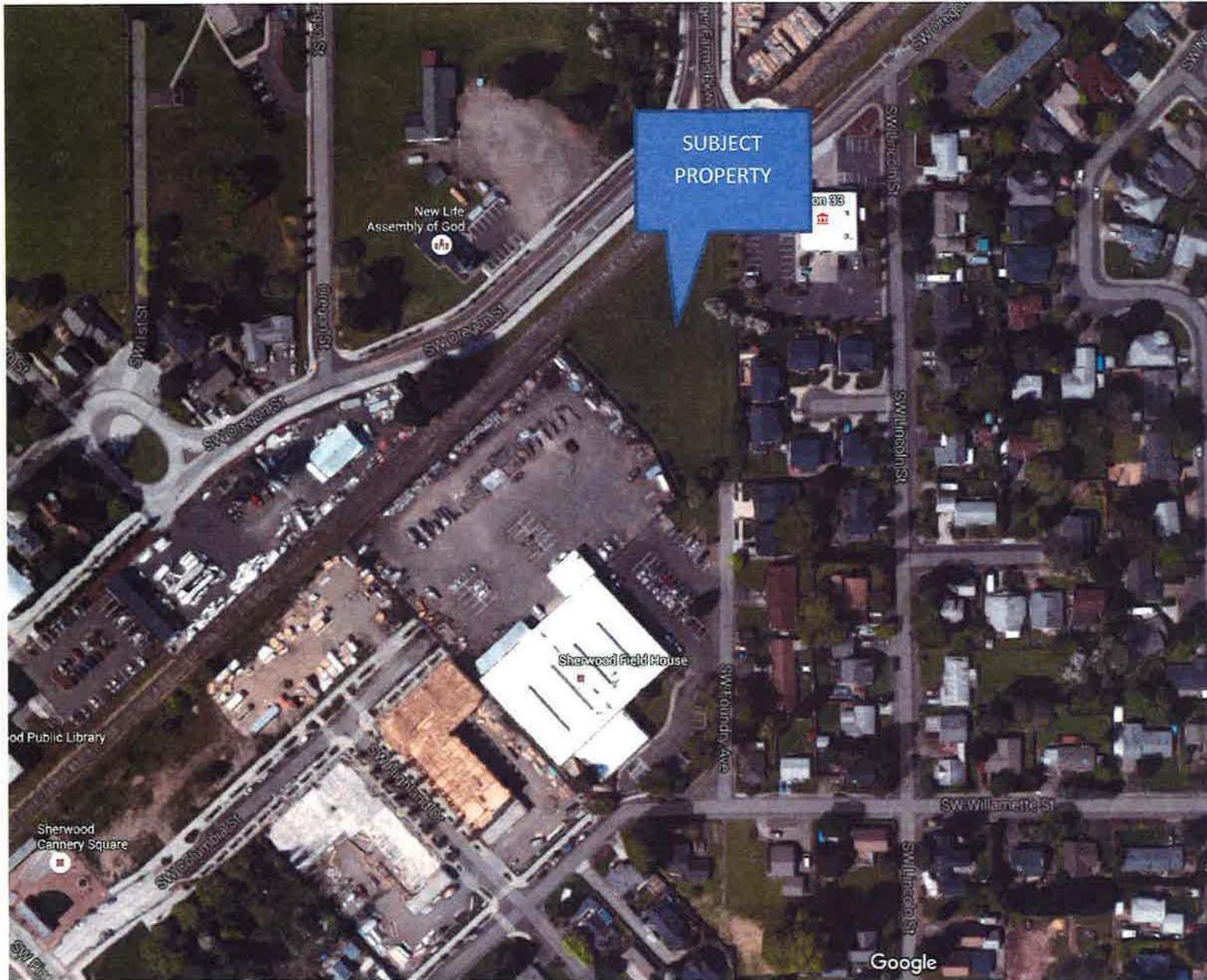
1960LSTM

4596L SAN

1960LSTM



# SURROUNDING LAND USES





Clean Water Services File Number

16-000588

### Sensitive Area Pre-Screening Site Assessment

1. Jurisdiction: Sherwood

2. Property Information (example 1S234AB01400)

Tax lot ID(s): 2S132AB01400

Site Address: \_\_\_\_\_

City, State, Zip: Sherwood, OR 97140

Nearest Cross Street: SW Foundary St

3. Owner Information

Name: Contact: Lynn Johnson

Company: City of Sherwood

Address: 22560 SW Pine St

City, State, Zip: Sherwood, OR 97140

Phone/Fax: (503) 925-2311

E-Mail: johnsonl@sherwoodoregon.gov

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 \_\_\_\_\_

Community Garden

5. Applicant Information

Name: Jeanette DeCastro

Company: City of Sherwood

Address: 22560 SW Pine St

City, State, Zip: Sherwood, OR 97140

Phone/Fax: 503-925-2305

E-Mail: decastroj@sherwoodoregon.gov

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 \_\_\_\_\_

Community Garden is still at the land-use application step. Determining ESCP requirements for budget

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 Jeanette DeCastro Print/Type Title Engineering Tech I

ONLINE SUBMITTAL

Date 2/15/2016

#### 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 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, State, and federal law.

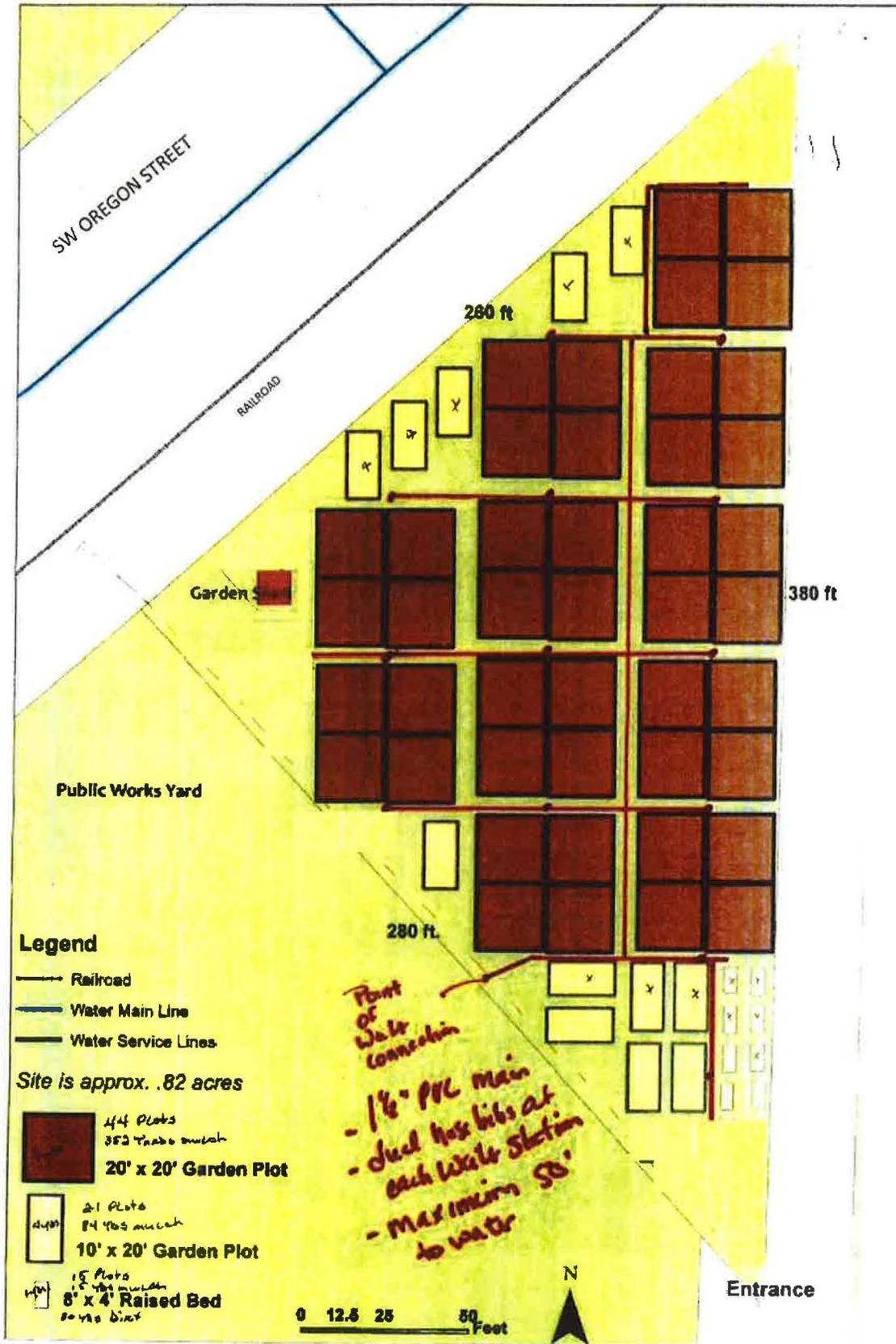
Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect 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 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, state and federal law.

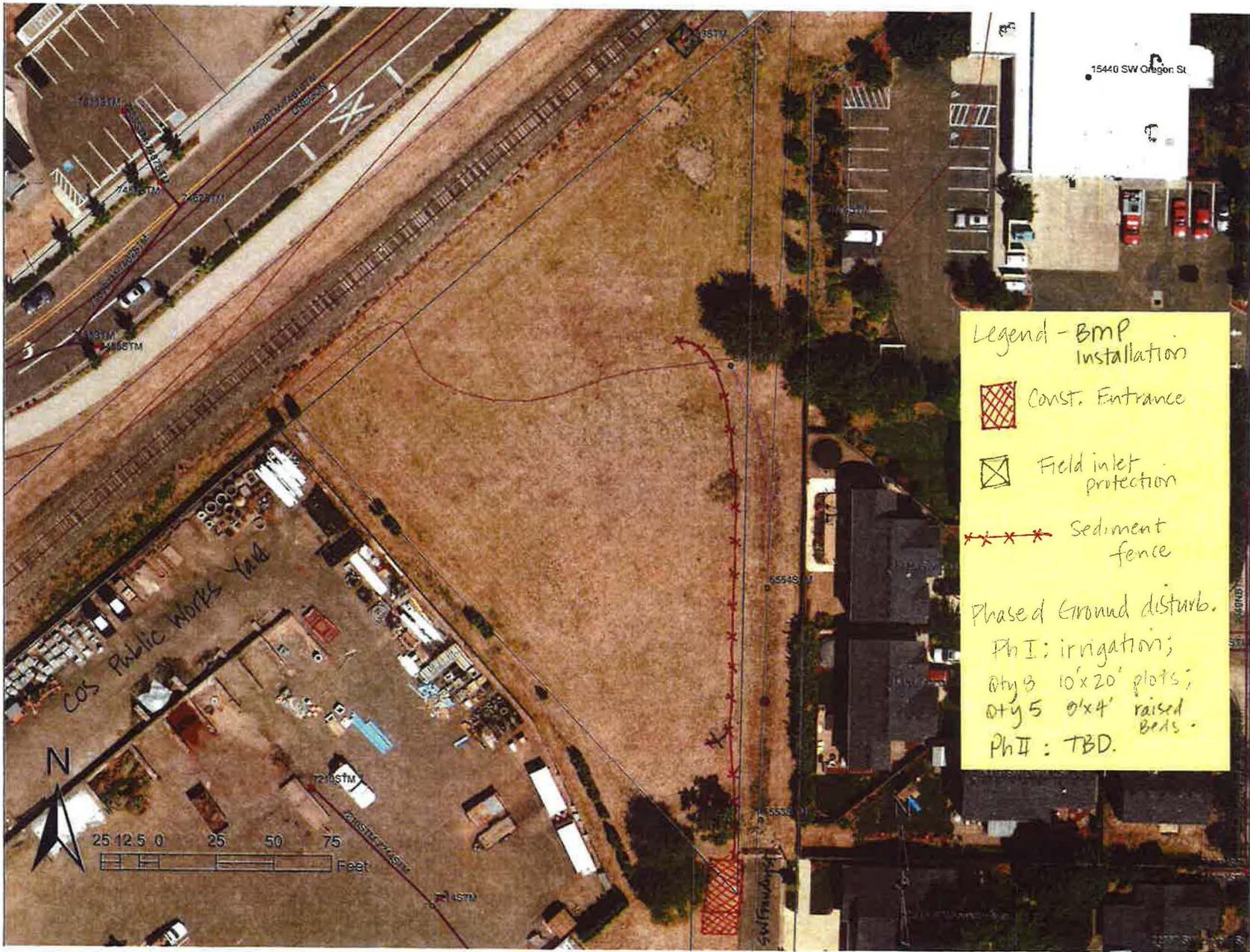
This Service Provider Letter is not valid unless \_\_\_\_\_ CWS approved site plan(s) are attached.

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 Chuck Hinchell Date 2/16/16

# Public Works Area





Legend - BMP Installation

-  Const. Entrance
-  Field inlet protection
-  Sediment fence

Phased Ground disturb.

- Ph I: irrigation;
- Qty 3 10'x20' plots;
- Qty 5 0'x4' raised beds.
- Ph II: TBD.



15440 SW Oregon St

COS Public Works Yard

7015 STM  
7415 STM  
7605 STM

7815 STM  
7815 STM

8515 STM

8548 STM

7215 STM

7415 STM  
7415 STM

7415 STM

SW Oregon St



**First American**

**First American Title Company of Oregon**  
121 SW Morrison St, FL 3  
Portland, OR 97204  
Phn - (503)222-3651 (800)929-3651  
Fax - (877)242-3513

**MULTNOMAH COUNTY TITLE UNIT**  
FAX (877)242-3513

Title Officer: **Dona Cramer**  
(503)222-3651  
dcramer@firstam.com

**LOT BOOK SERVICE**

City of Sherwood Attn: Tammy Steffens  
2560 SW Pine Street  
Sherwood, OR 97140

Order No.: 7019-2575502  
December 24, 2015

Attn:  
Phone No.: (503)625-4213 - Fax No.: (503)625-5524  
Email: steffenst@sherwoodoregon.gov

Re:

Fee: \$300.00

We have searched our Tract Indices as to the following described property:

The land referred to in this report is described in Exhibit A attached hereto.

and as of December 18, 2015 at 8:00 a.m.

We find that the last deed of record runs to

City of Sherwood, an Oregon Municipal Corporation

We find the following apparent encumbrances prior to the effective date hereof:

1. Subject property is under public ownership and is tax exempt. Any change in ownership before delivery of assessment roll may result in tax liability. Account No. R552459.
2. Statutory powers and assessments of Clean Water Services.
3. The rights of the public in and to that portion of the premises herein described lying within the limits of streets, roads and highways.
4. City of Sherwood, Ordinance No. 2011-010 , an Ordinance renaming SW Adams Avenue to SW Langer Farms Parkway

Recorded: October 21, 2011 as Fee No. 2011 073855

We have also searched our General Index for Judgments and State and Federal Liens against the Grantee(s) named above and find:

NONE

We find the following unpaid taxes and city liens:

1. City liens, if any, of the City of Sherwood.

THIS IS NOT a title report since no examination has been made of the title to the above described property. Our search for apparent encumbrances was limited to our Tract Indices, and therefore above listings do not include additional matters which might have been disclosed by an examination of the record title. We assume no liability in connection with this Lot Book Service and will not be responsible for errors or omissions therein. The charge for this service will not include supplemental reports, rechecks or other services.

**Exhibit "A"**

Real property in the County of Washington, State of Oregon, described as follows:

A TRACT OF LAND SITUATED IN THE NORTHEAST ONE-QUARTER OF THE NORTHWEST ONE-QUARTER OF SECTION 32, TOWNSHIP 2 SOUTH, RANGE 1 WEST, OF THE WILLAMETTE MERIDIAN, IN THE CITY OF SHERWOOD, COUNTY OF WASHINGTON AND STATE OF OREGON, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING 10.34 CHAINS SOUTH OF THE QUARTER SECTION CORNER ON THE NORTH LINE OF SECTION 32, TOWNSHIP 2 SOUTH, RANGE 1 WEST, OF THE WILLAMETTE MERIDIAN; THENCE SOUTH 47 3/4' WEST 16 RODS; THENCE SOUTH 42° EAST 17 RODS; THENCE NORTH 23 RODS TO THE PLACE OF BEGINNING.

NOTE: This Legal Description was created prior to January 01, 2008.