



U-HAUL INTERNATIONAL • 2727 N. CENTRAL AVE. • PHOENIX, AZ 85004 • (602) 263-6502 • FAX NO. (602) 277-1026

**December 12, 2012**

**U-Haul Sherwood – Proposed Re-Use Development - REVISED**

## **U-Haul Sherwood *Development Narrative- REVISED***

### **Proposed Action:**

U-Haul Company of Portland, Or. is seeking Land Use Approval for a Re-Use Development of an existing property located at 13921 SW Tualatin-Sherwood Road, Sherwood, Oregon 97140. This proposed re-use development shall be consistent with the City of Sherwood Community Development Plan. This proposed development shall also be compatible with the existing natural and manmade environment, existing community activity patterns and community identity. No adverse visual, aesthetic or environmental effects will be caused by this proposed re-use development proposal. No vehicular, pedestrian way or parking areas shall not be impacted by this proposal.

### **Approval Request:**

The land use request(s) approvals that we are seeking shall be for a **Conditional Use Permit for “Outdoor Sales and Merchandise Display” – Type III Process** (refer to City Code, Section 16.98.040) for the property located at 13921 SW Tualatin-Sherwood Road and for a **Major Modification to an Existing Site Plan – Type IV process**. The request for a Major Modification to an existing site plan is due to the fact that we are proposing alterations to the exterior building, increasing the floor area by more than 10% (refer to Section 16.90.030) of the city land use code and providing additional parking spaces compared to the original approved site plan dated January 16, 1996.

### **Existing Site and Building Description:**

The property that U-Haul Company of Portland has purchased and seeking to develop is currently zoned “GI” General Industrial. The site area is approx. 3.10 acres or (135,369 SF) and there is an existing 2 storey building with a footprint covering 55,983.53 SF or 41.36%. Existing landscape area(s) is 21,702 SF or 16.03% and existing paved areas equal 57,682.47 SF or 42.61% of land coverage. This data was taken from the original City of Sherwood APPROVED Site Plan dated 1/16/1996. The original approved site plan documented that 2 interior bicycle spaces shall be provided along with a 20,635 SF car wash facility and 46 parking spaces. Neither the approved car wash nor interior bicycle spaces currently exist.

The existing building currently consists of 2 tenants who occupy approx. 4,230 SF and the balance being vacant space. The existing tenant Uses are Oil and Lube shop and a Body Shop. Each of these users is provided with parking spaces that meet the Off-Street Parking Standards per City Code, Section 16.94.020.

The existing building is currently provided throughout with a Supervisory Automatic Fire Sprinkler systems. City water and sewer is provided throughout and an existing storm water system is currently operating. Our proposed development will have no impact to existing systems.

**Description of Proposed Action / Development:**

The proposed development and improvement(s) plan for this application is described as follows; U-Haul Company of Portland purposes to convert the balance of the vacant non-tenant spaces which have are delineated on attached site plan by colored shading. These vacant spaces shall be converted into a U-Haul Equipment Rental & Self-Service Storage Locker facility. No current expansion is being proposed to the existing building height, existing building footprint or existing paved areas.

This proposed U-Haul facility is scheduled for 2 phases. Phase 1 which is to be completed by January, 2013 is planned to convert the existing retail office space into the U-Haul Retail / Showroom area of approx. 3,724 SF. This mercantile area shall offer a series of moving supplies to our customers. There will be service counters for our storage customers and we will provide a Storage Locker Display Model for that customer who is not familiar with U-Haul. Within the adjacent vacant space of approx. 2,096 SF is our proposed Hitch Bay. This retail service is for our customers that require a hitch installed on their vehicle. Each customer can relax in the showroom while our trained hitch mechanic completes the installation.

Hours of operations for the Retail / Showroom area and Hitch Bay shall be consistent with all U-Haul facilities around the country. Monday through Thursday 7am to 7pm, Friday and Saturday, 7 am to 8pm and Sunday, 9am to 5pm. There will be a key drop and designated rental equipment returned space(s) for customers that arrive after hours.

**Conditional Use Permit Request:**

In order to be successful at this new location and provide the best possible customer service(s), this proposal will need to obtain approval for a **Conditional Use Permit for “Outdoor Sales and Merchandise Display”**. In order to obtain approval for a Conditional Use permit, all “Use Criteria” shall be met as outlined in Section 16.82.010©(1-8). Our site plan is proposing 10 “Outdoor Merchandise Display” parking spaces as delineated by color shading. This proposed display area is an integral part of our overall business success and operations. None of these 10 spaces shall compromise the “Off-Street Parking Standards” for the users of this development. This designated “Display Parking” area shall meet all the criteria and standards in Section 16.98.040(B) (1-4). This area shall be kept free of debris and arranged in an orderly manner. This area designated as “Display Parking” shall not be located within required yard, building or landscape setbacks. The surface of this display area shall be an approved asphalt surface.

In order to be granted a Conditional Use permit, all of the 9 Use Criteria as set-forth in Section 16.82.020 (C) shall need to be met. Below are our findings of facts which document that all 9 Use Criteria have been met and shall be satisfied.

1. All public facilities and services to the proposed use, including but not limited to sanitary sewers, water, transportation facilities & services, storm drains, electrical distribution, park, open spaces and public safety are existing and adequate for this proposal.
2. Our proposed use conforms to the other standards of the applicable zone and is not only compatible with abutting land uses, but in regards to noise generation and public safety our proposal will be reduced due to less customer traffic.
3. This proposal with its use shall meet the overall needs of the community and achievement of goals and/or policies of the Comprehensive Plan, adopted City of Sherwood Transportation System Plan and your code.
4. None of the surrounding areas, the neighborhood, or City as a whole shall be adversely affected by this proposed use.
5. Our proposed use and business operations plan has been modified to adapt to the existing and current size, shape, location, topography and natural features. There shall be no impacts of this proposed use that the existing site cannot support.
6. Our proposed use shall pose NO significant adverse impacts to sensitive wildlife species or the natural environment.
7. Our proposed use which is designated as General Industrial (GI) zone, has satisfied all the requirements of Section 16.108.070 highway 99W Capacity Allocation Program. Refer to attached report as prepared by our traffic engineer supporting this statement.

### **Major Modification to an Existing Site Plan**

Phase II of this re-use development proposal requires a “**Major Modification to an Existing Site Plan – Type IV Process**”. Section 16.90.020(A) defines what criteria are required for site plan review. “Site Plan Review” is required prior to any substantial change to a site or use and prior to issuance of building permits for new building, structure or substantial alterations of an existing structure or use. With our proposed to add a second level within the existing building structure and even without an increase in overall building footprint. Section 16.90.030(A)(1)(a)(5) shall comply since we are proposing to increase the total floor area for non-residential use by more than 10%.

We believe that site plan approval can be granted since we meet the “Required Findings” criteria per Section 16.90.030(D)(1-7), 16.90.030(D)(8)(a)(1-6) and 16.90.030(D)(8)(b)(1-7) as outlined below; Section (a);

1. This proposed development application currently meets and exceeds the minimum 15% glazing requirement for all frontages facing an arterial or collector streets then compared to the original approved site plan. The existing total square footage front elevation area facing the existing arterial / collector street is 6,460 square feet. 15% min. glazing would require 960 square feet. With only 860 square feet and less than 13.5% existing glazing, the original approved site plan is non-conforming. As a part of our development improvement proposal, we are increasing the total exterior frontage glazing by proposing to enlarge a series of existing windows / glazing facing the front arterial street which in not only bring the current building into compliance,

- but will exceed the min percentage. Proposed total glazing shall be 1,016 square feet or 15.5%.
2. The existing exterior building materials shall not be altered from the original granted site plan approval. There is no T1-11 or aluminum siding on any part of the existing building and the existing building is provided with a min. two (20 building materials to break up the vertical facades.
  3. The existing building is currently setback in excess of 35 feet and with no building footprint change planned for this proposal we currently meet the requirement for all parts of a building from the property line separating the site from all arterial or collector streets.
  4. Parking locations shall not be altered from the original city approved site plan approval granted on January 16, 1996.
  5. The proposed loading areas shall be located to rear of the building.
  6. No alterations or additional roof-mounted equipment is being proposed. Any existing equipment that was originally approved shall remain.

The applicant understands that we may use Section 16.90.030(D)(8)(b)(1-7) as an alternative to Section 16.90.030(D)(8)(a)(1-7) and demonstrate how our proposal meets or exceeds the applicable \ design objectives as outlined. Since we believe we have met all the requirements within section 8a we will forgo our opportunity at this time.

**Parking:**

Another requirement for approval for a “Major Modification to an Existing Site Plan” is to meet or exceed the “Off-Street Parking Standards” Sections 16.94.020 (B) & (C). Parking for this Re-Use Development facility has been carefully planned for all U-Haul Customers, U-Haul Employees, Existing Building Tenants and existing Tenant Customers.

The parking for this proposed development requires the following standards to be met for the proposed uses as outlined within Section A of the Sherwood Land Use Code as follows: ;

1. General Retail or Personal Services is requiring 4.1 spaces per 1,000 GFA. With 3,724 SF of proposed Retail GFA, 15.25 or 16 spaces are required for this Use
2. Warehousing is requiring .3 spaces / 1,000sf GFA. With 88,626 of proposed / existing warehouse GFA space, 26.59 or 27 spaces are required. Note; Our proposal does not exceed 150,00sf of GFA of Warehouse. Parking limits noted within the adopted Ordinance 2012-008 dated July 17, 2012 would not apply.
3. Total minimum amount of parking spaces that are required is 43 spaces which include 2 handicapped spaces and (2) Bicycle Rack Spaces. Our site plan is proposing 56 total parking spaces which includes 2 handicapped spaces and 2 additional / separate bicycle spaces..  
Note: Total parking spaces does not include the designated rental equipment staging area as seen on the site plan.

All of the proposed parking spaces shall meet or exceed the Dimensional and General Configuration Standards at outline with Section 16.94.020(B)(1-7), all spaces are clearly dimensioned, each provided with its individual and secured wheel stop and our Service Drives / Fire Lanes are clearly defined on our site plan.

“Bicycle Parking Facilities” as noted with Section 17.94.020(C) (1-6).

Bicycle parking location is conveniently located to both the street ROW and the main building entrance. Our plan is proposing an inverted “U-shaped” design. This area for bicycle parking will have visibility, security cameras and lighting will be provided in the area and will be clearly marked and reserved for bicycle.

The total parking spaces we are proposing is 56 total spaces. Of the 56 parking spaces proposed, space number(s) 13 to 24, or a total of (12) spaces are designated as Equipment Display spaces. These Display Spaces can be identified by the light blue highlighted area on our site plan.

### **Landscaping Standards**

Site area landscaping and perimeter screening standards are another requirement & criteria that need to be met in order to be granted approval for a “**Major Modification to an Existing Site Plan**”. Section 16.92.030 (B)(1-7),

U-Haul is sensitive about maintaining the existing landscape that includes the appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground covers and perennial plantings. Currently, this application is not planning to remove any existing landscaping nor street trees that has created the existing front line screening and buffering. We are proposing to breakup the uninterrupted front line parking spaces and install a series of islands with additional evergreen trees and shrubs that was never included in the original site plan approval dated 1/16/1996. When completed the total landscape area shall be 19,887 SF of area

### **“Parking Area Landscaping”**

The existing landscaping currently meets the “Definition” and “Purpose”. The existing landscaping uses a combination of trees, shrubs and ground cover to provide shade, storm water management, aesthetic benefits and screening as required by city code.

Required parking area landscaping requirement has been met as follows;

There are 44 customer parking spaces and 12 display spaces or a total of 56 total parking spaces being proposed. With a min. requirement of at least forty-five (45) square feet parking area landscaping for each parking space on the site, we are required to provide two thousand, five hundred and twenty (2,520sf) square feet of landscape parking area. Our proposal is providing 2,550 square feet of parking area landscaping. Refer to Sheet SP1.

Amount and Type of required Parking Area Landscaping is as follows:

The existing large tree count total 26 large trees. With 1 large tree required per (4) parking spaces this site plan shall require a total of 14 large trees. Our site plan application exceeds the min. large tree requirement.

Shrubs and Ground Covers;

With the age and maturity of this existing site, all of the existing shrubs and ground covers meet the min. size required.

**Individual Landscape Islands;**

All of our Landscape Islands currently proposed with our site plan application either meets or exceeds the min. width of five (5) feet. All landscape islands existing and newly proposed shall be curbed to protect the islands. Each existing landscape island are currently planted with a tree and all new / proposed islands shall also be planted with a large tree. Landscape islands existing and proposed are evenly spaced throughout the designated parking area. The islands shall be distributed with an average of (1) island for every 12 parking spaces.

**Landscaping at Point of Access;**

All landscaping shall be either planted or maintained so that min. site distance and visual corridors shall be preserved.

Exceptions; N/A

**Screening of Mechanical Equipment, Service and Delivery Areas;**

All mechanical equipment and service and delivery areas shall be screened from view from all public streets and adjacent residential zones.

**Capacity Allocation Program (CAP):**

A CAP Trip Analysis has been prepared by our Traffic Engineer and based upon his analysis, this proposed development when completed shall be less than the allowed trips for this 3.25 acre site. Based on their trip generation analysis, no further analysis is required. (see attached report).

**Traffic Impact Statement (T.I.S.)**

A Traffic impact Statement request form was sent to Ms. Naomi Vogel, Washington County Department of Land Use & Transportation for her initial review. We where informed my Ms. Vogel, that no official recommendation would be provided until the City of Sherwood provided the necessary review documents.

**Clean Water Services:**

Sensitive Area Pre-Screening Site Assessment (Clean Water Services File Number 12-002113) was completed for our site and we have been informed the “No Site Assessment or Service Provider Letter is required” (see attachment)

**Neighborhood Meeting:**

On September 12, 2012 we held our required “Neighborhood Meeting” to solicit input and exchange information about our proposed development per the Sherwood Zoning & Community Development Code 16.70.020. Affidavits of mailing to adjacent property owners where mailed out 21 days in advance that where within 1,000 feet of our property. Sign in sheet(s) and Summary of the meeting notes are attached. No development issues arose at this meeting.

Thank you;

David Pollock, Principal Planner / Staff Architect  
U-Haul Company of Portland / AMERCO Real Estate Co.

