

CITY OF SHERWOOD
HEARINGS OFFICER STAFF REPORT - MEMORANDUM
June 25, 2026



MEMORANDUM

PINOT GLEN
39-LOT RESIDENTIAL SUBDIVISION
LU 2025-012 SUB

To: Joe Turner, City of Sherwood Hearings Officer

From: Arthur Graves, Associate Planner

Pre-App Meeting:	October 10, 2024
App. Submitted:	October 24, 2025
App. Complete:	April 22, 2026
Hearing Date:	June 11, 2026
120-Day Deadline:	August 20, 2026
120-Day Deadline + 21-day Waiver:	September 10, 2026
Open Record: Applicant's 1st 7-days:	June 18, 2026
Open Record: Staff's 7-days:	June 25, 2026
Open Record: Applicant's 2nd 7-days:	July 02, 2026

Staff Responses to Applicant's June 17, 2026 submittal:

1. Public Pedestrian Access (16.128.020), between SW Elwert Rd and SW Derby Terrace:

Staff Response: Per the Staff Report, *Conditions of Approval* 4 and 5, the applicant is providing a 20-foot wide pedestrian and bicycle connection from SW Elwert Rd to SW Derby. Per staff's requirement, the connection will include an 8-foot wide concrete path with landscaping on each side, so to comply with the dimensions of the "Feeder Trail" per the Transportation System Plan (TSP).

Due to the length of the connection, approximately 85-feet, and due to concerns that the connection provide safe access at all times of the day, the requirement for lighting remains. In addition, to ensure that motor vehicles do not use the 8-foot wide connection as a cut through, staff has added the Condition of Approval that bollards be installed at each end of the connection.

Condition of Approval: Prior to Final Plat Approval, for the safety of pedestrian and bicycle user at all hours of the day, bollard lighting is to be added to the

connection with no fewer than one lighted bollard at each end to provide deterrence from motor vehicles from accessing the connection, and one lighted bollard to be located at the midpoint of the pathway (approximately 40-feet in from each end).

2. Relocation of the Open Space (16.140.030) tracts:

Staff Response: Staff is supportive of the proposed open space to be located in Tract D. However, while the proposed open space location is approvable, staff has concerns with the current schematic location and drawings. The schematic drawing does not provide clarity on how it will meet the “usable” standard that states, “*Open space must include usable areas such as public parks, swimming and wading pools, grass areas for picnics and recreational play, walking paths, and other like space*”. Also of concern is how the proposed open space location will address the “usable” requirement while also managing the significant grade changes both north/south and east/west. The proposed grade change from Cereghino to Street A is close to an approximately 16-foot drop (an 8.5% slope) with an approximate 4-foot cross-slope. To account for the grade change previous drawings had included a retaining wall traversing the site and dividing the north lots (32-38) from the southern lots (1-7). The proposed drawing has removed the retaining wall in the location of the open space but has not clarified how grades will be made up and/or what finished grades will be. Due to these concerns staff has added a *Condition of Approval*.

Condition of Approval: Prior to final plat, the proposed open space area located in Tract D is to clearly show on drawings the designated usable spaces and amenities including: benches, trash cans, picnic tables, and hardscape areas. Landscaping, irrigation, and lighting plans to also be included for Tract D. Retaining walls within Tract D shall be shown with the top and bottom elevations of the walls shown on the plans. Any proposed safety features (fencing, rails) due to the height of the retaining walls shall be identified with color elevations of the safety features included on the drawings. The landscape design shall account for the retaining walls and provide for the eventual screening of the walls.

3. Changes to Lot Sizes:

Staff Response: Staff is supportive of the changes made to the lot sizes resulting from the relocation of the open space areas.

B. Conditions of Approval in “Prior to Final Plat Approval”:

4. Changes to the Fence along SW Elwert Road – Prior to Final Plat Approval, Condition of Approval #2:

Staff Response: Staff is supportive of the applicant’s proposal stating:
“*To ensure the proposed fence along SW Elwert Rd meets the Sherwood Municipal Code standards, details including plans and elevation drawings are to be submitted prior to Final Plat approval.*”

5. Changes to the Pedestrian and Bicycle Connection at Lot #10 – Condition of

Approval #3:

Staff Response: Staff is supportive of the applicant's proposal stating:

"Prior to Final Plat Approval, submit plans showing street designs consistent with the applicable TSP street section, or as approved through Transportation Facility Modifications."

6. Changes to the Pedestrian and Bicycle Connection at Lot #10 – Condition of Approval #4:

Staff Response: Staff is not supportive of the applicant's revised Condition stating, *"Prior to Final Plat Approval, submit plans including a bicycle and pedestrian connection between SW Derby Terrace and SW Elwert Road, as shown on Revised Sheet P1.0 – Preliminary Plat, including concrete paving and landscaping."*

Instead, per the previously mentioned Condition of Approval:

Condition of Approval: Prior to Final Plat Approval, for the safety of pedestrian and bicycle users at all hours of the day, bollard lighting is to be added to the 8-foot wide concrete path with no fewer than one lighted bollard at each end to provide deterrence from motor vehicles from accessing the connection, and one lighted bollard to be located at the midpoint of the 8-foot wide concrete pathway (approximately 40-feet in from each end).

7. Changes to the Pedestrian and Bicycle Connection at Lot #10 – Condition of Approval #5:

Staff Response: Staff is supportive of the applicant's revised Condition stating, *"The bicycle and pedestrian trail from SW Derby Terrace to SW Elwert Road south of Lot 10 shall be located in a separate tract and not in an easement. Ownership and maintenance of the trail is to be by the HOA. The Final Plat and CCRs should describe ownership and maintenance."*

8. Changes to the open space – Condition of Approval #6:

Staff Response: Staff is not supportive of the applicant's revised Condition stating, *"Prior to Final Plat, submit a final open space plan consistent with the features shown in the approved preliminary plan, including landscaping, paths, benches, trash receptacles, and irrigation with a below grade automatic system. Changes to open space areas or locations shall continue to meet the 5% area requirement, and landscaping improvements shall, at minimum, include the design features described above."*

To ensure the open space areas are usable and safe at all hours of the day Staff provides the following Condition of Approval:

"Prior to Final Plat, an open space plan to be developed and provided to staff. Plan to include landscaping, paths, benches, trash receptacles, lighting, and be fully irrigated with a below grade automatic system. Retaining walls within Tract

D shall be shown with the top and bottom elevations of the walls shown on the plans. Any proposed safety features (fencing, rails) due to the height of the retaining walls shall be identified with color elevations of the safety features included on the drawings. The landscape design shall account for the retaining walls and provide for the eventual screening of the walls.”

9. Changes to Condition of Approval #14:

Staff Response: City Engineering Staff is not supportive of the applicant’s revised Condition and states that the COA as written should not be changed.

C. Conditions of Approval in Prior to Engineering Approval of the Public Improvement Plans:

10. Changes to the Condition of Approval #5:

Staff Response: City Engineering Staff is not supportive of the applicant’s revised Condition and states that the COA as previously written should not be changed.

11. Changes to the Condition of Approval #8:

Staff Response: City Engineering Staff is not supportive of the applicant’s revised Condition and states that the following COA should apply:

*“Prior to Approval of Engineering Public Improvement Plans/Issuance of an Engineering Compliance Agreement, the developer shall design for street widening improvements (including street lighting and street trees) along the subject property frontage of SW Elwert Road to provide for a **25-foot** wide half-street paved surface, a 5-foot wide landscape strip, an 8-foot wide sidewalk within a 45-foot wide half street right-of-way section meeting the approval of the Sherwood and Washington County Engineering Departments.”*

12. Changes to the Condition of Approval #10:

Staff Response: City Engineering Staff is not supportive of the applicant’s revised Condition and states that the following COA should apply:

*“Prior to Approval of Engineering Public Improvement Plans/Issuance of an Engineering Compliance Agreement, the developer shall design for street widening improvements (including street lighting and street trees) along the subject property frontage of SW Cereghino Lane to provide for a **28-foot** wide curb to curb paved surface, a 5-foot wide landscape strip, a 6-foot wide sidewalk with right-of-way dedication to 1 foot behind sidewalk meeting the approval of the Sherwood Engineering Department.”*

13. Changes to the Condition of Approval #11:

Staff Response: City Engineering Staff is not supportive of the applicant's revised Condition and states that the COA as previously written should not be changed.

14. Requested Modifications:

Staff Response: Staff has reviewed the submitted Modification Requests and supports the following Modifications to:

1. **Right of Way Width** (16.106 and Ordinance 2022-005): **SW Derby Terrace** north of SW Locksley Lane: From 60' required right of way width to 52' - for approximately 110 linear feet:
2. **Right of Way Width** (16.106 and Ordinance 2022-005): **SW Locksley Lane**: From 60' required right of way width to 52' - for approximately 210 linear feet:
3. **Right of Way Width** (16.106 and Ordinance 2022-005): **SW Oxford Terrace**: From 60' required right of way width to 52' - for approximately 90 linear feet:
4. **Right of Way Width** (16.106 and Ordinance 2022-005): **SW Cereghino Lane**: From 60' required right of way width to 46 - for approximately 430 linear feet:
5. **Intersection Spacing** (16.106): On **Street A**, between **SW Oxford Terrace** and **SW Copper Terrace**.
6. **Block Length** (16.106 and 16.128): **SW Derby Terrace / SW Cereghino Lane** exceeds the 530' requirement. The current block length is approximately 730' in length.

15. Response to Cobbinah Email Submittal, dated June 12, 2026:

Staff Response:

- Regarding *Lot Sizes and Neighborhood Consistency*:
The code allows for lot size averaging (16.120.020.E), which the applicant has taken advantage of in this submittal.
- Regarding *Traffic Impact and Public Safety*:
City Engineering Staff reviewed the submittal, and determined that a Traffic Impact Analysis (TIA) was not triggered and/or required.
- Regarding *Road Extension and Utilities*:
City Engineering Staff reviewed the submittal and determined the applicant's request to maintain the existing road width consistent with standards prior to Ordinance 2022-005, which widened the right of way from 28-feet to 36-feet, was sufficient. There is currently no parking on Cereghino due in part to the adjacent lots having three-car garages and

extended curb-cuts, therefore reducing areas for on-street parking. Proposed alterations to Cereghino will increase the amount of available on-street parking for the area even while the applicant has stated that proposed development will consist of homes with a minimum of two-car garages.

- Regarding *Housing Diversity and Open Space*:

The site is zoned Medium Density Residential Low (MDRL) and a small portion is zoned Medium Density Residential High (MDRH). These zones allow a diversity of housing types, however, staff is not able to dictate which housing types are used. Staff agrees with the open space comments and has worked hard with the applicant and the code as it is written to push the applicant to provide meaningful open spaces that are a contribution to the development and community at large.