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# MEMORANDUM

## Sherwood Old Town Strategic Plan

To: Sean Conrad (City of Sherwood); Eric Rutledge (COS)

From: Jason Graf, (First Forty Feet); Tyler Sauter, (FFF); Sijin Sun, (FFF)

Date: July 5, 2025

Subject: Recommendations for Zoning Code modifications

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The following memo for the Old Town Strategic Action Plan, outlines recommended zoning code modifications intended to promote compatible development and the strategic location of active storefronts. These changes aim to reinforce Old Town as a vibrant community destination.

The memo identifies key areas—particularly along Pine Street, Columbia Street, and surrounding Cannery Square—where zoning changes can better support successful retail environments and placemaking. Recommendations include rezoning select parcels from High Density Residential (HDR) to Retail Commercial (RC) to ensure active ground-floor uses that contribute to a continuous and engaging streetscape.

The proposed modifications also use the parking policy as a development incentive, supporting infill while preserving Old Town's walkable, pedestrian-oriented character.

Additional changes clarify and strengthen requirements for:

- Use of high-quality building materials
- Consistent roof forms that reflect traditional character
- Ground-level transparency standards
- Recessed window openings to provide depth along the building facade
- Harmonization of design standards between the Smockville District and Old Cannery Area within the Old Town Overlay Zone

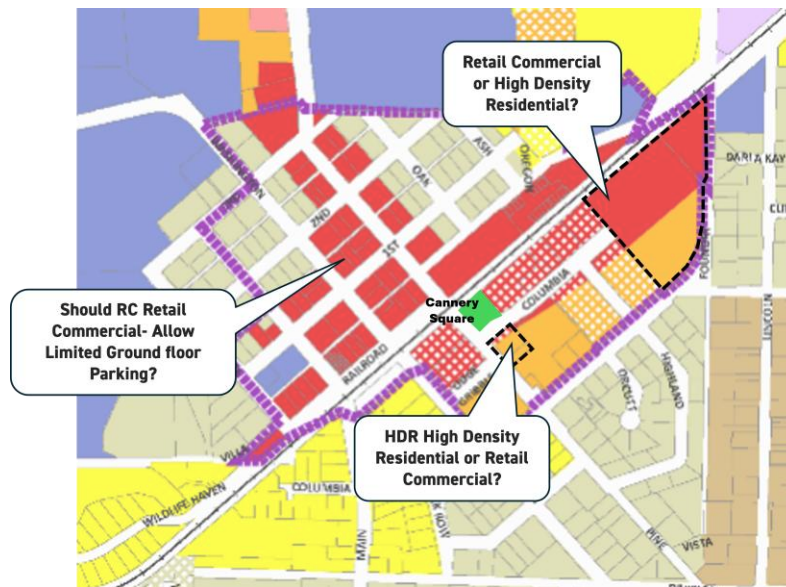


Figure 1: Potential Zoning Modifications

The following is a list of the proposed zoning code amendments from the memo, along with the relevant zoning sections from the Sherwood Municipal Code that are proposed for modification:

#	Title	Zoning Section	Summary
1	Parking Modification	Chapter 16.22 – Commercial Land Use Districts Section 16.22.020 – Uses (Footnote 1)	Allows limited, well-designed parking in mixed-use buildings while preserving active commercial frontages and walkability.
2	Zoning Change – Public Works/Fieldhouse Parcel	Chapter 16.162 – OT Overlay District Section 16.162.030 – Permitted Uses	Rezones city-owned Fieldhouse parcel from HDR to RC to enable retail on both sides of Columbia Street and support a cohesive retail node.
3	Zoning Change – Pine & Columbia Parcel	Chapter 16.162 – OT Overlay District Section 16.162.030 – Permitted Uses	Rezones a vacant city-owned parcel from HDR to RC to activate Cannery Square’s southern edge and complete retail frontage along Pine Street.
4	Hardscape Setback Requirement – Old Cannery Area	Chapter 16.162 – OT Overlay District Section 16.162.080 – Subsection A	Eliminates impractical amenities (e.g., trees, kiosks) in narrow setbacks and replaces with features like retail displays and bike parking.
5	Transparency Requirement – Old Cannery Area	Chapter 16.162 – OT Overlay District Section 16.162.080 – Subsection H	Aligns window transparency requirements with Smockville (75%) and clearly defines the measurement zone.
6	Roof Requirement – Old Cannery Area	Chapter 16.162 – OT Overlay District Section 16.162.080 – Subsection J	Prohibits single-slope (shed) roofs and reinforces traditional forms like gable, mansard, or flat with parapets/cornices.
7	Transparency Requirement – Smockville District	Chapter 16.162 – OT Overlay District Section 16.162.090 – Commercial Standard 2	Clarifies window verticality and transparency standards; defines how to measure and locate transom windows.
8	Roof Requirement – Smockville District	Chapter 16.162 – OT Overlay District Section 16.162.090 – Commercial Standard 7	Prohibits gable and single-slope roofs; removes exceptions for screening with parapets or false fronts.
9	Exterior Materials – Smockville District	Chapter 16.162 – OT Overlay District Section 16.162.090 – Commercial Standard 8	Removes 10% exception for faux materials; ensures use of authentic, high-quality materials consistent with Old Town’s historic character.

## Amendment #1: Parking Modification

### Division II. LAND USE AND DEVELOPMENT

#### Chapter 16.22 COMMERCIAL LAND USE DISTRICTS

##### 16.22.020 Uses

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

	OC	NC¹	RC	GC
<b>RESIDENTIAL</b>				
<ul style="list-style-type: none"><li>Multi-Family dwelling housing, subject to all of the following:<ol style="list-style-type: none"><li>Multi-family housing is only permitted on one or more of the upper floors of a building and only when a non-residential use that is permitted in the underlying zone is located on the ground floor. <b>Parking is not a permitted ground floor use. The ground floor non-residential use must occupy the entire ground floor, with the exception of a lobby, utilities, stairways, elevators, and similar facilities.</b></li><li>Site plan review process in section 16.90.020.D.6.</li><li>Maximum density limits of the High Density Residential (HDR) zone.</li><li>Dimensional standards of the underlying zone.</li><li>The minimum ceiling height shall be 12 feet measured from the finished floor to the lowest point of the surface of the ceiling.</li><li>If any part of a structure is within 100 feet of a residential zone, the height limits of the HDR zone shall apply.</li><li>A building with multi-family housing is limited to two stairwells that can be entered from the ground floor of the building. There are no limits on the number of stairwells that are not able to be entered from the ground floor except as provided by this code.</li><li>The required parking for the multi-family housing use shall be in addition to the minimum required for the non-residential use(s).</li></ol></li></ul>	P	P	P	P

### Background

The current language in Chapter 16.22.020.D (Footnote 1) of the Sherwood Municipal Code allows multifamily housing in commercial zones only when a permitted non-residential use occupies the ground floor. It prohibits parking as a ground-floor use and requires the non-residential use to occupy the entire ground floor, except for limited support areas such as lobbies and utility spaces.

This provision was intended to reinforce active commercial frontages and promote walkability in mixed-use areas. However, in practice, the lack of flexibility regarding parking may pose challenges for development feasibility, especially in Old Town, where:

- Automobile usage is currently the predominant mode of travel for residents and visitors;

- High-capacity or frequent transit service is not currently available to serve Old Town residents;
- Some residential parking is necessary to meet market expectations and to secure financing, as lenders often require off-street parking as a condition of project financing.

As such, an updated standard is proposed to reflect these realities while maintaining a strong pedestrian-oriented streetscape.

### Proposed Modification

The proposed amendment would refine the code to strengthen the intent of promoting walkable, mixed-use environments with some limited provisions for off-street parking. Key changes include:

- **Minimum Commercial Use Depth:**  
Requires that ground-floor commercial uses fronting the street have a minimum depth of 30 feet, promoting viable, leasable space for but not limited to retail, service, or office tenants.
- **Limitation on Non-Commercial Uses at Ground Floor:**  
Allows lobbies, utilities, stairwells, and similar uses on the ground floor only if they do not exceed 25% of the ground floor area.
- **Parking Standards for Mixed-Use Buildings:**  
Clarifies that ground-floor parking is generally not permitted, but includes exceptions when the design meets the following conditions:
  - Must be located to the **side or rear of the building**;
  - Limited to **30% of total parcel area and 25% of street frontage**;
  - Requires **alley or secondary street access where feasible**;
  - Curb cuts must be limited to **20 feet in width and located at least 30 feet from corners**.
  - Is **screened from public view** with landscaping or architectural treatments.

### Purpose and Benefits

This code update balances the need for development flexibility with the community's goals for a vibrant, walkable Old Town. It acknowledges Sherwood's current transportation context—where personal vehicles remain the dominant form of mobility—and the practical realities facing mixed-use development.

### Key Benefits

- **Allowing limited parking helps support new housing over commercial uses in areas lacking robust transit;**

- Addresses lender and market requirements, improving the viability of redevelopment and investment in Old Town;
- Ensures any parking is minimized, well-designed, and screened to protect the pedestrian realm and maintain an active streetscape;
- Provides clear standards to ensure commercial space remains functional and visible along the street frontage.

## Amendment #2: Zoning Change- City Owned Parcel (Public Works)

### Division IX. HISTORIC RESOURCES

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

##### 16.162.030 Permitted Uses

- H. Uses permitted outright in the RC zone are allowed within the HDR zone when limited to the first floor, adjacent to and within 100 feet of, Columbia Street within the Old Town Overlay District.

**Issue to Address:** Existing High Density Residential (HDR) does not ensure an active commercial use on the ground-level. An important criteria for successful retail is a pattern of edge-to-edge retail storefronts oriented to both sides of a street or intersection. In this location RC zoning is on one side of the street and HDR on the other. While HDR allows for ground-level commercial uses, it does not require it. Replacing HDR zoning with RC along both sides of an extended Columbia Street would create stronger conditions for a vibrant and successful retail node.

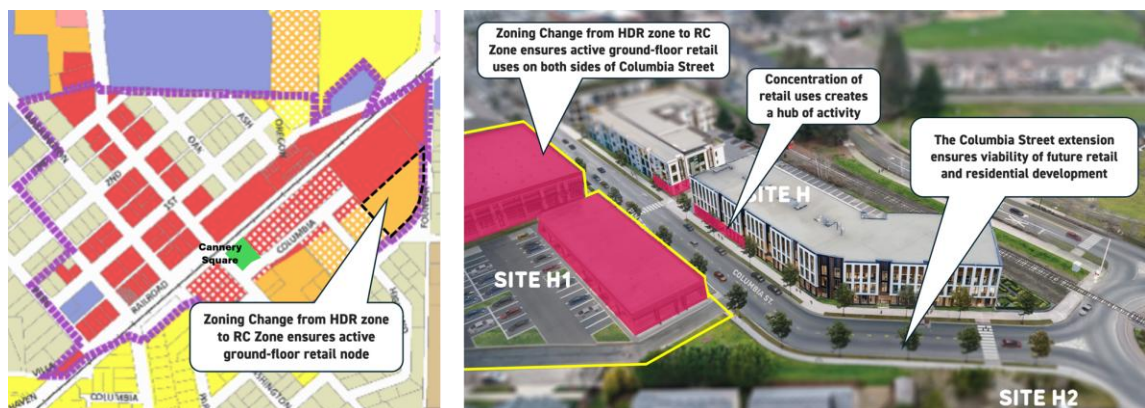


Figure 2: Zone Change- Public Works/Fieldhouse Parcel

### Background

The city-owned properties that include the **Public Works Yard** and the **Fieldhouse sports complex** are currently zoned **Retail Commercial (RC)** and **High Density Residential (HDR)**, respectively. With the potential extension of **Columbia Street**, the viability of retail development on these sites would significantly improve due to increased visibility and access to higher volumes of drive-by traffic.

These **vacant and underutilized properties** present an opportunity for a mix of **retail and housing**, creating a more vibrant and active area. However, the current **zoning**

**inconsistency**—with RC on one side of Columbia Street and HDR on the other—creates a barrier to realizing this vision.

To address this, a zone change is proposed to rezone the **Fieldhouse parcel from HDR to RC**. This change would allow for a more cohesive development pattern and unlock the site's potential for contributing to a **distinct retail node** in the Old Cannery area.

**Figure 2** indicates the proposed zoning change and highlights how **retail on both sides of Columbia Street** could reinforce this emerging commercial destination.

### Proposed Modification

Rezone the city-owned Public Works/Fieldhouse parcel from High Density Residential (HDR) to Retail Commercial (RC)

## Amendment #3: Zoning Change City Owned Parcel (Pine & Columbia)

### Division IX. HISTORIC RESOURCES

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

##### 16.162.030 Permitted Uses

- H. Uses permitted outright in the RC zone are allowed within the HDR zone when limited to the first floor, adjacent to and within 100 feet of, Columbia Street within the Old Town Overlay District.

**Issue to Address:** The existing High Density Residential (HDR) zoning does not guarantee active ground-level commercial uses. A key criterion for ensuring Cannery Square becomes a vibrant and well-used public space is the presence of retail storefronts surrounding it. While the HDR zone permits ground-level commercial uses, it does not require them. Requiring active storefronts around Cannery Square would create stronger conditions for a successful retail node and enhance the use and function of this important community gathering space.

### Background

The current language in Chapter 16.22.030 Permitted Uses H. allows commercial uses outright when limited to the first floor and located within 100 feet of Columbia Street. However, this provision does not adequately address the development potential of the **vacant, city-owned property at the corner of Pine Street and Columbia Street**, located just south of the Cannery Square plaza and public gathering space. Under the existing High Density Residential (HDR) zoning, there is no guarantee that an **active ground-floor commercial use** will be required to front Pine Street. As a result, the opportunity to **activate the southern edge of the plaza and complete the continuous retail frontage envisioned for Pine Street**—a key downtown signature street—may be lost (see Figure 3).



## Proposed Modification

Rezone the city-owned parcel located at the southeast corner of SW Pine Street and SW Columbia Street from High Density Residential (HDR) to Retail Commercial (RC)

### Key benefits of Amendment #2 and Amendment #3 Zoning Changes

- **Ensures Active Ground-Floor Use:**  
Unlike the HDR zone, the RC zone requires ground-floor commercial use, which will help activate the south edge of Cannery Square and contribute to a continuous retail frontage along Pine Street.
- **Aligns with Old Town's Vision:**  
This change supports the goal of establishing Pine Street as a signature downtown street characterized by walkable, edge-to-edge ground-level storefronts and a strong street-level presence.
- **Maximizes Public Investment:**  
The parcel's location adjacent to Cannery Square—a key public space—makes it a strategic site for complementary commercial uses such as cafes, retail shops, or flexible indoor/outdoor spaces that enhance the plaza's functionality.
- **Improves Economic Development Potential:**  
The RC zone allows a range of commercial uses, which can attract private investment, increase daytime foot traffic, and support growth of small businesses and new uses in Old Town.
- **Supports Urban Form and Design Goals:**  
Rezoning the property ensures future development will follow commercial design standards that prioritize transparency, street frontage, and pedestrian-oriented site planning—reinforcing the area's cohesive urban character.
- **Preserves Housing Opportunities on Upper Floors:**  
Mixed-use development with housing above remains allowable in the RC zone, ensuring residential density goals can still be achieved while prioritizing active commercial uses at street level.

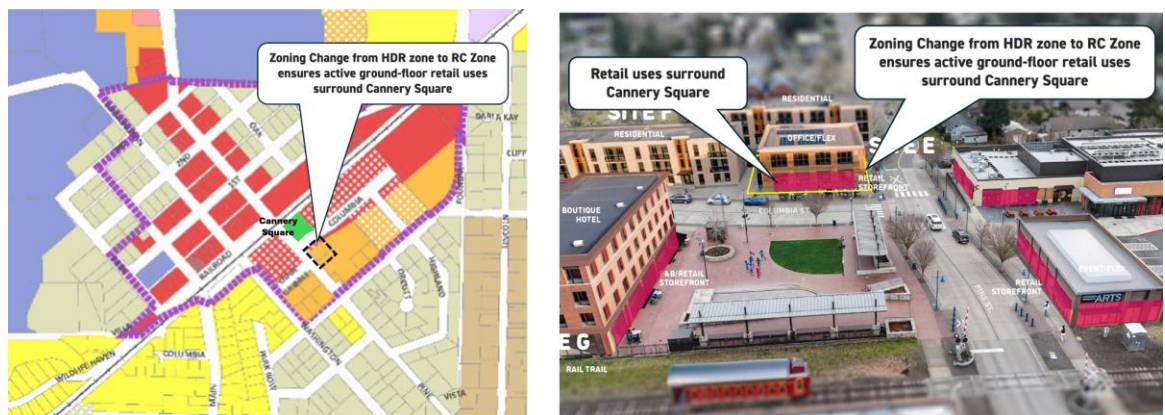


Figure 3: Zone Change- City-owned Parcel (Corner of Pine and Columbia)



## Amendment #4: Old Cannery Area Hardscape Setback Requirement

### Division IX. HISTORIC RESOURCES

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

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

- A. Building Placement and the Street. The purpose of this standard is to create an attractive area when commercial or mixed-use structures are set back from the property line. Landscaping, an arcade, or a hard-surfaced expansion of the pedestrian path must be provided between a structure and the street.

Structures built to the street lot line are exempt from the requirements of this subsection. Where there is more than one street lot line, only those frontages where the structure is built to the street lot line are exempt from the requirements of this paragraph. All street-facing elevations must comply with one of the following options:

3. Option 3: Hard-surface sidewalk extension. The area between the building and the street lot line must be hard-surfaced for use by pedestrians as an extension of the sidewalk:
  - a. The building walls may be set back no more than six (6) feet from the street lot line.
  - b. For each one-hundred (100) square feet of hard-surface area between the building and the street lot line at least one of the following amenities must be provided:
    - (1) A bench or other seating.
    - (2) A tree.
    - (3) A landscape planter.
    - (4) A drinking fountain.
    - (5) A kiosk.

### Background

Standards currently apply to all commercial, institutional and mixed-use structures in the Old Cannery area. Multi-family should be included in the list.

The amenities currently described for 3. Option 3: Hard-surface sidewalk extension for inclusion in private setbacks are not well-aligned with the physical and functional constraints of the allowed setback widths. Specifically:

- **Tree placement** requires adequate horizontal space from buildings to allow for healthy canopy and root growth, which is often not feasible within narrow private setbacks. Appropriate spacing and soil volume are better accommodated in the public right-of-way or landscape strips.

- **Drinking fountains** are more appropriate in the **public realm**, such as on sidewalks, plazas, or other publicly accessible open spaces, where they can serve a broader range of users and be maintained by the City or a public agency.
- **Kiosks and wayfinding signage** should be located in the **public right-of-way**, where visibility and accessibility to pedestrians are prioritized, and where their placement can be coordinated with the City's broader signage or branding strategy.

#### **Proposed Modification**

Add multi-family to the Standards list with, All Commercial, Institutional and Mixed-Use Structures in the Old Cannery Area.

Eliminate elements that do not contribute to the hardscape setback area between the building and the sidewalk. Replace with entry features that are appropriately scaled to the setback area such as retail display, and bicycle parking.

### **Amendment #5: Old Cannery Area Transparency Requirement**

#### **Division IX. HISTORIC RESOURCES**

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

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

- A. **Building Placement and the Street.** The purpose of this standard is to create an attractive area when commercial or mixed-use structures are set back from the property line. Landscaping, an arcade, or a hard-surfaced expansion of the pedestrian path must be provided between a structure and the street.

Structures built to the street lot line are exempt from the requirements of this subsection. Where there is more than one street lot line, only those frontages where the structure is built to the street lot line are exempt from the requirements of this paragraph. All street-facing elevations must comply with one of the following options:

- H. **Ground Floor Windows.** The purpose of this standard is to encourage interesting and active ground floor uses where activities within buildings have a positive connection to pedestrians in Old Town. All exterior walls on the ground level which face a street lot line, sidewalk, plaza or other public open space or right-of-way must meet the following standards:
1. Windows must be at least fifty percent (50%) of the length and twenty-five (25%) of the total ground-level wall area. Ground-level wall areas include all exterior wall areas up to nine (9) feet above the finished grade. This requirement does not apply to the walls of residential units or to parking structures when set back at least five (5) feet and landscaped to at least the Section 16.92.030C standard.

## Background

Standards currently apply to all commercial, institutional and mixed-use structures in the Old Cannery area. Multi-family should be included in the list.

The Old Town Overlay Zone includes two subareas—Smockville and Old Cannery—that are intended to support a vibrant, pedestrian-friendly commercial environment. However, current zoning standards for ground-floor window transparency are inconsistent between these two districts:

- In the **Smockville District**, ground-floor transparency requirements are **75% of the wall area**.
- In the **Old Cannery area**, current standards require transparency for **50% of the façade length** and **25% of the total wall area** up to 9 feet above grade.

This discrepancy is especially problematic along **Pine Street**, which traverses both districts and serves as a primary commercial corridor in Old Town. Higher transparency requirements support:

- Greater visual connection between indoor and outdoor spaces;
- Enhanced safety and activity through passive surveillance;
- A more attractive pedestrian environment.

## Proposed Modification

Add multi-family to the Standards list with, All Commercial, Institutional and Mixed-Use Structures in the Old Cannery Area.

1. Storefront windows must be "transparent," with a minimum of 75% glazed surface area, including entry doors. Ground-level wall areas include all exterior wall areas between two (2) feet and ten (10) feet above grade along the street-facing façade.. This requirement does not apply to the walls of residential units or to parking structures when set back at least five (5) feet and landscaped to at least the Section 16.92.030C standard.

## Key benefits:

- **Applies standards to all structures.**
- **Creates a Consistent Design Standard Across Old Town-** Aligns transparency requirements in both the Smockville and Old Cannery subareas to eliminate regulatory inconsistency along Pine Street and promote cohesive development.
- **Supports an Active and Inviting Pedestrian Environment-** A 75% transparency standard increases visibility into storefronts, enhancing walkability and creating a more engaging streetscape.
- **Reinforces Pine Street as a Primary Retail Corridor-** Ensures new development and infill along this signature street contribute to a continuous, high-quality retail edge, consistent with the long-term vision for Old Town.

## Amendment #6: Old Cannery Area Roof Requirement

### Division IX. HISTORIC RESOURCES

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

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

- J. Roof. The purpose of this standard is to encourage traditional roof forms consistent with existing development patterns in Old Town. Roofs should have significant pitch, or if flat, be designed with a cornice or parapet. Buildings must have either:
1. A sloped roof with a pitch no flatter than 6/12; or
  2. A roof with a pitch of less than 6/12 and a cornice or parapet that meets the following:
    - a. There must be two parts to the cornice or parapet. The top part must project at least six (6) inches from the face of the building and be at least two (2) inches further from the face of the building than the bottom part of the cornice or parapet.
    - b. The height of the cornice or parapet is based on the height of the building as follows:
      - (1) Buildings sixteen (16) to twenty (20) feet in height must have a cornice or parapet at least twelve (12) inches high.
      - (2) Buildings greater than twenty (20) feet and less than thirty (30) feet in height must have a cornice or parapet at least eighteen (18) inches high.
      - (3) Buildings thirty (30) feet or greater in height must have a cornice or parapet at least twenty-four (24) inches high.

#### Background

Standards currently apply to all commercial, institutional and mixed-use structures in the Old Cannery area. Multi-family should be included in the list.

Traditional styles like gable, mansard, and flat roofs with cornices or parapets contribute to the area's historic and pedestrian-friendly feel. A recent project has introduced a single-slope (shed) roof, which appears out of scale and inconsistent with Old Town's architectural pattern. These designs have raised concerns from the City Council and community about compatibility and visual quality.

While current standards encourage traditional roof forms, they do not prohibit single-slope roofs or distinguish roof types by use. The proposed amendment addresses this gap by prohibiting single-slope roofs and reinforcing traditional forms appropriate to residential, commercial, and mixed-use buildings.

## Proposed Modification

- J. Roof. Roofs in Old Town consist of pitched roofs such as gable or mansard forms, as well as flat roofs with a cornice or parapet. The purpose of this standard is to reinforce these traditional roof types and ensure architectural consistency with Old Town's historic development pattern. To that end, single continuous slope (shed) roofs are not permitted.

Buildings must have one of the following roof forms:

1. A sloped roof with a pitch no flatter than 6:12 (i.e., six inches of vertical rise for every twelve inches of horizontal run). Gabled, hipped, or mansard roofs are acceptable.
2. A flat roof with a parapet or cornice that meets the following design standards:
  - a. The cornice or parapet must have two distinct parts:
    - The top part must project at least six (6) inches from the face of the building;
    - The top part must project at least two (2) inches further than the bottom part.
  - b. Minimum height of the cornice or parapet shall be based on the height of the building:
    - (1) Buildings 16–20 feet tall: minimum 12 inches high
    - (2) Buildings >20 and <30 feet: minimum 18 inches high
    - (3) Buildings ≥30 feet: minimum 24 inches high
3. Allowed roof types by use:
  - a. Residential buildings (including townhomes): may use gable, hipped, mansard, or flat roofs with a compliant cornice or parapet as described in subsection 2.
  - b. Commercial buildings: may use flat roofs with compliant cornices/parapets or sloped roof forms.
  - c. Mixed-use buildings: may use either gabled/mansard roofs or flat roofs with compliant cornices/parapets.
4. Prohibited roof forms: A single continuous slope (shed) roof is prohibited for all building types, including residential, commercial, and mixed-use.

## Key Benefits

- **Preserves and Reinforces Old Town Character**– By requiring pitched roofs (gable or mansard) or flat roofs with architectural detailing, the amendment maintains the traditional roof forms already found in Old Town and prevents out-of-character contemporary forms like continuous single-slope (shed) roofs.

- **Improves Design Quality and Consistency-** Establishing clear roof type expectations across residential, commercial, and mixed-use buildings promotes cohesive architectural design and elevates the visual quality of the built environment.
- **Supports Pedestrian-Friendly Scale-** Roofs that incorporate eaves, parapets, or cornices provide human-scaled design elements that help visually terminate building facades and contribute to a comfortable and attractive street-level experience.
- **Prevents Low-Cost, Incompatible Development-** Prohibiting simple shed roofs reduces the risk of low-quality, box-like buildings that detract from the aesthetic value and long-term investment in Old Town.
- **Allows Flexibility While Maintaining Standards-** The code allows flat roofs across all building types (residential, commercial, and mixed-use) provided they are designed with appropriate parapets or cornices—offering design flexibility while ensuring compatibility.
- **Aligns with Community and Council Expectations-** Responds directly to community feedback and recent City Council concerns about townhome and mixed-use designs with uninterrupted shed roofs that lack visual interest or contextual fit.
- **Strengthens Future Development Outcomes-** Ensures that infill and redevelopment projects contribute positively to Old Town's identity and walkability, helping attract residents, businesses, and investment to the area.

## **Amendment #7: Smockville District Transparency Requirement**

### **Division IX. HISTORIC RESOURCES**

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

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

###### **E. COMMERCIAL STRUCTURES:**

The traditional commercial core area of Sherwood, including those properties in the Smockville Plat and First Addition Plat, reflect the historic character of the community as a small, agricultural service area. Buildings here have historically been of modest scale and construction, consistent with the community's vernacular design heritage. In order to maintain that basic character in the core the following standards govern all new commercial construction and remodeling projects requiring a structural building permit.

NOTE: The City encourages applicants to consider mixed-use projects. The following standards covering commercial structures shall apply for all mixed-use projects in the Old Town Smockville Area. The massing of a building includes its overall bulk, orientation, and placement on the site, forming the visual relationship between the building and its surroundings. Individual



aspects of massing, particularly height, are subject to specific Standards below:

#### Commercial Standard 2: Openings

To maintain and insure a pedestrian-friendly scale within Sherwood's traditional commercial core, storefronts and upper facades shall reflect the following:

- a. Verticality: All facade window openings shall maintain a generally vertical proportion (1.5:1 height/width ratio or greater, i.e. a 24" wide window must be a minimum 36" tall). An exception to this standard is allowed for large fixed storefront windows. Transom panels, spanning the entire storefront glazed area, are encouraged. **Add language describing that transom windows should be located above the primary storefront windows or doors, spanning the width of the glazed storefront area to enhance vertical emphasis and natural light.**
- b. Transparency: Ground floor storefronts should be predominately "transparent," with a minimum of 75% glazed surface area, including entry doors. **Add language that clearly defines the area to be measured to meet the transparency requirement.**

#### Background

Commercial Standard 2-Openings items a and b establishes requirements for storefront window design to maintain a pedestrian-friendly scale in Sherwood's traditional commercial core. However, the existing language lacks clarity in two key areas: the **placement and purpose of transom windows**, and the **specific area used to measure ground-floor transparency**. These omissions have created uncertainty during project review and made it difficult to ensure consistent application of the standard. The proposed changes provide clear definitions and guidance to better support high-quality, human-scaled storefront design that reflects Sherwood's historic character.

#### Proposed Modification

##### Commercial Standard 2: Openings

To maintain and insure a pedestrian-friendly scale within Sherwood's traditional commercial core, storefronts and upper facades shall reflect the following:

- a. Verticality: All facade window openings shall maintain a generally vertical proportion (1.5:1 height/width ratio or greater, i.e. a 24" wide window must be a minimum 36" tall). An exception to this standard is allowed for large fixed storefront windows. Transom panels, spanning the entire storefront glazed area, are encouraged. **Transom window shall be located above the primary storefront windows or doors, spanning the width of the glazed storefront area to enhance vertical emphasis and natural light.**

- b. Transparency: Ground floor storefronts (defined as the portion of a building façade located at the ground floor that is oriented to and directly accessible from a public street or pedestrian area, and that is designed to accommodate commercial or retail uses), should be predominately "transparent," with a minimum of 75% glazed surface area, including entry doors. Transparency shall be measured within the ground-floor wall zone between two (2) feet and ten (10) feet above finished grade along the street-facing façade. Glazing must be clear and non-reflective to count toward this requirement.

#### Key Benefits

- **Improves Clarity and Enforceability**—Defining the exact measurement area for transparency (2–10 feet above grade) eliminates ambiguity and ensures consistent application during design review and building permitting.
- **Encourages Traditional Storefront Patterns**—Specifying transom window placement at the top of the storefront reinforces historic main street design elements commonly found in Sherwood’s traditional commercial buildings.
- **Enhances Daylight and Visual Interest**—Transom windows allow additional natural light into interiors and break up blank wall areas, creating a more dynamic and human-scaled façade.

### Amendment #8: Smockville District Roof Requirement

#### Division IX. HISTORIC RESOURCES

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

#### 16.162.090 Old Town Smockville Design Standards

##### Commercial Standard 7: Roof Forms

Traditional commercial roof forms, including flat, single-slope, or bowstring and other trussed roofs, are all typical of downtown Sherwood. Other roof forms, particularly gables, were screened from the public right-of-way.

- a. Gable, hipped or similar residential style roof forms are prohibited for commercial buildings unless screened from the public right-of-way by a parapet or false front facade. Remove reference to parapet or false front facade.
- b. Mansard-type projecting roof elements, other than small, pent elements of 6/12pitch or less that are incorporated into a cornice treatment, are prohibited for commercial buildings in the Old Town Area.  
Add a third element that prohibits single-slop roof forms.

#### Background

Community feedback and City Council concerns have highlighted a recent project with a single-slope (shed) roof form that has been deemed inconsistent with the desired character of Old Town Sherwood. The continuous single-slope roofs are perceived as

visually monotonous, industrial in character, and incompatible with the historic, pedestrian-oriented fabric of Old Town. These roof types undermine the community's vision for a high-quality, historic downtown.

### **Proposed Modification**

#### **Commercial Standard 7: Roof Forms**

Traditional commercial roof forms, including flat, or bowstring and other trussed roofs, are all typical of downtown Sherwood. Other roof forms, particularly gables, were screened from the public right-of-way.

- a. Gable, hipped or similar residential style roof forms are prohibited for commercial and mixed-use buildings.
- b. Mansard-type projecting roof elements, other than small, pent elements of 6/12 pitch or less that are incorporated into a cornice treatment, are prohibited for commercial and mixed-use buildings in the Old Town Area.
- c. Single-slope roof forms are prohibited for all buildings

### **Key Benefits**

- **Clarifies that gable and hipped roofs are prohibited for commercial and mixed-use buildings in Old Town.**
- **Removes exception when allowing parapets or false front facades to screen prohibited roof forms.**
- **Adds a new provision explicitly prohibiting single-slope roof forms for buildings.**
- **Ensures future development aligns with Old Town's traditional architectural character.**
- **Responds directly to concerns raised by City Council and the community about roof form compatibility.**

## **Amendment #9: Smockville District Exterior Materials Requirement**

### **Division IX. HISTORIC RESOURCES**

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

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

#### **Commercial Standard 8: Exterior Surface Materials**

Exterior building materials shall be consistent with those traditionally used in commercial construction in Old Town Sherwood. These materials include but are not limited to:

- Horizontal wood siding, painted (concrete fiber cement siding, or manufactured wood-based materials are acceptable under this standard provided they present a smooth finished surface, not "rustic" wood grain pattern)

- True board and batten vertical wood siding, painted
- Brick: Traditional use of red brick laid in common bond is preferred. Rustic, split-faced or "Roman" brick may be appropriate for bulkheads or detail treatments but is prohibited as a primary building material. Highly decorative "washed", glazed, or molded brick forms are prohibited.
- Stucco (for foundations and decorative panels only)
- Poured concrete (painted or unpainted)
- Concrete block: Split faced concrete block is appropriate for foundations, bulkhead, or detail treatments but is prohibited as a primary building material. Smooth-faced Concrete Masonry Units (CMU) is prohibited when visible from the public right-of-way.
- Ceramic tile, as a detail treatment, particularly for use in bulkhead or storefront areas.

Use of the following exterior materials are specifically prohibited within the zone:

- Stucco, as a primary wall surface
- Stucco-clad foam (EIFS) and similar foam-based systems
- Standing seam metal sheet goods for siding or visible roofing
- T-111 or similar 4' × 8' sheet materials and plywood
- Horizontal metal or vinyl siding
- Metal/Glass curtain wall construction
- Plastic (vacuum-formed or sheetgoods)
- Faux stone (slumpstone, fake marble, cultured stone) and all similar stone veneer surface treatments) with the exception of 10% of frontal area is allowed of a brick-type faux material. Remove exception to ensure no faux or similar veneer surface treatment area allowed
- Shingle siding, log construction, fake "rustic" wood, pecky cedar and similar products designed to create a "Frontier" era effect.

## Background

Commercial Standard 8 currently allows **brick-type faux materials** on up to **10% of a building façade**. This exception is **not consistent with the historic character** of Old Town, where authentic materials are the standard. A **clear prohibition on faux materials** is needed to ensure new development complements the area's traditional architectural quality..

## Proposed Modification

Commercial Standard 8: Exterior Surface Materials, change bullet 8 to remove "exception" and to read as follows:

Use of the following exterior materials are specifically prohibited within the zone:

- Faux stone (slumpstone, fake marble, cultured stone) and all similar stone veneer surface treatments.

### Key Benefits

- The change ensures that new buildings use authentic, durable materials that reflect the historic quality and character of Old Town, resulting in higher design integrity and long-term visual consistency with surrounding historic structures.

### Next Steps

Staff recommends the Planning Commission review the proposed zoning modifications and provide feedback or direction. If supported, staff will prepare a formal code amendment for public hearing and potential recommendation to City Council.