



## PLANNING DEPARTMENT NEIGHBORHOOD MEETING PACKET

**(Required for all Type III, IV or V projects)**

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Submit the following with land use application materials to the City of Sherwood Planning Department, 22560 SW Pine St., Sherwood, OR 97140: (503) 625-5522.

The purpose of the neighborhood meeting is to solicit input and exchange information about the proposed development per Sherwood Zoning and Community Development Code 16.70.020. The meeting must be held in a public location **prior** to submitting a land use application.

- Affidavits of mailing to adjacent property owners that are within 1,000 feet of the subject application.
- Sign-in sheet(s)
- Summary of the meeting notes

*(Projects requiring a neighborhood meeting in which the City or Urban Renewal District is the property owner or applicant shall also provide published and posted notice of the neighborhood meeting consistent with the notice requirements in 16.72.020.)*

## Affidavit of Mailing

DATE: 10/14/2025

STATE OF OREGON              )  
                                    )  
                                    )  
Multnomah County              )

I, Brian Varricchione, representative for the ORWA Sherwood LLC proposed plan text amendment do hereby certify that the attached notice to adjacent property owners and recognized neighborhood organizations that are within 1,000 feet of the subject project, was placed in a U.S. Postal receptacle on 10/14/2025.

  
Representatives Name: Brian Varricchione  
Name of the Organization: Mackenzie

## NOTICE OF NEIGHBORHOOD MEETING

October 14, 2025

Re: Neighborhood Meeting for **Plan Text Amendment to allow Food Cart Pods on a limited basis** in Light Industrial zone

Dear Interested Party:

You are cordially invited to attend a neighborhood meeting to learn about a proposed amendment to the Sherwood Zoning and Community Development Code (SZCDC) that Mackenzie is preparing on behalf of a property owner on SW Century Drive (ORWA Sherwood LLC). The upcoming meeting will be held on **October 30, 2025**, as noted below.

The proposed application would consist of a request that the City of Sherwood amend the SZCDC to allow food cart pods to be developed on properties zoned Light Industrial located within 500 feet of Tualatin-Sherwood Road, as pictured on the attached map. This affected area spans from SW Baler Way at the west to property east of Rock Creek at the east, and is approximately 50 acres combined.

The purpose of this meeting is to provide an opportunity for the applicant team and surrounding property owners to discuss this proposal and for attendees to ask questions.

The meeting is scheduled for:

**Thursday, October 30, 2025, at 6:00 PM**  
Marjorie Stewart Senior Community Center  
21907 SW Sherwood Boulevard  
Sherwood, OR 97140

The meeting will be held in the large classroom in the Marjorie Stewart Senior Community Center.

Please note that this is an informational meeting only, and the proposal may change before the application is submitted to the City. We look forward to sharing the Plan Text Amendment concept with you and hearing your thoughts. If you have any questions, please feel free to contact me at (503) 224-9560 or [bvarricchione@mcknze.com](mailto:bvarricchione@mcknze.com).

Sincerely,



Brian Varricchione  
Land Use Planning

Enclosure(s): Attachment A – Summary of Proposal  
Attachment B – Preliminary map of affected area

## Summary of Proposal

### Background Information

- In 2024, the City of Sherwood adopted rules regulating the design and operation of food cart pods, found in [Chapter 16.39](#) of the Sherwood Zoning and Community Development Code (SZCDC).
- This chapter specifies that food cart pods must have at least 5 food carts, together with a permanent covered dining pavilion and restroom facilities.
- As part of the 2024 process, the City specified that food cart pods could only be allowed in the General Commercial (GC) and Retail Commercial (RC) zones, and only following Planning Commission approval of a Conditional Use Permit.

### Current Proposal

- The applicant (ORWA Sherwood LLC) intends to request that the City amend the SZCDC to allow food cart pods as conditional uses in the Light Industrial zone for sites within 500 feet of Tualatin-Sherwood Road.
- See map in Attachment B for the affected area.

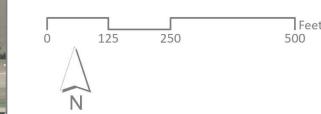
### Next Steps

- The applicant will formally submit the request to the Sherwood Planning Department.
- The Sherwood Planning Department will review the application and schedule hearings by the Planning Commission and the City Council.
- The Planning Commission will review the application, hold a public hearing, and make a recommendation to the City Council.
- The City Council will review the application, hold a public hearing, and decide whether to approve or deny the applicant's request.
- If the City Council agrees to amend the SZCDC as requested, property owners in the affected area would then have the ability to seek a Conditional Use Permit and Site Plan Review, which the Planning Commission would review to ensure compliance with the food cart pod rules in Chapter 16.39.

**Plan Text Amendment  
Affected Area  
Sherwood, Oregon**

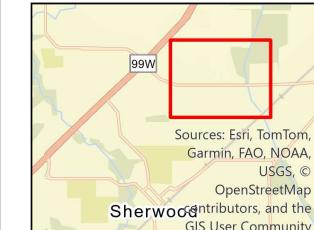
**LEGEND**

- Light Industrial Zone
- Tax Lots

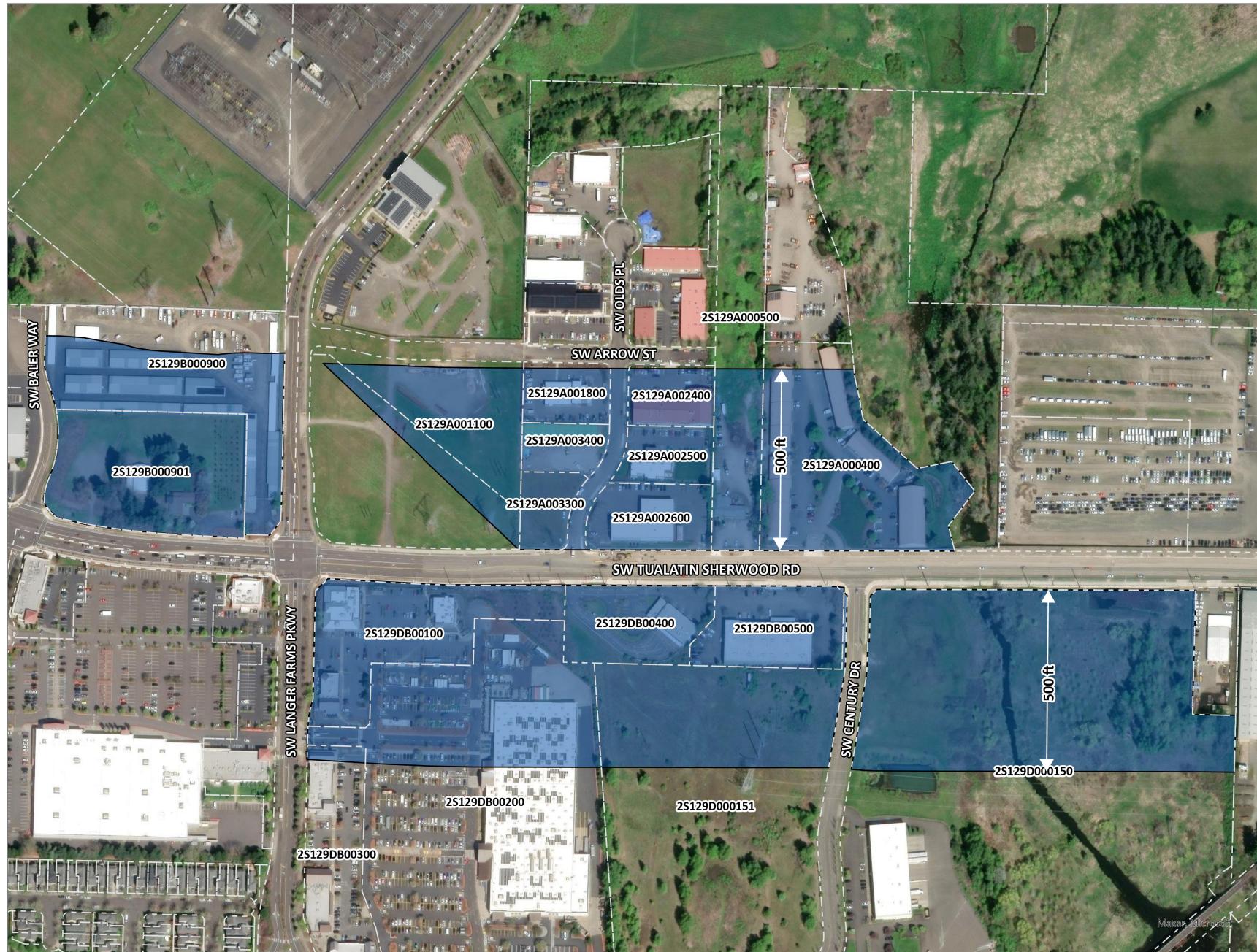


SOURCE DATA:  
Metro RISL Base Data,  
June 2015

Date: 9/11/2025 Map Created By: AAF  
File: SherwoodFoodCartExploratoryMappingV2 Project No: 2500322



**MACKENZIE.**  
P 503.224.9560 • F 503.228.1285 • W MCKNZE.COM  
RiverEast Center, 1515 SE Water Avenue, #100, Portland, OR 97214  
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# MACKENZIE. MEETING NOTES

Portland, OR ▪ Vancouver, WA ▪ Seattle, WA ▪ Sacramento, CA

W MACKENZIE. INC

PROJECT NUMBER: 2250232.00 ISSUE DATE: November 3, 2025

PROJECT NAME: Sherwood Food Cart Pod

RECORDED BY: Chelsey Reinoehl, Land Use Planner

TO: City of Sherwood Planning Staff

PRESENT: Chelsey Reinoehl, Brian Varricchione – Mackenzie

**SUBJECT: Food Cart Pod Plan Text Amendment Neighborhood Meeting (October 30, 2025)**

## PURPOSE OF MEETING NOTES

These meeting notes have been prepared to identify discussion topics from the Food Cart Pod Plan Text Amendment neighborhood meeting held on October 30, 2025. Sherwood Zoning and Community Development Code 16.70.020 specifies that the notes shall include a summary of issues raised.

## MEETING INFORMATION

Neighborhood Meeting

Thursday, October 30, 2025 (6:00 PM)

Majorie Stewart Senior Community Center

21907 SW Sherwood Boulevard

Sherwood, OR 97140

## PRESENTATION TOPIC

This meeting was scheduled with the intention of discussing the proposed text amendment to allow food cart pods within a portion of the Light Industrial zone. None of the notified neighbors opted to attend the meeting.

## DISCUSSION

There were no attendees at the meeting.

Enclosure(s): Attachment A – Sign-in sheet  
Attachment B – Meeting agenda  
Attachment C – Meeting graphics

## NEIGHBORHOOD MEETING SIGN IN SHEET

Proposed Project: Food Cart Pod Plan Text Amendment for LI properties within 500 feet of Tualatin-Sherwood Road

Proposed Project Location: LI zone within 500 feet of Tualatin-Sherwood Road

Project Contact: Mackenzie, Att: Brian Varricchione, (503) 224-9560, bvarricchione@mcknze.com

Meeting Location: Marjorie Stewart Senior Community Center

Meeting Date: October 30, 2025

<b>Name</b>	<b>Address</b>	<b>E-Mail</b>	<b>Please identify yourself (check all that apply)</b>			
			<b>Resident</b>	<b>Property owner</b>	<b>Business owner</b>	<b>Other</b>
(No members of the public)	attended the meeting.)					



Portland, OR ▪ Vancouver, WA ▪ Seattle, WA ▪ Sacramento, CA

W MACKENZIE. INC

## MEETING AGENDA

**PROJECT NUMBER:** 2250232.00      **TODAY'S DATE:** October 30, 2025

**PROJECT NAME:** Sherwood Food Cart Pod

**MEETING DATE:** October 30, 2025

**MEETING TIME:** 6:00 PM

**MEETING PLACE:** Marjorie Stewart Senior Community Center  
21907 SW Sherwood Blvd  
Sherwood, OR 97140

**PARTICIPANTS:** Affected property owners and interested parties

**FACILITATOR:** Mackenzie

**SUBJECT:** Neighborhood Meeting for Plan Text Amendment

### I. INTRODUCTIONS

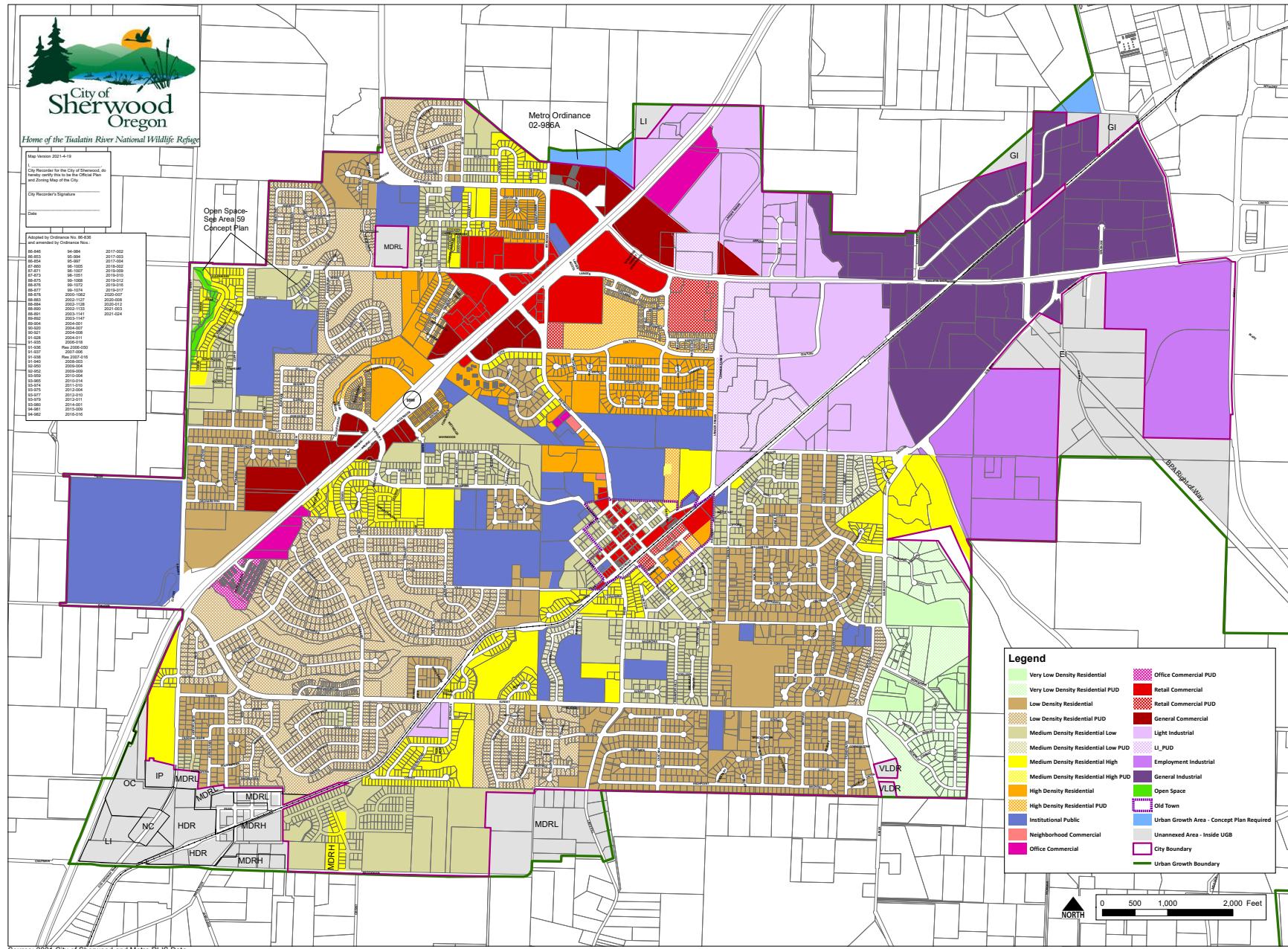
### II. DESCRIPTION OF PROPOSAL

### III. DISCUSSION & QUESTIONS BY MEETING ATTENDEES

### IV. NEXT STEPS

C: Participants

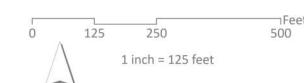
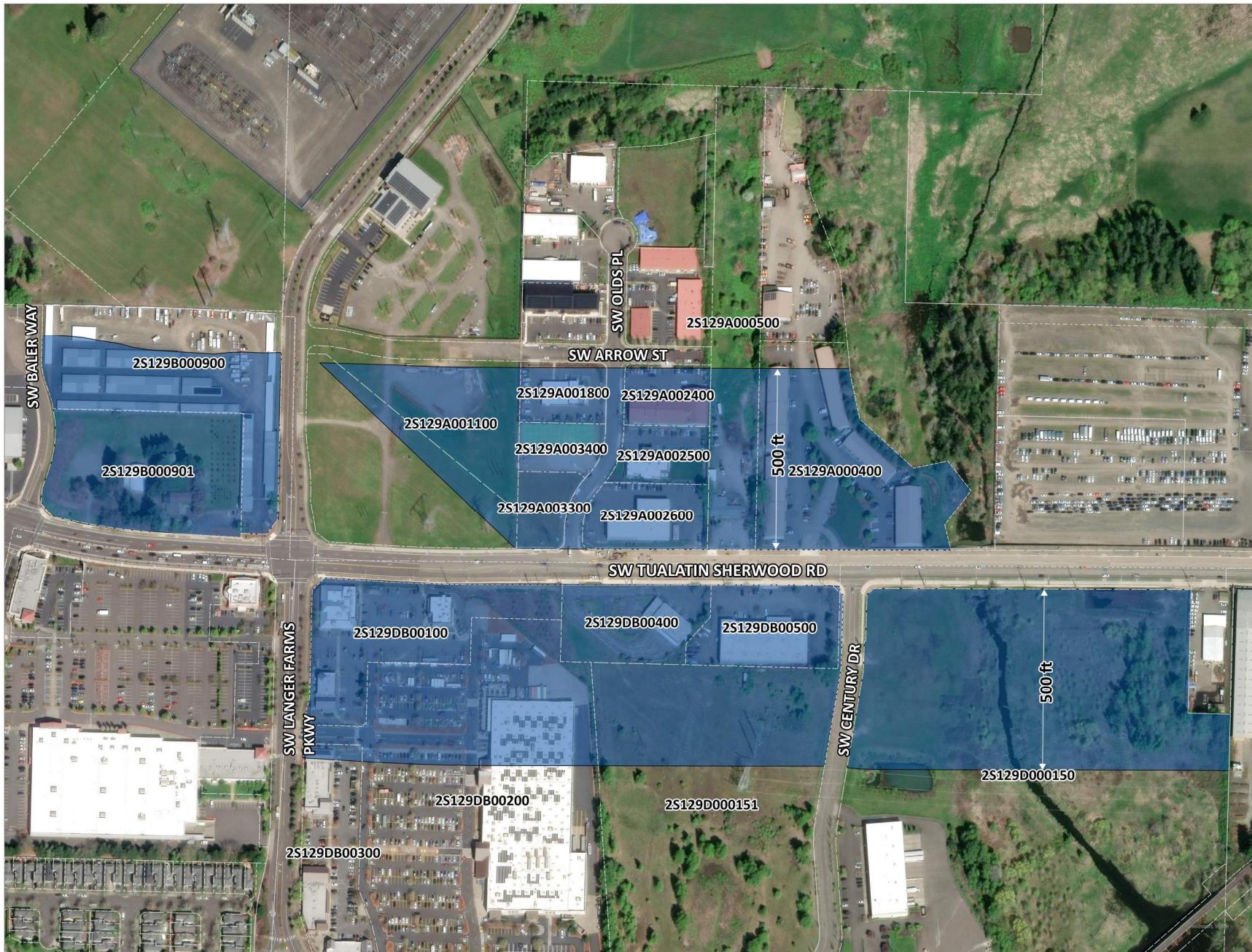
## City of Sherwood Plan and Zone Map



**Plan Text Amendment  
Affected Area  
Sherwood, Oregon**

**LEGEND**

- Light Industrial Zone
- Tax Lots



SOURCE DATA:  
Metro RLIS Lite Base Data,  
June 2015

GEOGRAPHIC PROJECTION:  
NAD 83 MSA, Oregon North  
Lambert Conformal Conic

Date: 9/11/2025 Map Created By: AAF  
File: Sherwood.gooCart Project No: 250232.00



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