



Home of the Tualatin River National Wildlife Refuge

RECEIVED

DEC 19 2025

City of Sherwood
Planning Dept

Case No. _____
Fee _____
Receipt # _____
Date _____
TYPE _____

City of Sherwood Application for Land Use Action

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

Annexation
 Plan Amendment (Proposed Zone _____)
 Planned Unit Development
 Site Plan (square footage of building and parking area)
 Variance (list standards to be varied in description)

Conditional Use
 Partition (# of lots _____)
 Subdivision (# of lots _____)
 Other: _____

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

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

Owner/Applicant Information:

Applicant: Rylan Phillips
Applicant Address: 16040 SW 3rd St Sherwood, OR 97140
Owner: Rylan Phillips
Owner Address: 14954 SW Cochran St Sherwood, OR 97140
Contact for Additional Information: Rylan Phillips

Phone: 971.230.8914
Email: rylan@buildingphillips.com
Phone: 971.230.8914
Email: rylan@buildingphillips.com

Property Information:

Street Location: 16040 SW 3rd St Sherwood, OR 97140
Tax Lot and Map No: Tax# 2S132BB01400 Parcel ID R554885
Existing Structures/Use: Rental property
Existing Plan/Zone Designation: Commercial, medium density, residential
Size of Property(ies) 5,227 SF lot

Proposed Action:

Purpose and Description of Proposed Action:

Purpose of action is to improve curb appeal and charm of home.

Proposed action: add small dormers on front and back of house and add front gable porch cover

Proposed Use: Short term rental

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

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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

12/19/25

Date



Owner's Signature

12/19/25

Date

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

- 3 Copies of Application Form*** completely filled out and signed by the property owner (or person with authority to make decisions on the property).
- Copy of Deed** to verify ownership, easements, etc.
- At least 3 folded sets of plans***
- At least 3 copies of narrative addressing application criteria***
- Fee** (along with calculations utilized to determine fee if applicable)
- Neighborhood Meeting Verification** including affidavit, sign-in sheet and meeting summary (required for Type III, IV and V projects)

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

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DEC 19 2025

Statement of Compliance

Sherwood Development Code – Title 16

Sections 16.162, 16.164, 16.166, and 16.168

City of Sherwood
Planning Dept.

Project Address:

16040 SW 3rd St

Sherwood, Oregon 97140

Project Description:

The proposed project consists of the construction of two small roof dormers and a front porch cover on an existing single-family residence located within the downtown/Old Town area of Sherwood. The improvements are limited in scale and are intended to enhance functionality, weather protection, and architectural character while preserving the historic charm and neighborhood context of the home.

Compliance with SDC 16.162 – Purpose and Intent

The proposed improvements are consistent with the intent of Title 16 to promote development that respects existing neighborhood character, maintains visual harmony, and supports the established development pattern of downtown Sherwood.

- The dormers and porch cover are modest in scale and subordinate to the primary structure.
- The project preserves the residential character of the property and surrounding area.
- No change of use or increase in residential density is proposed.

Compliance with SDC 16.164 – Design Compatibility

The design of the dormers and porch cover has been carefully developed to be architecturally compatible with the existing residence and neighboring homes.

- Roof forms, proportions, and slopes are consistent with the existing structure and nearby historic homes.
- Materials, trim profiles, and detailing reflect traditional residential construction typical of Old Town Sherwood.
- The additions are visually integrated and do not appear as oversized or modern intrusions.

Compliance with SDC 16.166 – Scale, Massing, and Orientation

The proposed improvements maintain appropriate scale and massing relative to the existing house and the surrounding neighborhood.

- Dormers are limited in width and height to reduce visual impact and preserve roofline continuity.
- The porch cover is proportionate to the front elevation and reinforces the pedestrian-oriented streetscape.
- The project does not adversely affect neighboring properties in terms of scale, light, or privacy.

Compliance with SDC 16.168 – Aesthetic Character and Neighborhood Context

The project is designed to respect and enhance the historic and aesthetic character of downtown Sherwood.

- The improvements are mindful of the era of the original home and surrounding development.
- Architectural elements are restrained and tasteful, avoiding overly modern or incompatible features.

- The design supports the charm, walkability, and cohesive appearance of the Old Town area.

Conclusion

The proposed dormers and porch cover at 16040 SW 3rd St are fully consistent with the applicable provisions of Title 16, including Sections 16.162, 16.164, 16.166, and 16.168. The project represents a thoughtful, modest improvement that enhances the residence while preserving the character, scale, and visual harmony of downtown Sherwood.

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DEC 19 2025

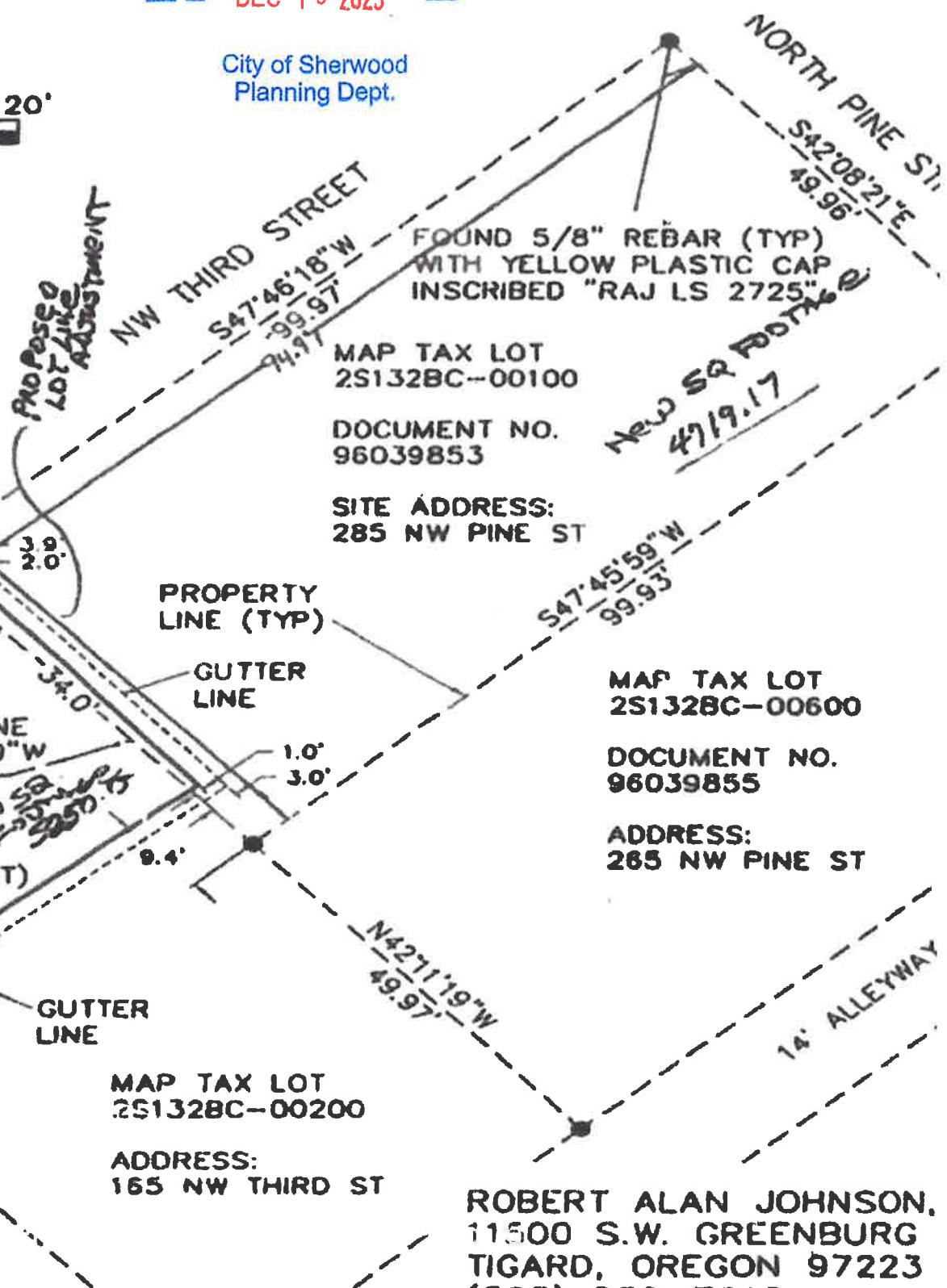
BAR SCALE

10' 0' 20'

N
W E
S

LE: 1" = 20'

City of Sherwood
Planning Dept.



REGISTERED
PROFESSIONAL
SURVEYOR

ROBERT ALAN JOHNSON
11500 S.W. GREENBURG
TIGARD, OREGON 97223
#2725

RECORDING REQUESTED BY:



4949 SW Meadows Rd., Suite 100
Lake Oswego, OR 97035

Washington County, Oregon **2025-053520**
D-DW **11/25/2025 01:22:11 PM**
Sln=473 A STROM **\$516.00**
\$10.00 \$11.00 \$10.00 \$60.00 \$425.00

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

Joe Nelson, Director of Assessment and Taxation, Ex-Officio County Clerk

GRANTOR'S NAME:

the Donald Richard Balsiger Revocable Living
Trust U/D/T April 22, 2024

GRANTEE'S NAME:

Rylan Phillips and Staci Phillips

AFTER RECORDING RETURN TO:

Order No.: 36262503565-AF
Rylan Phillips and Staci Phillips
14954 SW Cochran Street
Sherwood, OR 97140

SEND TAX STATEMENTS TO:

Rylan Phillips and Staci Phillips
14954 SW Cochran Street
Sherwood, OR 97140

APN/Parcel ID(s): R554885

Tax/Map ID(s): 2S132BB01400

16040 SW 3rd Street, Sherwood, OR 97140

SPACE ABOVE THIS LINE FOR RECORDER'S USE

STATUTORY WARRANTY DEED

Katie Beckett, Successor Trustee of the Donald Richard Balsiger Revocable Living Trust U/D/T April 22, 2024, Grantor, conveys and warrants to Rylan Phillips and Staci Phillips, Grantee, the following described real property, free and clear of encumbrances except as specifically set forth below, situated in the County of Washington, State of Oregon:

Lot 3, Block 7, and the Southwesterly 5 feet, when measured at right angles along the Southwesterly property line adjacent to Lot 3, Block 7, of the Northwesterly one-half of Lots 1 and 2, Block 7, according to the duly filed plat of SMOCK VILLE (also known as SHERWOOD), in the City of Sherwood, filed in Plat Book 1, Page 39, Records of the County of Washington and State of Oregon.

THE TRUE AND ACTUAL CONSIDERATION FOR THIS CONVEYANCE IS FOUR HUNDRED TWENTY-FOUR THOUSAND SEVEN HUNDRED EIGHTY-TWO AND NO/100 DOLLARS (\$424,782.00). (See ORS 93.030).

RECORDED BY TICOR TITLE 36262503565

STATUTORY WARRANTY DEED
(continued)

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Dated: 11/21/25

the Donald Richard Balsiger Revocable Living Trust U/D/T April 22, 2024

BY: Katie Beckett Successor Trustee

Katie Beckett
Successor Trustee

State of OR
County of Clatskanie

This instrument was acknowledged before me on 11/21/25 by Katie Beckett,
as Successor Trustee for the Donald Richard Balsiger Revocable Living Trust U/D/T April 22,
2024.



Notary Public - State of OR

My Commission Expires: 11-28-27



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4949 SW Meadows Rd., Suite 100
Lake Oswego, OR 97035

Washington County, Oregon

2025-053520

D-DW

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GRANTOR'S NAME:

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GRANTEE'S NAME:

Rylan Phillips and Staci Phillips

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16040 SW 3rd Street, Sherwood, OR 97140

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BY: KBeckett Successor Trustee
Katie Beckett
Successor Trustee

State of OR
County of Clatskanie

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RECORDED BY TICOR TITLE 3U212503565

STATUTORY WARRANTY DEED
(continued)

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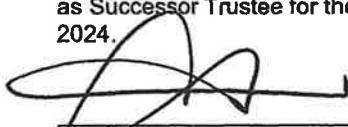
Dated: 11/21/25

the Donald Richard Balsiger Revocable Living Trust U/D/T April 22, 2024

BY: K Beckett Successor Trustee
Katie Beckett
Successor Trustee

State of OR
County of Clackamas

This instrument was acknowledged before me on 11/21/25 by Katie Beckett, as Successor Trustee for the Donald Richard Balsiger Revocable Living Trust U/D/T April 22, 2024.



Notary Public - State of OR

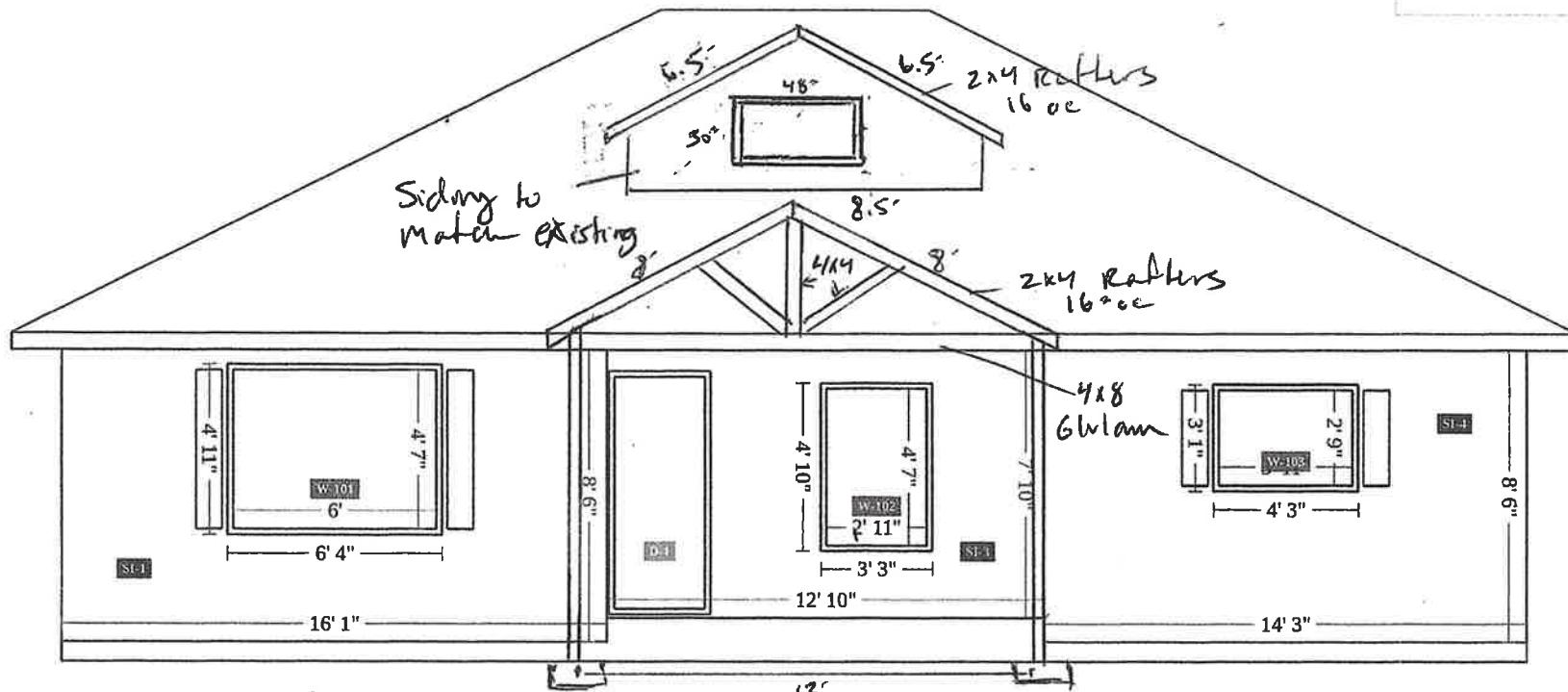
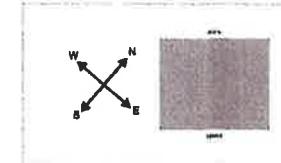
My Commission Expires: 11-28-27



Front Elevation

16040 Southwest 3rd Street, Sher...

FRONT



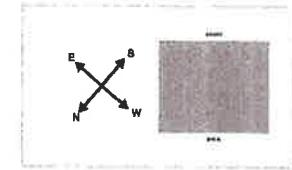
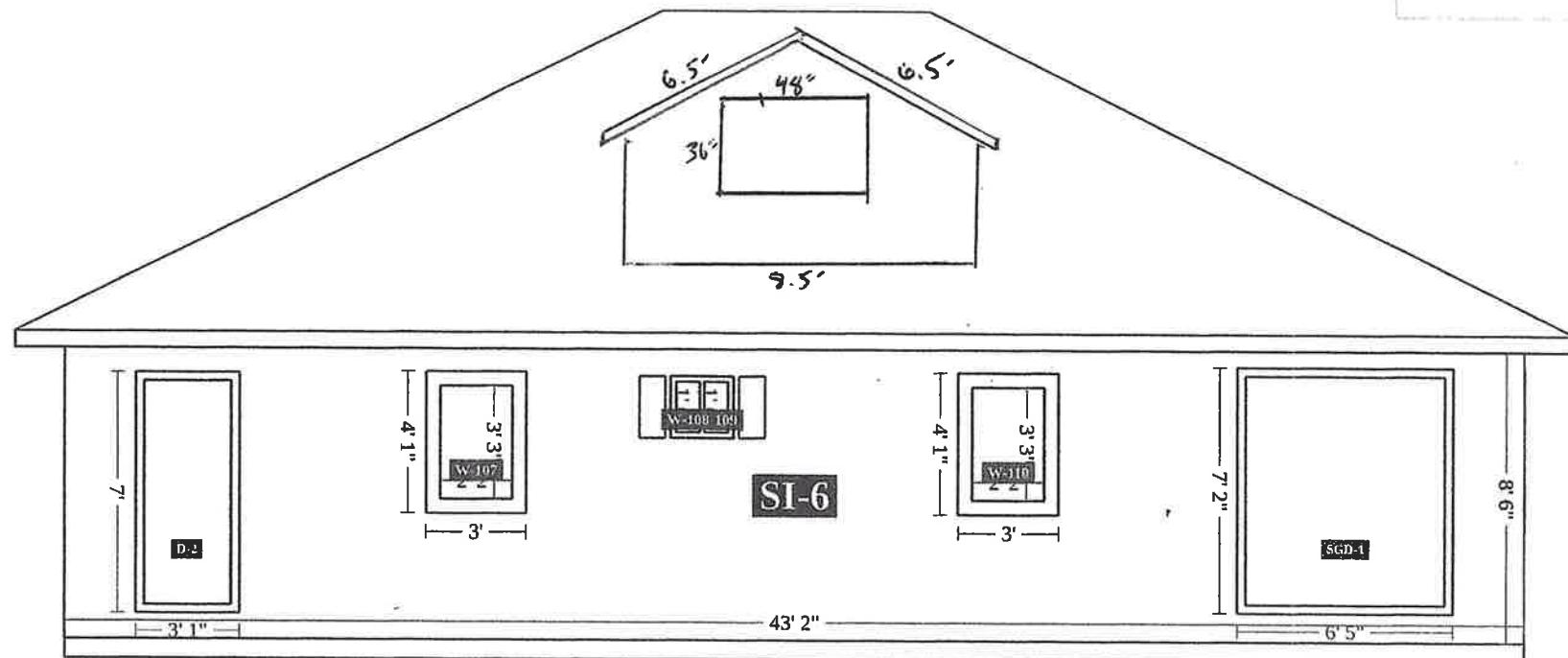
Patio cover to follow
perscriptive path

Hover Complete Measurements

Rear Elevation

16040 Southwest 3rd Street, Sher...

BACK



Roof Framing Plan - Dormers

Existing Rafters - 2x4

Sister 2x6 to existing rafters

Red indicates existing 48" heel knee wall

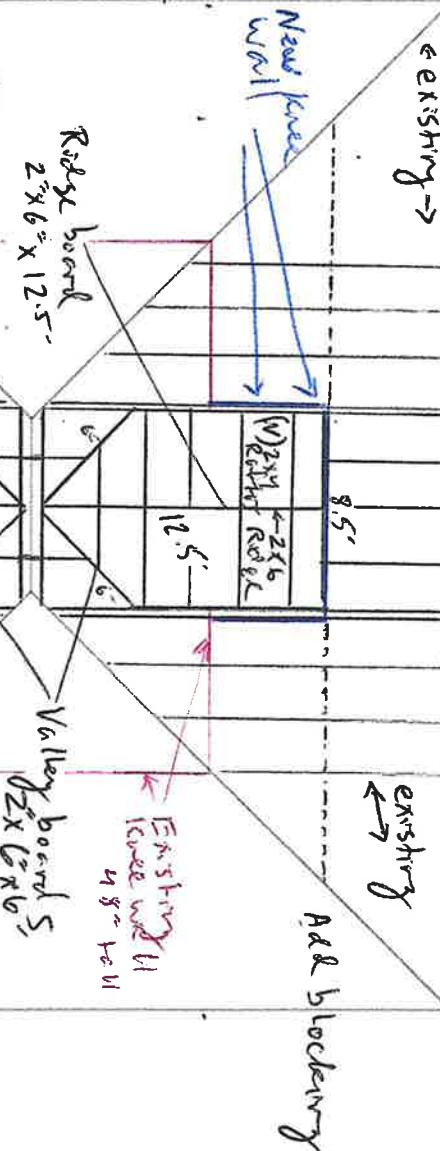
Blue indicates new knee wall

Add double 5.5" x 1.75" = LVL trimmers

H2.5" A at all rafter tails

H2.5" at all ridge/Hip rafter junctions

Indicates blocking
New rafters spanning 6.5" to be 2x4



Front Porch (raft over)
Follow prescriptive/Ready built

2x4 to plus 16" oc

2x6 ridge

4x8 column beams

554 - At rafter/ridge tails/ Beam

H2.5" At rafter/ridge tails/ Beam

Add double 5.5" x 1.75" = LVL trimmers

Hover Complete Measurements

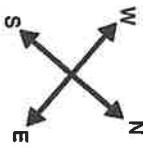
16040 Southwest 3rd Street, Sher...
FOOTPRINT

Path Cover Footings 24x24x11

Posts 4x6 PT

Beams 4x8 Glulam
ABU 462 Post Box

BACK



35' 2"

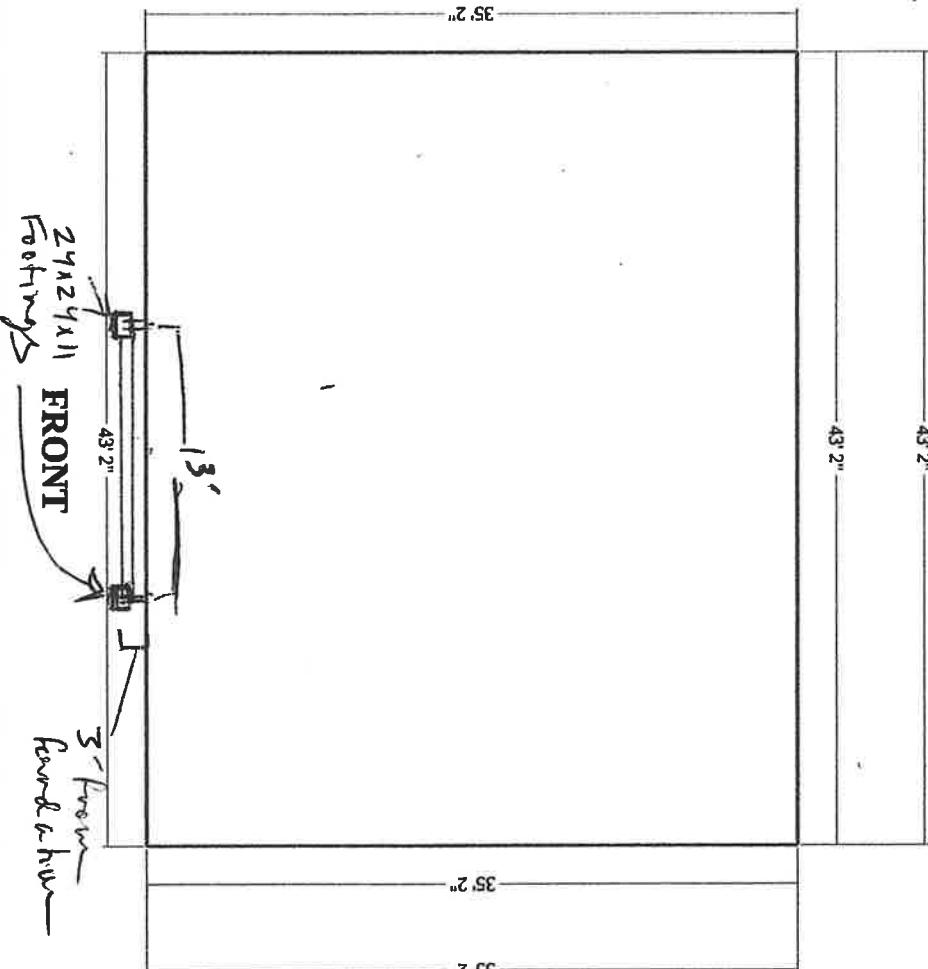
43' 2"

43' 2"

35' 2"

35' 2"

35' 2"



Number of Stories: 1

Footprint Perimeter: 156' 8"

Footprint Area: 1518 ft²

Powered by

Hover

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PROPERTY ID: 19018013
MODEL ID: 18997912
SW 3RD RENTAL
14 NOV 2025
Page 5

Hover Complete Measurements

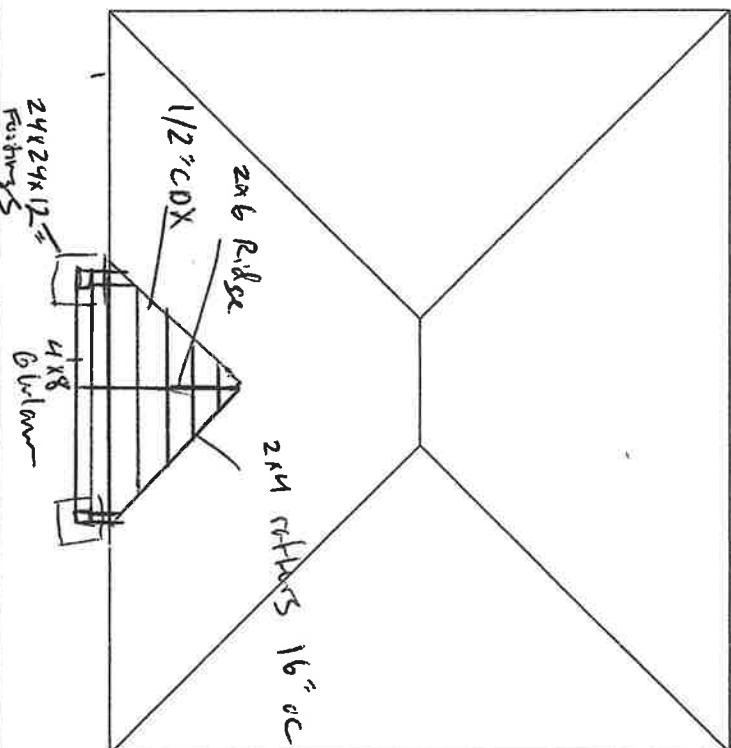
16040 Southwest 3rd Street, Sher... Porch Cover Ready B.11 ROOF SUMMARY

Using perspective plan

Roof	Area	Total	Length
Roof Facets	1962 ft ²	4	-
Ridges / Hips	-	5	122' 4"
Valleys	-	0	-
Rakes	-	0	-
Eaves	-	4	168' 6"
Flashing	-	0	-
Step Flashing	-	0	-
Drip Edge/Perimeter	-	-	168' 6"

Example Waste Factor Calculations

Roof Pitch*	Area	Percentage
6 / 12	1962 ft ²	100%

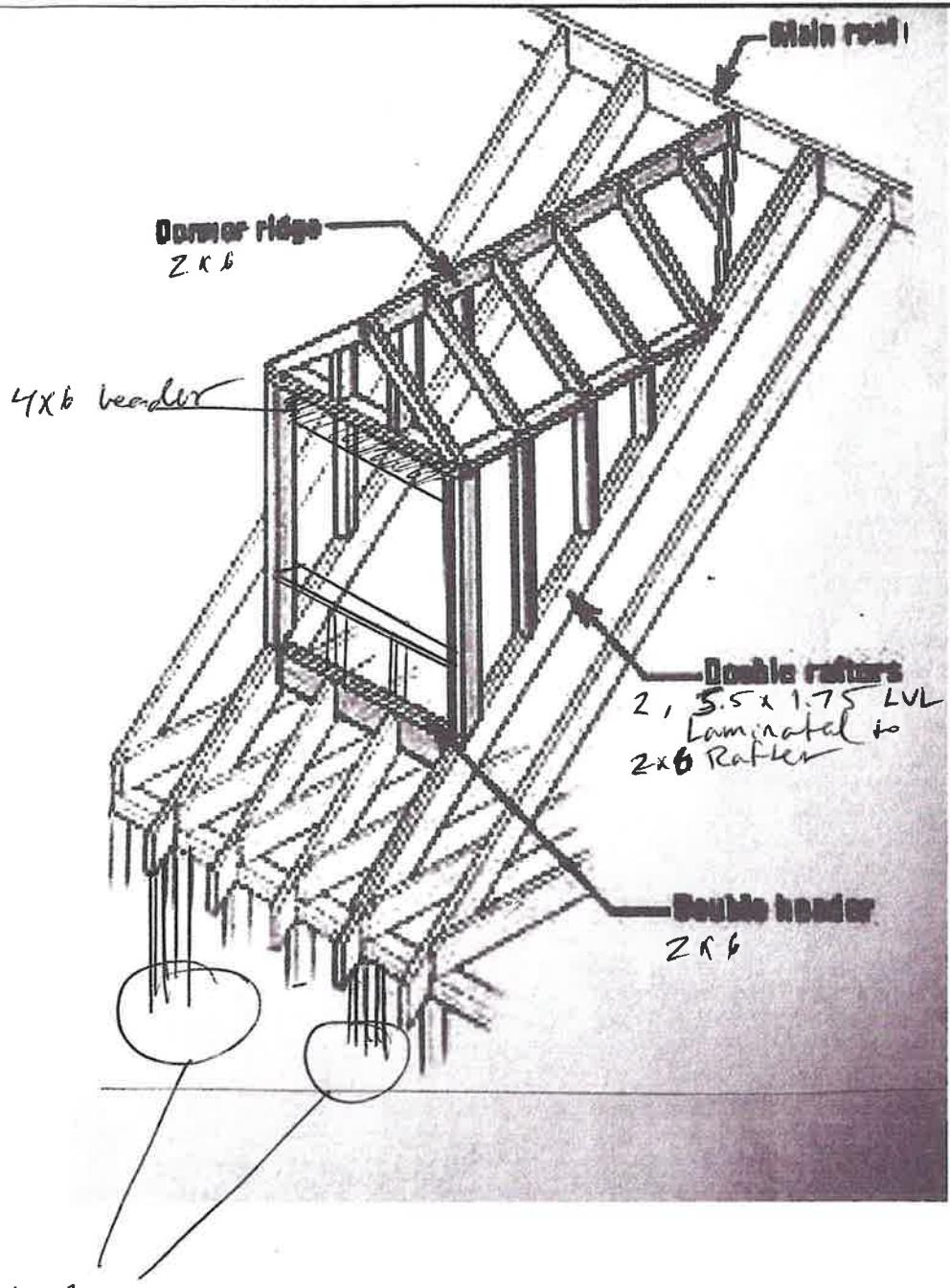


The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.

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Use of this document is subject to HOVER's Terms of Use and is provided "as is." HOVER makes no guarantees, representations or warranties of any kind, express or implied, arising by law or otherwise relating to this document or its contents or use, including but not limited to, quality, accuracy, completeness, reliability, or fitness for a particular purpose.

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PROPERTY ID: 19015012
MODEL ID: 18997912
SW 3RD RENTAL
14 NOV 2025
Page 3



Dormer framing detail

GENERAL BUILDING DATA

Patio covers and porch covers not over 200 square feet and supported by an exterior building wall are exempt from a building permit. Section ORSC R105.

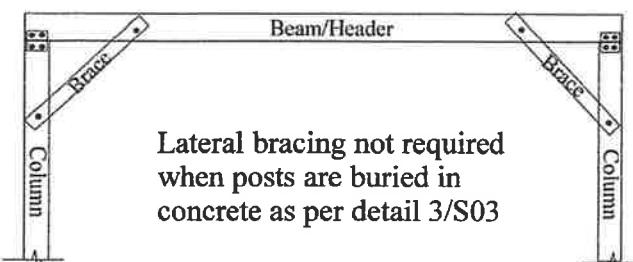
DESIGN CRITERIA

Items	Units
Eave Height	10'-0" Max
Roof Pitch	2/12 to 4/12
Wind Speed	105 mph
Exposure	C
Seismic Zone	D2
Snow Load	25
Soil Bearing	1500

The owner/contractor shall verify all dimensions and site conditions before starting work. The owner/contractor shall notify the local Building Codes Division of any discrepancies, changes, omissions, or substitutions that are not permitted without the approval of the local Building Department having jurisdiction.

All wood in contact with the ground, embedded in concrete in direct contact with the ground or embedded in concrete exposed to the weather that supports permanent structures shall be approved pressure preservative treated wood suitable for ground contact use.

Knee brace shall be connected to the beam and the column with 1/2" through bolt or (2) SDS 1/4" with minimum 2.5" penetration



In geographical areas where experience has demonstrated a specific need, approved naturally durable or pressure preservative treated wood shall be used for those portions of wood members that form the structural support of decks, porches, balconies or similar permanent building appurtenances when those members are exposed to the weather without adequate protection from a roof, such members may include:

1. Horizontal members such as girders, joists, and decking.
2. Vertical members such as posts, poles and columns.
3. Both horizontal and vertical members

CONCRETE

Concrete slab on grade shall have a minimum 3,000 psi and a minimum of 3.5" depth.

Concrete footings shall be a minimum 2,500 psi.

Finish grade shall slope 5% for 10' feet away from structure.

The area within the concrete slab shall have all vegetation, top soil and foreign materials removed.

Note:

Post bases (Simpson PCS or equivalent) post caps (Simpson PC or equivalent) joist hangers, hurricane ties etc., shall be installed and fastened according to the manufacturers recommendations.

All structural wood shall be DF #2

**REVIEWED FOR CODE
COMPLIANCE
LANE COUNTY**

INITIALED _____

DATE: ____ / ____ / 20____

**LANE COUNTY
READY-BUILD
UTILITY OCCUPANCY ONLY**



LANE COUNTY
LAND MANAGEMENT DIVISION
3050 N. DELTA HWY
EUGENE, OREGON 97408
PHONE: 541-682-4651
FAX: 541-682-3947

**PATIO COVER PLAN #2014-08
READY BUILD PLAN
PRESCRIPTIVE FRAME**

**BUILDING
CODE
ORSC 2017**

**GENERAL
DATA
S01**

**PERMITS FOR ALL ELECTRICAL WORK
SHALL BE SECURED FROM THE LANE
COUNTY ELECTRICAL PROGRAM AT
3050 N. DELTA HWY, EUGENE, OR 97408**

7/16" structural roof sheathing
with 8d common nails 6" o.c. at edge
nailing and 12" o.c. in the field with
approved roofing materials

See options
1 & 2/S3

Roof rafters (example: 2 x 6 @ 24" o.c.)
from Table 1

P.T. 4 x 6 post i.e., (8'-0" o.c.)
as per Table 2

Beam (example: 4 x 8)

Rafter Span
(example 8'-0")

H2.5A clip each truss

10'-0" Max
7'-0" Min

Optional Concrete slab 3.5" Min.

See option 3/S03

**PLEASE REFER TO THE ATTACHED RESIDENTIAL
CODE SUMMARY. MOST COMMONLY MISSED
ITEMS. THIS ATTACHMENT IS PART OF THE
APPROVED PERMIT PACKET AND MUST REMAIN ON
SITE AT ALL TIMES. PLEASE READ AND
INCORPORATE THE ITEMS PERTINENT TO THE
SCOPE OF THE WORK INTO THE CONSTRUCTION.**

RAFTER SPANS TABLE 1

Min Size	Max Spacing	Max Span
12"	9'-5"	4 x 6
16"	8'-2"	8'-0"
24"	6'-8"	9'-0"
12"	13'-9"	10'-0"
16"	11'-11"	11'-0"
24"	9'-9"	12'-0"
12"	17'-5"	4 x 8
16"	15'-1"	4 x 10
24"	12'-4"	4 x 12

RAFTER SPANS TABLE 2

Post Spacing	Rafter Spans							
	4 x 6	8'-0"	9'-0"	10'-0"	11'-0"	12'-0"	13'-0"	14'-0"
4 x 8	4 x 8	4 x 8	4 x 8	4 x 8	4 x 8	4 x 8	4 x 8	4 x 8
4 x 10	4 x 10	4 x 10	4 x 10	4 x 10	4 x 10	4 x 10	4 x 10	4 x 10
4 x 12	4 x 12	4 x 12	4 x 12	4 x 12	4 x 12	4 x 12	4 x 12	4 x 12

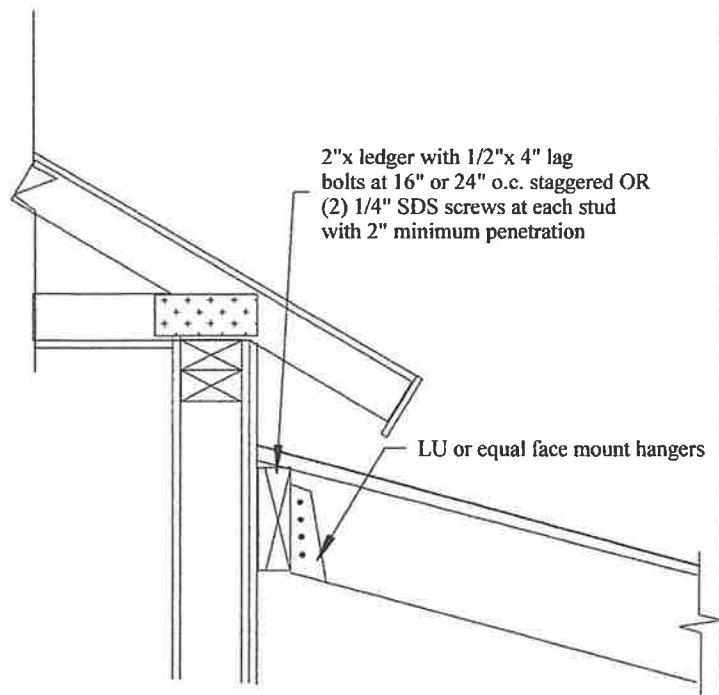
**PATIO COVER PLAN #2014-08
READY BUILD PLAN
PRESCRIPTIVE FRAME**



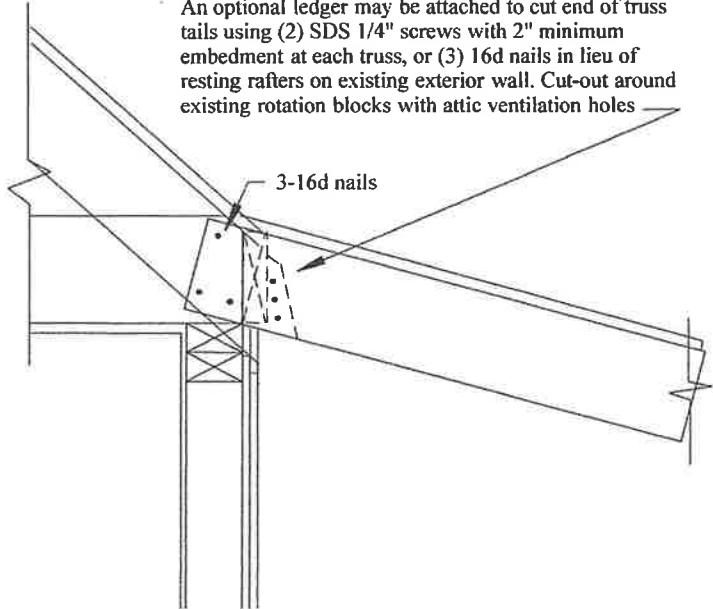
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LAND MANAGEMENT DIVISION
3050 N. DELTA HWY
EUGENE, OREGON 97408
PHONE: 541-682-3941
FAX: 541-682-3947

**BUILDING
CODE
ORSC 2017**

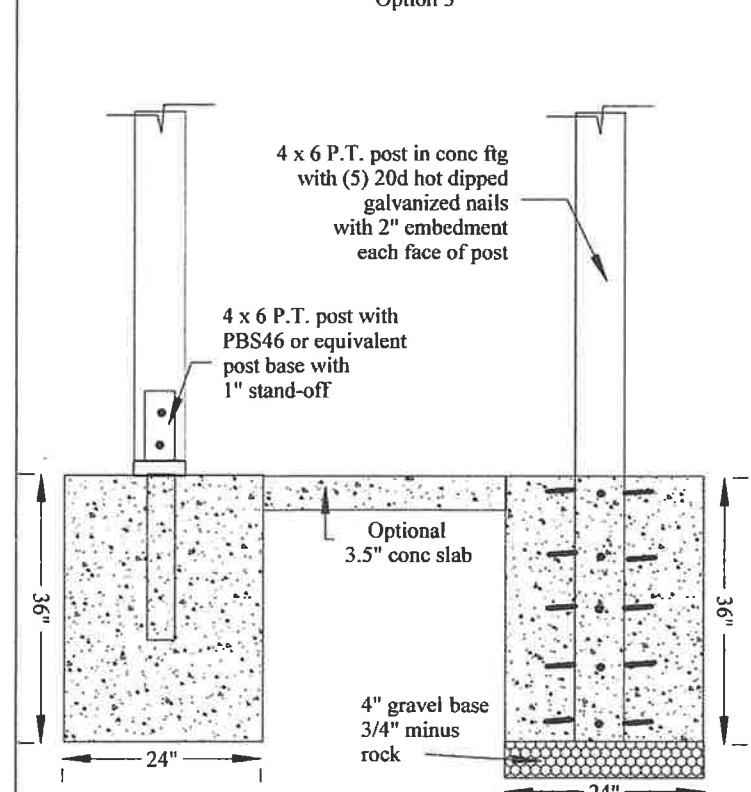
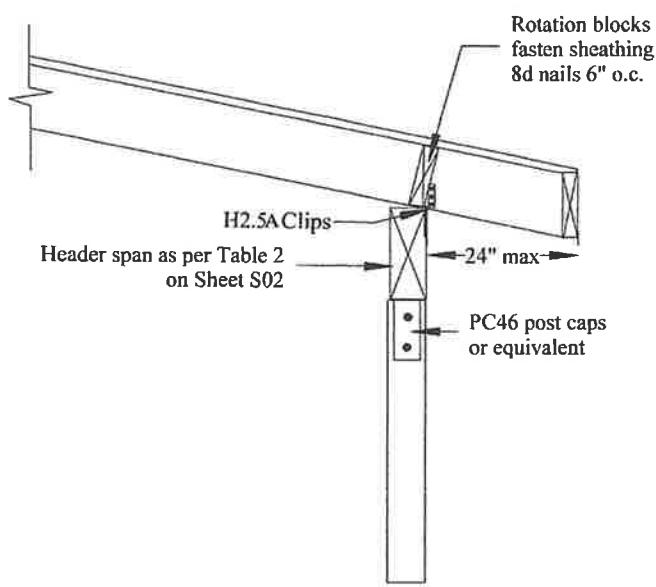
**SIDE VIEW
S02**



Option 1



Option 2



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**PATIO COVER PLAN #2014-08
READY BUILD PLAN
PRESCRIPTIVE FRAME**

**BUILDING
CODE
ORSC 2017**

**OPTIONS
DETAILS
S03**

SEE OPTION 1

An optional ledger may be attached to cut end of truss tails using (2) SDS 1/4" screws with 2" minimum embedment at each truss, or (3) 16d nails in lieu of resting rafters on existing exterior wall. Cut-out around existing rotation blocks with attic ventilation holes



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Ready-build plans

Modifications to ready-build plans

Plans may be modified in the following ways and remain ready-build plans. The local jurisdiction must verify that the plan design criteria meets or exceeds the associated site criteria.

- Specified eave height is the maximum height. Eave height may be reduced.
- Specified roof pitch is the maximum pitch. Pitch may be reduced to 3:12.
- Specified frame spacing is the maximum spacing. Frame spacing may be reduced.
- Specified length is the maximum length. Length may be reduced, but must not be less than the width specified on the plan. Allowed openings must be reduced by the same length that was removed from the overall building length.
- Openings shown may be changed to walls except one three-foot wide by six-foot, ~~eight-inch~~ tall side-hinged door must be provided somewhere on the exterior.
- ~~inch~~ tall side-hinged door must be provided somewhere on the exterior.

The division does not approve modifications to the plans. Plan modifications beyond the limits indicated above are expressly subject to local jurisdiction approval on a site-specific basis. indicated above are expressly subject to local jurisdiction approval on a site-specific basis.

LANE COUNTY DOES NOT APPROVE MODIFICATIONS TO READY-BUILD PLANS BEYOND THE LIMITS INDICATED ABOVE.

USE OF READY BUILD PLANS IMPLIES ACKNOWLEDGEMENT OF THESE REQUIREMENTS

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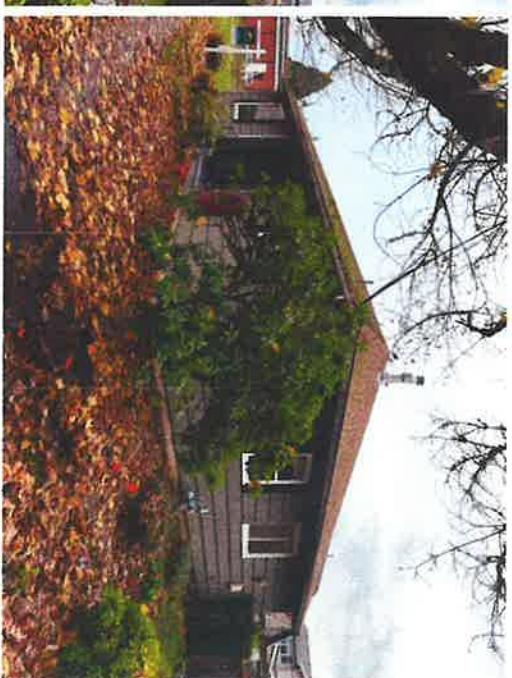
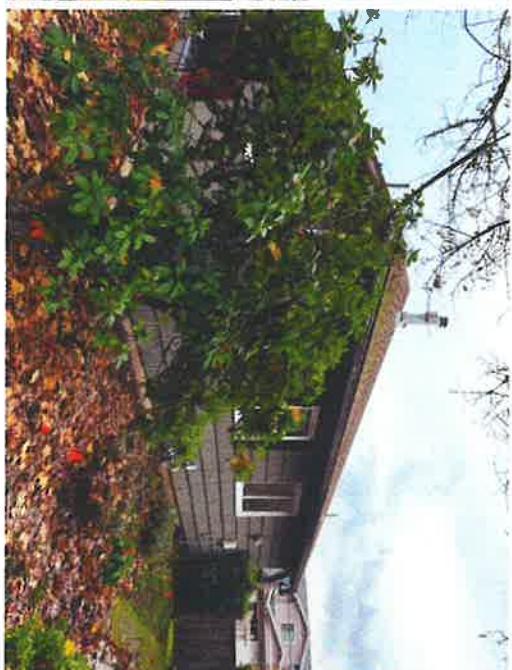
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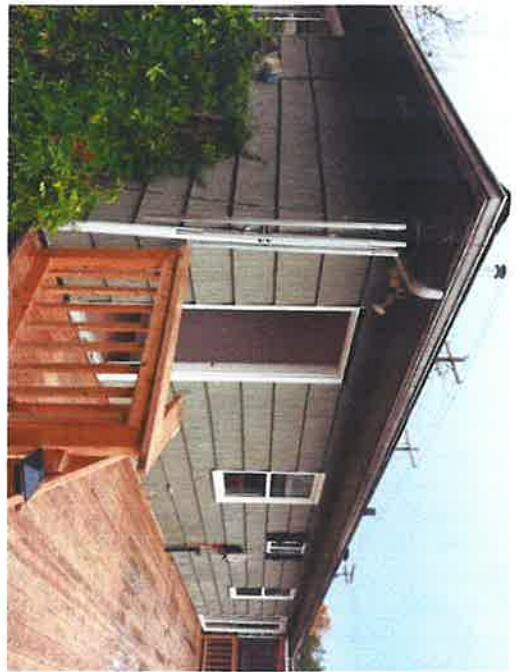
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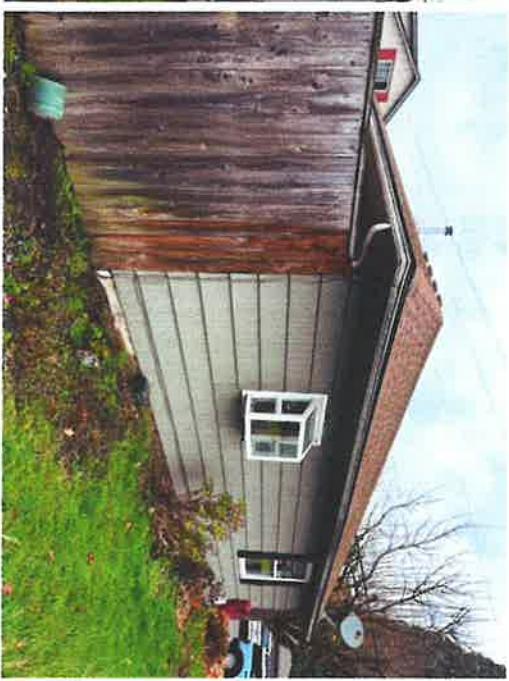
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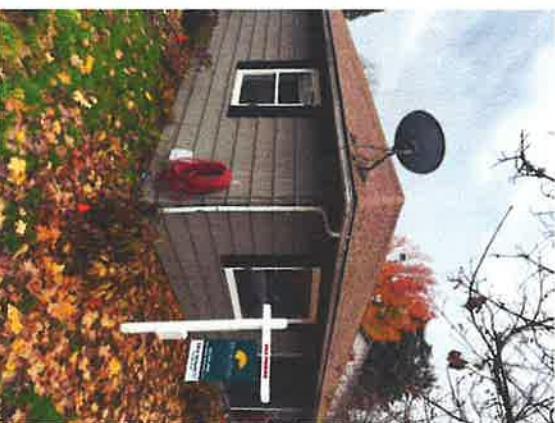
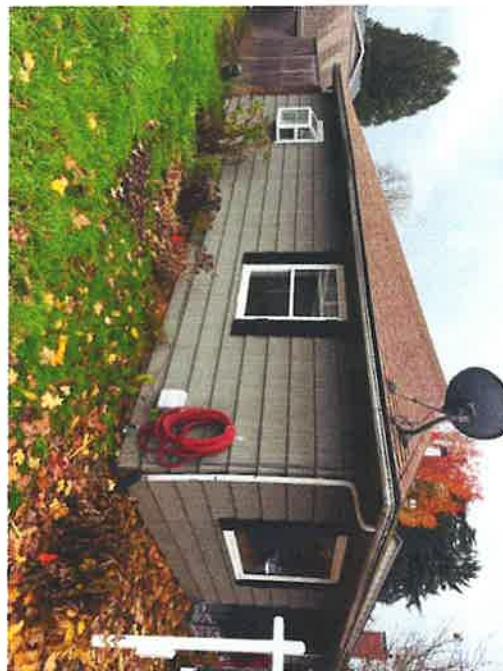
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