

PLANNING DEPARTMENT

App. Submitted: December 19, 2025

App. Complete: January 14, 2026

120-Day Deadline: May 11, 2026



Hugo Agosto, Associate Planner

Proposal: An application for a Type II – Landmark Alteration to add dormers and a porch cover to an existing single-family residential structure. The subject parcel is currently 0.12-acres in size, zoned Medium Density Residential Low (MDRL) - Old Town Overlay, and located at 16040 SW 3rd Street (Washington County Assessor’s Map and Tax Lot 2S132BB/1400).

I. BACKGROUND

Applicant

Rylan Phillips
16040 SW 3rd Street
Sherwood, OR 97140

Owner

Balsiger D. Richard Rev. Liv Trust
16040 SW 3rd Street
Sherwood, OR 97140

- A. **Location:** 16040 SW 3rd Street
- B. **Parcel Size:** ±0.12 acres in size
- C. **Existing Development and Site Characteristics:** This site is approximately 0.12 acres in size and currently developed with a single-family house. The designated use of the parcel is Single Family Residential.
- D. **History and Background:** The parcel was legally established under the Smock addition to Sherwood, while the existing structure was erected in 1925; the subject property is considered nonconforming legal.
- E. **Comprehensive Plan Land Use Designation and Zoning Classification:** The property is designated for residential uses, zoned Medium Density Residential Low (MDRL), and is located within the Old Town Overlay – Smockville Area.
- F. **Adjacent Zoning and Land Use:** The site is surrounded by other Medium Density Residential Low (MDRL) & Retail Commercial (RC), within the Old Town Overlay (Smockville Area).
- G. **Review Type:** Pursuant to Chapter 16.164 – Landmark Review, if a proposed addition is less than 250 SF, and/or is an exterior renovation only of a designated landmark, the application shall be processed as a Type II – Landmark Alteration consistent with Section 16.72.010B. Findings pertaining to this review type categorization are further detailed in this report.
- H. **Public Notice:** Notice of this land use application was posted on the site and at five conspicuous locations throughout the city and mailed to property owners within 1,000 feet of the site, on January 15, 2026, in accordance with 16.72.0120 of the Sherwood Zoning and Community Development Code.
- I. **Review Criteria:** Sherwood Zoning and Community Development Code (SZCDC): Chapter 16.12 – Residential Land Use Districts; Chapter 16.48 – Non-conforming Uses, Chapter 16.50 – Accessory Structures, Architectural Features, and Decks; Chapter 16.70 – General Provisions; Chapter 16.72 - Procedures for Processing Development Permit; Chapter 16.162 – Old Town (OT) Overlay District; Chapter 16.164 – Landmark Review; Chapter 16.168 – Landmark Alteration.

I. PUBLIC COMMENTS

Public notice was mailed, posted on site, and posted in five locations throughout the City on January 15, 2026. No public comments were received during the comment period.

II. AGENCY/DEPARTMENTAL COMMENTS

Staff sent notice to affected agencies and interdepartmental staff on January 12, 2026. The

following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted. The following information briefly summarizes the comments received:

Sherwood Engineering Department: The Sherwood Engineering Department provided comments dated January 23, 2026. Comments and general Conditions of Approval are included as **Attachment B**. Comments are regarding streets, sanitary sewer, water, storm sewer, and utilities.

III. REQUIRED FINDINGS

Chapter 16.72 - PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS

16.72.010 - Generally

- A. Except for Final Development Plans for Planned Unit Developments, which are reviewed per Section 16.40.030, all ministerial, administrative, and quasi-judicial development permit applications and legislative land use actions shall be classified as one of the following:

...

3. The following administrative actions shall be subject to a Type II review process:

FINDING: Consistent with Sherwood's Zoning and Community Development Code section 16.164.010.B – Landmark Review, the proposed development, addition of dormers to the existing structure, are less than 250 square feet in size and is partially an exterior renovation of a designated landmark; all properties within the Old Town Overlay are designated as landmarks. The proposed alteration includes the addition of dormers and a porch cover to an existing single-family residential structure, and as such requires a Type II review to ensure Smockville Design Standards are satisfied.

Chapter 16.12 – RESIDENTIAL LAND USE DISTRICTS

16.12.010 - Purpose and Density Requirements

- C. Medium Density Residential Low-MDRL

The MDRL zoning district provides for single-family and duplex housing, manufactured housing, and other related uses with a density of 5.6 to 8 dwelling units per acre (except middle housing types pursuant to 16.12.010.F). Minor land partitions shall be exempt from the minimum density requirements.

16.12.020 - Allowed Residential Land Uses

The abbreviated table below identifies the land uses that are allowed in the Residential Districts. The specific land use categories are described and defined in Chapter 16.10.

Uses	Standard
Residential	
Single-Family Detached Dwellings	P

FINDING: The subject property contains a single-family residence, which is permitted outright within the residential district zone; therefore, this standard is met.

16.12.030 - Residential Land Use Development Standards

A. Generally

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions, area, setbacks or other requirements, except as permitted by Chapter 16.84. (Variance and Adjustments)

B. Development Standards.

1. Except as modified under Chapter 16.68 (Infill Development), Section 16.144.030 (Wetland, Habitat and Natural Areas), or as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided pursuant to all applicable criteria.
2. Creation of new lots or parcels as part of a townhome or cottage cluster developments are subject to the applicable land division or Planned Unit Development approval process.
3. Sufficient Infrastructure. Prior to obtaining a residential building permit for construction of any new middle housing structure or division of an existing structure into middle housing, the applicant must submit a request for verification of Sufficient Infrastructure, together with any documentation requested by the City Engineer or designee and receive approval from the City Engineer or designee.

FINDING: The proposal does not include the alteration of the existing lot area or other applicable dimensional requirements. No new lot will be created from this approval. The proposal is not considered new middle housing construction; therefore, these criteria are not applicable.

C. Development Standards per Residential Zone are as follows:

Requirement	Standard
Lot Dimensions	
Minimum Lot areas: Single Family Detached	5,000 square feet
Minimum Lot width at front property line	25 feet
Minimum Lot width at building line ² – Single Family Detached	50 feet
Minimum Lot Depth	80 feet
Setback & Height	
Front yard ⁵	14 feet
Face of garage	20 feet

Interior side yard ⁶	5 feet
Rear yard	20 feet
Maximum Height ³	30 feet or 2 stories

² Minimum lot width at the building line on cul-de-sac lots may be less than that required in this Code if a lesser width is necessary to provide for a minimum rear yard.

³ Maximum height is the lesser of feet or stories.

⁵ Reductions in front yard setbacks for architectural features as described in 16.50.050 are not permitted in the MDRL, MDRH, or HDR zoning districts.

⁶ Adjustments and Variances to interior side yard setbacks for all housing types are not allowed.

FINDING: The proposal does not alter the existing lot area, width, depth, or other applicable parcel dimensions. The parcel was legally established under the Smock Addition to Sherwood, while the existing structure was erected in 1925; the subject property is considered legal nonconforming, as discussed under Section 16.48.050 - *Non-Conforming Structures*, the structure is considered nonconforming with respect to present-day siting standards. Specifically, the existing structure does not comply with the setback requirements applicable to properties within the Medium Density Residential Low (MDRL) zoning district. Staff field observations indicated the structure was 4-8 feet away from the front property line, below the minimum standard.

The proposed dormers are within the existing building footprint, equating to approximately 24 square feet in size, and do not contribute to the existing non-conformities. The proposed alterations do not alter the existing structures' height.

Conversely, the proposed cover is not permitted to extend further into the front setback. As the existing primary structure already encroaches into the MDRL front yard setback. The applicant shall revise the submitted plan set to ensure that no further enlargement of the existing nonconformity occurs.

Correspondence with the applicant (Attachment C), dated February 3, 2026, indicated the applicant was amicable to this requirement, and proposed an alternative design to support the existing building's drainage/roofing system.

As further described under Section 16.48.070 - *Permitted Changes to Non-Conformities*, staff find proposed alternative to the existing structure would fall under the parameters of general repairs or replacement of existing materials and meet the intent of the subject code section. and would not be within the purview of a land use review, as described under Section 16.168.010.3.B -. The following condition applies:

Condition B.1: Prior to issuance of a Building Permit, the applicant shall resubmit development plans demonstrating that no additional structures or improvements will extend further into the MDRL front yard setback and that no expansion of the existing structural nonconformity occurs; minor repairs, maintenance, or replacement of existing building components that may encroach into the setback are permitted, provided the location, projection, and extent of overall structures encroachment are not increased.

As presented, the above criteria are met.

Chapter 16.48 - NON-CONFORMING USES

16.48.010 – Purpose

Within the zones established by this Code or any amendments that may have been adopted there may exist lots, structures, uses of land and structures, and characteristics of use which were lawful before the effective date of this Code, but which would be prohibited, regulated or restricted under the terms of this Code or any future amendments, or which do not meet in full all standards and provisions of this Code. This Chapter permits these nonconformities to continue until they are removed or discontinued, but does not encourage their perpetuation. Nonconformities shall not be enlarged, expanded or extended, nor be used as justification for adding other structures or uses not permitted elsewhere in the same zone, except as specifically provided elsewhere in this Section.

16.48.050 - Non-Conforming Structures

Where a lawful structure exists at the effective date of adoption of or amendment to this Code that could not be built under the terms of this Code by reason of restrictions on lot area, lot coverage, height, yards, its location on the lot, or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- A. No such structure may be enlarged or altered in a way which increases its non-conformity, but any structure or portion thereof may be enlarged or altered in a way that will not have a greater adverse impact on surrounding properties or will decrease its non-conformity, as per Section 16.48.070.
- B. Except as otherwise provided for in Section 16.48.020, should such structure or the non-conforming portion of a structure be destroyed by any means to an extent of more than sixty percent (60%) of its current value as established by the Washington County Assessor, it shall not be reconstructed except in conformity with the provisions of this Code; and
- C. Should such structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the zone in which it is located.

16.48.070 - Permitted Changes to Non-Conformities

A. Repairs and Maintenance

On any non-conforming structure or portion of a structure containing a non-conforming use, normal repairs or replacement on non-bearing walls, fixtures, wiring, or plumbing, may be performed in a manner not in conflict with the other provisions of this Section. Nothing in this Code shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof officially declared to be unsafe by any official charged with protecting the public safety.

FINDING: As the residence was constructed in 1925, prior to the adoption of the City's current zoning regulations, the structure is considered nonconforming with respect to present-day siting standards.

As stated in previous findings, the proposed development is not allowed to expand the proposed patio cover further into the setback, and has been conditioned to revise the submitted plan, as to ensure no enlargement of the non-conformities occurs.

Correspondence with the applicant (Attachment C), dated February 3, 2026, indicated the applicant was amicable to this condition, and offered a proposed alternative design to support the existing building's drainage/roofing system.

Staff believe this alteration does not conflict with this or other sections of the code, as this would be within the parameters of normal repairs and replacements, as previously described.

As presented, the above criteria are satisfied.

Chapter 16.50 - ACCESSORY STRUCTURES, ARCHITECTURAL FEATURES AND DECKS

16.50.010 - Standards and Definition

B. Generally

For uses located within a residential zoning district, accessory uses, buildings, and structures shall comply with all requirements for principal uses, buildings, and structures except where specifically modified below; and shall also comply with the City of Sherwood Building Code as amended. Where this Code and the Building Code conflict, the most stringent shall apply.

D. No accessory building or structure shall encroach upon or interfere with the use of any adjoining property or public right-of-way, including but not limited to streets, alleys, and public and/or private easements.

16.50.050 - Architectural Features

Architectural features such as cornices, eaves, canopies, sunshades, gutters, signs, chimneys, and flues may project up to five (5) feet into a front or rear required yard setback and two and one half (2 ½) into the required side yard setback.

FINDING: As described under Section 16.12.030 - *Residential Land Use Development Standards*, the proposed porch cover is not permitted to extend further into the front setback. The existing structure currently encroaches beyond what is allowed within the MDRL front setback, thereby constituting a legal non-conforming structure. As a result, the allowances provided under this section cannot be utilized, as approval of the proposed porch cover would result in an additional projection of more than five (5) feet into the front yard setback.

The proposed development has been conditioned to remove the porch cover and, therefore, not further contributing to the structure's nonconforming setback.

As presented, the above criteria are not applicable.

Chapter 16.162– OLD TOWN (OT) OVERLAY DISTRICT

16.162.010 - Purpose

The Old Town (OT) Overlay District is intended to establish objectives and define a set of development standards to guide physical development in the historic downtown of the City consistent with the Community Development Plan and this Code.

The OT zoning district is an overlay district generally applied to property identified on the Old Town Overlay District Map, and applied to the Sherwood Plan and Zone Map in the Smockville Subdivision and surrounding residential and commercial properties, generally known as Old Town. The OT overlay zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site design elements, in order to preserve and enhance the area's commercial viability and historic character. The OT overlay zone is designated a historic district as per Chapters 16.166 and 16.168. Furthermore, the OT District is divided into two distinct areas, the "Smockville" and the "Old Cannery Area," which have specific criteria or standards related to architectural design, height, and off-street parking.

16.162.020 - Objectives

Land-use applications within the Old Town Overlay District must demonstrate substantial conformance with the standards and criteria below:

- A. Encourage development that is compatible with the existing natural and man-made environment, existing community activity patterns, and community identity.
- B. Minimize or eliminate adverse visual, aesthetic, or environmental effects caused by the design and location of new development, including but not limited to effects from:
 - 1. The scale, mass, height, areas, appearances and architectural design of buildings and other development structures and features.
 - 2. Vehicular and pedestrian ways and parking areas.
 - 3. Existing or proposed alteration of natural topographic features, vegetation and waterways.

FINDING: The proposed development includes the incorporation of dormers; the porch cover has been conditioned to be removed and will not contribute to the architecture of the structure. Comparison between the architectural style of existing structures within the area indicate relative similarity and the existence of several dormers or similar architectural features present within the neighborhood.

No alterations to the topographic features or vegetation are proposed. No existing waterways are located on or against the property. This criterion is met.

As presented, the above criteria are met.

16.162.070 - Community Design

H. Color - The color of all exterior materials shall be earth tone. A color palette shall be submitted and reviewed as part of the land use application review process and approved by the hearing authority.

FINDING: The applicant did not submit a color palette, nor did they indicate within their materials how the proposed development will comply. The existing structure is primarily a grey-green colored palate with an earth tone not dissimilar to other structures within the area. To ensure the above criteria continue to be satisfied with the dormer addition, the following condition applies below:

CONDITION A.1: The color of all exterior building materials shall be limited to earth tones and shall be maintained as such for the life of the development. Any future changes to exterior colors or finishes may require additional review and approval by the Review Authority.

As presented, the above standard is met.

16.162.090 - Old Town Smockville Design Standards

B. Applicability

The following standards are intended as an "overlay" to the underlying Old Town Overlay zoning district and shall be used as part of the land use approval process when exterior remodeling and new development is proposed in the "Smockville" portion of the Old Town Overlay District. Except in specific situations described herein, these Standards shall apply equally to all projects within the Smockville portion of the Old Town District. Applicants seeking variance from these Standards must demonstrate to the review body that compliance would result in an unnecessary and unavoidable hardship. Variances from the Standards will not be allowed unless such hardship is adequately demonstrated and proven by the applicant. The variance process is provided in Chapter 16.84 of the SZCDC. These standards are not required for the "Old Cannery Area" portion of the Old Town District, but may be used in lieu of Section 16.162.080. The Old Cannery Area portion is still subject to the design standards in Section 16.162.080.

FINDING: The subject property is located within the boundaries of Smockville; therefore, these standards apply.

D. Remodeling Standard 2: Front Facing Presentation

Traditionally, the portions of a structure facing the public right of way were considered the most important for presenting an aesthetically pleasing appearance. Skylights were not used, and there was very little venting since the structures were not tightly enclosed and wrapped as they are today. Therefore, keeping all modern looking venting and utilities to the side that is not visible from the public right of way is important and greatly adds to the

appearance.

- a. Skylights: Skylights shall be placed on the side of the structure not visible from the public right-of-way, and shall be of a low profile design.
- b. Roof vents: Roof vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material. Where possible, a continuous ridge vent is preferred over roof jacks for venting purposes. In the case of using a continuous ridge vent with a vintage structure, care should be taken in creating inconspicuous air returns in the eave of the building.
- c. Plumbing vents: Vents should, wherever possible, be placed on the side of the structure least visible from the public right of way, and painted to blend with the color of the roofing material.

FINDING: The proposal includes the incorporation of dormers, a similar architectural feature observed throughout the old town area. Skylights, roof and plumbing vents, or a similar type of architectural feature is not proposed with this development; therefore, this standard is met.

F. Residential Structures

Historically, the Old Town District contained both commercial and residential structures, often intermixed on the same block. Today, many of the city's oldest residential structures remain as private dwellings while others have been converted to professional office or other commercial uses. The following standards are intended to reinforce the traditional mixed architectural character of the district and apply equally to all residential designs, including those now used for other commercial purposes, such as professional offices, restaurants, antique stores, and other similar uses. However, the International Building Code still dictates any requirements for interior remodeling.

Residential Standard 2: Roof Forms

Roofs play a significant role in the overall character of a structure and, in combination with Standard 1, shelter the complex volumes typical of the traditional development pattern.

- a) Pitch: Roof pitches of less than 6/12 for gables are prohibited. Roof pitches of less than 5/12 for hipped roofs are prohibited. Flat roofs visible from the street are prohibited. An exception to this standard may be made for porch roofs attached to the primary volume.
- b) Complexity: As per Standard 1(B), single large roof forms are prohibited. A single roof form with two or more dormers is considered a complex roof form and accordingly will meet this Standard.
- c) Materials: Roofs shall be of historically appropriate materials, including asphalt shingle, wood shingle, or wood shake. The use of metal roofing, concrete tile roofing, hot-mopped asphalt, rolled asphalt, terra cotta tiles and other non-historic materials are prohibited in view of the public right-of-way.

FINDING: The applicant submitted materials indicating the proposed dormers will match the existing roof materials, which conform to the above roof material requirements. In addition, no alternation to the roof pitch or form are proposed.

As presented, the above criteria are met.

Residential Standard 5: Openings [Windows & Doors]

Doors and windows form the "eyes" and "mouth" of a building and play a significant role in forming its character.

Windows

- a) Verticality: All windows will reflect a basic vertical orientation with a width-to-height ratio of 1.5 to 2, or greater (i.e., a 24" wide window must be a minimum 36" tall). Larger window openings shall be formed by combining multiple window sash into groupings.
- b) Types: The following window types are permitted:
 1. Single and double hung windows.
 2. Hopper and transom-type windows.
 3. Casement windows.
 4. Any combination of the above, including groupings containing a central single pane fixed window flanked by two or more operable windows.
 5. Glass block windows.
 6. Fixed leaded or stained-glass panels.

The following window types are specifically prohibited within the area:

1. Fixed pane windows (when not within a grouping, as in #4, above).
 2. Horizontal slider windows (when visible from the public right-of-way).
 3. Arched windows and fanlights, including "Palladian" window groupings, are inconsistent with the vernacular character of the area and are prohibited when visible from the public-right-of-way.
- c) Lights: (internal divisions of window, formed by "muntins" or "mullions") True-divided lights are preferred. "Pop-In" or fake muntins are not historic, nor appropriate within Sherwood's vernacular tradition, and are prohibited when visible from the public right-of-way.
 - d) Sash Materials: Wood windows or enameled metal clad windows are most consistent with the vernacular tradition and are preferred. Vinyl windows or paintable fiberglass windows are allowed. Anodized or mill-finish aluminum windows or storm windows are prohibited.
 - e) Mirror Glazing: The use of "mirror" or reflective glass visible from the public right-of-way is prohibited.

FINDING: The proposed dormers will reflect the basic vertical orientation, with an approximate width-to-height ratio of 1.5-2. No exterior lighting is proposed. The window type was not illustrated,

but is conditioned to comply with the above criteria:

Condition A.2: Mirror or highly reflective glazing is prohibited on building façades visible from the public right-of-way.

Condition B.2: Prior to Building Permits, the building plans shall identify which of the following dormer window type(s) will be installed: single-hung and double-hung windows; hopper and transom-type windows; casement windows; grouped window assemblies, including configurations with a central fixed pane flanked by one or more operable windows; glass block windows; and fixed leaded or stained-glass window panels.

As conditioned the above criteria is met.

Residential Standard 8: Additions to Existing Buildings

- a) **Compatibility:** Additions to existing properties will continue the existing character of the resource or return to the documented original character in scale, design, and exterior materials. The creation of non-documented elements outside the traditional vernacular character such as towers, turrets, elaborate surface decoration and similar "earlying-up" is prohibited.
- b) **Attachment:** Additions should "read" as such, and be clearly differentiated from the historic portion of the structure and shall be offset or "stepped" back from the original volume a minimum of four (4) inches to document the sequence of construction. An exception to this standard is allowed for the reconstruction of previously existing volumes that can be documented through physical or archival evidence.
- c) **Non-Compatible Materials:** Repair of existing non-compatible materials is exempt from Standard 8(A). Rear-facing additions to existing buildings may continue the use of these materials so long as they are a continuation of the attached materials.

FINDING: The proposed dormers are designed to be compatible with the existing structure in scale, proportion, and materials. Both dormers are compatible with the overall architectural character of the residential structure. Due to their location, the dormers provide the necessary offset from the existing roof line edge, creating a distinct addition that reads as an appropriate alteration of the historic structure. As a result, the dormer additions maintain the character of the original structure and comply with the above criteria.

Chapter 16.164 - LANDMARK REVIEW

16.164.010 – Generally

The Planning Commission shall act as the Landmarks Advisory Board (LAB) and the designated review and approval authority for historic and cultural landmarks unless otherwise stated herein; and;

- A. Recommend to the Council the designation of certain historic and cultural resources, structures, buildings, places, sites, landscapes and areas as landmarks or historic districts, in accordance with Chapter 16.166. Subject to the approval of the Council, the City Manager or designee may employ the services of a qualified architect or historian in the designation process. The landmark alteration criteria contained in Chapter 16.168 shall only apply to designated landmarks or historic districts.
- B. Review and take action, or make policy recommendations, on new building applications in accordance with Chapter 16.168. If a proposed addition is less than 250 SF, and/or is an exterior renovation only of a designated landmark, the application shall be processed as a Type 2 administrative review consistent with Section 16.72.010B. The latter requires a third party review by a qualified professional in historic preservation. All other proposals shall be processed as a Type 4 consistent with Chapter 16.72. Landmark designation applications shall be Type 5 and follow Chapter 16.166.
- C. Cooperate with and enlist the assistance of persons, organizations, corporations, foundations, and public agencies in matters involving historic preservation, rehabilitation, and reuse.
- D. Advise and assist owners of landmarks on the physical and financial aspects of historic preservation, rehabilitation, and reuse, especially with respect to publishing or making available guidelines on historic preservation, and identifying and publicizing tax benefits, as well as grant and loan opportunities.
- E. Determine an appropriate system of marks and signs for designated landmarks and historic districts subject to Council approval.

Finding: The proposed development is an exterior renovation of a designated landmark. All properties within the Old Town Overlay are designated landmarks. The proposed alterations are below 250 square feet, and as such require a Type II exterior review to ensure Smockville Design Standards are satisfied; therefore, this standard is met.

Chapter 16.168 - LANDMARK ALTERATION

16.168.010 – Procedures

- 1. Alteration Application
 - A. Application for any alteration of a designated landmark, except as per this Section, shall be made on forms provided by the City.
 - B. The following information shall be required in an application for alteration of a landmark:
 - 1. The applicant's name and address.
 - 2. The property owner's name(s) and address(es), if different from the applicant(s) and a statement of authorization to act on behalf of the owner signed by the owner.
 - 3. The street address or other easily understood geographical reference to the landmark property.
 - 4. A drawing or site map illustrating the location of the landmark.
 - 5. A statement explaining compliance with the applicable approval criteria of this Chapter, as appropriate.
 - 6. Ten (10) sets of plan drawings to include site, landscaping and elevations, drawn to scale.

7. Photographs of the landmark which show all exterior features.
8. A list of owners of property (fee title) within one hundred (100') feet of the subject property together with their current mailing addresses.
9. Any other information deemed necessary by the City Manager or his or her designee.

Finding: The applicant submitted the necessary information to effectively review the proposal in its entirety; therefore, this standard is met.

2. Appeals. A decision rendered by the Landmarks Advisory Board regarding approval, approval with conditions, or denial of a permit for construction, alteration, removal, or demolition of a designated landmark, may be appealed to the Council as per Chapter 16.76.

Finding: Appeal processes and authority will be followed in compliance with Chapter 16.76; therefore, this standard is met.

3. Exceptions.
 - A. Nothing in this Section shall be construed to prevent the maintenance or repair of any exterior architectural feature which does not involve a change in design, material or appearance of such feature, or which the Building Official shall determine is required for the public safety due to an unsafe or dangerous condition. Except as otherwise provided in this Chapter and subsection B of this Section, if no City building permit or land use approval is otherwise required, facade alterations which, in the City's determination, adversely impact or lessen a landmarks historic character, shall be subject to landmark alteration review. Such alterations subject to review could include, but are not limited to: painting of facade elements or construction of materials normally left unpainted within the historic context of the landmark; replacement of windows, transoms, awnings, doors, exterior lighting, or other exterior features; the addition and replacement of exterior heating, ventilating and air conditioning equipment, except for temporary equipment such as portable in-window air conditioners; or any overlay of an existing facade with new siding materials.
 - B. Normal maintenance and repair of historic resources are not subject to landmark alteration review, except as specified in subsection A of this Section. Normal maintenance and repair activities generally exempted from this Section shall include, but are not limited to:
 1. Repairing or providing a new foundation that does not result in raising or lowering the building elevation provided, however, that the City must find that foundation materials and craftsmanship do not contribute to the historical and architectural significance of the landmark.
 2. Installation of storm windows and doors, insulation, caulking, weather-stripping and other energy efficient improvements which complement or match the existing color, detail and proportions of the landmark.
 3. Painting, sandblasting, chemical treatments, and related exterior surface preparation, except for surface preparations that result in the landmark

becoming further removed from its original historic appearance, where the landmark would not have been originally painted, or where the preparation could damage exterior surfaces.

4. Repair or replacement of electrical, plumbing, mechanical systems, sewer, water and other utility systems, and equipment which does not alter a designated landmark's exterior appearance.
 5. Repair or replacement of building and site features when work is done in kind to closely match existing materials and form. Such features include fencing, roofing, vents, porches, cornices, siding, doors, balustrades, stairs, trim, windows, driveways, parking areas, retaining walls, signs, awnings, gutters and roof drain systems, handrails and guardrails.
 6. Necessary structural repairs, as determined by the City Building Official that do not significantly alter or destroy the landmark's historic appearance.
 7. Masonry repair or cleaning, including repointing and rebuilding chimneys, if mortar is matched to original composition, and power washing if done at no more than 600 psi with mild detergent.
 8. Any other exterior repair, replacement, or maintenance that, in the City's determination, does not result in the landmark becoming further removed from its original historic appearance.
- C. Landmarks designated as Primary and Secondary historic resources as per Chapter 16.166 that are not within special historic resource zones or historic districts shall be subject to landmarks alteration review. Landmarks designated as Contributing historic resources as per Chapter 16.166 that are not within special historic resource zones or designated historic districts shall be subject to review, but such review shall be advisory and non-binding.
- D. Except as otherwise provided in this Chapter, interior alterations not visually or structurally modifying a designated landmark's external appearance or facade shall not be subject to landmarks alteration review, unless the interior is specifically cited as part of the reason for the landmarks designation, as per Section 16.166.040.
- E. Signs shall be subject to Chapter 16.102 only, provided that the City Manager or his or her designee finds that the proposed sign or signs comply with the standards of this Chapter, and the guidelines and standards of any applicable special historic resource zones or designated historic districts. These findings shall be prepared and reviewed as per subsection B of this Section.

Finding: The applicant is required to submit revised plans to ensure that no further enlargement of the existing nonconformity occurs, therefore eliminating the proposed patio cover component.

Correspondence with the applicant (Attachment C), dated February 3, 2026, indicated the applicant was amicable to this requirement, and offered a proposed alternative design to support the existing building's drainage/roofing system.

Staff found the proposed alternative to the existing structure would fall under the parameters of general repairs or replacement of existing materials and meet the intent of the subject code section and would not be within the purview of a land use review, as described under Section 16.168.010.3.B – *Landmark Alteration: Procedures*.

Conversely, the proposed dormers are required to meet the applicable standards outlined in subsequent sections of this chapter and are addressed below.

16.168.020 – Alterations Standards

The following general standards are applied to the review of alteration, construction, removal, or demolition of designated landmarks that are subject to this Chapter. In addition, the standards and guidelines of any applicable special resource zone or historic district shall apply. In any landmark alteration action, the Landmarks Advisory Board shall make written findings indicating compliance with these standards.

1. Generally
 - A. Every reasonable effort has been made by the property owner, in the City's determination, to provide a use of the landmark which requires minimal alteration of the structure, site, or area.
 - B. In cases where the physical or structural integrity of a landmark is questionable the proposed alterations are the minimum necessary to preserve the landmarks physical or structural integrity, or to preserve the feasibility of the continued occupation, or use of the landmark given its structural condition.
 - C. In cases where the landmark has been significantly altered in the past, that it is technically feasible to undertake alterations tending to renovate, rehabilitate, repair or improve the landmark to historic standards given those prior alterations.
 - D. The compatibility of surrounding land uses, and the underlying zoning designation of the property on which the historic resource is sited, with the historic resources continued use and occupation, and with the renovation, rehabilitation, repair, or improvement of the resource to historic standards.
 - E. Alterations shall be made in accordance with the historic character of the landmark as suggested by the historic resources inventory and other historic resources and records. Alterations to landmarks within special historic districts shall, in addition, be made in accordance with the standards and guidelines of that zone or district.
 - F. Alterations that have no historic basis and that seek to create a thematic or stylistic appearance unrelated to the landmark or historic district's architectural history and vernacular based on the original architecture or later architecturally or historically significant additions shall not be permitted.

FINDING: Planning staff reviewed the proposed alterations and found that every reasonable effort has been made by the property owner to provide a use of the landmark structure which requires minimal alteration of the structure, site, or area. Review of surrounding structures within Smockville indicated several residences with similar architectural components.

Furthermore, staff review of the site indicates that the primary structure has not been significantly altered in the past, and remains substantially compliant with its original development, based on limited available records.

The proposal does not create or contribute to a thematic or stylistic appearance unrelated to the landmark or historic district's architectural history and vernacular. The proposed additions have been made in accordance with maintaining the historic character of the landmark structure as

suggested by the historic resources inventory and other historic resources and records.

As presented, the above criteria are met.

Based upon review of the applicant's submittal information, review of the code, agency comments and consideration of the applicant's submittal, staff finds that the proposed site plan does not fully comply with the standards but can be conditioned to comply. Therefore, staff **APPROVES Land Use Case File LU 2025-019 LA** with the following conditions of approval:

IV. CONDITIONS OF APPROVAL

A. General Conditions:

1. The color of all exterior building materials shall be limited to earth tones and shall be maintained as such for the life of the development. Any future changes to exterior colors or finishes may require additional review and approval by the Review Authority.
2. Mirror or highly reflective glazing is prohibited on building façades visible from the public right-of-way.
3. Any departure from the plans approved under LU 2025-019 LA is cause for revocation of applicable building and occupancy permits.
4. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
5. The property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code, Engineering Design Standards, and Municipal Code.
6. This approval is valid for a period of two (2) years from the date of the decision notice. Extensions may be granted by the city as afforded by the Sherwood Zoning and Community Development Code.
7. This approval does not negate the need to obtain permits, as appropriately, from other local, state, or federal agencies even if not specifically required by this decision.
8. After approval of the building permits for site development from the City's Building Official, any future building permits for tenant improvements are conditioned to provide documentation to the Sherwood Planning Department showing how all applicable requirements are satisfied at the time of tenant improvements building permit approval.

B. Prior to Issuance of a Building Permits:

1. Prior to issuance of a Building Permit, the applicant shall resubmit development plans demonstrating that no additional structures or improvements will extend further into the MDRL front yard setback and that no expansion of the existing structural nonconformity occurs; minor repairs, maintenance, or replacement of existing building components that may encroach into the setback are permitted, provided the location, projection, and extent of overall structures encroachment are not increased.
2. Prior to Building Permits, the building plans shall identify which of the following dormer window type(s) will be installed: single-hung and double-hung windows; hopper and transom-type windows; casement windows; grouped window assemblies, including configurations with a central fixed pane flanked by one or more operable windows; glass block windows; and fixed leaded or stained-glass window panels.
3. Prior to Building Permits, the developer shall obtain a Service Provider Letter (SPL) from Clean Water Services (CWS).

V. Attachments

- A. Application Submittal
- B. City of Sherwood Engineering Memorandum dated January 23, 2026
- C. Correspondence with Applicant dated February 3, 2026

VI. APPEAL

This decision shall become final 14 days from the date of the mailing of this decision unless otherwise appealed. **This decision is final unless an appeal is received by 5:00 PM March 5, 2026.** The appeal shall be submitted on forms provided by the City, shall include the appeal fee, as identified in the most recently adopted fee schedule, and shall have a petition for review as described in SZCDC Section 16.76.030.

STATE OF OREGON)
)
 Washington County)

I, Hugo Agosto, for the Planning Department, City of Sherwood, State of Oregon, in Washington County, do hereby certify that the Notice of Decision on Case File No. LU 2025-019 LA was placed in a U.S. Postal receptacle on February 20, 2026.

City of Sherwood



Hugo Agosto, Associate Planner



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 Phone: 971.230.8914
 Applicant Address: 16040 SW 3rd St Sherwood, OR 97140 Email: rylan@buildingphillips.com
 Owner: Rylan Phillips Phone: 971.230.8914
 Owner Address: 14954 SW Cochran St Sherwood, OR 97140 Email: rylan@buildingphillips.com
 Contact for Additional Information: Rylan Phillips

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

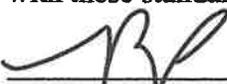
RECEIVED
DEC 19 2025

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.

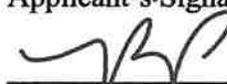
I further acknowledge that I have read the applicable standards for review of the land use action I am requesting and understand that I must demonstrate to the City review authorities compliance with these standards prior to approval of my request.



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.**



Statement of Compliance

Sherwood Development Code – Title 16

Sections 16.162, 16.164, 16.166, and 16.168

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

City of Sherwood
Planning Dept.

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.

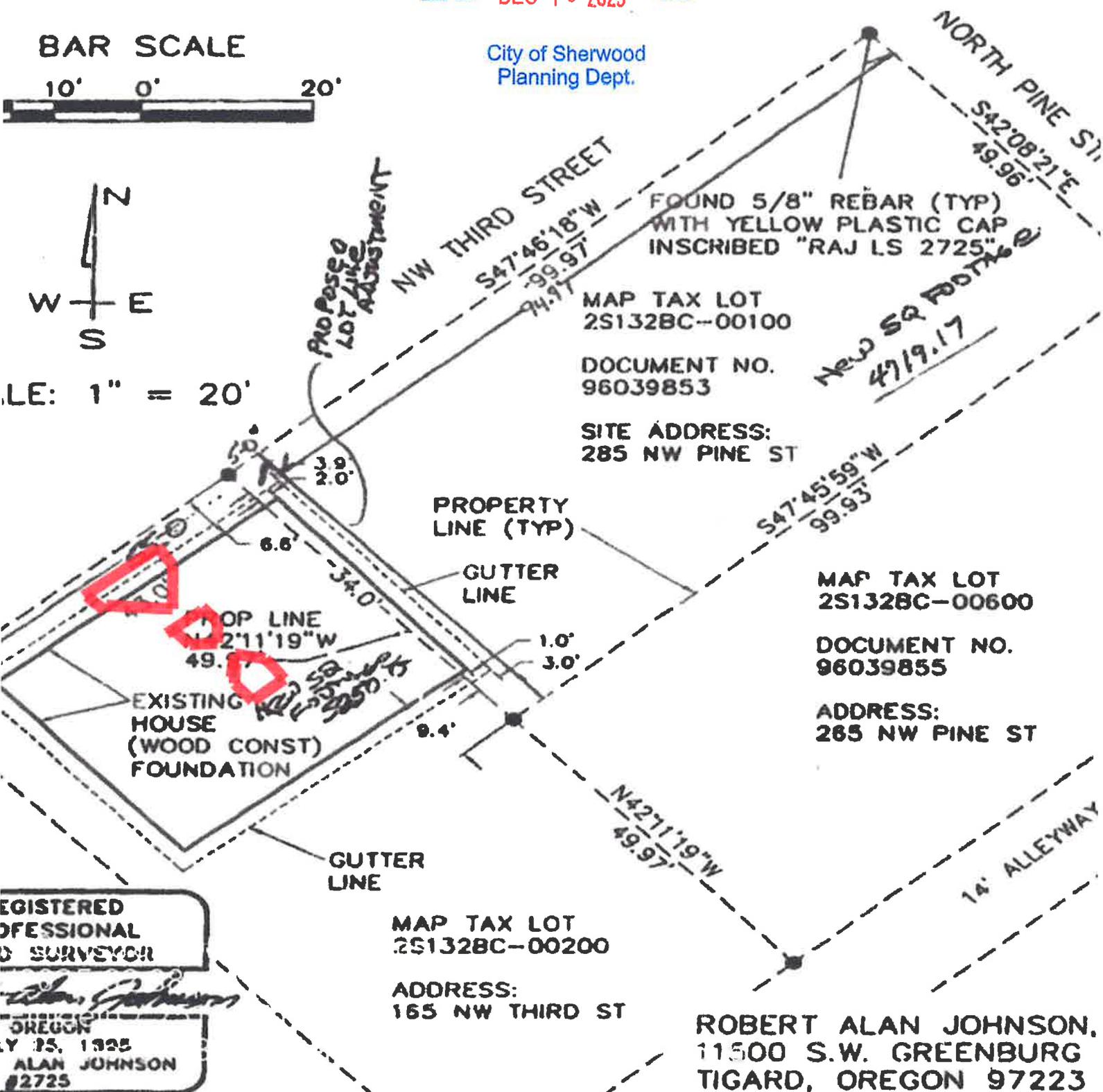
RECEIVED
DEC 19 2025

City of Sherwood
Planning Dept.

BAR SCALE



SCALE: 1" = 20'



REGISTERED
PROFESSIONAL
SURVEYOR
Alan Johnson
OREGON
MAY 25, 1925
ALAN JOHNSON
#2725

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

RECORDING REQUESTED BY:



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

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 3/20/25 03565

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

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: K Beckett Successor Trustee
Katie Beckett
Successor Trustee

State of OR
County of Clatsop

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.

[Signature]
Notary Public - State of OR

My Commission Expires: 11-28-27



RECORDING REQUESTED BY:



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

GRANTOR'S NAME:

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

GRANTEE'S NAME:

Rylan Phillips and Staci Phillips

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Washington County, Oregon	2025-053520
D-DW	11/25/2025 01:22:11 PM
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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 Clatsop

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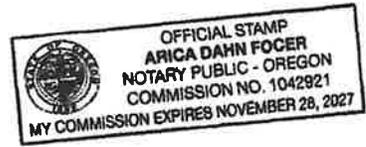
the Donald Richard Balsiger Revocable Living Trust U/D/T April 22, 2024

BY: Katie Beckett Successor Trustee
Katie Beckett
Successor Trustee

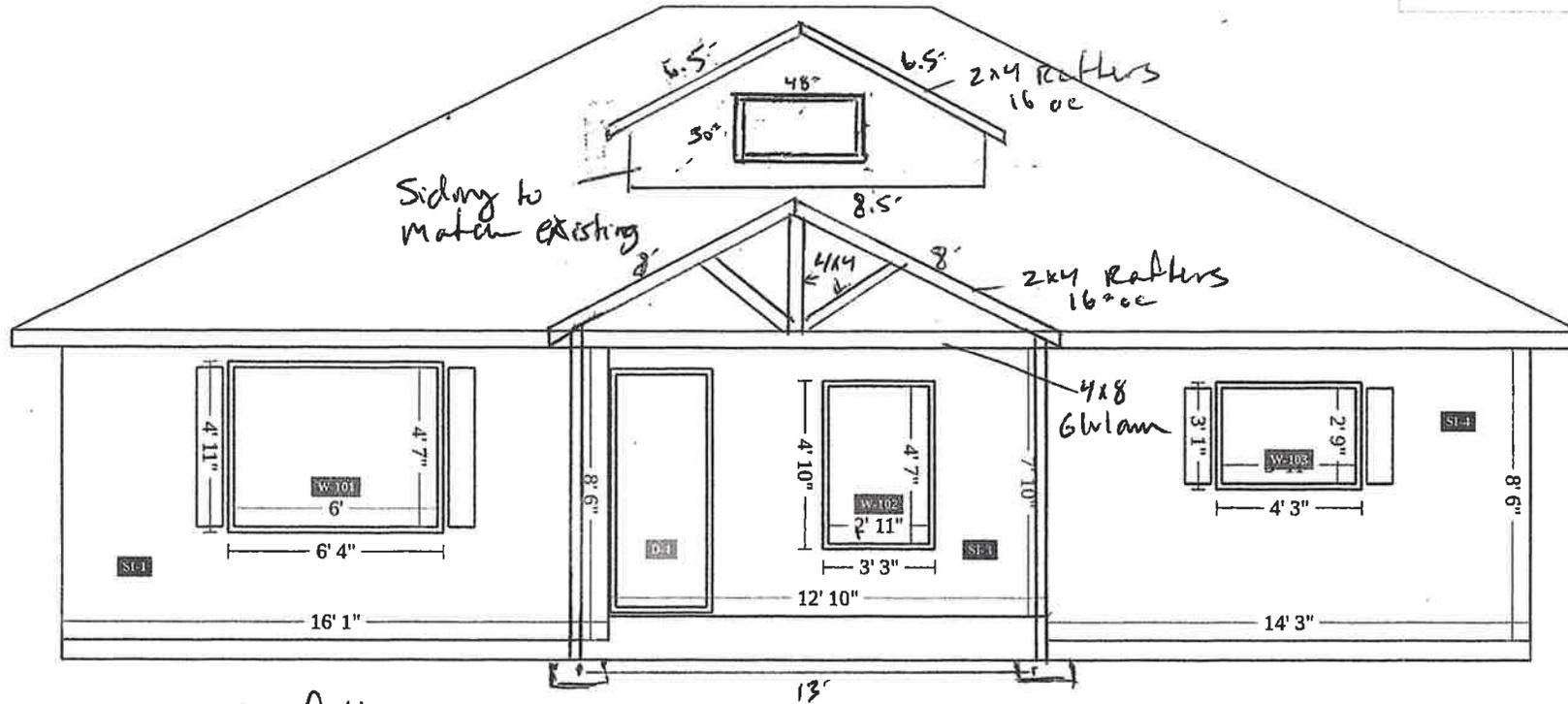
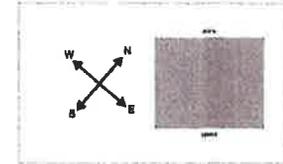
State of OR
County of Clatsop

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[Signature]
Notary Public - State of OR
My Commission Expires: 11-28-27



Front Elevation



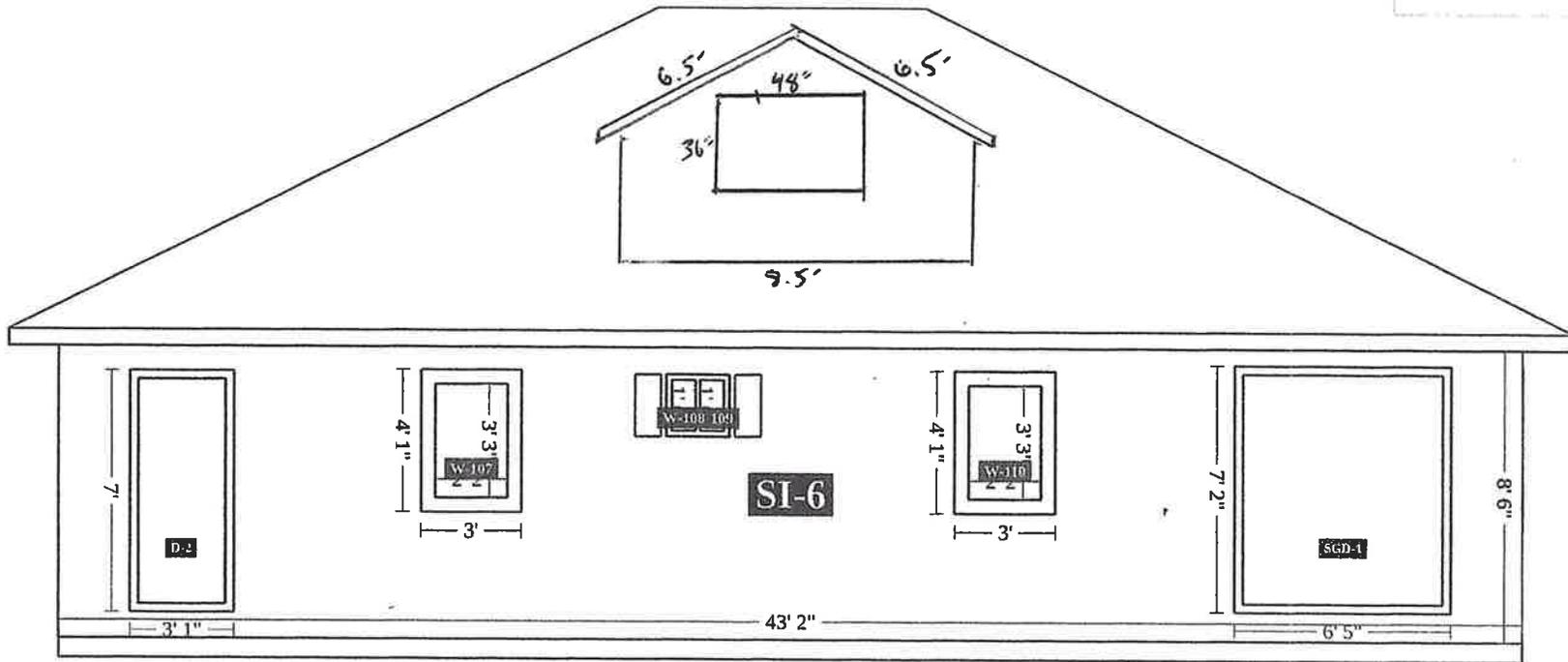
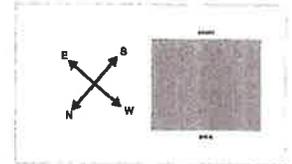
Patio cover to follow
perscriptive path

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" tall knee wall

Blue indicates new knee wall

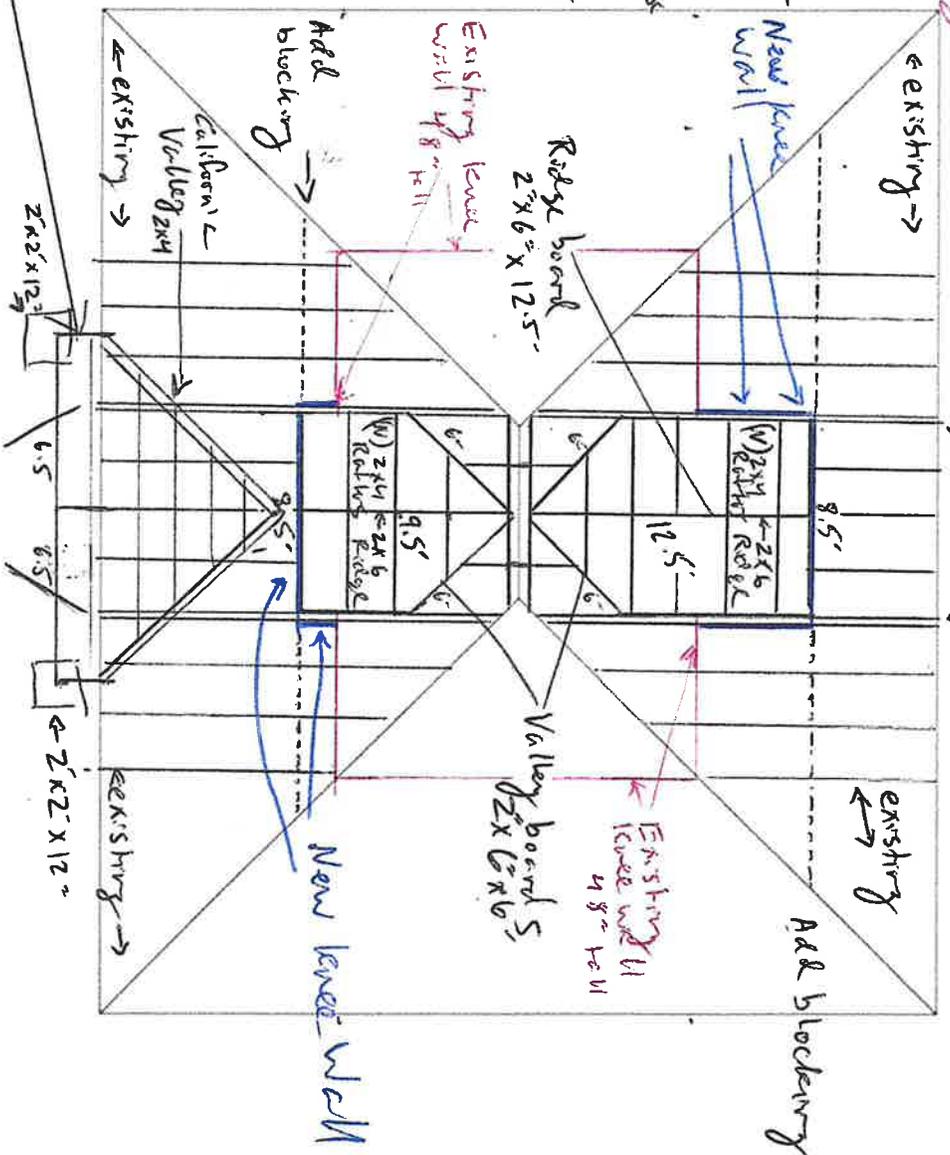
H2.5 A at all Rafter tails

H2.5A at all ridge/Hips rafter junctions

--- Indicates blocking

New rafters spanning 6.5' to be 2x4

Add double 5.5" x 1.75" LVL trimmers



Front Porch - (roof over)

Follow prescriptive/Ready built

2x4 Rafters 16" oc

2x6 ridge

4x8 column beams

55A - AT rafter/ridge
 H2.5A AT rafter tails/Beam

Add double 5.5" x 1.75" LVL Trimmers

2x2x12" 6.5' 6.5' 2x2x12"

Hover Complete Measurements

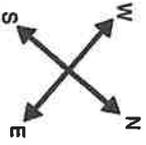
16040 Southwest 3rd Street, Sher...
FOOTPRINT

Patio Cover Footings 24x24x11

Posts 4x6 PT

Beams 4x8 Glulam

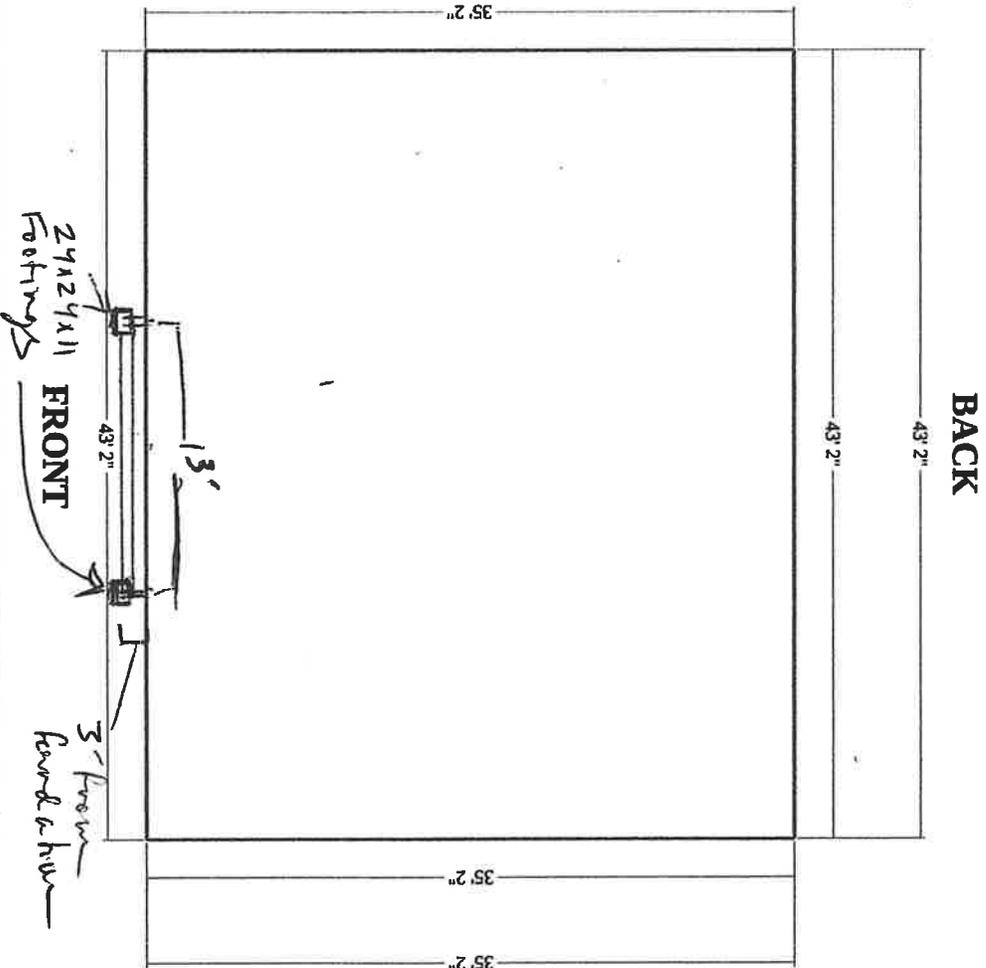
ABV 462 Post Base



Number of Stories: 1

Footprint Perimeter: 156' 8"

Footprint Area: 1518 ft²



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PROPERTY ID: 19018013
MODEL ID: 18997912
SW 3RD RENTAL
14 NOV 2025
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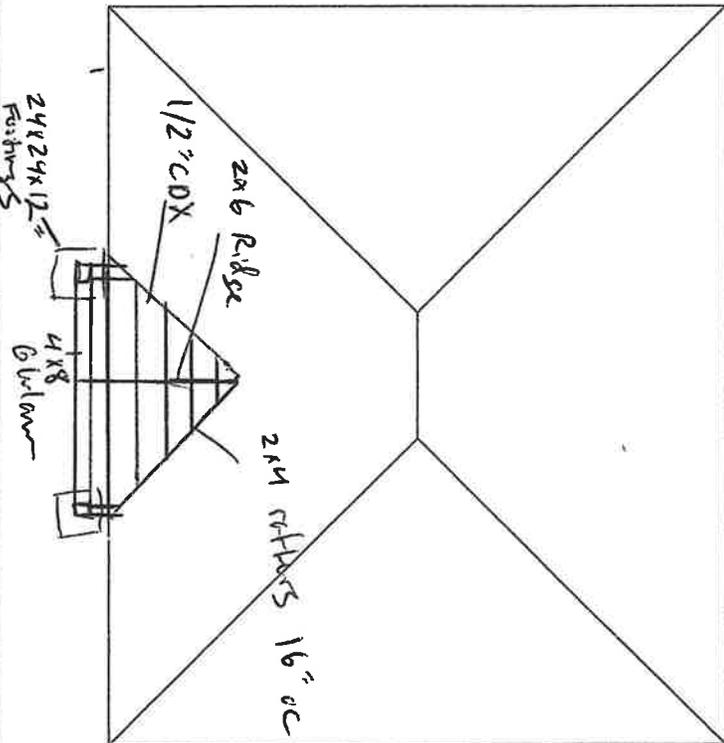
Hover Complete Measurements

16040 Southwest 3rd Street, Sher...
 ROOF SUMMARY

*For Cover Ready Built
 using prescriptive path*

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"

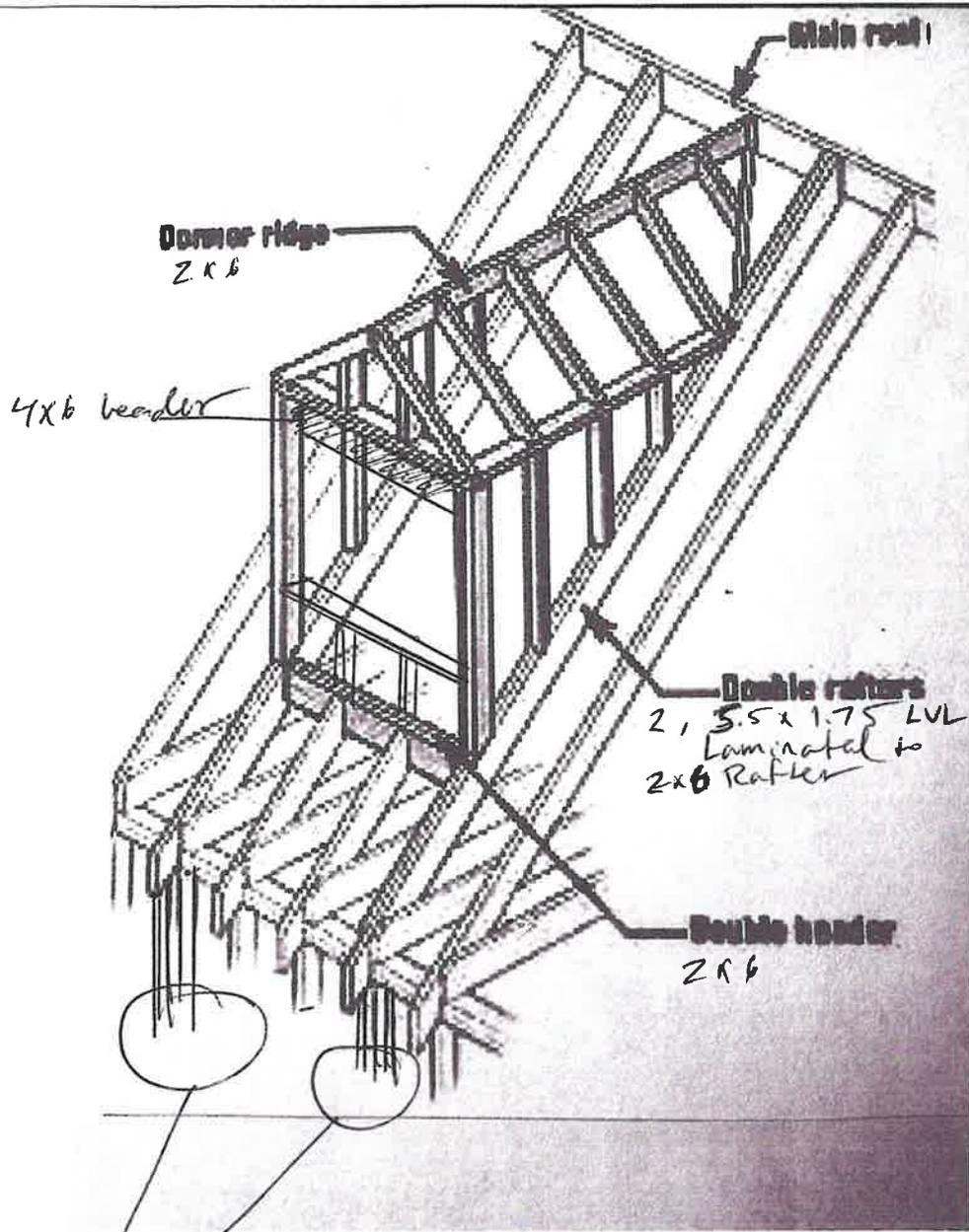
Roof Pitch*	Area	Percentage
6 / 12	1962 ft ²	100%



Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	1962 ft ²	2060 ft ²	2158 ft ²	2256 ft ²	2354 ft ²
Squares	19%	20%	21%	22%	23%

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.



Adel 3, 2x4 under laminated rafters

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.

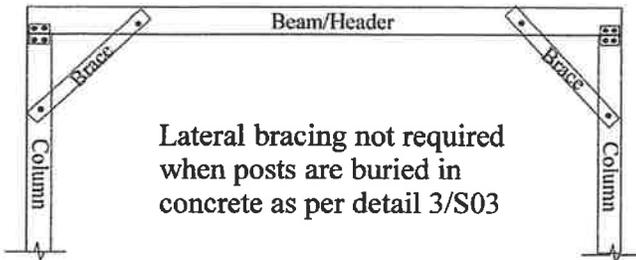
DESIGN CRITERIA

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 manufactures recommendations.

All structural wood shall be DF #2

**REVIEWED FOR CODE
COMPLIANCE
LANE COUNTY**

INITIALED _____

DATE: ___ / ___ / 20__

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



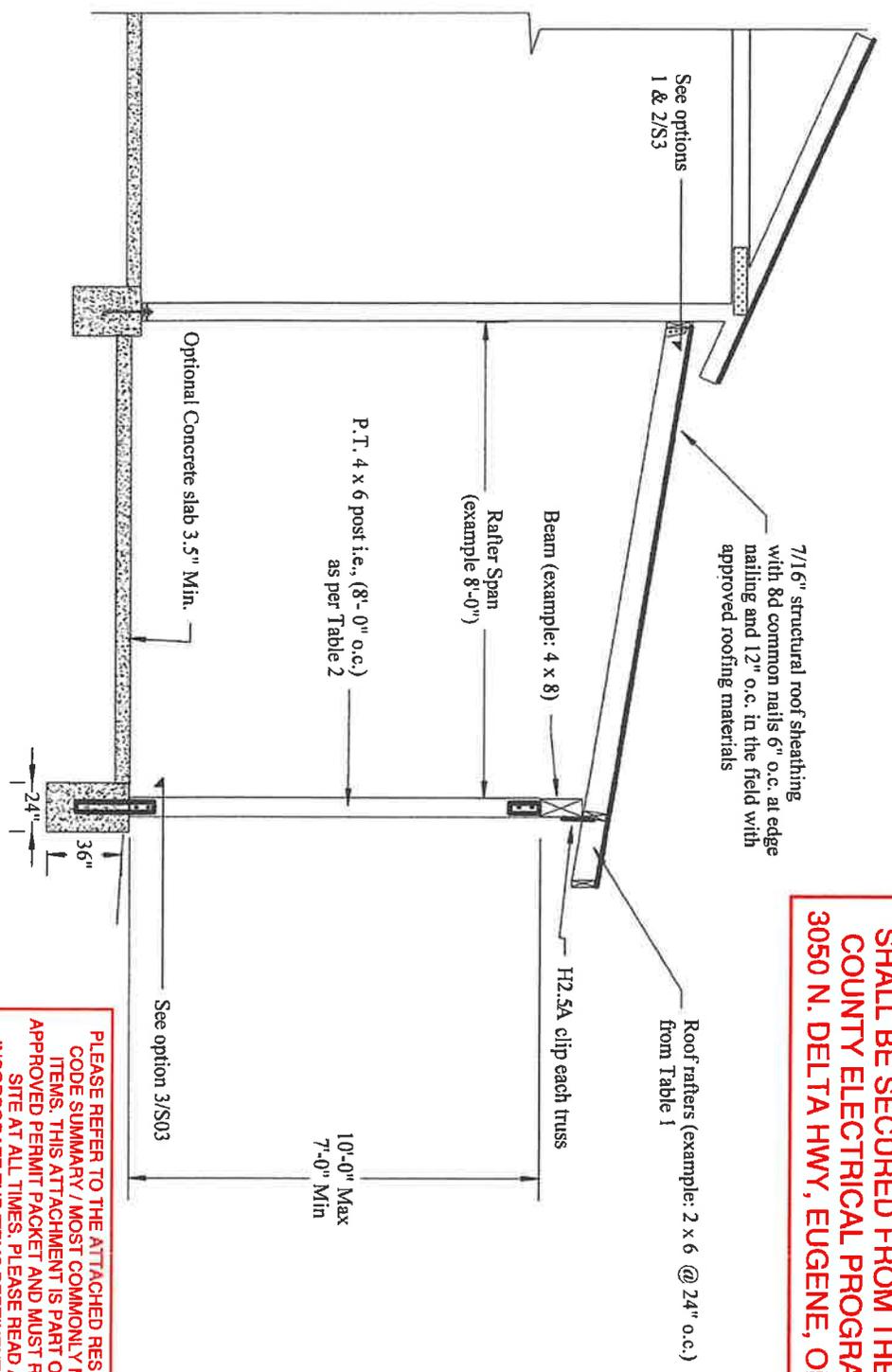
LANE COUNTY
LAND MANAGEMENT DIVISION
3050 N. DELTA HWY
EUGENE, OREGON 97408
PHONE: 541-682-4651
FAX: 541-682-3947

**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



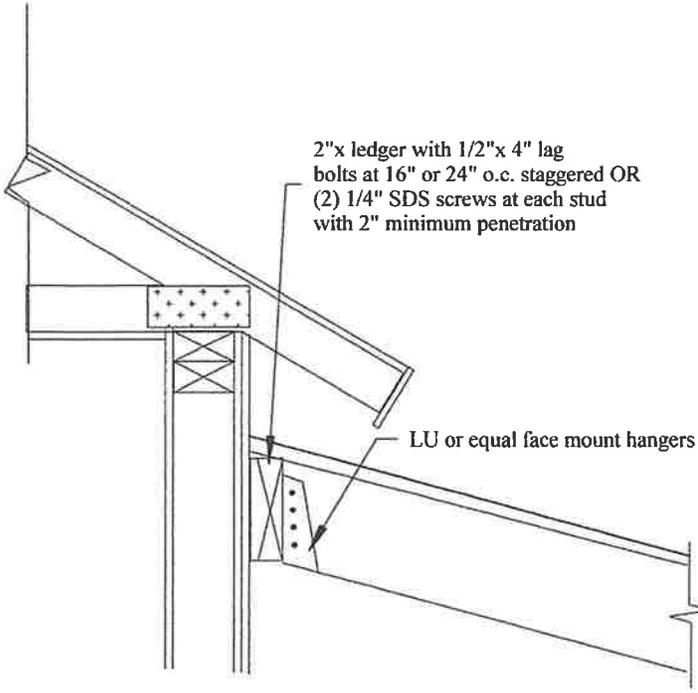
RAFTER SPANS TABLE 1

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

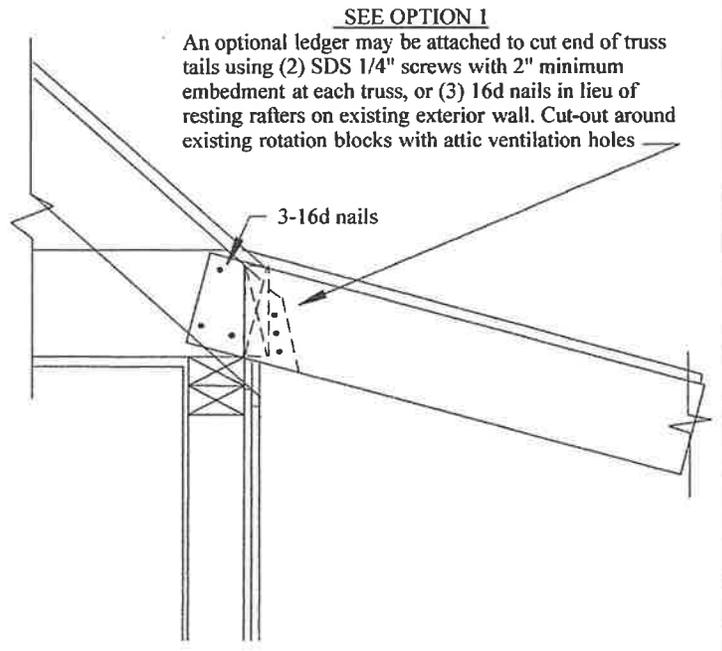
RAFTER SPANS TABLE 2

4 x 6 Post Spacing	Rafter Spans													
	8'-0"	9'-0"	10'-0"	11'-0"	12'-0"	13'-0"	14'-0"	15'-0"	16'-0"	17'-0"	17'-5"			
8'-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 8	4 x 8			
9'-0"	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			
10'-0"	4 x 8	4 x 8	4 x 8	4 x 8	4 x 10									
11'-0"	4 x 8	4 x 10	4 x 12	4 x 12	4 x 12	4 x 12								
12'-0"	4 x 10	4 x 10	4 x 10	4 x 10	4 x 12	4 x 14								

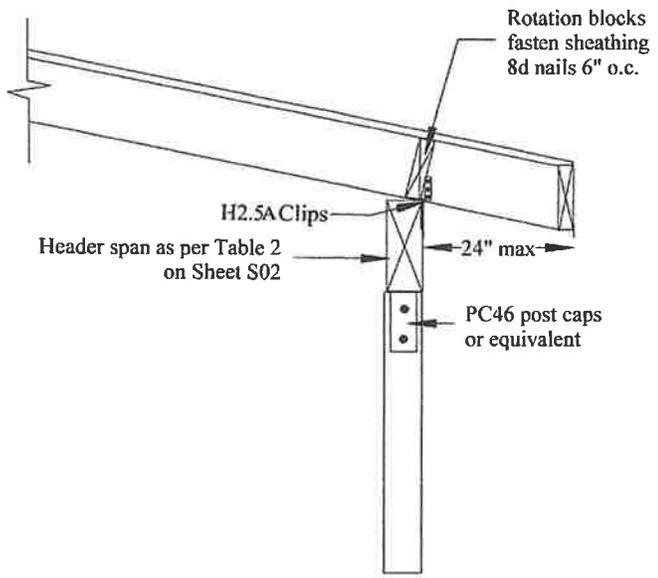
PLEASE REFER TO THE ATTACHED RESIDENTIAL CODE SUMMARY / MOST COMMONLY MISSED ITEMS. THIS ATTACHMENT IS PART OF THE APPROVED PERMIT PACKET AND MUST REMAIN ON SITE AT ALL TIMES. PLEASE READ AND INCORPORATE THE ITEMS PERTINENT TO THE SCOPE OF THE WORK INTO THE CONSTRUCTION.



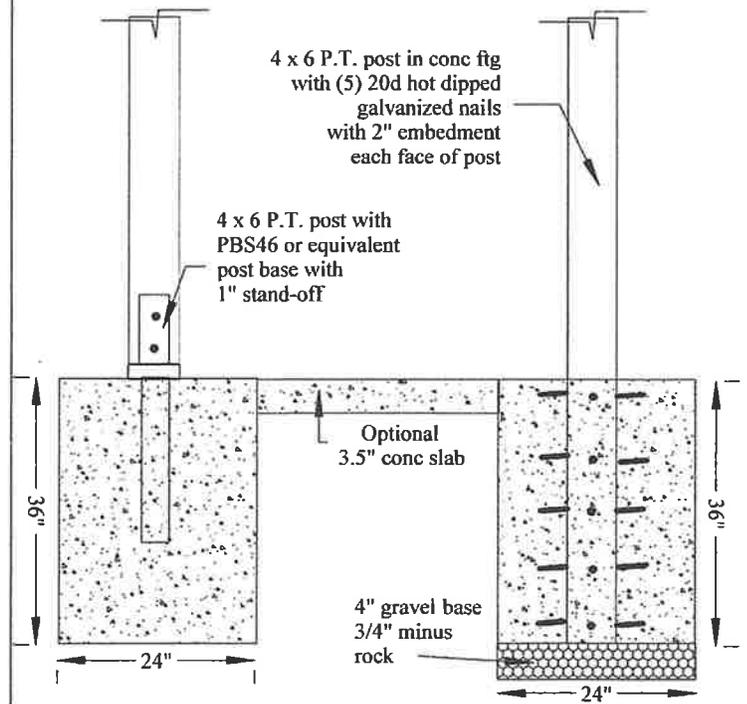
Option 1



Option 2



Option 3



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**

**OPTIONS
DETAILS
S03**



LANE COUNTY
LAND MANAGEMENT DIVISION
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EUGENE, OREGON 97408
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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. eight-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

Hover Complete Measurements

16040 Southwest 3rd Street, Sher...
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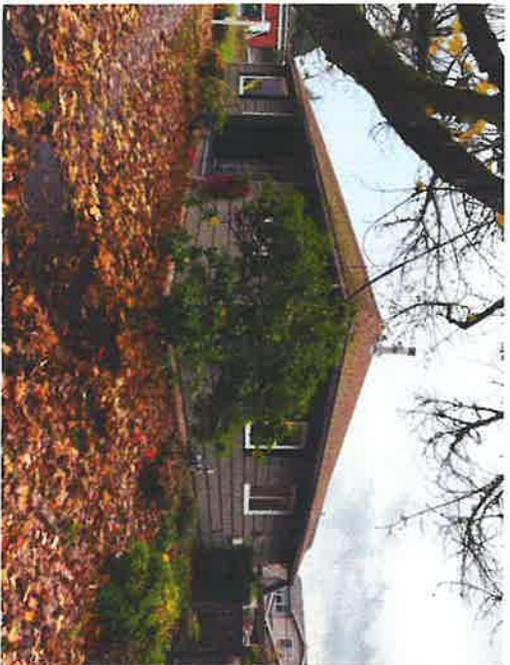
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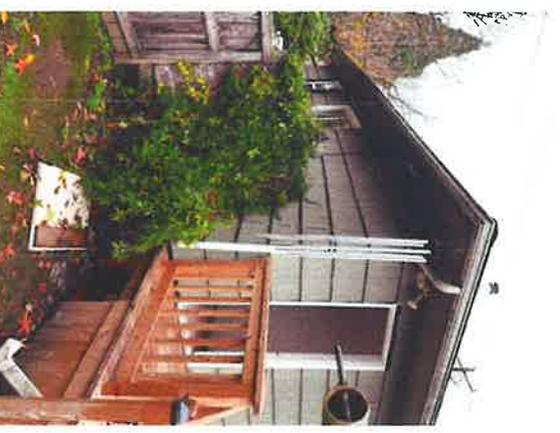
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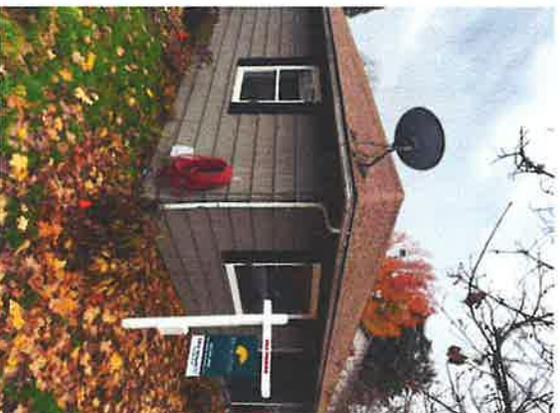
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PROPERTY ID: 19015015
MODEL ID: 18897912
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Engineering Land Use Application Comments



To: Hugo Agosto, Associate Planner
From: Craig Christensen, P.E., Engineering Department
Project: SW 3rd Street Landmark Alteration (LU 2025-019)
Date: February 6, 2026

Engineering staff has reviewed the information provided for the above cited project. Final construction plans will need to meet the standards established by the City of Sherwood Engineering Department and Public Works Department, Clean Water Services (CWS) and Tualatin Valley Fire & Rescue in addition to requirements established by other jurisdictional agencies providing land use comments. City of Sherwood Engineering Department comments are as follows:

Overview

The subject proposal consists of adding a dormer and porch cover to an existing home.

Transportation

Since the subject proposal consists of only roof modifications to an existing house, there will be no impacts to the transportation system.

No transportation conditions.

Storm Sewer

Since the subject proposal consists of only roof modifications to an existing house, it does not meet Clean Water Services' thresholds for requiring storm water runoff water quality treatment or hydro-modification.

No storm sewer conditions.

Sanitary Sewer

Since the subject proposal consists of only roof modifications to an existing house, there is no sanitary sewer work associated with this subject proposal.

No sanitary sewer conditions.

Water

Since the subject proposal consists of only roof modifications to an existing house, there is no water work associated with this subject proposal.

No water conditions.

Other Engineering Issues

No site grading work is proposed as part of the subject development, therefore no city grading and erosion control permit will be required.

There are existing overhead utilities along the subject property frontage of SW 3rd Street. Since the subject proposal is to make modifications to an existing house, no undergrounding of overhead utilities will be required.

The subject property is within the Old Town overlay district and therefore not required to have a PUE along the public street frontage.

Sherwood Broadband utilities exist along the subject property frontage of SW 3rd Street.

Since a building permit will be needed, any site excavation work requires that the developer obtain a Clean Water Services' service provider letter.

Condition: Prior to Issuance of Building Permits, the developer shall obtain a service provider letter from Clean Water Services.

END OF COMMENTS.

Hugo Hamblin-Agosto

From: Rylan Phillips <rylan@buildingphillips.com>
Sent: Tuesday, February 3, 2026 2:57 PM
To: Hugo Hamblin-Agosto
Subject: 16040 SW 3rd planning application
Attachments: IMG_2126.jpeg; IMG_2128.jpeg

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.

Here is a basic sketch showing why the 1' change in gutter line is needed. Otherwise, water would shoot past the gutter and over the face of the barge rafter.

Sorry for the crude drawings. I'm out of town and don't have my computer.

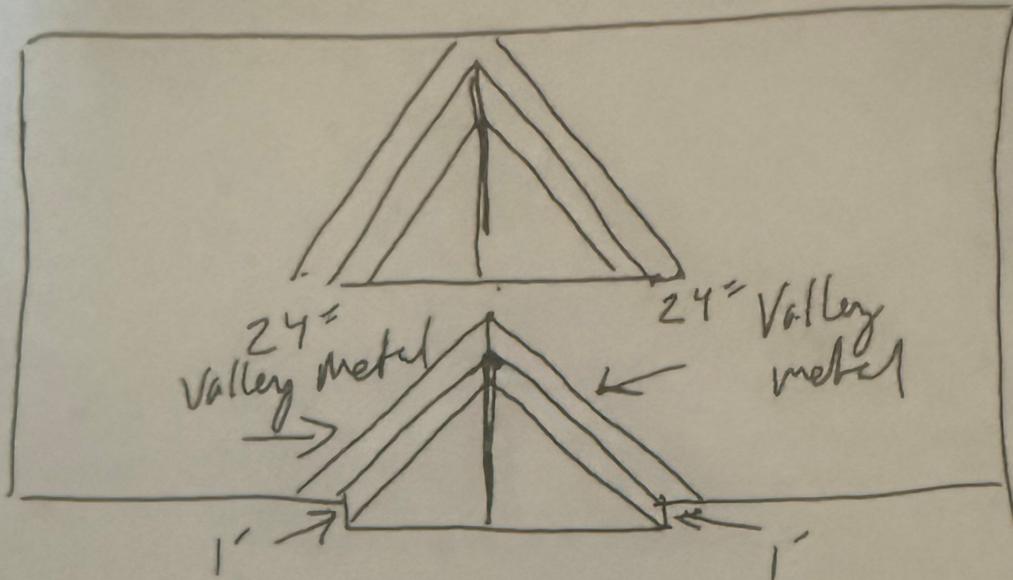
Thank you for your help with this. I really appreciate it.



From: Rylan Phillips <rylan@buildingphillips.com>
Sent: Thursday, January 8, 2026 8:04:25 PM
To: Hugo Hamblin-Agosto <hamblinagostoh@sherwoodoregon.gov>
Subject: Re: 16040 SW 3rd planning application

Hi Hugo, I'm checking in to see if I need to pay fees or anything. We are anxiously awaiting approval to proceed. Just making sure nothing is held up on our end.

Thank you,



Front Slope

24" Valley metal to carry water to gutters.

