

**BEFORE THE HEARINGS OFFICER
OF THE CITY OF SHERWOOD, OREGON**

City File: LU 2025-006 MM

Owner: St. Francis Catholic Church

Applicant: Soderstrom Architecture, o/b/o of Owner

Applicant's Representatives: Debbie Cleek, The Bookin Group; Soderstrom Architecture

FINAL ORDER

Application Approved with
Conditions

Background and General Information: Saint Francis Catholic Church, through Soderstrom Architecture (the "Owner" or "Applicant"), seeks approval of a Type III Major Modification to build a 7,940 square foot addition to an existing educational facility in the institutional-public ("IP") zoning district. The Washington County Assessor's Office identifies the subject property as tax lot 2S129CD12500. The address of the property is 15651 SW Oregon Street, Sherwood.

The Owner currently operates a school serving grades kindergarten through eight on the property. The city approved the initial phase of the school in 2003 (SP 03-01/CUP 03-01). In 2009, the city approved a 9,654 square-foot addition that included a new sports facility and media-library (SP 09-01). Section I of the September 25, 2025, staff report to the Hearings Officer (the "Staff Report") contains additional facts about the property, surrounding land uses and the relevant approval criteria.¹

Relevant Dates: The city received the application on July 1, 2025, and deemed it complete on August 20, 2025. The 120-day deadline is December 18, 2025. The Hearings Officer held a duly noticed hearing on October 2, 2025.

Hearing Summary: At the hearing, staff summarized the Staff Report and recommended the Hearings Officer approve the application, subject to one additional condition of approval, A-9. The Hearings Officer received testimony from the Applicant and its representatives, who concurred with the Staff Report and the proposed conditions, including the additional condition staff recommended at the hearing.

The additional condition, A-9, reads as follows:

Previous City of Sherwood Transportation System Development Charges (SDC) and Washington County Transportation Development Tax (TDT) fees have been paid up to 245 students. If enrollment exceeds 245 students in the future, the applicant is responsible for notifying the City of Sherwood of the increase within 60 days and paying the applicable SDC and TDT fees. The SDC and TDT fees shall be based on adopted fee schedule at the time of the enrollment increase. Failure to notify the City of the increase may result in revocation of the land use permit or building occupancy permit for the subject development.

¹ The Hearings Officer incorporates Section I of the Staff Report by reference into this final order.

As noted, the Applicant had no objection to this condition. The Applicant stated 245 students is the maximum the school would enroll, even after completing the expansion that is the subject of this application.

The Hearings Officer also received testimony from two members of the public. Paul Mayer, a member of the parish, spoke in support of the application. Tami Platt, a neighbor whose property abuts the school, did not oppose the application per se but expressed concerns about light and noise associated with the operation of the school.

Ms. Platt testified about light emanating from the gymnasium and from cars parked in spaces directly abutting her backyard. She expressed appreciation that the Owner shared the costs of building a fence along the property line, which significantly reduced the intrusion of light from parked cars. She asked if the Owner rented out the gym in the evenings and whether the Owner could establish a timer for the lights in the gym, particularly in fall and winter when it gets darker earlier. Regarding noise, she asked whether the Owner needed to use a horn to alert students to the end of the school day. She also requested that any new lights the Owner would install relative to this application be shielded or otherwise designed to focus light downward.

Representatives of the Owner acknowledged Ms. Platt's concerns. They invited her to contact the school directly and stated they would work in good faith to address any issues that may arise. With respect to the horn, the Owner noted it is the most efficient way to alert the student body and has a short duration. The Owner stated they do not rent the gym and will investigate options for turning off the gym lights earlier, particularly in winter months. The Owner stated they are not installing any new pole lights as part of the expansion and will be removing other lights on the property, which should reduce impacts on neighbors. The Owner noted when they installed the existing lights they complied with the city's applicable lighting standards.

With respect to noise from the horn, staff noted the city's code regulates noise based on standards in state law. While staff did not believe it was likely the horn violated those standards, affected parties may file a complaint pursuant to the process outlined in the code. Staff also noted that Section 16.90.030(A)(1)(b)(3) of the Sherwood Zoning and Community Development Code ("ZCDC") limits the scope of the Hearings Officer's review "to the modification request and does not open the entire site up for additional review."

The Hearings Officer acknowledged Ms. Platt's concerns but noted they related to historical issues that preceded the current application. Because the application does not propose changes to the parking area in question, the gym, existing light sources or propose new pole lights, the Hearings Officer finds those concerns are outside the scope of his review authority. The Hearings Officer also concurs with staff that if the school is generating noise above the limits the city has established, those adversely affected may register a complaint in accordance with the process described in the code. The Hearings Officer concludes that the issues Ms. Platt raised do not provide a basis to condition or deny the subject application.

After testimony ended, the Hearings Officer closed the hearing and the record and issued a tentative oral decision approving the application with conditions, including A-9.

Discussion: As noted, staff recommended approval of the application, based on affirmative findings and subject to conditions of approval, including A-9, which staff added at the hearing. The Applicant accepted those findings and conditions without exception.

The Hearings Officer concludes the Staff Report identifies the approval standards in the ZCDC relevant to the application. The Staff Report and contains affirmative findings showing the application does or can comply with those standards, provided that the Applicant complies with the conditions of approval. The Hearings Officer adopts the affirmative findings in the Staff Report as his own and incorporates them into this final order.

Conclusion and Order:

Based on the evidence in the record and the findings and conclusions discussed above and incorporated into this final order, the Hearings Officer approves File No. LU 2025-006 MM, subject to the conditions of approval below.

Signed:

A handwritten signature in blue ink, appearing to read "David F. Doughman", with a horizontal line extending from the end.

David Doughman
City of Sherwood Hearings Officer
October 20, 2025

[CONDITIONS OF APPROVAL BEGIN ON FOLLOWING PAGE]

Conditions of Approval
File No. LU 2025-006 MM

A. General Conditions

1. Clear Vision Areas shall be maintained at each private driveway intersection, pursuant to 16.58.010.
2. The property owner(s) shall be responsible for the maintenance and repair of the parking and loading areas, including associated infrastructure, pursuant to Chapter 16.94.010.H.
3. The property owner(s) shall be responsible for the maintenance and repair of the on-site pedestrian circulation area, including associated infrastructure, pursuant to section 16.96.010.B.
4. Any change that alters or modifies the approved ingress, egress, or circulation for vehicles, without written approval, will result in Code Enforcement action, pursuant to 16.96.040.A.
5. The property owner(s) shall be responsible for the maintenance and repair of all on-site vehicle circulation areas located on the subject parcel, pursuant to Chapter 16.96.040.D.
6. Prior to Engineering Final Acceptance, a Private Storm Water Access and Maintenance Covenant will need to be recorded for the private storm water runoff water quality/hydromodification facilities meeting the approval of the Sherwood Engineering Department.
7. Prior to Engineering Final Acceptance, all private on-site storm water runoff water quality treatment/hydromodification facilities shall be installed meeting the approval of the Sherwood Engineering Department.
8. Per City of Sherwood standards, all new utilities shall be placed underground.
9. Previous City of Sherwood Transportation System Development Charges (SDC) and Washington County Transportation Development Tax (TDT) fees have been paid up to 245 students. If enrollment exceeds 245 students in the future, the applicant is responsible for notifying the City of Sherwood of the increase within 60 days and paying the applicable SDC and TDT fees. The SDC and TDT fees shall be based on adopted fee schedule at the time of the enrollment increase. Failure to notify the City of the increase may result in revocation of the land use permit or building occupancy permit for the subject development.

B. Prior to Building Permit

1. Prior to the issuance of building permit all new “primary pathway” sidewalks shall meet the 6-foot width per section 16.96.030.A.3.
2. Prior to Issuance of Building Permit, the developer shall design to connect to the existing onsite private sanitary sewer system unless otherwise approved by the Sherwood Engineering Department.
3. Prior to Issuance of Building Permit, the proposed development shall provide a water meter sizing form to verify the capacity of the existing water meter to provide service to the subject development.
4. Prior to Issuance of Building Permit, the developer shall design to connect to the existing onsite private storm sewer system unless otherwise approved by the Sherwood Engineering Department.
5. Prior to Issuance of Building Permit, the developer shall design to construct a storm water runoff water quality treatment/hydro-modification facilities in compliance with CWS standards meeting the approval of the Sherwood Engineering Department.

6. Prior to Issuance of Building Permit, a stormwater connection permit authorization shall be obtained from Clean Water Services. (See Staff Report, Attachment D)
7. Prior to Issuance of a Building Permit, the developer shall execute an Engineering Compliance Agreement for the private on-site storm water runoff water quality treatment/hydromodification facilities related to the project.

C. Prior to Occupancy

1. Prior to Grant of Occupancy, any private sanitary sewer piping shall be installed in conformance with the current Oregon Plumbing Specialty Code.
2. Prior to Grant of Occupancy, any private water piping shall be installed in conformance with the current Oregon Plumbing Specialty Code.
3. Prior to Grant of Occupancy, any private storm sewer piping shall be installed in conformance with the current Oregon Plumbing Specialty Code.
4. Prior to Grant of Occupancy, Engineering Final Acceptance of the constructed private on-site storm water runoff water quality treatment/hydromodification facilities shall be obtained from the Engineering Department.