Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

December 12, 2017

Regular Meeting at 7 PM

Sherwood City Hall
22560 SW Pine Street
Sherwood, Oregon

City of Sherwood
PLANNING COMMISSION
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140
December 12, 2017
7:00 PM Regular Meeting

1. **Call to Order**
2. **Consent Agenda**
   a. November 28, 2017, 2017 Planning Commission Meeting Minutes approval
3. **Council Liaison Announcements** (Sean Garland)
4. **Staff Announcements** (Erika Palmer)
5. **Community Comments**
6. **Old Business**
   a. **Public Hearing – SP 17-01/ SUB 17-03 Parkway Village South (Continued from November 28, 2017)** (Joy Chang)

   The applicant proposes a five lot subdivision in the Light Industrial Planned Unit Development (LI-PUD) zone. Lot 1 is reserved for future use and is not included in the concurrent Site Plan Review application. The remaining four lots will consist of the following: ± 92,899 square feet indoor entertainment and recreation fun center; ± 32,408 square feet of retail space across four buildings; and ± 392 square feet drive-through coffee kiosk.

   The November 28, 2017 Planning Commission Meeting Packet with more information on the Parkway Village South project and original staff report can be viewed at www.sherwoodoregon.gov/pc/page/planning-commission-meeting-100
7. **New Business**
   a. **Public Hearing – PA 17-03 Sherwood Transportation System Plan & Sherwood Zoning and Community Development Code Amendments** (Erika Palmer)

   The City of Sherwood proposes to amend the city's Transportation System Plan (TSP) Volume 1 and 2 and the Sherwood Zoning and Community Development Code (SZCDC), Chapter 16.106, "Transportation Facilities". The proposal includes updating the plan and development code so that it is consistent with state and regional policies and other local plans, such as the Washington County TSP. Minor edits to figures, and text. The Planning Commission will make a recommendation to City Council.
8. **Planning Commissioner Announcements**
9. **Adjourn**

More information for the land use applications can be found at www.sherwoodoregon.gov/projects

City of Sherwood, Oregon
Planning Commission
November 28, 2017

Planning Commissioners Present:	**Staff Present:**
Chair Jean Simson	Julia Hajduk, Community Development Director
Vice Chair Christopher Flores	Josh Soper, City Attorney
Commissioner Kara Repp	Bob Galati, City Engineer
Commissioner Rob Rettig	Erika Palmer, Planning Manager
	Kirsten Allen, Department Program Coordinator

Planning Commission Members Absent:	**Council Members Present:**
Commissioner Justin Kai	Council President Sean Garland
Commissioner Daniel Matzinger	

Work Session

The meeting began at 6:15 pm.

1. Annual Boards and Commission Report

Planning Commission members discussed accomplishments for the past year and goals for the upcoming year. Ideas included attendance at the Smart Growth Conference, new Planning Commission members and planning staff. Goals included continued training, the tannery site decisions, and the Comprehensive Plan Update including residential design standards.

2. Planning Commissioner Training

Josh Soper, City Attorney, spoke about rules relating to e-communications and concerns with bias, ex parte conversations, and conflicts of interest. The commission was reminded that and conversations whether in person or written were considered a public record and were advised how to retain the record according the Oregon State law. Legislative applications have different requirements for bias and ex parte. Commissioners required to disclose bias, ex parte contact and conflicts of interest at hearings.

The meeting adjourned at 7:00 pm.

Regular Meeting

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:05 pm.

2. Consent Agenda

a. November 28, 2017 Planning Commission Meeting Minutes approval

Motion: From Commissioner Christopher Flores to approve the consent agenda, seconded by Commissioner Rob Rettig. All Present Commissioners voted in favor.

3. Council Liaison Announcements

Council President Sean Garland announced the November 30th opening of the Smockville Brewhouse on Pine Street. He said December 2, 2017 was the holiday parade starting at 4 pm followed by and tree lighting. The event being everything that made Sherwood great with singing, Santa, hot chocolate and more. Mr. Garland noted the deadline to apply for the vacant interim City Council positions with the City receiving four applications. Interviews would lead to appointing members to City Council until after the March 2018 election.

4. Staff Announcements

Erika Palmer, Planning Manager said request for proposals for a consultant to help with the community visioning process for the Comprehensive Plan Update had been sent out, closing at the end of January 2018. The next step in the Comprehensive Plan Update would be the Community Advisory Committee (CAC). Chair Simson and Councilor Garland met with staff to select members; about 20 applications were received. Ms. Palmer said Planning Commissioner interviews would take place on December 4th followed by an appointment to City Council to follow.

5. Community Comments

None were received.

6. Old Business
a. Public Hearing – PA 17-02 New Sherwood High School Text Amendment

Chair Simson received confirmation it was not necessary to read the public hearing statement, because the Commission would only be deliberating and turned the time over to staff.

Erika Palmer, Planning Manager went over the supplemental staff report and said planning staff worked with Washington County and the Oregon Department of Transportation (ODOT) to make the language in Condition 2 more clear to what was being adopted was the funding requirements from the TPR analysis. The applicant had proposed language to the Condition 1. City staff looked at the proposed language and came up with language that was more balanced between the applicant's proposed language and what staff would like to see.

Ms. Palmer noted some typographical errors listed in the supplemental staff report and stated the Commission had received the Metro hearing officer's final report as Exhibit I. A finding was also revised which dealt with Goal 1. Based on those changes, staff's recommendation remained unchanged.

Chair Simson opened the deliberation and stated Metro's report contained the research the Sherwood School District had completed to meet the Metro guidelines for the Urban Growth Boundary expansion. The report helped her understand the District's decision for how that piece of property was decided upon. Her prospective was from the Sherwood West planning and the hearings officer's report helped her understand how the decision made sense. She asked if there was a motion.

Motion: From Commissioner Christopher Flores to forward a recommendation of approval to the City Council for PA 17-02 New Sherwood High School Text Amendment based on the applicant's testimony, public testimony received, and the analysis, findings and conditions in the staff report, seconded by Commissioner Rob Rettig. All Present Commissioners voted in favor.

7. New Business

a. Public Hearing – LA 17-01 Bowman House 4

Chair Simson read the public hearing statement and turned the time over to staff for a presentation.

Joy Chang, Associate Planner, gave a presentation of the staff report (see record, Exhibit 1) and said the project was an Old Town Overlay review for Bowman House 4, LA 17-01. The site was located between SW 1st and SW Oregon Street with frontages on SW 1st Street and SW Ash Street. The Property was zoned Medium Density Residential low with an Old Town Overlay and vacant with the exception of a shed being constructed by students from the Sherwood High School. The applicant proposed a single-family home, an allowed use in the zone. MDRL, requiring a 5,000 sq. ft. lot, minimum lot widths and building setbacks which the applicant proposed to meet. Setbacks would be reviewed during the plot plan review with the building permit.

Ms. Chang stated Old Town Overlay Community Design had sections for the Old Cannery Area and the Smockville Design Area. The site was within the Smockville Design Area and was required to meet the design standards for:

- Volume and Mass
- Roof Forms
- Siding and Exterior Cladding
- Trim and Architectural Detailing
- Openings (Windows and Doors)
- Porches and Entrances
- Landscape, Fencing and Perimeter Definition
- Additions
- Front Facing Presentations

Volume and mass was addressed through architectural features on the structure from the front with stone material, a porch and steep roof pitches. The building features complimented the home to the east and there were architectural projections with the roof lines as well as a pillar on the porch to add to the verticality. The height of the house was proposed to be 29'-8" feet meeting the overall height standard. The roof and plumbing vents will not be visible from the street.

There were no flat roofs visible from the street and the roof pitch from the front was 12/12. There are two different roof levels for complexity with asphalt shingles that will match the color of the siding and trim.

The front door would be metal with glazing on the top half and a glass panel adjacent to the door. These two features provided compliance with the approval criteria along with the clear sliding glass rear door. All windows met the width to height ratio of 1.5 to 2 with except the three windows on the second floor in the bathrooms. These three windows could not meet the height ratio due to the low plate height of the floor. All windows would be single hung and casement.

Four architectural features were identified to meet the trim and architectural detailing including corner boards, bargeboard with shake mold trim, decorative foundation treatment, and shingled decorative gable ends. All of these details added interest to the dwelling and satisfied the requirement.

As noted in the staff report, the Old Town Overlay Community Design standards required all exterior materials to be earth tone; the color palette submitted and reviewed by the hearing authority. The applicant proposed materials comprised of off-white, brick red, and harvest yellow tones that met the earth tones requirement (shown in the presentation).

Ms. Chang stated the required public notices were completed and no public comments were received. Staff recommended approval of the proposed single family residence within the Old Town Overlay with conditions as identified in the staff report.

Chair Simson asked for questions from the commission for staff. None were received. Chair Simson asked for applicant testimony.

Jon Dickover, Sherwood High School Construction Teacher, had no comments and agreed with the conditions of approval.

Commissioner Rettig noted the condition to have a shared driveway and said the driveway on the adjacent property seems to go to the property line. Bob Galati, City Engineer, responded the amount of approach on a collector status road needed to be compressed to keep it away from the intersection. The driveways would be shared and split as they came in. Commissioner Retting added the utility locates showed two storm line in that location. Mr. Galati confirmed that two storm lines were brought in from the street (side by side) and each house would have individual storm laterals as the city did not allow shared lateral connections. A public utility easement along the front of the lot addressed concerns about crossing property lines. Staff would confirm storm lateral locations at construction. The sanitary line would be off of the back of the property.

Chair Simson asked for public comments. No public comments were received. She asked for final comments from staff or questions from the Commission. There were none.

Motion: From Vice Chair Christopher Flores to approve the application for LA 17-01 Bowman House 4 based on applicant testimony, public testimony received and the analysis, findings and conditions in the staff report, seconded by Commissioner Rob Rettig. All Present Commissioners voted in favor.

Chair Simson called for a recess at 7:35 pm and reconvened at 7:58 pm

b. Public Hearing – SP 17-01/ SUB 17-03 Parkway Village South

Chair Simson said when the public hearing was opened one of the planning commissioners would be recusing himself, which meant the Commission would not have a quorum [needed to make a decision]. She asked the applicant to come forward.

Joey Shearer, AKS Engineering and planning consultant for the applicant came forward and said the applicant would be happy to continue the meeting to a date and time certain. The next scheduled Planning Commission meeting was scheduled for December 12, 2017. The applicant understood moving the hearing back a month was getting close to the 120 timeline (see ORS 227.178). The client was not present, but Mr. Shearer did not imagine it would be a problem to extend the time in order to ensure there was ample opportunity to have the application heard.

Chair Simson said there was a need for an official tolling of the 120 days so deadlines were maintained correctly. The decision by the Planning Commission should take place by December 2, 2017 to allow for the 14 day appeal period to the Land Use Board of Appeals (LUBA).

Josh Soper, City Attorney, added that if the hearing was continued to December 12, 2017 and if there was no tolling (extension) of the 120 day requirement, the deadline could not be met. He said the applicant needed to either toll the 120 days tonight and have the hearing December 12th or continue the hearing to Thursday night [November 30th]. Mr. Shearer gave a verbal approval to extend the 120 period an additional 30 days.

Chair Simson said anyone wishing to testify would have an opportunity on December 12, 2017 or could

provide written comments to staff.

The following motion was received.

Motion: From Vice Chair Christopher for the Sherwood Planning Commission to continue the public hearing on application SP 17-01/SUB 17-03 for the Parkway Village South until December 12, 2017, seconded by Commissioner Kara Repp. All Present Commissioners voted in favor.

Julia Hajduk, Community Development Director added that it was not normal for the Planning Commission to be without a quorum. The seven person planning commission had a vacancy, with one person out of town, one person unexpectedly ill and another who had to recuse himself [for conflict of interest]. It was just an unfortunate circumstance as there were usually plenty of commissioners to hear applications.

7. Planning Commissioner Announcements

Chair Simson announced Commissioner Repp would be the Planning Commission liaison for the Comprehensive Plan Update Community Advisory Committee and Chair Simson would act as the alternate.

8. Adjourn

Chair Simson adjourned the meeting at 8:05 pm.

Submitted by:

_____

Kirsten Allen, Planning Department Program Coordinator

Approval Date: _____

Old Business
Agenda Item A

City of Sherwood Oregon

MEMO

City of Sherwood
22560 SW Pine St.
Sherwood, OR 97140
Tel 503-625-5522
Fax 503-625-5524
www.sherwoodoregon.gov

City Manager
Joseph Gall, ICMA-CM

Assistant City Manager
Tom Pessemier

Date: December 5, 2017

To: Planning Commission

From: Joy Chang, Associate Planner

Re: Parkway Village South – SP 17-01 / SUB 17-03, Revised Staff Report

Additional information was received from the applicant and the commission since the original staff report was issued. The revised staff report reflects the following changes:

1. Per City Engineering Department's revised comments dated December5, 2017
   - Modified Condition C1, by removing the required fee in-lieu for Sherwood Boulevard (Edy Road) / Hwy 99W intersection
   - Eliminated Condition G4 (8-foot wide PUE)
   - Eliminated Condition H9 (existing water quality facility)

2. Added two additional approval criteria in item K. Review Criteria
   - 1995 PUD Design Standards
   - 2010 Development Agreement

3. Corrected typographical errors
   a. Page 21 (pervious should be previous)
   b. Page 24 (retain should be retail)

4. Renumbering conditions items H9-H13 due to corrections above

5. Revised 120-day date to an additional 30 days and added the new hearing date of December 12, 2017.

C: File

CITY OF SHERWOOD
November 21, 2017
REVISED December 5, 2017

Staff Report **Parkway Village South Site Plan and Subdivision**
SP 17-01 / SUB 17-03

TO: Planning Commission

Pre-App. Meeting:	January 4, 2017
App. Submitted:	July 19, 2017
App. Complete:	August 18, 2017
Revised 120-Day Deadline:	January 15, 2018
First Hearing Date:	November 28, 2017
Continued Hearing Date:	December 12, 2017

FROM:

Joy L. Chang
Associate Planner

Proposal: The applicant proposes a Site Plan Review and a five lot subdivision, with lots ranging from ± 0.50 acres to ± 8.24 acres in the Light Industrial Planned Unit Development (LI-PUD) zone. Lot 1 is reserved for future use and is not included in the concurrent Site Plan Review application. The remaining four lots will consist of the following: ± 92,899 square feet indoor entertainment and recreation fun center; ± 32,408 square feet of retail space across four buildings; and ± 392 square feet drive-through coffee kiosk.

I. BACKGROUND

A. Applicant/Owner: Langer Family, LLC
15555 SW Tualatin Sherwood Road
Sherwood, OR 97140

Owner's Representative: John Christiansen, PE
AKS Engineering and Forestry
503-563-6151

B. Assessor's Information: Tax Map 2S1 29DC, Tax Lot 100
Parcel 2 of Partition Plat 2017-019

C. Location: Southeast corner of SW Langer Farms Parkway and SW Century Drive

D. Parcel Size: The site is approximately 15.67 acres in size.

E. Existing Development and Site Characteristics: The site is currently vacant and gently slopes upwards from east to west. An existing stockpile of dirt, located on the northern portion of the site, was previously granted through a grading permit from the city's Building Department. The site is also adjacent to a regional stormwater quality facility to the southeast which was committed to serving this tax lot. There is an existing drainageway, and associated wetlands and vegetated corridor designation, located within an unbuildable tract to the southeast that was established as part of the Langer Farms subdivision plat. The site will take

access from SW Langer Farms Parkway and SW Century Drive, both designated as collector streets in the City of Sherwood Transportation System Plan (TSP).

F. **Site History:** The site has been owned and farmed by the Langer family since the late 1800's. This particular piece of property is within Phase 6 of the Sherwood Village PUD that was approved by the Sherwood City Council in 1995. All future development is subject to the conditions of the approved Planned Unit Development and SUB 12-02. Because of the approval of the subdivision in 2012, the use of the property is vested for a period of 10 years (ORS 92.040). In this instance, the PUD approval for all of phases 6, 7, and 8 of PUD 95-1 allowed for uses that were permitted within the General Commercial Zone in 1995. This was memorialized by the Council approval of Resolution 2007-081 in 2007. The City also approved a Similar Use Interpretation establishing that the proposed Fun Center is a permitted use on the subject property under the 1995 Sherwood Zoning and Community Development Code (SZCDC) in April 2017.

G. **Zoning Classification and Comprehensive Plan Designation**: The property is zoned Light Industrial Planned Unit Development (LI-PUD). A Fun Center is not currently permitted in this zone, but as stated above, this use was permitted when the original PUD was approved, and the use was vested for a period of 10 years once the subdivision was approved in 2012.

H. **Adjacent Zoning and Land Use:** The overall site is bound on the north by SW Century Drive, to the west by SW Langer Farms Parkway, to the east by a Light Industrial use development, to the southeast by a natural resource area and regional stormwater facility, and to the south by a self-storage facility. The property is surrounded by other properties located to the south and east by other light industrially zoned properties, to the north by an industrially zoned parcel that was developed with the Parkway Village Shopping Center, and to the west by properties that are zoned residential.

I. **Review Type**: According to Section 16.72.010.A.4.c, Site Plans greater than 40,000 square feet of floor area, parking or seating capacity requires a Type IV review; the hearing authority is the Planning Commission and the appeal authority is the City Council. This application is over the 40,000 square foot threshold requiring the Type IV review. Subdivision applications creating between 4-10 lots are considered a Type II staff level decision per Section 16.72.010.A.2.i and the appeal authority is the Planning Commission.

J. **Public Notice and Hearing:** Notice of the application was mailed to property owners within 1,000 feet, posted on the property and distributed in five locations throughout the City on October 4, 2017 and on November 7, 2017 in accordance with § 16.72.020 of the SZCDC. The notice was published in the *Times* (a newspaper of general circulation) on October 5, 2017, October 19, 2017, November 9, 2017 and November 23, 2017 in accordance with §16.72.020 of the SZCDC.

K. **Review Criteria:** Sherwood Zoning and Community Development Code: §16.31 (Industrial Land Use Districts), §16.40 (Planned Unit Development), §16.70 (General Provisions), §16.58.010 (Clear Vision), §16.90 (Site Planning), §16.92 (Landscaping), §16.94 (Off-Street Parking and Loading), §16.96 (On-Site Circulation), §16.98 (On-site Storage), All of Division VI - §16.104-16.118 (Public Improvements), §16.120 (Subdivision), §16.128 (Land Division Design Standards), §16.142 (Parks, Trees, and Open Space), §16.146 (Noise), §16.48 (Vibrations), §16.150 (Air Quality), §16.52 (Odors), §16.154 (Heat and Glare), and §16.156

(Energy Conservation). Other Criteria: 1995 PUD Design Guidelines and 2010 Development Agreement.

II. PUBLIC COMMENTS

Public notice was mailed, posted on the property, and posted in five locations throughout the City on October 4, 2017 and on November 7, 2017. Staff received one comment from the community expressing concerns on land use from industrial to commercial – decreasing the potential of bringing in new industrial high valued jobs. Concerns were also expressed on increase commuter traffic from other suburban areas. See **Exhibit G**. These concerns will be addressed as part of this report. Additional comments are welcome up to the close of the public hearing.

III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on September 6, 2017. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: The Sherwood Engineering Department has provided comments that are included in this report and attached as **Exhibit B.**

Clean Water Services (CWS): A CWS Pre-Screening Site Assessment dated March 30, 2016 states that the proposed project will not significantly impact the existing or potentially sensitive area(s) found near the site. Jackie Humphries, CWS, provided comments dated September 28, 2017, that indicated a storm water connection permit authorization would be required prior to plat approval and recordation. This will be discussed and conditioned further within this report. Her comments are attached as **Exhibit C.**

Tualatin Valley Fire and Rescue (TVF&R): Tom Mooney, Deputy Fire Marshall, provided comments in a letter dated September 13, 2017 attached as **Exhibit D**.

Pride Disposal: Kristen Tabscott provided comments in a letter dated September 14, 2017. She states that the applicant's consultant has emailed her stating that some modifications to the enclosures are being made. This will be discussed and conditioned further in Section 16.98.020 Solid Waste and Recycling Storage. Her comments are attached as **Exhibit E.**

Oregon Department of Transportation (ODOT): Marah Danielson and Avi Tayar provided comments in a letter dated October 19, 2017. ODOT reviewed the traffic impact analysis prepared by Kittelson and Associates dated July 18, 2017 and the supplemental analysis prepared by Kittelson and Associates dated October 10, 2017. Based on their analysis the mitigation should be proposed at the intersection of OR 99W/Edy Rd and OR 99W/Tualatin Sherwood Rd. Alternatively, since Washington County has funded projects to improve both intersections in the near term, the applicant could be required to contribute towards the projects. ODOT comments are attached as **Exhibit F**. This is further discussed and conditioned in Section 16.106.080 Traffic Impact Analysis.

Washington County Land Use and Transportation: Formal comments were not submitted from the County on this proposal. However, the City Engineering Department and the County have coordinated and discussed this proposal. The County has agreed to allow for a fee-in-lieu of construction for transportation mitigation requirements pertaining to Tualatin Sherwood Road / Hwy 99W intersection.

Kinder Morgan Energy, METRO, NW Natural Gas and Portland General Electric did not respond or provided no comments to the request for agency comments by the date of this report.

IV. SITE PLAN REVIEW REQUIRED FINDINGS (16.90 Site Planning)

D. Required Findings
No site plan approval shall be granted unless each of the following is found:

1. **The proposed development meets applicable zoning district standards and design standards in Division II, and all provisions of Divisions V, VI, VIII and IX.**

FINDING: The proposed development meets the applicable zoning district standards as discussed below under the "Division II- Land Use and Development" section, and the applicable provisions of Divisions V, VI, VIII, and IX as discussed in detail below.

2. **The proposed development can be adequately served by services conforming to the Community Development Plan, including but not limited to water, sanitary facilities, storm water, solid waste, parks and open space, public safety, electric power, and communications.**

FINDING: As discussed in detail in the Public Infrastructure section, water, sanitary sewer, and storm sewer are either available or can be extended to serve the site. The subject site has access to SW Century Drive to the north and SW Langer Parkway to the west, both developed as collector status roads. The nearest park is Langer Park, off of SW Century Blvd. in a residential neighborhood. Solid waste services, communication and public safety are all available to this development. All new utilities for the site will be required to be underground. Sherwood Broadband utilities are required to be installed. This criterion can be met as discussed and conditioned in the Public Infrastructure Section below.

3. **Covenants, agreements, and other specific documents are adequate, in the City's determination, to assure an acceptable method of ownership, management, and maintenance of structures, landscaping, and other on-site features.**

FINDING: Any required covenants or restrictions imposed by the City will be required to be satisfied as an ongoing condition of the original land use decision and subsequent land use approvals on this parcel of land. The City does not monitor or enforce private covenants and restrictions. As identified within the applicant's narrative, covenants, conditions and restrictions (CC&Rs) for the project, as well as shared access easements, will be recorded with the final plat, providing for ownership, management, and maintenance of on-site features, as necessary. On-going maintenance of the structures, landscaping, etc. will be provided by the property owner, lessee, or other appropriate party. This criterion is met.

4. **The proposed development preserves significant natural features to the maximum extent feasible, including but not limited to natural drainage ways, wetlands, trees, vegetation (including but not limited to environmentally sensitive lands), scenic views, and topographical features, and conforms to the applicable provisions of Division VIII of this Code and Chapter 5 of the Community Development Code.**

FINDING: As documented in the CWS Pre-Screening Site Assessment (Exhibit F of the applicant's application submittal) the proposed project will not significantly impact the existing or potentially sensitive areas found near the site. As identified within the applicant's narrative, the

site does not contain any identified significant natural features, sensitive lands, or protected scenic view. An existing drainageway, with associated wetlands and a vegetated corridor, runs east of the site. It is located off site and protected by an open space tract created with a previous phase of the PUD. The preliminary plans show that trees are preserved to the maximum extent feasible and consistent with applicable city standards. The applicable criteria are met.

5. **For developments that are likely to generate more than 400 average daily trips (ADTs), or at the discretion of the City Engineer, the applicant must provide adequate information, such as a traffic impact analysis (TIA) or traffic counts, to demonstrate the level of impact to the surrounding transportation system. The developer is required to mitigate for impacts attributable to the project, pursuant to TIA requirements in Section 16.106.080 and rough proportionality requirements in Section 16.106.090. The determination of impact or effect and the scope of the impact study must be coordinated with the provider of the affected transportation facility.**

FINDING: This project is expected to generate more than 400 ADT. Kittelson & Associates have prepared a detailed traffic impact analysis that was submitted as part of the application packet. Engineering staff reviewed the TIA and determined revisions were necessary to the analysis - the appropriate category for trip generation need to be modified. Additionally, ODOT comments requested that the analysis be updated to include the OR 99W/Edy Rd intersection. A revised TIA has since been submitted addressing both concerns and will be further discussed in Section 16.106 Transportation Facilities. This criterion is met.

6. **The proposed commercial, multi-family, institutional or mixed-use development is oriented to the pedestrian and bicycle, and to existing and planned transit facilities. Urban design standards include the following:**
   a. **Primary, front entrances are located and oriented to the street, and have significant articulation and treatment, via facades, porticos, arcades, porches, portal, forecourt, or stoop to identify the entrance for pedestrians. Additional entrance/exit points for buildings, such as a postern, are allowed from secondary streets or parking areas.**

STAFF ANALYSIS: As identified within the applicant's narrative, the site has been designed around the SW Langer Farms Parkway frontage to create an inviting and pedestrian-friendly orientation that draws people in from the street. The project frontage achieves this using several urban design principles. First, this project creates an attractive and inviting streetscape, achieved by locating pedestrian-scale buildings as close as possible to the sidewalk and pedestrian corridors. The project uses window glazing, building materials, and design to avoid presenting blank walls to pedestrians, bicyclist, and drivers. Active spaces work when site materials such as paving, walls, and plantings are strategically placed and cohesively designed to address the street and pedestrian. A dynamic streetscape is created through well-designed and thoughtful outdoor spaces utilizing storefronts, plazas, fountains, and professionally designed landscaping. Vehicle parking is separated from the sidewalk, and located behind the buildings. In addition to screening and separation provided by the buildings themselves, the parking areas are screened with landscaping.

The project also provides multiple direct and convenient pedestrian connections between the boundary streets and the buildings. An approximately 4,000-square-foot plaza and water feature – a shared design element with the commercial area to the north – is planned to be located at the corner of SW Langer Farms Parkway and SW Century Drive, a critical entry point and visual focal point for the project. The plaza will open to pedestrians entering though an attractive trellis from the 12-foot-wide multi-use pathway that runs along the east side of SW Langer Farms Parkway.

The design feature reinforces the corner of the site, emphasizes the intersection of streets, articulates a gateway into the project, provides a means of wayfinding, and ultimately delivers a dynamic public space where pedestrians' paths intersect. This corner is designed to be a node of social and economic activity, which is achieved through a distinctive yet familiar architectural treatment. Additional plaza areas are planned abutting the retail buildings. These areas will have pedestrian connections to the sidewalk, and will accommodate the outdoor seating that will generate the activity that draws in pedestrians walking by the site.

A breezeway is planned to connect from SW Century Drive south through the parking area to the main entrance of the Fun Center. The 10-foot-wide covered walkway is separated from the parking and vehicle use areas by curbs, trees on both sides, and the stone and timber frame of the structure. The Fun Center is a large building, and its main entrance provides the focal point once one is within the site. The building itself has been oriented so that its narrower, more pedestrian-scale side, faces the SW Langer Farms Parkway sidewalk. The pitched roof, building materials, and other design cues recall the smaller retail buildings that also front SW Langer Farms Parkway. This design, scales and focuses the entries to the pedestrian while making the development look cohesive.

Finding: The outdoor spaces, landscaping, pedestrian connections and building design provide a harmonious and inviting environment that is human in-scale. The site design facilitates wayfinding as site entrances, internal walkways, and building entries are well defined and oriented to pedestrians. Based on the above analysis, this criterion is met.

b. Buildings are located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.

STAFF ANALYSIS: As sated above, the smaller retail buildings that are pedestrian in-scale are located along SW Langer Farms Parkway and SW Century Drive. A landscaped visual corridor is required along both SW Century Drive and SW Langer Farms Parkway per Section 16.142.040. Buildings are located as close to the street as possible, with at least one building flush to each right-of-way, outside of the Public Utility Easements and required view corridors.

Finding: This criterion is met.

c. The architecture of buildings are oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding are prohibited. Street facing elevations have windows, transparent fenestration, and divisions to break up the mass of any window. Roll up and sliding doors are acceptable. Awnings that provide a minimum 3 feet of shelter from rain are required unless other architectural elements are provided for similar protection, such as an arcade.

STAFF ANALYSIS: As stated in the applicant's narrative in response to item "a" above, the site creates an interesting and enjoyable pedestrian experience along the boundary streets, SW Langer Farms Parkway and SW Century Drive. Large storefront windows are planned to face the street. Each street-facing elevation presents multiple bays created through fenestration and design including the use of multiple types of stone, brick, lap siding, shingles, columns, and wood canopy supports. Building design articulates a clear and distinct base, middle, and top to break up the vertical massing and develops a pedestrian scale. The use of ledgestone creates a solid base, and banding in addition to changes in color and/or material emphasize horizontal breaks and vertical coherence in the building plane. Additionally, street facing elevations have varying

heights, dormers, upper floor windows, and roof-types. Awning and canopies provide shelter from weather. No aluminum vinyl, or T-111 siding will be utilized.

This type of classic, northwest design lends itself to multiple uses. The commercial buildings are designed as flex space so they are adaptable for use by various retail tenants. The robust northwest appropriate materials - including stone, timber, brick, hardiplank shingles and siding, and metal roofing – will weather well and last long-term in the Pacific Northwest climate.

Finding: Based on the above analysis, this criterion is met.

d. As an alternative to the standards in Section 16.90.020.D.6.a—c, the following Commercial Design Review Matrix may be applied to any commercial, multi-family, institutional or mixed use development (this matrix may not be utilized for developments within the Old Town Overlay). A development must propose a minimum of 60 percent of the total possible points to be eligible for exemption from the standards in Section 16.90.020.D.6.a—c. In addition, a development proposing between 15,001 and 40,000 square feet of floor area, parking or seating capacity and proposing a minimum of 80 percent of the total possible points from the matrix below may be reviewed as a Type II administrative review, per the standards of Section 16.72.010.A.2.

COMMERCIAL DESIGN REVIEW MATRIX

Design Criteria	Possible Points				
	0	1	2	3	4
Building Design (21 Total Points Possible; Minimum 12 Points Required) **These standards may be applied to individual buildings or developments with multiple buildings.**					
Materials [1]	Concrete, artificial materials (artificial or "spray" stucco, etc.)	Cultured stone, brick, stone, decorative patterned masonry, wood	A mixture of at least two (2) materials (i.e. to break up vertical facade)	A mixture of at least three (3) materials (i.e. to break up vertical facade)	A mixture of at least three (3) of the following materials: brick, stone, cultured stone, decorative patterned masonry, wood
Roof Form [2]	Flat (no cornice) or single-pitch (no variation)	Distinctive from existing adjacent structures (not applicable to expansion of same building) or either variation in pitch or flat roof with cornice treatment	Distinctive from existing adjacent structures (not applicable to expansion of same building) and either variation in pitch or flat roof with cornice treatment	—	—
Glazing [3]	0—20% glazing on street-facing side(s)	>20% glazing on at least one street-facing side (inactive, display or façade windows)	>20% glazing on all street-facing sides (inactive, display or façade windows)	>20% glazing on at least one street-facing side (active glazing—actual windows)	>20% glazing on all street-facing sides (active glazing—actual windows)
Fenestration on street-facing elevation(s)	One distinct "bay" with no vertical building elements	Multiple "bays" with one or more "bay" exceeding 30 feet in width	Vertical building elements with no "bay" exceeding 30 feet in width	Vertical building elements with no "bay" exceeding 20 feet in width	—
Entrance Articulation	No weather protection provided	Weather protection provided via awning, porch, etc.	—	Weather protection provided via awning, porch, etc. and pedestrian amenities such as benches,	Weather protection provided via awning, porch, etc. and pedestrian amenities such as

				tables and chairs, etc. provided near the entrance but not covered	benches, tables and chairs, etc. provided near the entrance and covered
Structure Size [4] to discourage "big box" style development	Greater than 80,000 square feet	60,000—79,999 square feet	40,000—59,999 square feet	20,000—39,999 square feet	Less than 20,000 square feet

Staff Analysis for Building Design:
Materials - The buildings will incorporate a mix of several materials, including wood, brick, and cultured stone **= 4 pts**.
Roof Form – The buildings incorporate several roof forms, including gabled, shed, and flat roofs with a variety of pitches, heights, parapets, and cornice treatments **= 2 pts.**
Glazing – Street-facing sizes will have less than 20% glazing **= 0 pts.**
Fenestration – Street-facing facades utilize the arrangement of windows and/or doors to create multiple distinct bays, many with vertical elements. Certain bays exceed 30 feet in width **= 1 pt.**
Entrance Articulation – The buildings will provide weather protection using awnings and porches. Additionally, pedestrian amenities, such as benches, are provided throughout the site, and it's anticipated that tenants will provide outdoor seating and tables near their entrances **= 4 pts.**
Structural Size– When multiple buildings are planned, the average building size is used. The total building area, across all six buildings is ± 125,699 square feet. The average is ± 20,949 square feet **= 3 pts**

Total points for Building Design 14/21.

Building Location and Orientation (6 Total Points Possible; Minimum 3 Points Required)					
Location [5]	Building(s) not flush to any right-of-way (including required PUE adjacent to ROW, setbacks or visual corridor) (i.e. parking or drive aisle intervening)	Building(s) located flush to right-of-way on at least one side (with the exception of required setbacks, easements or visual corridors)	Buildings flush to all possible right-of-way (with the exception of required setbacks, easements or visual corridors) (i.e. "built to the corner")	—	—
Orientation	Single-building site primary entrance oriented to parking lot	—	Single-building site primary entrance oriented to the pedestrian (i.e. entrance is adjacent to public sidewalk or adjacent to plaza area connected to public sidewalk and does not cross a parking area)	—	—
	Multiple building site primary entrance to anchor tenant or primary entrance to development oriented to parking lot	—	Multiple building site primary entrance to anchor tenant or primary entrance to development oriented to the pedestrian	—	—
Secondary Public Entrance [6]			Secondary public pedestrian entrance provided adjacent to public sidewalk or adjacent to plaza area connected to public sidewalk		

Staff Analysis for Building Location and Orientation:
Location – The site fronts two separate rights-of-way. Both SW Century Drive and SW Langer Farms Parkway both require landscaped visual corridor per 16.142.040 = **2 pts.**
Orientation – The site contains six buildings. The site provides five sidewalk connections to SW Langer Farms Parkway and four sidewalk connections to SW Century Drive. A breezeway – oriented entirely to pedestrians – provides a direct connection from the street to the Fun Center = **2 pts.**
Secondary Public Entrance – As stated above, the primary entrance is oriented to the pedestrian, so these points are automatic = **2 pts.**

Total points for Building Location and Orientation 6/6.

Parking and Loading Areas (13 Total Points Possible; Minimum 7 Points Required)					
Location of Parking	Greater than 50 percent of required parking is located between any building and a public street	25—50 percent of required parking is located between any building and a public street	Less than 25 percent of required parking is located between any building and a public street	**No parking is located between any building and a public street**	—
Loading Areas	Visible from public street and not screened	Visible from public street and screened	**Not visible from public street**	—	—
Vegetation	At least one "landscaped" island every 13—15 parking spaces in a row	At least one "landscaped" island every 10—12 parking spaces in a row	**At least one "landscaped" island every 8—9 parking spaces in a row**	At least one "landscaped" island every 6—7 parking spaces in a row	—
Number of Parking Spaces [7]	>120%	**101—120%**	100%	<100% (i.e. joint use or multiple reduction) (1 bonus)	—
Parking Surface	**Impervious**	Some pervious paving (10—25%)	Partially pervious paving (26—50%)	Mostly pervious paving (>50%)	—

Staff Analysis for Parking and Loading Areas
Location – All paring is separated from the street by the planned buildings. No parking is located between a building and the public street = **3 pts.**
Loading – The loading area is set back from the street ± 150 feet and will be screened by building and landscaping = **2 pts.**
Vegetation – The preliminary landscape plans show ± 37,502 square feet of parking lot landscaping (± 12.3% of the parking lot). The largest row of parking without a landscaped island is 10 spaces, and several rows contain only 6-7 spaces = **2 pts.**
Number of Parking spaces – The minimum required parking spaces is 406 and the site plan shows 487 parking spaces; which is ± 120% = **1 pt.**
Parking Surface – No pervious parking spaces are planned = **0 pts.**

Total points for Parking and Loading 8/13.

Landscaping (24 Total Point Possible, Minimum 14 Points Required)					
Tree Retention [8]	**Less than 50% of existing trees on-site retained**	51—60% of existing trees on-site retained	61—70% of existing trees on-site retained	71—80% of existing trees on-site retained	81—100% of existing trees on-site retained
Mitigation Trees [9]	Trees mitigated off-site or fee-in-lieu	25—50% of trees mitigated on-site	51—75% of trees mitigated on-site	**76—100% of trees mitigated on-site**	—

Landscaping Trees [10]	Less than one tree for every 500 square feet of landscaping	1 tree for every 500 square feet of landscaping	2 trees for every 500 square feet of landscaping	3 trees for every 500 square feet of landscaping	4 trees for every 500 square feet of landscaping
Landscaped Areas	Greater than 35% of landscaped areas are less than 100 square feet in size	Less than 25% of landscaped areas are less than 100 square feet in size	No landscaped areas are less than 100 square feet in size	—	—
Landscaping Trees greater than 3-inch Caliper	<25%	25—50%	>50%	—	—
Amount of Grass [11,12]	>75% of landscaped areas	50—75% of landscaped areas	25—49% of landscaped areas	<25% of 1andscaped areas	—
Total Amount of Site Landscaping [13]	<10% of gross site	10—15% of gross site	16—20% of gross site	21—25% of gross site	>25% of gross site
Automatic Irrigation	No	Partial	Yes	—	—

Staff Analysis for Landscaping

Tree Retention – The preliminary Tree Preservation and Removal Table shows 21 existing trees on site and 3 trees (±14%) to be preserved = **0 pts.**

Mitigation Trees – The Preliminary Tree Preservation and Removal Table show 18 existing trees are planned to be removed and 14 trees (±78%) will be mitigated on-site = **3 pts**.

Landscaping Trees – The Landscaping Plan shows 267 trees will be provided, minus 14 mitigation trees. The resulting 253 net trees and 83,338 square feet of landscaping establishes a ratio of ±1.52 trees per 500 square feet of landscaping = **2 pts.**

Landscaped Areas – All landscaped islands are at least 100 square feet in area = **2 pts.**

Landscaping Trees greater than 3-inch Caliper – Conifers such as Douglas Fir or Cedar are generally not measured by caliper inch until they reach 6-inces in width. 8-10-foot conifers are generally considered equivalent to a 3-inch caliper or larger tree. The Landscaping Plan shows 79 of 267 (±30%) site trees as 3-inch caliper or larger = **1 pt.**

Amount of Grass – The Landscaping Plan shows ±14,923 square feet (±18% of landscaped area) as lawn= **3 pt.**

Total Amount of Site Landscaping – The Landscaping Plan shows ±83,338 square feet of landscaped area, ±16% of the total site = **2 pts.**

Automatic Irrigation – Irrigation to be provided by a full automatic underground system = **2 pts.**

Total points for Landscaping 15/24.

Miscellaneous (10 Total Points Possible; Minimum 5 Points Required)

Equipment Screening (roof)	Equipment not screened	Equipment partially screened	Equipment fully screened	Equipment fully screened by materials matching building architecture/finish	—
Fences and Walls [14]	Standard fencing and wall materials (i.e. wood fences, CMU walls etc.)	—	Fencing and wall materials match building materials	—	—
On-Site Pedestrian Amenities Not Adjacent to	No	Yes; 1 per building	Yes; more than 1 per building	—	—

Building Entrances					
Open Space Provided for Public Use	No	Yes; <500 square feet	Yes; 500—1,000 square feet	Yes; >1,000 square feet	—
Green Building Certification				LEED, Earth Advantage, etc. (Bonus)	

Staff Analysis for Miscellaneous
Equipment Screening (roof) – All roof equipment will be fully screened by parapets matching the design and/or finish of the building = **3 pts.**
Fences and Walls – Walls and any fencing will match building materials. Walls for the bicycle gazebo and along the entry trellis at the plaza are planned to be cultured stone matching the cultured stone on the buildings. Trash enclosures are planned to be CMU, but will have gray natural finished concrete caps matching the gray natural finished concrete caps that top the cultured stone base of several building facades = **2 pts.**
On-Site Pedestrian Amenities – Pedestrian amenities including plazas, benches, outdoor seating areas, and a water feature are planned near all buildings = **2 pts.**
Open Space provided for public use – The site plan shows plazas larger than 1,000 square feet that will be open space for public use = **3 pts**.
Green Building Certification – LEED, Earth Advantage, etc. will not be utilized **= 0 bonus pts.**

Total points for Miscellaneous 10/10.

FINDING: Based on the analysis contained in the staff analysis to the Commercial Design Review Matrix, the project earned 53 (71%) of the available 74 points, as summarized below:

Total points for Building Design = 14/21 points
Total points for Building Location and Orientation = 6/6 points
Total points for Parking and Loading = 8/13 points
Total points for Landscaping 15/24
Total points for Miscellaneous = 10/10 points

This exceeds the minimum 45 points (60%) required for exemption from the standards in Section 16.90.020.D.6.a-c. These criteria are met.

7. Industrial developments provide employment opportunities for citizens of Sherwood and the region as a whole. The proposed industrial development is designed to enhance areas visible from arterial and collector streets by reducing the "bulk" appearance of large buildings. Industrial design standards include the following (a. and b.).

FINDING: The applicant is proposing commercial development on a site zoned Light Industrial Planned Unit Development (LI-PUD). As stated before, commercial uses were permitted when the original PUD was approved, and the use was vested for a period of 10 years once the subdivision was approved in 2012. Consequently, these industrial design guidelines are not applicable.

8. Driveways that are more than twenty-four (24) feet in width shall align with existing streets or planned streets as shown in the Local Street Connectivity Map in the adopted Transportation System Plan (Figure 17), except where prevented by topography, rail lines, freeways, pre-existing development, or leases, easements, or covenants.

FINDING: All four primary driveways for the development have driveway widths over 24-feet in width. The primary ingress and egress to SW Langer Farms Parkway is aligned with SW Whitestone Way. A secondary access to SW Langer Farms Parkway is considered a service entry access point. The planned primary driveways to SW Century Drive align with existing driveways on the north side of the street. This criterion is met.

V. SUBDIVISION REVIEW REQUIRED FINDINGS (16.120 Subdivisions and 16.128 Land Division Design Standards)

16.120.040- Approval Criteria: Preliminary Plat

No preliminary plat shall be approved unless:

A. Streets and roads conform to plats approved for adjoining properties as to widths, alignments, grades, and other standards, unless the City determines that the public interest is served by modifying streets or road patterns.

FINDING: The proposed project abuts SW Langer Farms Parkway and SW Century Drive, both collector streets. These streets are fully improved except for the sidewalk along the south side of SW Century Drive. The preliminary plans show construction of a new 9.5-foot-wide curb tight sidewalk with tree wells along the SW Century Drive frontage matching the improvements on the north side of SW Century Drive. With these planned improvements, adequate pedestrian and bicycle facilities will be provided on both sides of SW Langer Farms Parkway and SW Century Drive. No new public streets are proposed nor necessary. This criterion is met.

B. Streets and roads held for private use are clearly indicated on the plat and all reservations or restrictions relating to such private roads and streets are set forth thereon.

FINDING: This criterion is not applicable as the applicant has not proposed any private roads or streets.

C. The plat complies with applicable zoning district standards and design standards in Division II, and all provisions of Divisions IV, VI, VIII and IX. The subdivision complies with Chapter 16.128 (Land Division Design Standards).

FINDING: Where applicable, this standard is met and discussed in Divisions IV (Planning Procedures), VI (Public Infrastructure) and VIII (Environmental Resources) of this report. Section IX (Historic Resources) is not addressed as it is not applicable.

D. Adequate water, sanitary sewer, and other public facilities exist to support the use of land proposed in the plat.

FINDING: As discussed in Division VI (Public Infrastructure) of this report there are adequate services to support the proposed subdivision. The applicant's exhibits

demonstrate that adequate water, sanitary sewer, and other public facilities capacities exist, and facilities will be installed to support the site; and that the proposed public improvements will adequately serve each proposed lot. This standard is met.

E. Development of additional, contiguous property under the same ownership can be accomplished in accordance with this Code.

FINDING: Per the applicant's narrative, Lot 1 is reserved for future use and is not included in the concurrent Site Plan Review application. Lot 1 has more than 300 feet of frontage along SW Century Drive, which contains necessary public facilities and could provide adequate access. This criterion is met.

F. Adjoining land can either be developed independently or is provided access that will allow development in accordance with this Code.

FINDING: The site is bordered by SW Langer Farms Parkway to the west, SW Century Drive to the north, developed industrial land to the east, and developed industrial land to the south. The developable land contiguous to the subject property is already largely developed and this project does not prevent the future use of adjoining land. This criterion is met.

G. Tree and woodland inventories have been submitted and approved as per Section 16.142.060.

FINDING: The applicant provided a Preliminary Tree Preservation and Removal Plan (Sheet P05, Exhibit A) that provides an inventory of the existing trees on site. Based on the analysis identified in Section 16.142 Landscaping, these standards are met.

H. The plat clearly shows the proposed lot numbers, setbacks, dedications and easements.

FINDING: Proposed lot numbers, setbacks, dimensions, and easements are shown on Sheet P03 in Exhibit A. This standard is met.

I. A minimum of five percent (5%) open space has been provided per § 16.44.B.8 (Townhome- Standards) or §16.142.020 (Parks, Open Spaces and Trees-Single-Family Residential Subdivisions), if applicable.

FINDING: Neither of these sections applies to the proposed Light Industrial PUD zone subdivision. This standard does not apply.

Chapter 16.128 - LAND DIVISION DESIGN STANDARDS

16.128.010 - Blocks

A. Connectivity

1. Block Size

The length, width, and shape of blocks shall be designed to provide adequate building sites for the uses proposed, and for convenient access, circulation, traffic control and safety.

2. Block Length
Block length standards shall be in accordance with Section 16.108.040. Generally, blocks shall not exceed five-hundred thirty (530) feet in length, except blocks adjacent to principal arterial, which shall not exceed one thousand eight hundred (1,800) feet. The extension of streets and the formation of blocks shall conform to the Local Street Network map contained in the Transportation System Plan.

FINDING: The proposed development does not create new streets and blocks are neither planned nor necessary. The proposal does not affect the ability of surrounding areas to comply with block length requirements. These standards are met.

3. Pedestrian and Bicycle Connectivity. Paved bike and pedestrian accessways shall be provided on public easements or right-of-way consistent with Figure 7.401. Figure 7.401 — Block Connectivity

FINDING: Per the applicant's narrative, SW Langer Farms Parkway and SW Century Drive are collector streets that abut the subject property on two sides. Both streets are fully improved, except for the sidewalk along the south side of SW Century Drive. The preliminary plans show construction of a new 9.5-foot-wide curb tight sidewalk with tree wells along the SW Century Drive frontage matching the improvements on the north side of SW Century Drive. With these planned improvements, adequate pedestrian and bicycle facilities will be provided on both sides of SW Langer Farms Parkway and SW Century Drive. This criterion is met.

B. Utilities Easements for sewers, drainage, water mains, electric lines, or other utilities shall be dedicated or provided for by deed. Easements shall be a minimum of ten (10) feet in width and centered on rear or side lot lines; except for tie-back easements, which shall be six (6) feet wide by twenty (20) feet long on side lot lines at the change of direction.

FINDING: Per the applicant's narrative, the required PUEs were previously dedicated on the original subdivision plat. Installation of the utilities necessary to serve the site will occur with construction of the project as shown on the Preliminary Composite Utility Plan. This criterion is met.

C. Drainages
Where a subdivision is traversed by a watercourse, drainage way, channel or street, drainage easements or rights-of-way shall be provided conforming substantially to the alignment and size of the drainage.

FINDING: The required easements are shown on the Preliminary Plat. This criterion is met.

16.128.020 - Pedestrian and Bicycle Ways
Pedestrian or bicycle ways may be required to connect cul-de-sacs, divide through an unusually long or oddly shaped block, or to otherwise provide adequate circulation.

FINDING: The site does not include a cul-de-sac nor an irregularly shaped block. An on-site private system of pedestrian walkways extends throughout the project and connects to buildings, outdoor spaces, parking, and the public boundary streets. No additional pedestrian or bicycle ways are necessary or required. This criterion is met.

16.128.030 - Lots
A. Size and Shape
Lot size, width, shape, and orientation shall be appropriate for the location and topography of the subdivision or partition, and shall comply with applicable zoning district requirements, with the following exception:
1. Lots in areas not served by public sewer or water supply shall conform to any special County Health Department standards.

FINDING: The Preliminary Subdivision Plat, Sheet P03 of Exhibit A, shows five lots that will comply with the applicable requirements. All lots can be served by public sewer and water facilities within SW Langer Farms Parkway and SW Century Drive. This criterion is met.

B. Access
All lots in a subdivision shall abut a public street, except as allowed for infill development under Chapter 16.68.

STAFF ANALYSIS: Four of the proposed lots (Lots 1, 3-5) abut a public street. Lot 2 has access to a public street (SW Century Drive) through an access easement across Lot 3. Per the applicant's narrative, the easement is an interest in real property that will be recorded in the public records. The easement will be appurtenant to Lot 2 because it is accessory to Lot 2, and the use and enjoyment of Lot 2 is dependent upon the continued existence of the access rights provided by the easement. In this way, the easement is effectively part of Lot 2. Consequently, Lot 2 through its easement, effectively abuts a public street consistent with the standard.

Per SZCDC 16.10.020, a Lot is defined as *A parcel of land of at least sufficient size to meet the minimum zoning requirements of this Code, and with frontage on a public street, or easement approved by the City…* Additionally, the city approved a prior subdivision (Langer Farms Subdivision, SUB 12-02) under the same standards and establishes a precedence for allowing subdividing commercial/industrial lots to provide their frontage and access requirements through the provision of an easement over another lot.

FINDING: Based on the above analysis, this criterion is met.

C. Double Frontage
Double frontage and reversed frontage lots are prohibited except where essential to provide separation of residential development from railroads, traffic arteries, adjacent nonresidential uses, or to overcome specific topographical or orientation problems. A five (5) foot wide or greater easement for planting and screening may be required.

FINDING: Double frontage lots are not proposed, therefore this criterion is not applicable.

D. Side Lot Lines Side lot lines shall, as far as practicable, run at right angles to the street upon which the lots face, except that on curved streets side lot lines shall be radial to the curve of the street.

FINDING: The preliminary plat shows that side lot lines run at right angles to the abutting street frontage as far as practicable. This criterion is met.

E. Grading

Grading of building sites shall conform to the following standards, except when topography of physical conditions warrants special exceptions:

1. **Cut slopes shall not exceed one (1) and one-half (1 1/2) feet horizontally to one (1) foot vertically.**
2. **Fill slopes shall not exceed two (2) feet horizontally to one (1) foot vertically.**

STAFF ANALYSIS: The preliminary grading, erosion and sediment control plan shows the project will comply with the applicable grading standards. Furthermore, at time of building permitting, grading of the building sites will be further reviewed and finalized by the city Building Official. The city Engineering Department requires a grading permit for all areas graded as part of the public improvements. The Engineering permit, for grading of the public improvements, is reviewed, approved and released as part of the public improvement plan. The proposed development will disturb in excess of 5 acres.

FINDING: These standards have not been met but can be met as conditioned below.

RECOMMENDED CONDITION: E6. Prior to Sherwood Engineering Department approval of any phase of the public improvement plans and issuance of a Compliance Agreement,
the developer shall obtain a DEQ NPDES 1200CN permit.

VI. APPLICABLE CODE PROVISIONS

A. Division II– Land Use and Development
Chapter 16.31 INDUSTRIAL LAND USE DISTRICTS

16.31.010 - Purpose

****

B. Light Industrial (LI) - The LI zoning district provides for the manufacturing, processing, assembling, packaging and treatment of products which have been previously prepared from raw materials. Industrial establishments shall not have objectionable external features and shall feature well-landscaped sites and attractive architectural design, as determined by the Commission.

****

16.31.020- Uses

Applicant's Response: The PUD designation was assigned as part of the Langer Family Planned Unit Development application approved by the City of Sherwood on April 26, 1995. The subject property is included as part of Phase 8 of the PUD. The City approved an application, in January 2008 (PUD 07-01), covering the land uses that are permitted within the PUD. The 2008 City decision was memorialized in the 2010 Development Agreement, which was vested in the subject property when the City approved the Langer Farms subdivision.

The 2010 Development Agreement provided that the uses permitted in the 1995 SZCDC are permitted on the subject property, including, "Uses permitted outright in the GC zone Section 2.109.02…" Section 2.1099.02(B) of the 1995 SZCDC lists "General retail trade" as a permitted use. In April 2017, the City of Sherwood approved a Similar Use Interpretation establishing that the planned Fun Center is a permitted use on the subject property under the 1995 SZCDC. The planned uses are permitted in the zone.

STAFF ANALYSIS: Staff concurs with the applicant's history of the approvals including the assertion that a final development plan for the PUD was approved for the overall site in 1995. The applicant is in error where the narrative identified that the site is part of Phase 8; the site is actually part of Phase 6 of the PUD (the applicant has identified this as a typographical error). The purpose of this specific review is to ensure that the proposed development is consistent with the PUD approval, and the applicable review criteria for Site Plan, Subdivision, and all other applicable sections of the Sherwood Zoning and Community Development Code.

FINDING: Based on the applicant's response and staff analysis, this criterion is met.

16.31.030 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 (Variances and Adjustments).

B. Development Standards

Except as otherwise provided, required minimum lot areas and dimensions and setbacks shall be:

Development Standards	Light Industrial
Lot area - Industrial Uses:	10,000 SF
Lot area – Commercial Uses (subject to Section 16.31.050):	10,000 SF
Lot width at front property line:	100 feet
Lot width at building line:	100 feet
Front yard setback [11]	20 feet
Side yard setback [10]	None
Rear yard setback [11]	None
Corner lot street side [11]	20 feet
Height [11]	50 feet

[10] When a yard is abutting a residential zone or public park, there shall be a minimum setback of forty (40) feet provided for properties zoned Employment Industrial and Light Industrial Zones, and a minimum setback of fifty (50) feet provided for properties zoned General Industrial.

[11] Structures located within one-hundred (100) feet of a residential zone shall be limited to the height requirements of that residential zone.

(Ord. No. 2016-008, § 2, 6-21-2016)

Applicant's Response: The Preliminary Plat shows that five planned lots will meet the dimensional standards for the LI zone listed in the table above. The subdivision will comply with the applicable dimensional standards for lots in the LI zone.

The project will establish commercial uses consistent with the 2010 Development Agreement and 1995 SZCDC. The standard setbacks for the LI zone conflict with provisions of the Design Standards for commercial projects, and generally require buildings to be flush with the right-of-way or as close to the front property line as practicable. In approving SP 12-05/CUP 12-02, the City established a precedent that the Design Standards should supersede because they contribute to a more visually-appealing and pedestrian-friendly built environment. The buildings along SW Langer Farms Parkway and SW Century Drive are planned to be set back from the right-of-way at least 10 feet to comply with the requirements for landscaped visual corridors.

The maximum height of structures in the LI zone is 50 feet, subject to footnote 11, which limits the portions of buildings within 100 feet of a residential zone to the height requirements of that residential zone. The land across SW Langer Farms Parkway is zoned High Density Residential with a maximum height of 40 feet (60 feet or more for certain chimneys, aerials, and towers). The Fun Center is the only building with a planned height of more than 40 feet. The plat of Langer Farms shows a Langer Farms Parkway half street width of 41 feet (west) and 39 feet (east) along the Fun Center frontage. The Site Plan shows the 39-foot half street and a ± 24-foot Fun Center building setback, which would put the building more than 100 feet from a residential zone. Therefore, the buildings meet the applicable dimensional standards.

STAFF ANALYSIS: Staff concurs with the applicant's response above. Based on established commercial uses consistent with the 2010 Development Agreement and 1995 SZCDC, along with the precedent established in SP 12-05 / CUP 12-02, proposed development can be built to commercial standards where typical buildings setbacks are at zero (flushed with the street – when not abutting residential zones). The proposed buildings are set 10 feet or more from the street meeting the visual corridor requirement for collector streets.

FINDING: Based on the applicant's response and staff analysis above, these standards are met.

16.40 PLANNED UNIT DEVELOPMENT (PUD)
16.40.030 - Final Development Plan
A. Generally

Upon approval of the PUD overlay zoning district and preliminary development plan by the Council, the applicant shall prepare a detailed Final Development Plan as per this Chapter, for review and approval of the Commission. The Final Development Plan shall comply with all conditions of approval as per Section 16.40.020. In addition, the applicant shall prepare and submit a detailed site plan for any non-single-family structure or use not addressed under Section 16.40.020(B)(6), for review and approval, pursuant to the provisions of Chapter 16.90. The site plan shall be processed concurrently with the Final Development Plan.

Applicant's Response: The subject property is a ± 15.67 acre parcel approved by the City of Sherwood in 2016 (MLP 16-02), and finalized by Partition Plat 2017-019 which was recorded in June 2017. Site Plan Review applies to planned Lots 2 through 5. Planned Lot 1 is reserved for future use and is not included in the Site Plan Review application. The subject property is zoned LI-PUD.

The PUD designation was initially assigned as part of the Langer Family PUD. Preliminary and Final Development Plans were approved by the City in 1995. The subject property is included as part of Phase 8 of the PUD. Phases 1, 2, 3, and 5 are located off site to the west and have already

been developed in accordance with the City approval. Phases 4, 6, and 7 are located to the north of this property and are not included in this application.

Consistent with the PUD approval and the 2010 Development Agreement (included as Exhibit I), this Site Plan Review application provides specific details for land uses, buildings, landscaping, site circulation, and access. The project complies with the PUD conditions and Development Agreement as stated below.

Finding: Staff concurs with the applicant's history of the approvals including the assertion that a final development plan for the PUD was approved for the overall site in 1995. The purpose of this specific review is to ensure that the proposed development is consistent with the PUD approval, and the applicable review criteria for Site Plan, Subdivision, and all other applicable sections of the Sherwood Zoning and Community Development Code. The applicant identified the site as Phase 8, this is a typographical error and the site is actually Phase 6. Phase 8 is located to the south of the site and is not included as part of this application.

The proposed development of Phase 6 complies with the applicable PUD conditions and Development Agreement as discussed below:

2010 Development Agreement

A. PUD USES

1. **Applicable Code. ZCDC 16.32.020.H, provides that "Approved PUDs may elect to establish uses which are permitted or conditionally permitted under the base zone text at the time of final approval of the PUD." The Langer PUD was approved and Phases 4, 6, 7 and 8 were assigned the Light Industrial ("LI") base zone designation on August 3, 1995.**

2. **Permitted and Conditional Uses. Accordingly, Langer elects to establish uses on the LI-designated phases of the PUD that were permitted or conditionally permitted under the LI base zone text applicable on August 3, 1995, including: "Uses permitted outright in the GC zone Section 2.109.02, except for adult entertainment businesses, which are prohibited." A copy of the uses permitted in the LI and GC zones on August 3, 1995 is set forth in Attachment A, attached hereto and incorporated herein by reference.**

3. **Election of Uses and Acceptance. The City acknowledges and accepts Langer's decision to elect to develop Phases 4, 6, 7 and 8 under ZCDC 16.32.020.H, including the ability to develop those phases for General Retail Trade under Section 2.109.02 of the 1995 ZCDC. Accordingly, the current provisions of ZCDC 16.32.030.K, which restrict retail uses in the LI zone to a maximum of 60,000 square feet, will not apply to site plan review of the PUD.**

Applicant's Response: This project includes improvements and uses permitted under the 2010 Development Agreement and applicable sections of the 1995 SZCDC, as described in the response to Section 16.31.020. Section 2.109.02(B) of the 1995 SZCDC lists "General retail trade" as a permitted use. The City of Sherwood approved a Similar Use Interpretation in April 2017 establishing that the planned Fun Center is a permitted use on the subject property under the 1995 SZCDC.

FINDING: The applicant's response is accurate and consistent with the PUD.

B. ADAMS DRIVE SOUTH EXTENSION

Applicant's Response: The southerly extension of SW Adams Drive, now SW Langer Farms Parkway, was completed in the fall of 2011.

FINDING: Staff concurs. This condition has been previously met.

C. ADAMS DRIVE NORTH EXTENSION

Applicant's Response: The northerly extension of SW Adams Drive, now SW Langer Farms Parkway, was completed in 2014.

FINDING: Staff concurs. This condition has been previously met.

D. RAIL CROSSING

Applicant's Response: The railroad crossing at the southerly end of SW Adams Drive, now SW Langer Farms Parkway, was completed in the fall of 2011/

FINDING: Staff concurs. This condition has been previously met.

E. CENTURY DRIVE

Applicant's Response: The SW Century Drive extension was completed in 2014.

FINDING: Staff concurs. This condition has been previously met.

F. STORMWATER FACILITY

1. **Langer Commitments. Prior to issuance of final occupancy permits for all structures located in Phase 6 or Phase 7, Langer will design and substantially construct a stormwater facility ("Stormwater Facility") on Phase 8 (including any necessary portions of Phase 6), to accommodate existing stormwater detention and treatment for the PUD, any additional detention and treatment associated with development of Phases 6, 7 and 8, and any detention and treatment associated with the South Extension and the Century Drive Connection. In conjunction with this construction, Langer retains the right to terminate use of the existing stormwater facilities currently located on Phase 7 and Phase 8 ("Existing Facilities"), provided the stormwater detention and treatment functions of the Existing Facilities are incorporated into the Stormwater Facility. Langer retains the right to expand the Stormwater Facility to serve other public rights-of-way and uses outside the PUD in Langer's sole discretion, provided such expansion otherwise complies with City standards, including without limitation, awarding credits for SDC's.**

2. **City Commitments. The City agrees to work with Langer, to the extent allowed by law, to issue any land use approvals related to termination of the Existing Facilities**

through an administrative process and to facilitate any related process for the vacation of any prior public dedications associated with the Existing Facilities.

Applicant's Response: The regional stormwater facility was completed in 2013.

FINDING: Staff concurs. This condition has been previously met.

1995 Design Guidelines

Applicant's Response: The approval established design guidelines for the PUD in 1995. Based on previous discussions with City staff and review of past decisions, the design standards entail a two page undated documents entitled "Sherwood Village Retail/Commercial Design Guidelines." The guidelines have four headings: 1. Retail Building Construction, 2. Landscaping, 3. Signage, and 4. Lighting. Only 1. Retain Building Construction and 2. Landscaping are applicable to this Site Plan Review.

1. RETAIL BUILDING CONSTRUCTION
A. Exterior materials and treatment (trim, etc.)
1) Predominantly wood exterior.
2) Exterior windows and doors will have minimum I inch x 3 inch surrounds painted white.
3) Paint: Light tone palettes (white, off-white, grey, beige, tan), or similar as per Design Review Committee's approval.
B. Shapes of openings
1) Arched openings and bays encouraged.
C. Storefronts
1) Storefronts should have trimmed openings similar to above A.2.).
D. Roofs
1) Pitched roof forms are encouraged
2) Large amounts of flat roof are discouraged.

Applicant's Response: The criteria listed above are "guidelines" and not mandatory "standards." Therefore, the Applicant only needs to show general conformance with the applicable guidelines rather than strict adherence to them. City approvals of previous phases of the Langer PUD have provided wide latitude and flexibility in the application of these design guidelines. Specifically, City approval of the Target shopping center (Phase 5) in the early 2000s and the Parkway Village (Phase 7) in 2012 were evaluated against the intent of these guidelines.

Page 10 of the Staff Report for the Parkway Village approval (SP 12-05/CUP 12-02) includes the finding:

> *The applicant is correct in that the guidelines are not intended to be prescriptive, and to the extent that the other phases of the Langer PUD has been developed with these standards, it is clear that a lot of latitude and flexibility has been provided to prior approvals. Arguably, the presence of the gabled roofs, addition of exposed wood, stone, and glass will provide a development that is much closer to achieving the guidelines than prior decisions.*

Page 28 of the July 10, 2001 Revised Staff Report for the Target shopping center approval provides the following finding related to the guideline to provide a "predominantly wood exterior":

> *Does not comply in the strict sense. The applicant states that wood exteriors are not typically used for such large buildings due to difficulty of maintenance and concern for fire safety. Therefore, the exterior is proposed, instead, to consist primarily of smooth face*

block that is accented with trim of darker split face block. The only glass is on the entry doors and windows at the NW comer of the store. The door and window surrounds are an industry standard size and the applicant states that the trim will be natural aluminum, which will be light-toned similar to white to provide similar contrast. Exterior building colors are proposed as a light tone palette (white, off-white, gray, beige or tan in accordance with the Design Guidelines.

Color elevations submitted with this application show building exteriors that incorporate board and batten, lap siding, wood columns, wood decking and canopies, and shingles. Other materials used include brick veneer, stone veneer, split-face CMU, and metal roofing. While not all the materials are wood, they are natural materials which reflect that vernacular and style of the region and create a similar visual appeal. Robust Northwest appropriate materials will weather well, and last long-term in the damp Pacific Northwest climate.

Brick and ledgestone create a solid and timeless look, and the incorporation of siding with horizontal lap evokes a classic storefront look consistent with the guidelines. All windows will include trim of a color compatible with the external building materials. The second story pitched roofs contain board and batten sidling, shingles, wood eves and trimmed square windows with grids. The project provides building exteriors that incorporate wood, light window surrounds, light or natural earth-tone colors, bays, storefronts, and pitched roofs. The ultimate result is a welcoming residential or village feel that meets the intent of the guidelines.

FINDING: The applicant is correct in that the guidelines are not intended to be prescriptive, and to the extent that the other phases of the Langer PUD has been developed with these standards, it is clear that a lot of latitude and flexibility has been provided to prior approvals. Arguably, the presence of the gabled roofs, addition of exposed wood, stone, and glass will provide a development that is much closer to achieving the guidelines than prior decisions. Staff believes that the applicant has complied with the intent of the guidelines to the extent that it is practical.

2. LANDSCAPING

A. Barkdust is not to be substituted as grass in front yards.

B. All driveways and vehicular storage areas shall be paved with asphalt, gravel or other dust minimizing material.

C. Trash and service areas must be screened from public view.

Applicant's Response: Project landscaping includes a mixture of shrubs, trees and groundcover designed to complement the site, buildings and hardscapes. The preliminary Landscape Plan shows that barkdust is not planned, except perhaps in conjunction with plantings. Several types of vegetative groundcover are listed on the preliminary Landscape Plan in Exhibit B.

All driveways and vehicle use areas will be paved and dust will be minimized. Walls and plantings will be utilized to screen trash enclosures. The guidelines are met.

FINDING: The applicant's landscape plans support this statement, and staff is confident that the proposal satisfies the intent of the landscape design guidelines.

16.58.010 Clear Vision Areas

A. A clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, intersection of a street with a railroad, or intersection of a street with an alley or private driveway.

B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which

is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.

C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2½) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side.
The following requirements shall govern clear vision areas:
1. **In all zones, the minimum distance shall be twenty (20) feet.**
2. **In all zones, the minimum distance from corner curb to any driveway shall be twenty-five (25) feet.**
3. **Where no setbacks are required, buildings may be constructed within the clear vision area.**

Applicant's Response: Two driveways provide ingress and egress to SW Century Drive and two driveways provide ingress and egress to SW Langer Farms Parkway. The preliminary plans show there will not be any obstructions within the 20-foot clear vision triangles abutting the four driveway/street intersections.

Per Section 16.142.040, a 10-foot-wide landscaped visual corridor is required along both SW Century Drive and SW Langer Farms Parkway. The preliminary Landscape Plan shows that landscaping within the clear vision triangles is planned to be low ground cover shrubs, and pedestrian hardscape. Landscaping in these areas can be maintained to prevent any conflicts with clear vision requirements. Therefore, the applicable clear vision requirements are met.

STAFF ANALYSIS: Staff concurs with the applicant's statement above.

FINDING: Based on the applicant's response and staff analysis above, these standards are met.

Chapter 16.70 General Provisions

16.70.010 Pre-Application Conference
Pre-application conferences are encouraged and shall be scheduled to provide applicants with the informational and procedural requirements of this Code; to exchange information regarding applicable policies, goals and standards of the Comprehensive Plan; to provide technical and design assistance; and to identify opportunities and constraints for a proposed land use action. An applicant may apply at one time for all permits or zone changes needed for a development project as determined in the pre-application conference.

STAFF ANALYSIS: Although not a requirement, the applicant requested and attended a pre-application conference (PAC 16-08) with City staff on January 4, 2017 to discuss developing the property with several retail buildings including a daycare, fitness and fun center on individual lots within the Langer PUD lot 4.

16.70.020 Neighborhood Meeting

A. The purpose of the neighborhood meeting is to solicit input and exchange information about the proposed development.
B. Applicants of Type III, IV and V applications are required to hold a meeting, at a public location for with adjacent property owners and recognized neighborhood organizations

that are within 1,000 feet of the subject application, prior to submitting their application to the City. Affidavits of mailing, sign-in sheets and a summary of the meeting notes shall be included with the application when submitted. Applicants for Type II land use action are encouraged, but not required to hold a neighborhood meeting.

STAFF ANALYSIS: The applicant held a neighborhood meeting on May 15, 2017 at Sherwood Middle School to discuss the overall development of the PUD site including a partition, a subdivision, and potential development of the site. Six attendees signed the attendance roster, and the applicant has provided a summary of the meeting and the items raised by the public. Concerns included the following:

- Need for activities for kids/families
- Parking
- Planned Landscaping
- Location of buildings, building height, setbacks
- Planned exterior lighting, problems with existing street lights
- Questions about the planned fun center
- Questions about potential retail uses / businesses
- Concerns about traffic and congestion
- Concerns about safety, crime, litter, drugs
- Concerns about headlights from buses and cars hitting nearby homes
- Concerns about increased noise from new buildings
- Concerns regarding vehicles currently speeding on SW Langer Farms Parkway
- Desire to have more stop signs installed in area
- Pedestrian improvements including crosswalks and sidewalks

To the extent that the development code addresses any of the concerns, staff has taken them into consideration in this decision.

FINDING: The applicant held a neighborhood meeting on May 15, 2017 and provided the materials along with this application that demonstrate that they complied with the requirements for neighborhood meetings. This criterion is met.

B. Division V. Community Design
16.92-LANDSCAPING
16.92.010-Landscaping Plan Required
All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan that meets the standards of this Chapter. All areas not occupied by structures, paved roadways, walkways, or patios shall be landscaped or maintained according to an approved site plan.

FINDING: The proposed landscaping plans show planting areas on the site in areas which are not paved. The proposal includes the submission of a very detailed landscape plan. This standard is met.

16.92.020 Landscaping Materials
A. Type of Landscaping
Required landscaped areas shall include an appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plantings. Trees to be planted in or adjacent to public rights-of-way shall meet the requirements of this Chapter. Plants may be selected from the City's "Suggested Plant

Lists for Required Landscaping Manual" or suitable for the Pacific Northwest climate and verified by a landscape architect or certified landscape professional.

1. **Ground Cover Plants**
   a. **All of the landscape that is not planted with trees and shrubs must be planted in ground cover plants, which may include grasses. Mulch is not a substitute for ground cover, but is allowed in addition to the ground cover plants.**
   b. **Ground cover plants other than grasses must be at least the four-inch pot size and spaced at distances appropriate for the plant species. Ground cover plants must be planted at a density that will cover the entire area within three (3) years from the time of planting.**
2. **Shrubs**
   a. **All shrubs must be of sufficient size and number to be at full growth within three (3) years of planting.**
   b. **Shrubs must be at least the one-gallon container size at the time of planting.**
3. **Trees**
   a. **Trees at the time of planting must be fully branched and must be a minimum of two (2) caliper inches and at least six (6) feet in height.**
   b. **Existing trees may be used to meet the standards of this chapter, as described in Section 16.92.020.C.2.**

STAFF ANALYSIS: The landscaping plans (Sheets L1- L5, Exhibit A) show that all areas not devoted to other uses are landscaped. The plans illustrate a diverse mix of ground cover, shrubs, and trees.

FINDING: These standards are met.

B. Plant Material Selection and Preparation

1. **Required landscaping materials shall be established and maintained in a healthy condition and of a size sufficient to meet the intent of the approved landscaping plan. Specifications shall be submitted showing that adequate preparation of the topsoil and subsoil will be undertaken.**
2. **Landscape materials should be selected and sited to produce a hardy and drought-resistant landscape area. Selection of the plants should include consideration of soil type, and depth, the amount of maintenance required, spacing, exposure to sun and wind, the slope and contours of the site, and compatibility with existing native vegetation preserved on the site.**

STAFF ANALYSIS: The proposed landscaping plan discusses plant spacing and calls out a fully automatic underground irrigation system. The plans have been prepared by Christopher Freshley, a licensed landscape architect in the state of Oregon. The plans demonstrate that it is feasible based on his prescribed spacing and irrigation method for the proposed landscape materials to be established and maintained in a healthy condition and sufficient size. It is typical that the specifications and details for top soil or subsoil preparation is completed with the construction documents for the project as this information is not needed to demonstrate that the plan can be feasibly implemented.

FINDING: This standard is not met, but can be met as conditioned below.

RECOMMENDED CONDITION: F4. Prior to Issuance of a Building Permit, the applicant shall submit construction documents that provide additional information on the proposed plantings and maintenance of the plants to ensure that the landscaping will be appropriately maintained. The construction plans shall include specifications for the adequate preparation of the soils.

C. Existing Vegetation

1. **All developments subject to site plan review per Section 16.90.020 and required to submit landscaping plans per this section shall preserve existing trees, woodlands and vegetation on the site to the maximum extent possible, as determined by the Review Authority, in addition to complying with the provisions of Section 16.142.(Parks, Trees and Open Space) and Chapter 16.144 (Wetland, Habitat, and Natural Resources).**
2. **Existing vegetation, except those plants on the Nuisance Plants list as identified in the "Suggested Plant Lists for Required Landscaping Manual" may be used to meet the landscape standards, if protected and maintained during the construction phase of the development.**
   a. **If existing trees are used, each tree six (6) inches or less in diameter counts as one (1) medium tree.**
   b. **Each tree that is more than six (6) inches and up to nine (9) inches in diameter counts as two (2) medium trees.**
   c. **Each additional three (3) inch diameter increment above nine (9) inches counts as an additional medium tree.**

STAFF ANALYSIS: The applicant provided a Preliminary Tree Protection and Removal Plan and Table (Exhibit A, Sheets P05 and P06) that provides an inventory of the existing trees on site. A total of 21 trees exist onsite. Of the 21 trees, 3 will be retained and 18 will be removed. The applicant states that the trees planned for removal conflict with required parking, internal circulation, infrastructure, and future construction. The preliminary Landscape Plan reflects the applicable requirements in Section 16.142, which will be discussed later in this report.

FINDING: These criteria have been met.

D. Non-Vegetative Features

1. **Landscaped areas as required by this Chapter may include architectural features interspersed with planted areas, such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, semi-pervious decorative paving, and graveled areas.**
2. **Impervious paving shall not be counted toward the minimum landscaping requirements unless adjacent to at least one (1) landscape strip and serves as a pedestrian pathway.**
3. **Artificial plants are prohibited in any required landscaped area.**

FINDING: The proposed plans show landscaped areas that include trees, shrubs, grasses, and low growing ground cover. It is likely that there is mulch or barkdust in addition to the proposed landscaping. The site includes a mix of landscaped areas, and hardscape plazas that are intended to include benches, fences, walls, and decorative paving. This criterion is satisfied.

16.92.030 Site Area Landscaping and Perimeter Screening Standards

A. Perimeter Screening and Buffering

1. **Perimeter Screening Separating Residential Zones:**
   A minimum six-foot high sight-obscuring wooden fence, decorative masonry wall, or evergreen screen, shall be required along property lines separating single and two-family uses from multi- family uses, and along property lines separating residential zones from commercial, institutional/public or industrial zones subject to the provisions of Chapter 16.48.020 (Fences, Walls and Hedges).

FINDING: The site is not directly adjacent to residential zones. The nearest residential zones are west of SW Langer Farms Road. Therefore, these criteria do not apply.

2. **Perimeter Landscaping Buffer**
   a. **A minimum ten (10) foot wide landscaped strip comprised of trees, shrubs and ground cover shall be provided between off-street parking, loading, or vehicular use areas on separate, abutting, or adjacent properties.**

FINDING: The boundary streets (SW Langer Parkway and SW Century Drive) of the project site are both collector streets. As such, a 10-foot-wide landscaped visual corridor is required along both street frontages. The preliminary landscape Plans (L1-L5) shows eastern and southern boundaries of the site. This criterion is met.

3. **Perimeter Landscape Buffer Reduction**
   If the separate, abutting property to the proposed development contains an existing perimeter landscape buffer of at least five (5) feet in width, the applicant may reduce the proposed site's required perimeter landscaping up to five (5) feet maximum, if the development is not adjacent to a residential zone. For example, if the separate abutting perimeter landscaping is five (5) feet, then applicant may reduce the perimeter landscaping to five (5) feet in width on their site so there is at least five (5) feet of landscaping on each lot.

FINDING: The boundary streets (SW Langer Parkway and SW Century Drive) of the project site are both collector street. As such, a 10-foot-wide landscaped visual corridor is required along both street frontages. The preliminary landscape Plans (L1-L5) shows eastern and southern boundaries of the site. This criterion is met.

16.92.030 Site Area Landscaping and Perimeter Screening Standards
B. Parking Area Landscaping

3. **Required Landscaping**
   There shall be at least forty-five (45) square feet parking area landscaping for each parking space located on the site. The amount of required plant materials are based on the number of spaces as identified below.

FINDING: The preliminary plans identify 487 parking spaces, which requires 21,915 square feet of landscaping. The preliminary plans show 35,782 square feet of interior landscaping and 1,720 square feet of perimeter landscaping. This criterion is met.

4. **Amount and Type of Required Parking Area Landscaping**
   a. **Number of Trees required based on Canopy Factor**
      Small trees have a canopy factor of less than forty (40), medium trees have a canopy factor from forty (40) to ninety (90), and large trees have a canopy factor greater than ninety (90);
      (1) Any combination of the following is required:
         (i) One (1) large tree is required per four (4) parking spaces;

(ii) One (1) medium tree is required per three (3) parking spaces; or
(iii) One (1) small tree is required per two (2) parking spaces.
(iv) At least five (5) percent of the required trees must be evergreen.

(2) Street trees may be included in the calculation for the number of required trees in the parking area.

b. Shrubs:
(1) Two (2) shrubs are required per each space.
(2) For spaces where the front two (2) feet of parking spaces have been landscaped instead of paved, the standard requires one (1) shrub per space. Shrubs may be evergreen or deciduous.

c. Ground cover plants:
(1) Any remainder in the parking area must be planted with ground cover plants.
(2) The plants selected must be spaced to cover the area within three (3) years. Mulch does not count as ground cover.

FINDING: With 487 parking spaces the following minimums are required: 122 large trees; 974 shrubs; and ground cover plants for the remainder in the parking area. The preliminary landscape plans identify 136 large trees, 2,309 shrubs, and ground cover for the remainder of the parking area landscaping. The criteria are met.

5. Individual Landscape Islands Requirements
a. Individual landscaped areas (islands) shall be at least ninety (90) square feet in area and a minimum width of five (5) feet and shall be curbed to protect the landscaping.
b. Each landscape island shall be planted with at least one (1) tree.
c. Landscape islands shall be evenly spaced throughout the parking area.
d. Landscape islands shall be distributed according to the following:
(1) Residential uses in a residential zone: one (1) island for every eight (8) contiguous parking spaces.
(2) Multi or mixed-uses, institutional and commercial uses: one (1) island for every ten (10) contiguous parking spaces.
(3) Industrial uses: one (1) island for every twelve (12) contiguous parking spaces.

Finding: The preliminary landscape plan shows individual landscaped areas (islands) being at least 90 square feet in area with a minimum width of five feet. Each island will contain at least one tree and will be curbed to protect the landscaping. The landscape islands are evenly spaced with no more than 6-10 parking spaces between them. The criteria are met.

e. Storm water bio-swales may be used in lieu of the parking landscape areas and may be included in the calculation of the required landscaping amount.

FINDING: There are no bio-swales proposed. This criterion is not applicable.

f. Exception to Landscape Requirement

Linear raised or marked sidewalks and walkways within the parking areas connecting the parking spaces to the on-site buildings may be included in the calculation of required site landscaping provide that it:

(1) Trees are spaced a maximum of thirty (30) feet on at least one (1) side of the sidewalk.

(2) The minimum unobstructed sidewalk width is at least six (6) feet wide.

(3) The sidewalk is separated from the parking areas by curbs, bollards, or other means on both sides.

FINDING: Per the applicant's narrative, a breezeway is planned to connect from SW Century Drive south through the parking area to the Fun Center. The preliminary landscape plan shows trees spaced less than 30 feet on both sides of the 10-foot-wide sidewalk. The sidewalk separated from the parking and vehicle use areas by curbs and the stone and timber frame of the breezeway structure. The criteria are met.

6. Landscaping at Points of Access
When a private access-way intersects a public right-of-way or when a property abuts the intersection of two (2) or more public rights-of-way, landscaping shall be planted and maintained so that minimum sight distances shall be preserved pursuant to Section 16.58.010.

FINDING: The proposed plantings near the planned access points have been designed not to obstruct minimum sight distances. This criterion is met.

7. Exceptions
a. For properties with an environmentally sensitive area and/or trees or woodlands that merit protection per Chapters 16.142 (Parks, Trees and Open Space) and 16.144 (Wetland, Habitat and Natural Areas) the landscaping standards may be reduced, modified or "shifted" on-site where necessary in order to retain existing vegetation that would otherwise be removed to meet the above referenced landscaping requirements.
b. The maximum reduction in required landscaping buffer permitted through this exception process shall be no more than fifty (50) percent. The resulting landscaping buffer after reduction may not be less than five (5) feet in width unless otherwise permitted by the underlying zone. Exceptions to the required landscaping may only be permitted when reviewed as part of a land use action application and do not require a separate variance permit.

FINDING: The applicant is not requesting any reduction to the site landscaping requirements. This standard is not applicable.

16.92.030 Site Area Landscaping and Perimeter Screening Standards
C. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas
All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and any adjacent residential zones. If unfeasible to fully screen due to policies and standards, the applicant shall make efforts to minimize the visual impact of the mechanical equipment.

FINDING: The preliminary landscape plans shows that all mechanical equipment, outdoor storage, and service and delivery areas will be sited and/or sufficiently screened to restrict their visibility from SW Century Drive and SW Langer Farms Parkway. This criterion is met.

D. Visual Corridors
Except as allowed by subsection 6. above, new developments shall be required to establish landscaped visual corridors along Highway 99W and other arterial and collector streets, consistent with the Natural Resources and Recreation Plan Map,

Appendix C of the Community Development Plan, Part II, and the provisions of Chapter 16.142 (Parks, Trees, and Open Space). Properties within the Old Town Overlay are exempt from this standard.

FINDING: Per Section 16.142.040. a landscaped visual corridor is required along SW Century Drive and SW Langer Farms Parkway (both collector streets). Per the applicant's narrative, the preliminary landscape plans show multiple layers of trees, combined with shrubs and groundcover, providing a continuous visual and/or acoustical buffer between the collector street and the planned buildings and vehicle use area. Section 16.142.040 is further discussed in this report. This criterion is met.

16.92.040 Installation and Maintenance Standards

A. Installation

All required landscaping must be in-ground, except when in raised planters that are used to meet minimum Clean Water Services storm water management requirements. Plant materials must be installed to current nursery industry standards. Plant materials must be properly supported to ensure survival. Support devices such as guy wires or stakes must not interfere with vehicular or pedestrian movement.

B. Maintenance and Mitigation of Landscaped Areas

1. **Maintenance of existing non-invasive native vegetation is encouraged within a development and required for portions of the property not being developed.**
2. **All landscaping shall be maintained in a manner consistent with the intent of the approved landscaping plan.**
3. **Any required landscaping trees removed must be replanted consistent with the approved landscaping plan and comply with § 16.142, (Parks, Trees and Open Space).**

C. Irrigation

The intent of this standard is to ensure that plants will survive the critical establishment period when they are most vulnerable due to lack of watering. All landscaped areas must provide an irrigation system, as stated in Option 1, 2, or 3.

1. **Option 1: A permanent built-in irrigation system with an automatic controller installed.**
2. **Option 2: An irrigation system designed and certified by a licensed landscape architect or other qualified professional as part of the landscape plan, which provides sufficient water to ensure that the plants become established. The system does not have to be permanent if the plants chosen can survive independently once established.**
3. **Option 3: Irrigation by hand. If the applicant chooses this option, an inspection will be required one (1) year after final inspection to ensure that the landscaping has become established.**

FINDING: The preliminary landscape plans noted that irrigation will be provided by a fully automatic underground system and plans will be submitted at time of building permit. These standards have not been met but can be met as conditioned below.

RECOMMENDED CONDITION: B1. Prior to Final Site Plan approval, submit a final landscape plan that addresses the installation and maintenance standards of Section 16.92.040 to the Planning Department for review and approval.

16.94 Off-Street Parking and Loading

16.94.010 General Requirements

A. Off-Street Parking Required

No site shall be used for the parking of vehicles until plans are approved providing for off-street parking and loading space as required by this Code. Any change in uses or structures that reduces the current off-street parking and loading spaces provided on site, or that increases the need for off-street parking or loading requirements shall be unlawful and a violation of this Code, unless additional off-street parking or loading areas are provided in accordance with Section 16.94.020, or unless a variance from the minimum or maximum parking standards is approved in accordance with Chapter 16.84 Variances.

FINDING: The applicant has submitted a Site Plan (Exhibit A, Sheet SPL 1.1) that accommodate off-street parking as required by the Zoning and Community Development Code. This standard is met.

16.94.010 General Requirements

B. Deferral of Improvements

Off-street parking and loading spaces shall be completed prior to the issuance of occupancy permits, unless the City determines that weather conditions, lack of available surfacing materials, or other circumstances beyond the control of the applicant make completion impossible. In such circumstances, security equal to one hundred twenty five (125) percent of the cost of the parking and loading area is provided the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the parking or loading area is not completed within one (1) year, the security may be used by the City to complete the installation.

FINDING: The applicant is not seeking to defer any required improvements. This standard is not applicable.

16.94.010 General Requirements

C. Options for Reducing the Required Parking Spaces

1. Two (2) or more uses or, structures on multiple parcels of land may utilize jointly the same parking and loading spaces when the peak hours of operation do not substantially overlap, provided that satisfactory evidence is presented to the City, in the form of deeds, leases, or contracts, clearly establishing the joint use.

a. Within commercial, institutional and public, or industrial zones, shared parking may be provided on lots that are within five hundred (500) feet of the property line of the use to be served.

b. Shared parking is allowed if the application can show that the combined peak use is available by a parking study that demonstrates:

(1) There is a sufficient number of parking spaces to accommodate the requirements of the individual businesses; or

(2) That the peak hours of operation of such establishments do not overlap, and

(3) That an exclusive permanent easement over a delineated area has been granted for parking space use.

2. Mixed use projects are developments where a variety of uses occupies a development project or complex. For example, an eating establishment, professional office building and movie theater are all components of a mixed use site. It does not include a secondary use within a primary use such as an administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:

a. **Primary use: i.e. that with the largest proportion of total floor area within the development at one hundred (100) percent of the minimum vehicle parking required for that use.**
b. **Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at ninety (90) percent of the vehicle parking required for that use.**
c. **Subsequent use or uses, at eighty (80) percent of the vehicle parking required for that use.**

FINDING: The Site Plan, Sheet SP 1.1 of Exhibit A, shows that required off-street parking for the planned commercial project can be accommodated entirely on site. The applicant is not seeking reducing required parking space requirements. Therefore, this standard is not applicable.

16.94.010 General Requirements

D. Prohibited Uses

Required parking, loading and maneuvering areas shall not be used for long-term storage or sale of vehicles or other materials, and shall not be rented, leased or assigned to any person or organization not using or occupying the building or use served.

FINDING: No long term storage, sale of vehicles or other materials, or rented or leased parking spaces is proposed. This standard is met.

16.94.010 General Requirements

E. Location

1. Residential off-street parking spaces:
a. Shall be located on the same lot or development as the residential use.
b. Shall not include garages or enclosed buildings with the exception of a parking structure in multifamily developments where three (3) or more spaces are not individually enclosed. (Example: Underground or multi-level parking structures).

2. For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within five hundred (500) feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.

3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.
a. All new development with forty (40) employees or more shall include preferential spaces for carpool/vanpool designation. Carpool and vanpool parking spaces shall be located closer to the main employee entrance than all other parking spaces with the exception of ADA parking spaces. Carpool/vanpool spaces shall be clearly marked as reserved for carpool/vanpool only.
b. Existing development may redevelop portions of designated parking areas for multi-modal facilities (transit shelters, park and ride, and bicycle parking), subject to meeting all other applicable standards, including minimum space standards.

FINDING: The Site Plan, Sheet SP 1.1 of Exhibit A, shows that required off-street parking for the planned commercial project can be accommodated entirely on site. Per the applicant's narrative, there is area available for future businesses with 40 or more employees to provide carpool/vanpool parking. Therefore, the applicable criterion can be met.

16.94.010 General Requirements

F. Marking

All parking, loading or maneuvering areas shall be clearly marked and painted. All interior drives and access aisles shall be clearly marked and signed to show the direction of flow and maintain vehicular and pedestrian safety.

Findings: The Site Plan, Sheet SP 1.1 of Exhibit A, identifies clearly marked and painted areas consisting of parking, loading, and maneuvering spaces. The planned markings clearly show the direction of flow, and maintain safety for vehicles and pedestrians. This criterion is met.

16.94.010 General Requirements

G. Surface and Drainage

1. **All parking and loading areas shall be improved with a permanent hard surface such as asphalt, concrete or a durable pervious surface. Use of pervious paving material is encouraged and preferred where appropriate considering soils, location, anticipated vehicle usage and other pertinent factors.**
2. **Parking and loading areas shall include storm water drainage facilities approved by the City Engineer or Building Official.**

STAFF ANALYSIS: The parking lot will be improved with an asphalt surface. As discussed in the Public Infrastructure section below, the City Engineering Department has stated that the nearest public storm water systems available to the site area is an 18-inch line within Century Drive and a 36-inch main line running north to south along the eastern edge of the site. The existing regional storm water treatment facility was designed and constructed to incorporate the impervious surface area runoff from the proposed site development. For the purposes of this site development, the existing regional storm water treatment facility will provide the treatment capacity and, if necessary, detention capacity for the site's storm water discharge.

FINDING: This standard can be met as conditioned in the Public Infrastructure section below.

16.94.010 General Requirements

H. Repairs

Parking and loading areas shall be kept clean and in good repair. Breaks in paved surfaces shall be repaired. Broken or splintered wheel stops shall be replaced. Painted parking space boundaries and directional symbols shall be maintained in a readable condition.

FINDING: The property owner will be responsible for proper maintenance of the parking and loading areas. Violations are subject to Code Enforcement action. This standard is met.

16.94.010 General Requirements

I. Parking and Loading Plan

An off-street parking and loading plan, drawn to scale, shall accompany requests for building permits or site plan approvals, except for single and two-family dwellings, and manufactured homes on residential lots. The plan shall show but not be limited to:

1. **Delineation of individual parking and loading spaces and dimensions.**
2. **Circulation areas necessary to serve parking and loading spaces.**
3. **Location of accesses to streets, alleys and properties to be served, and any curb cuts.**
4. **Landscaping as required by Chapter 16.92.**
5. **Grading and drainage facilities.**
6. **Signing and bumper guard specifications.**
7. **Bicycle parking facilities as specified in Section 16.94.020.C.**
8. **Parking lots more than one (1) acre in size shall provide street-like features including curbs, sidewalks, and street trees or planting strips.**

FINDING: Preliminary plans submitted provided all the information listed above. This standard is met.

16.94.010 General Requirements

J. Parking Districts

The City may establish a parking district (i.e., permits or signage) in residential areas in order to protect residential areas from spillover parking generated by adjacent commercial, employment or mixed-use areas, or other uses that generate a high demand for parking. The district request shall be made to the City Manager, who will forward a recommendation to the City Council for a decision.

L. Structured parking and on-street parking are exempt from the parking space maximums in Section 16.94.020.A.

FINDING: No parking districts or structured parking are proposed. This standard is not applicable.

16.94.020 Off-Street Parking Standards

A. Generally

Where square feet are specified, the area measured shall be the gross building floor area primary to the functioning of the proposed use. Where employees are specified, persons counted shall be those working on the premises, including proprietors, during the largest shift at peak season. Fractional space requirements shall be counted as a whole space. The Review Authority may determine alternate off - street parking and loading requirements for a use not specifically listed in this Section based upon the requirements of comparable uses.

Table 1: Minimum and Maximum Parking Standards
(Metro spaces are based on 1 per 1,000 sq. ft. of gross leasable area)

	Minimum Parking Standard	Maximum Permitted Parking Zone A [1]	Maximum Permitted Parking Zone B [2]
General retail or personal service	4.1 (244 sf)	5.1	6.2
Sports club/recreation facility	4.3 (233 sf)	5.4	6.5

[1] Parking Zone A reflects the maximum number of permitted vehicle parking spaces allowed for each listed land use. Parking Zone A areas include those parcels that are located within one-

quarter (¼) mile walking distance of bus transit stops, one-half (½) mile walking distance of light rail station platforms, or both, or that have a greater than twenty-minute peak hour transit service.

[2] Parking Zone B reflects the maximum number of permitted vehicle parking spaces allowed for each listed land use. Parking Zone B areas include those parcels that are located at a distance greater than one-quarter (¼) mile walking distance of bus transit stops, one-half (½) mile walking distance of light rail station platforms, or both.

Applicant's Response: The table on the Site Plan shows that a minimum of 406 parking spaces are required based on the gross floor area of the buildings, the planned uses, and the ratios listed above. Due to the operational characteristics of the sub-use and the large area required to serve relatively few users at one time, the Applicant anticipates that the ± 40,035 gross square feet of racing within the Fun Center can be adequately served by 40 parking spaces. The Site Plan shows 487 parking spaces are planned. This is less than the maximum 497 parking spaces permitted for Zone A. The criteria are met.

STAFF ANALYSIS: The table on the Site Plan, Sheet SP 1.1 of Exhibit A, show below identifies the above calculations. Staff concurs with the applicant's response.

SITE DATA

SEE: CITY OF SHERWOOD MUNICIPAL CODE - SECTION 16.94.020, FOR PARKING RATIOS.

BUILDING	AREA	PARKING RATIO (PER 1,000 S.F.) MIN	MAX	PARKING STALLS MIN	5 PER	MAX	BICYCLE PARKING (TABLE 4)
FUN CENTER:	52,864 S.F.	4.3	5.4	228	265	286	16
FIRST FLOOR: 43,929 S.F.							
SECOND FLOOR: 8,935 S.F.							
RACING:	40,035 S.F.	ASSUMED 40		40	40	40	2
COMBINED FUN CENTER AND RACING:	92,899 S.F.	4.3	5.4	268	305	326	18
BUILDING A - RETAIL:	6,086 S.F.	4.1	5.1	25	31	32	2
BUILDING B - RETAIL:	10,445 S.F.	4.1	5.1	43	53	54	3
BUILDING C - RETAIL:	5,877 S.F.	4.1	5.1	25	30	30	2
PAD A:	10,000 S.F.	4.1	5.1	41	50	51	3
COFFEE KIOSK:	392 S.F.	1 PER 101 S.F.	4	4	4	1	1
TOTAL BUILDING AREA:	125,699 S.F.	PARKING TOTALS:		406	473	497	TOTAL: 29
BUILDING COVERAGE, OVERALL (116,764 S.F.):	22.32%	OVERALL RATIO:		3.23	3.76	3.95	PROVIDED: 56

PARKING, FUN CENTER:	352 STALLS	3.8	PER 1,000 S.F.	(92,899 S.F.) - GROSS
PARKING, RETAIL:	135 STALLS	4.1	PER 1,000 S.F.	(32,800 S.F.)
PARKING, TOTAL:	487 STALLS	3.9	PER 1,000 S.F.	(125,699 S.F.)

FINDING: Based on applicant's response and staff analysis above, this standard is met.

16.94.020 Off-Street Parking Standards

B. Dimensional and General Configuration Standards

1. Dimensions for the purpose of this Chapter, a "parking space" means a stall nine (9) feet in width and twenty (20) feet in length. Up to twenty five (25) percent of required parking spaces may have a minimum dimension of eight (8) feet in width and eighteen (18) feet in length so long as they are signed as compact car stalls.

STAFF ANALYSIS: The applicant's narrative states that all parking spaces planned are 20-feet long and 9-feet wide. However, reviewing the proposed plans identified some parking spaces to

be 8-feet in width and 18-feet in length. A revised site plan must be submitted identifying the compact car stalls and calculations meeting the maximum 25 percent requirement for compact car stalls.

FINDING: This standard is not met, but can be met as conditioned below.

RECOMMENDED CONDITION: B2. Prior to Site Plan approval, a revised site plan must be submitted identifying the compact car stalls and calculations meeting the maximum 25 percent compact car stall requirement.

2. **Layout**
   Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in the following table and diagram.

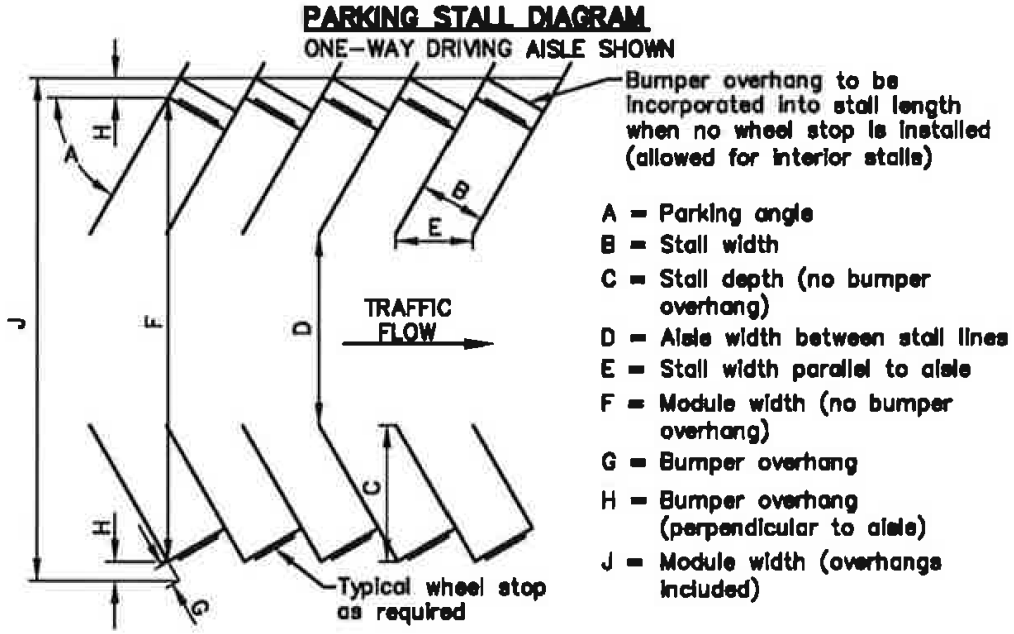


Table 3: Two-Way Driving Aisle
(Dimensions in Feet)

A	B	C	D	E	F	G	H	J
45°	8.0	16.5	24.0	11.3	57.0	3.0	2.5	62.0
	9.0	18.5	24.0	12.7	61.0	3.0	2.5	66.0
60°	8.0	17.0	24.0	9.2	58.0	3.0	2.5	63.0
	9.0	19.5	24.0	10.4	63.0	3.0	2.5	68.0
75°	8.0	16.5	26.0	8.3	59.0	3.0	3.0	65.0
	9.0	19.0	24.0	9.3	62.0	3.0	3.0	68.0
90°	8.0	15.0	26.0	8.0	56.0	3.0	3.0	62.0
	9.0	17.0	24.0	9.0	58.0	3.0	3.0	64.0

FINDING: As proposed, all spaces meet the minimum standards identified above and will be accessed internally and served by on-site drive aisles. This standard is met.

3. **Wheel Stops**
   a. **Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.**
   b. **Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.**
   c. **The paved portion of the parking stall length may be reduced by three (3) feet if replaced with three (3) feet of low lying landscape or hardscape in lieu of a wheel stop; however, a curb is still required. In other words, the traditional three-foot vehicle overhang from a wheel stop may be low-lying landscaping rather than an impervious surface.**

Applicant's Response: Wheel stops are not planned. Parking stalls are planned to have limited overhang onto sidewalks and landscaped areas, which have been widened sufficiently to accommodate any necessary overhang. The applicable criteria are met.

STAFF ANALYSIS: Staff concurs with the applicant's response.

FINDING: Based on the applicant's response and staff analysis, the applicable standards are met.

16.94.020 Off-Street Parking Standards

C. Bicycle Parking Facilities

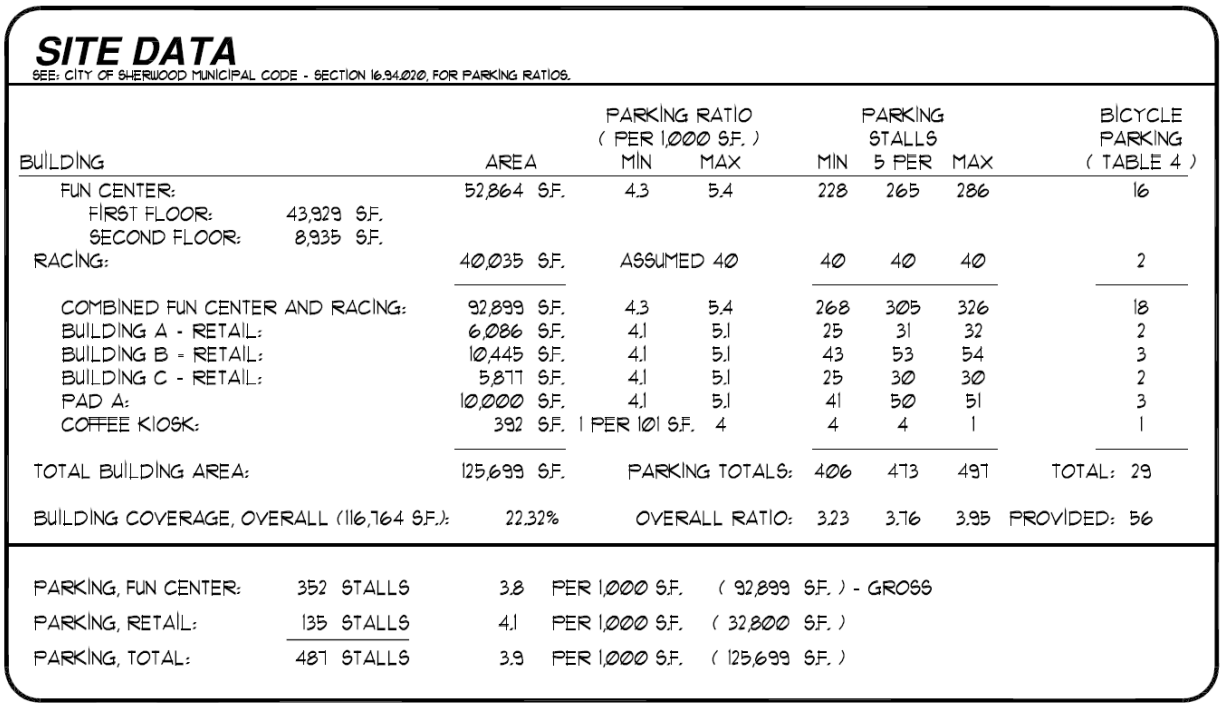
1. **General Provisions**
   a. **Applicability. Bicycle parking spaces shall be provided for new development, changes of use, and major renovations, defined as construction valued at twenty-five (25) percent or more of the assessed value of the existing structure.**
   b. **Types of Spaces. Bicycle parking facilities shall be provided in terms of short-term bicycle parking and long-term bicycle parking. Short-term bicycle parking is intended to encourage customers and other visitors to use bicycles by providing a convenient and readily accessible place to park bicycles. Long-term bicycle parking provides employees, students, residents, commuters, and others who generally stay at a site for at least several hours a weather-protected place to park bicycles.**
   c. **Minimum Number of Spaces. The required total minimum number of bicycle parking spaces for each use category is shown in Table 4, Minimum Required Bicycle Parking Spaces.**
   d. **Minimum Number of Long-term Spaces. If a development is required to provide eight (8) or more required bicycle parking spaces in Table 4, at least twenty-five (25) percent shall be provided as long-term bicycle with a minimum of one (1) long-term bicycle parking space.**
   e. **Multiple Uses. When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.**

Table 4: Minimum Required Bicycle Parking Spaces	
Commercial Use Categories	**Minimum Required Spaces**
Retail sales/service office	2 or 1 per 20 auto spaces, whichever is greater
Commercial parking facilities, commercial, outdoor recreation, major event entertainment	4 or 1 per 20 auto spaces, whichever is greater

Applicant's Response: The table on the Site Plan in Exhibit B shows that a minimum of 29 bicycle parking spaces are required, per Table 4, including 8 long-term spaces. The Site Plan shows 56 bicycle spaces are planned. The applicable criteria are met.

STAFF ANALYSIS: Staff concurs with the applicant's response and as shown below and on the preliminary site plan, Sheet SP 1.1 of Exhibit A.

FINDING: Based on the applicant's response and staff analysis, the applicable criteria are met.



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COFFEE KIOSK:	392 S.F.	1 PER 101 S.F.	4	4	4	1	1
TOTAL BUILDING AREA:	125,699 S.F.	PARKING TOTALS:		406	473	497	TOTAL: 29
BUILDING COVERAGE, OVERALL (116,764 S.F.):	22.32%	OVERALL RATIO:		3.23	3.76	3.95	PROVIDED: 56

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PARKING, RETAIL:	135 STALLS	4.1	PER 1,000 S.F.	(32,800 S.F.)
PARKING, TOTAL:	487 STALLS	3.9	PER 1,000 S.F.	(125,699 S.F.)

16.94.020 Off-Street Parking Standards

C. Bicycle Parking Facilities

2. Location and Design.

a. General Provisions

(1) Each space must be at least two (2) feet by six (6) feet in area, be accessible without moving another bicycle, and provide enough space between the rack and any obstructions to use the space properly.

(2) There must be an aisle at least five (5) feet wide behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.

(3) Lighting. Bicycle parking shall be at least as well lit as vehicle parking for security.

(4) Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
(5) Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" or staple design is appropriate. Alternative, creative designs are strongly encouraged.
(6) Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.

FINDING: The proposed bicycle parking spaces are located and designed to accommodate the design standards listed above. Sheet SA1.1 of Exhibit A identifies a conceptual design for the proposed bicycle racks. The applicable criteria are met.

b. Short-term Bicycle Parking
(1) Provide lockers or racks that meet the standards of this section.
(2) Locate inside or outside the building within thirty (30) feet of the main entrance to the building or at least as close as the nearest vehicle parking space, whichever is closer.

FINDING: The proposed bicycle parking spaces are reflected on Sheet SP 1.1 of Exhibit A and meet the distance/location standards. Sheet SA1.1 of Exhibit A identifies a conceptual design for the proposed bicycle racks. The applicable criteria are met.

c. Long-term Bicycle Parking
(1) Provide racks, storage rooms, or lockers in areas that are secure or monitored (e.g., visible to employees or customers or monitored by security guards).
(2) Locate the outside bicycle parking spaces within one hundred (100) feet of the entrance that will be accessed by the intended users.
(3) All of the spaces shall be covered.

d. Covered Parking (Weather Protection)
(1) When required, covered bicycle parking shall be provided in one (1) of the following ways: inside buildings, under roof overhangs or awnings, in bicycle lockers, or within or under other structures.
(2) Where required covered bicycle parking is not within a building or locker, the cover must be permanent and designed to protect the bicycle from rainfall and provide seven-foot minimum overhead clearance.
(3) Where required bicycle parking is provided in lockers, the lockers shall be securely anchored.

FINDING: The proposed bike gazebo (long–term bicycle parking area) is reflected on Sheet SP 1.1 of Exhibit A, along with elevations on Sheet BR 1.2 of Exhibit A. Sheet SA1.1 of Exhibit A identifies a conceptual design for the proposed bicycle racks. Per the applicant's narrative, at least 8 long-term spaces can be provided. The covered bicycle parking standards are met.

16.94.030 - Off-Street Loading Standards
A. Minimum Standards
1. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any

school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.

2. **The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet.**
3. **Multiple uses on the same parcel or adjacent parcels may utilize the same loading area if it is shown in the development application that the uses will not have substantially overlapping delivery times.**
4. **The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area:**
   a. **Twenty thousand (20,000) to fifty (50,000) sq. ft. - five hundred (500) sq. ft.**
   b. **Fifty (50,000) sq. ft. or more - seven hundred fifty (750) sq. ft.**

FINDING: The preliminary site plan, Sheet SP 1.1 of Exhibit A, shows a large loading zone area behind the Fun Center building. In this location, adequate space is provided to meet the minimum 10-feet-wide by 25-feet-long loading zone, plus the additional 750 square feet of area required for buildings in excess of 50,000 square feet. The applicant's narrative states that deliveries to the retail spaces are planned to be accommodated within the parking area, consistent with both standard practices in the retail industry and past City approval. The applicable criteria are met.

B. Separation of Areas

Any area to be used for the maneuvering of delivery vehicles and the unloading or loading of materials shall be separated from designated off-street parking areas and designed to prevent the encroachment of delivery vehicles onto off-street parking areas or public streets. Off-street parking areas used to fulfill the requirements of this Chapter shall not be used for loading and unloading operations.

FINDING: The preliminary site plan, Sheet SP 1.1 of Exhibit A, shows a large loading zone area behind the Fun Center building. This area is separated from designated off-street parking spaces and deliveries to the retail spaces are planned to be accommodated within the parking area. The proposed parking area provides 81 additional parking spaces more than the minimum required - adequate surplus to accommodate loading for the small retail buildings. This criterion is met.

16.96 ONSITE CIRCULATION

16.92.010 – On-Site Pedestrian and Bicycle Circulation

A. Purpose

On-site facilities shall be provided that accommodate safe and convenient pedestrian access within new subdivisions, multi-family developments, planned unit developments, shopping centers and commercial districts, and connecting to adjacent residential areas and neighborhood activity centers within one-half mile of the development. Neighborhood activity centers include but are not limited to existing or planned schools, parks, shopping areas, transit stops or employment centers. All new development, (except single-family detached housing), shall provide a continuous system of private pathways/sidewalks.

FINDING: The Site Plan (Exhibit A, Sheet SP 1.1) shows two existing pedestrian connections (one on SW Century Drive and another on SW Langer Farms Parkway) to the interior of the site. City of Sherwood Engineering Department also requires an additional pedestrian crossing on the south side of the intersection of SW Langer Farms Parkway and Whetstone Way. These three pedestrian connections will ensure safe and convenient access between the proposed commercial uses and residences. This standard is met.

***

C. Joint Access

Two (2) or more uses, structures, or parcels of land may utilize the same ingress and egress when the combined ingress and egress of all uses, structures, or parcels of land satisfied the other requirements of this Code, provided that satisfactory legal evidence is presented to the City in the form of deeds, easements, leases, or contracts to clearly establish the joint use.

Applicant's Response: The Preliminary Plat shows the configuration of the five planned lots. Lots range in size from ± 0.50 acres (Lot5) to ± 8.24 acres (Lot3). Lot 1 at ± 3.60 acres is reserved for future use, and is not included in the concurrent Site Plan Review application. Consequently, four of the planned lots will contain buildings and share access to the abutting public streets. The Applicant will prepare covenants, conditions and restrictions (CC&Rs) for the project as well as shared access easements. These agreements will be provided to the City following land use approval and will allow for shared parking and access across the project site. The criteria can be met.

STAFF ANALYSIS: Staff concurs with the applicant's response.

FINDING: This standard is not met, but can be satisfied as conditioned below.

RECOMMENDED CONDITION: B3. Prior to Final Plat approval, submit a copy of the covenants, conditions and restrictions (CC&Rs) for the project including shared access easements.

16.96 ONSITE CIRCULATION

D. Connection to Streets

1. **Except for joint access per this Section, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways with paved sidewalk.**
2. **Required private sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators to the public sidewalk or curb of the public street which provides required ingress and egress.**

FINDING: Joint Access is address above and vehicular and pedestrian access will be provided to SW Langer Farms Parkway and SW Century Drive. Internal walkways will connect all buildings to the public sidewalk. This standard is met.

***

F. Access to Major Roadways

Points of ingress or egress to and from Highway 99W and arterials designated on the Transportation Plan Map, attached as Appendix C of the Community Development Plan, Part II, shall be limited as follows:

1. **Single and two-family uses and manufactured homes on individual residential lots developed after the effective date of this Code shall not be granted permanent driveway ingress or egress from Highway 99W and arterial roadways. If alternative public access is not available at the time of development, provisions shall be made for temporary access which shall be discontinued upon the availability of alternative access.**

2. **Other private ingress or egress from Highway 99W and arterial roadways shall be minimized. Where alternatives to Highway 99W or arterials exist or are proposed, any new or altered uses developed after the effective date of this Code shall be required to use the alternative ingress and egress.**
3. **All site plans for new development submitted to the City for approval after the effective date of this Code shall show ingress and egress from existing or planned local or collector streets, consistent with the Transportation Plan Map and Section VI of the Community Development Plan.**

FINDING: Access will be provided via SW Langer Farms Parkway and SW Century Drive, both collector streets. Nearby arterial roadways are not accessible from the site. These standards are not applicable.

G. Service Drives

Service drives shall be provided pursuant to Section 16.94.030.

FINDING: Section 16.94.030 is addressed above. This criterion is met.

16.96.030 - Minimum Non-Residential Standards

Minimum standards for private, on-site circulation improvements in non-residential developments:

A. Driveways

1. **Commercial: Improved hard surface driveways are required as follows:**

Required		Minimum Width	
Parking Spaces	# Driveways	One-Way Pair	Two-Way
1 - 49	1	15 feet	24 feet
50 & above	2	15 feet	24 feet

****

3. **Surface materials are encouraged to be pervious when appropriate considering soils, anticipated vehicle usage and other pertinent factors.**

FINDING: The Site Plan, Sheet SP1.1 of Exhibit A, shows commercial driveways meeting or exceeding the minimum 24-foot width requirement. Per the applicant's narrative, based on anticipated vehicle usage and soil conditions, there are no plans to utilize pervious surfaces. This standard is met.

B. Sidewalks and Curbs

1. **A private pathway/sidewalk system extending throughout the development site shall be required to connect to existing development, to public rights-of-way with or without improvements, to parking and storage areas, and to connect all building entrances to one another. The system shall also connect to transit facilities within five hundred (500) feet of the site, future phases of development, and whenever possible to parks and open spaces.**
2. **Curbs shall also be required at a standard approved by the Hearing Authority. Private pathways/sidewalks shall be connected to public rights-of-way along driveways but may be allowed other than along driveways if approved by the Hearing Authority.**
3. **Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, asphalt, brick/masonry pavers, or other pervious durable surface. Primary pathways connecting front entrances to the right of way shall be at least 6 feet wide and conform to ADA**

standards. Secondary pathways between buildings and within parking areas shall be a minimum of four (4) feet wide and/or conform to ADA standards. Where the system crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump). At a minimum all crosswalks shall include painted striping.

4. **Exceptions. Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements.**

STAFF ANALYSIS: As proposed, the proposal includes a system of private sidewalks that connect to public sidewalks, outdoor spaces, to each of the buildings, between building entrances, and public boundary streets. The sidewalks are to be constructed of concrete, exceed four feet in width and are required to be ADA compliant. ADA compliant routes are provided to each building entrance and the public sidewalk. Driveway crossings are marked on the plans, and the site is provided with curbs in all required locations.

FINDING: The applicant is providing clearly marked and identified pedestrian amenities that are protected by curbs, or in the case of drive aisle crossings, clearly marked crossings. As discussed above, this criterion is satisfied.

16.98 ONSITE STORAGE

16.98.020 Solid Waste and Recycling Storage

All uses shall provide solid waste and recycling storage receptacles which are adequately sized to accommodate all solid waste generated on site. All solid waste and recycling storage areas and receptacles shall be located out of public view. Solid waste and recycling receptacles for multi-family, commercial, industrial and institutional uses shall be screened by six (6) foot high sight-obscuring fence or masonry wall and shall be easily accessible to collection vehicles.

STAFF ANALYSIS: Five solid waste and recycling storage receptacles have been identified throughout the parking area of the project site. The enclosures will be screened with 6-foot tall masonry walls and surrounding landscaping. Kristen Tabscott, Pride Disposal comments (**Exhibit E**), states that these five enclosures meet the required 10-foot deep by 20-foot wide standard, allowing straight on access. She also stated that the applicant's engineer, John Christiansen via email, will be modifying the gates to be two 10-foot swinging gates on all enclosures and all enclosures will have the required 20-foot enclosure opening and 75-foot of straight on access. The following details were not identified on the site plan and will need to be met prior to Final Site Plan approval:

- The gates need to be hinged in front of the enclosure walls to allow for the full 20-foot width. This will also allow for the 120 degree opening angle that is required.
- No center post at the gate access point.
- The gates need cane bolts and holes put in place for the gates to be locked in the open and closed position. The holes for the gates to be held open need to be at the full 120 degree opening angle.
- There must be 25-feet of overhead clearance.

FINDING: This standard is not met, but can be satisfied as conditioned below.

RECOMMENDED CONDITION: B4. Prior to Final Plat and Site Plan approval, provide a revised solid waste and recycling storage receptacles plan meeting Pride Disposal requirement.

RECOMMENDED CONDTION: H3. Prior to Final Occupancy, solid waste and recycling storage receptacles must be constructed to Pride Disposal standard.

16.98.040 - Outdoor Sales and Merchandise Display

A. Sales Permitted

Outdoor sales and merchandise display activities, including sales and merchandise display that is located inside when the business is closed but otherwise located outside, shall be permitted when such activities are deemed by the Commission to be a customary and integral part of a permitted commercial or industrial use.

1. Permanent outdoor sales and merchandise display are in use year round or in excess of four (4) months per year and require the location to be reviewed through a site plan review. They will be reviewed as conditional uses in accordance with Chapter 16.82. Permanent outdoor and merchandise display are subject to the standards outlined in subsection B, below.

2. Temporary outdoor sales and merchandise display are seasonal and are not displayed year round and must meet the requirements of Chapter 16.86 (temporary uses). When the temporary use is not occurring the site shall return to its original state.

3. Food vendors including food carts, ice cream trucks, hotdog stands or similar uses are only permitted as a permanent outdoor sale use as described in A.1 above.

B. Standards

1. Outdoor sales and merchandise display areas shall be kept free of debris. Merchandise shall be stacked or arranged, or within a display structure. Display structures shall be secured and stable.

2. Outdoor sales and merchandise display shall not be located within required yard, building, or landscape setbacks, except where there is intervening right-of-way of a width equal to or greater than the required setback; and shall not interfere with on-site or off-site pedestrian or vehicular circulation.

3. Outdoor retail sales and merchandise display areas for vehicles, boats, manufactured homes, farm equipment, and other similar uses shall be improved with asphalt surfacing, crushed rock, or other dust-free materials.

4. Additional standards may apply to outdoor sales and merchandise display dependent on specific restrictions in the zone.

FINIDINGS: Per the applicant's narrative, outdoor sales and merchandise displays are not planned. Any future external material storage will comply with the applicable requirements. These conditions are not applicable.

C. Division VI – PUBLIC IMPROVEMENTS
Chapter 16.106 TRANSPORTATION FACILITIES
16.106.020 Required Improvements

A. Generally

Except as otherwise provided, all developments containing or abutting an existing or proposed street, that is either unimproved or substandard in right-of-way width or improvement, shall dedicate the necessary right-of-way prior to the issuance of building permits and/or complete acceptable improvements prior to issuance of occupancy permits. The following figure provides the depiction of the functional

classification of the street network as found in the Transportation System Plan, Figure 8-1.

B. Existing Streets

Except as otherwise provided, when a development abuts an existing street, the improvements requirement shall apply to that portion of the street right-of-way located between the centerline of the right-of-way and the property line of the lot proposed for development. In no event shall a required street improvement for an existing street exceed a pavement width of thirty (30) feet.

STAFF ANALYSIS: The subject property has street frontages along SW Langer Farms Parkway (to the west) and SW Century Drive (to the north) both classified as Collector streets. Both streets are fully improved except for the sidewalk along the south side of SW Century Drive. The preliminary plans show construction of a new 9.5-foot-wide curb tight sidewalk with tree wells along the SW Century Drive frontage matching the improvements on the north side of SW Century Drive. With these planned improvements adequate pedestrian and bicycle facilities will be provided on both sides of SW Langer Farms Parkway and SW Century Drive.

The preliminary plans indicate several types widths and extents of public and private utility easements necessary for site development with separate lots. Engineering Department proposes conditions that clearly identify these easements and the plat and all public and private easements necessary for site development shall be recorded with Washington County Recorder.

All street infrastructures shall be designed to meet the approval of the City of Sherwood Engineering Department prior to issuance of an Engineering Compliance Agreement.

FINDING: This standard is not met but can be met as conditioned below.

RECOMMENDED CONDITION: B5. Prior to Final Plat Approval, the plat and site development drawings shall show and identify the type, width and extent of each public and private utility easement necessary for site development meeting Sherwood Engineering Department standards.

RECOMMENDED CONDITION: H10. Prior to a Grant of Occupancy for any building constructed on site, the plat and all public and private easements necessary for site development shall be recorded with the Washington County Recorder with copies of the recorded documents provided to the City of Sherwood.

RECOMMENDED CONDITION: E1. Prior to Sherwood Engineering Department approval of the public improvement plans, all public transportation infrastructure shall meet City of Sherwood standards and be approved by the Sherwood Engineering Department.

Chapter 16.106 TRANSPORTATION FACILITIES
16.106.040 - Design

Standard cross sections showing street design and pavement dimensions are located in the City of Sherwood's Engineering Design Manual.

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H. Buffering of Major Streets

Where a development abuts Highway 99W, or an existing or proposed principal arterial, arterial or collector street, or neighborhood route, adequate protection for residential properties must be provided, through and local traffic be separated, and traffic conflicts minimized. In addition, visual corridors pursuant to Section 16.142.040, and all applicable access provisions of Chapter 16.96, are to be met. Buffering may be achieved by: parallel access streets, lots of extra depth abutting the major street with frontage along another street, or other treatment suitable to meet the objectives of this Code.

FINDING: The subject property has street frontages along SW Langer Farms Parkway (to the west) and SW Century Drive (to the north) both classified as Collector streets. Both streets are fully improved except for the sidewalk along the south side of SW Century Drive. The preliminary plans show construction of a new 9.5-foot-wide curb tight sidewalk with tree wells along the SW Century Drive frontage matching the improvements on the north side of SW Century Drive. The preliminary plans also show a 10-foot-wide landscaped visual corridor pursuant to Section 16.142.040. Applicable access provisions are addressed in the responses to Chapter 16.96. The applicable standards are net.

Chapter 16.106 TRANSPORTATION FACILITIES
16.106.040 - Design

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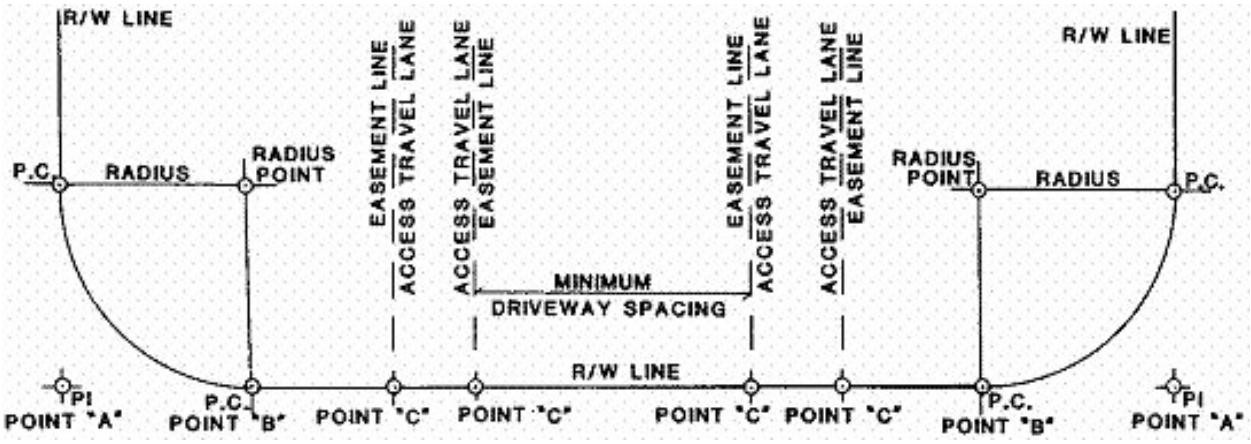
M. Vehicular Access Management

All developments shall have legal access to a public road. Access onto public streets shall be permitted upon demonstration of compliance with the provisions of adopted street standards in the Engineering Design Manual.

1. **Measurement: See the following access diagram where R/W = Right-of-Way; and P.I. = Point-of-Intersection where P.I. shall be located based upon a 90 degree angle of intersection between ultimate right-of-way lines.**
   a. **Minimum right-of-way radius at intersections shall conform to City standards.**
   b. **All minimum distances stated in the following sections shall be governed by sight distance requirements according to the Engineering Design Manual.**
   c. **All minimum distances stated in the following sections shall be measured to the nearest easement line of the access or edge of travel lane of the access on both sides of the road.**
   d. **All minimum distances between accesses shall be measured from existing or approved accesses on both sides of the road.**
   e. **Minimum spacing between driveways shall be measured from Point "C" to Point "C" as shown below:**



FINDING: The preliminary plans show driveways that conform to all applicable geometric requirements. The applicable standards are met.

2. Roadway Access

No use will be permitted to have direct access to a street or road except as specified below. Access spacing shall be measured from existing or approved accesses on either side of a street or road. The lowest functional classification street available to the legal lot, including alleys within a public easement, shall take precedence for new access points.

c. Collectors:

All commercial, industrial and institutional uses with one-hundred-fifty (150) feet or more of frontage will be permitted direct access to a Collector. Uses with less than one-hundred-fifty (150) feet of frontage shall not be permitted direct access to Collectors unless no other alternative exists.

Where joint access is available it shall be used, provided that such use is consistent with Section 16.96.040, Joint Access. No use will be permitted direct access to a Collector within one- hundred (100) feet of any present Point "A." Minimum spacing between driveways (Point "C" to Point "C") shall be one-hundred (100) feet. In all instances, access points near an intersection with a Collector or Arterial shall be located beyond the influence of standing queues of the intersection in accordance with AASHTO standards. This requirement may result in access spacing greater than one hundred (100) feet.

FINDING: The site has more than 150 feet of street frontage on two collector streets. Joint accesses are planned, as discussed in the response to Section 16.96.040. The three driveways are shown on the preliminary plans and comply with the applicable spacing requirement. The applicable standards are met.

Chapter 16.106 TRANSPORTATION FACILITIES
16.106.060 - Sidewalks
A. Required Improvements

1. **Except as otherwise provided, sidewalks shall be installed on both sides of a public street and in any special pedestrian way within new development.**
2. **For Highway 99W, arterials, or in special industrial districts, the City Manager or designee may approve a development without sidewalks if alternative pedestrian routes are available.**

3. In the case of approved cul-de-sacs serving less than fifteen (15) dwelling units, sidewalks on one side only may be approved by the City Manager or designee.

B. Design Standards

1. Arterial and Collector Streets

Arterial and collector streets shall have minimum eight (8) foot wide sidewalks/multi- use path, located as required by this Code.

2. Local Streets

Local streets shall have minimum five (5) foot wide sidewalks, located as required by this Code.

3. Handicapped Ramps

Sidewalk handicapped ramps shall be provided at all intersections.

C. Pedestrian and Bicycle Paths

Provide bike and pedestrian connections on public easements or right-of-way when full street connections are not possible, with spacing between connections of no more than 330 feet except where prevented by topography, barriers such as railroads or highways, or environmental constraints such as rivers and streams.

FINDING: The subject property has street frontages along SW Langer Farms Parkway (to the west) and SW Century Drive (to the north) both classified as Collector streets. Both streets are fully improved except for the sidewalk along the south side of SW Century Drive. The preliminary plans show construction of a new 9.5-foot-wide curb tight sidewalk with tree wells along the SW Century Drive frontage matching the improvements on the north side of SW Century Drive. With these planned improvements adequate pedestrian and bicycle facilities will be provided on both sides of SW Langer Farms Parkway and SW Century Drive.

Chapter 16.106 TRANSPORTATION FACILITIES

16.106.080 Traffic Impact Analysis (TIA)

C. Requirements

The following are typical requirements that may be modified in coordination with Engineering Staff based on the specific application.

1. Pre-application Conference. The applicant shall meet with the City Engineer prior to submitting an application that requires a TIA. This meeting will be coordinated with Washington County and ODOT when an approach road to a County road or Highway 99W serves the property, so that the TIA will meet the requirements of all relevant agencies.

2. Preparation. The TIA shall be prepared by an Oregon Registered Professional Engineer qualified to perform traffic Engineering analysis and will be paid for by the applicant.

3. Typical Average Daily Trips and Peak Hour Trips. The latest edition of the Trip Generation Manual, published by the Institute of Transportation Engineers (ITE), shall be used to gauge PM peak hour vehicle trips, unless a specific trip generation study that is approved by the City Engineer indicates an alternative trip generation rate is appropriate.

4. Intersection-level Analysis. Intersection-level analysis shall occur at every intersection where the analysis shows that fifty (50) or more peak hour vehicle trips can be expected to result from the development.

5. Transportation Planning Rule Compliance. The requirements of OAR 660-012-0060 shall apply to those land use actions that significantly affect the transportation system, as defined by the Transportation Planning Rule.

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F. Approval Criteria

When a TIA is required, a proposal is subject to the following criteria, in addition to all criteria otherwise applicable to the underlying land use proposal:

1. **The analysis complies with the requirements of 16.106.080.C;**
2. **The analysis demonstrates that adequate transportation facilities exist to serve the proposed development or identifies mitigation measures that resolve identified traffic safety problems in a manner that is satisfactory to the City Engineer and, when County or State highway facilities are affected, to Washington County and ODOT;**
3. **For affected non-highway facilities, the TIA demonstrates that mobility and other applicable performance standards established in the adopted City TSP have been met; and**
4. **Proposed public improvements are designed and will be constructed to the street standards specified in Section 16.106.010 and the Engineering Design Manual, and to the access standards in Section 16.106.040.**
5. **Proposed public improvements and mitigation measures will provide safe connections across adjacent right-of-way (e.g., protected crossings) when pedestrian or bicycle facilities are present or planned on the far side of the right-of-way.**

FINDING: Kittelson & Associates prepared a detailed traffic impact analysis that was included as part of the applicant's submittal (Exhibit A). Per the applicant's narrative, the scope of the traffic analysis was developed in consultation with the City of Sherwood and based on the estimated trip generation and assignment patterns specific intersections and the site accesses were analyzed. This standard is met.

Chapter 16.106 TRANSPORTATION FACILITIES
16.106.080 Traffic Impact Analysis (TIA)

G. Conditions of Approval

The City may deny, approve, or approve a development proposal with conditions needed to meet operations and safety standards and provide the necessary right-of-way and improvements to ensure consistency with the future planned transportation system. Improvements required as a condition of development approval, when not voluntarily provided by the applicant, shall be roughly proportional to the impact of the development on transportation facilities, pursuant to Section 16.106.090. Findings in the development approval shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development.

STAFF ANALYSIS: Per City Engineering Department Comments dated November 14, 2017, Kittelson & Associates prepared a TIS dated July 18, 2017. As described in the TIS and plans, the proposed site development includes public street frontage improvements along Century Drive, excluding Lot 1. These public improvements consist of sidewalks, streetlights, planter strip and street trees, and site driveway accesses. A third site driveway access is proposed on Langer Farms Parkway.

The proposed driveway accesses spacing distance on Langer Farms Parkway measures out to approximately 290-feet, which exceeds the City Municipal Code standard for a collector street of 100-feet. However, since the main access drive also corresponds to with the intersection of Whetstone Way, the service entry access drive will need to meet the spacing standards based on queuing distance in accordance with AASHTO for a collector road with a speed limit of 25 mph. The TIS indicates an available queue length of 100-feet for a required queue length of 75-feet.

The TIS presented ITE Code 495 (Recreational Community Center) for the proposed development activities. Upon request, the applicant provided data from three facilities currently under operation within the region that are similar in services provided, size, and operation. These sites included: 1) John's Incredible Pizza Company; 2) Family Fun Center & Bullwinkles Restaurant; and 3) Park Lanes Family Entertainment Center.

The resulting analysis confirmed that the application of Recreational Community Center use listing was conservative and acceptable for the TIS analysis.

There was discussion of the applicable v/c ratio assigned to Hwy 99W intersections located within the Sherwood Town Center. The City Engineer has made a determination that the v/c ratio of 1.10 being applied based on Metro designations of developments within the Town Center impacting Hwy 99W intersections that also reside within the Town Center designation limits, does not apply to developments located outside the Town Center limits which impact intersections within the Town Center limits. The v/c ratio in this case will be v/c = 0.99.

The impacts of this determination can be mitigated through proportionate share cost payment to Washington County for the Tualatin-Sherwood Road project improvements.

Within the TIS analysis findings, mitigation recommendations included:

1) Maintaining sight distance standards as part of the landscaping requirements
2) Providing pedestrian connectivity between the proposed site development and existing commercial and residential developments.

Since the main site access driveway off Langer Farms Parkway is located at the existing intersection of Langer Farms Parkway and Whetstone Way, for the purposes of pedestrian crossing safety, a Rectangular Rapid Flashing Beacon (RRFB) will be installed on the south side of this intersection on Langer Farms Parkway.

In a letter dated October 19th, 2017, ODOT requested inclusion of the Sherwood Boulevard (Edy Road) / Highway 99W intersection in the TIA analysis. The original scoping for intersection analysis did not extend this far to include this intersection, and hence impacts to the intersection were not included in the TIA analysis. However, in the trip assessment analysis (Figure 6 of the TIA analysis), it is shown that 56 AM and 69 PM peak hour additional trips would proceed west along Century Drive. In an email dated October 10, 2017 from Brian Dunn (Kittelson) discussing this item, he states that the assumption is made that most of those trips would end within local residential and shopping sites along Century Drive. Dunn concludes that since the number of end trips along Century Drive is so small, impacts to the Sherwood Boulevard (Edy Road) / Highway 99W intersection does not warrant further analysis as no impacts would be realized.

FINDING: This standard is not met but can be met as conditioned below.

RECOMMENDED CONDITION: C1. Prior to issuance of a Compliance Agreement the Applicant shall be held responsible for the following:

a) The Applicant's fee in-lieu-of construction financial contribution shall be based on the ratio of the development's trip generation increase to the Tualatin-Sherwood Road / Hwy 99W intersection compared to the non-developed level.

b) The Applicant's financial contribution shall be limited to proportionate share funding of the physical capacity improvement needs for the Tualatin-Sherwood Road/Hwy 99W intersection, as defined by the Washington County MSTIP project scope.

c) The Applicant shall not be responsible for financial contributions related to the remaining roadway improvements along the Tualatin-Sherwood Road corridor, or the infrastructure

improvements related to the Willamette River Water Supply project, which is being made part of the Washington County MSTIP project.

d) The Applicant shall be entitled to receive TDT credits for any required roadway improvements along Tualatin-Sherwood Road that are above their proportionate share mitigation costs.

RECOMMENDED CONDITION: H4. Prior to a Grant of Occupancy for any buildings constructed under this site development plan, a Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing system shall be installed on Langer Farms Parkway on the south side of the Langer Farms Parkway and Whetstone Way intersection, and be fully operational.

RECOMMENDED CONDITION: C2. Prior to issuance of a Compliance Agreement the Sherwood Engineering Department shall provide review and approval of the related public transportation improvement plans. The public transportation infrastructure plans shall meet City of Sherwood standards.

RECOMMENDED CONDITION: H5. Prior to a Grant of Occupancy for any building(s) constructed under this site development plan, frontage improvements along the entirety of Century Drive shall be installed. This includes the undeveloped Lot 1.

16.110 – SANITARY SEWERS

Sanitary sewers shall be installed to serve all new developments and shall connect to existing sanitary sewer mains. Sanitary Sewers shall be constructed, located, sized and installed at standards consistent 16.110.

STAFF ANALYSIS: Per City Engineering Department Comments dated November 14, 2017, there are currently two public mainlines which border the project site. An 8-inch public main located within Langer Farms Parkway, and an 8-inch public main located within Century Drive. Both of these public mains have the capacity to provide service to the proposed site development.

The plans indicate that proposed Lots 1, 2 and 3 take sanitary sewer service off the conversion of a 6-inch private sanitary line which currently serves the Sentinel Self Storage Annex site into a public main. The plans indicate that this lateral will be reconstructed to an 8-inch sanitary main meeting City standards and dedicated to the City. The proposed sanitary line will reside within an existing 20-foot wide sanitary sewer and storm drainage easement, which is dedicated to the City of Sherwood per the "Langer Farms" plat.

Lot 4 which includes buildings "Retail A", "Retail B" and "Retail C", takes sanitary sewer service off an existing 8-inch sanitary service lateral from the Langer Farms Parkway public sanitary main. The on-site extension of this lateral is considered private utilities.

Lot 5 is dedicated to the Coffee Kiosk, and will take sanitary service off an existing 8-inch lateral from the Century Drive public sanitary main. The on-site extension of this lateral is considered private utilities.

FINDING: This standard is not met but can be met as conditioned below.

RECOMMENDED CONDITION: A8. Only the portion of a sanitary line that conveys sanitary flow from multiple lots will be accepted as a public line. Sanitary lines that only serve one lot shall remain as private sanitary sewer laterals.

RECOMMENDED CONDITION: A9. Extension of private sanitary sewer lines within the site shall provide service to all facilities constructed on-site.

RECOMMENDED CONDITION: A10. The proposed development shall supply public sanitary service to all parcels of the development meeting Sherwood Engineering standards.

RECOMMENDED CONDITION: A11. Private sanitary sewer laterals shall be installed in compliance with the current Oregon Plumbing Specialty Code.

RECOMMENDED CONDITION: C3. Prior to issuance of a Compliance Agreement, the Sherwood Engineering Department shall provide review and approval of the related public sanitary sewer improvements plans. The public sanitary sewer infrastructure plans shall meet City of Sherwood standards.

RECOMMENDED CONDITION: G1. Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public sanitary sewer to be located on private property shall have a recorded public sanitary sewer easement encompassing the related public sanitary sewer improvements meeting Sherwood Engineering standards.

16.112– WATER SUPPLY
16.112.010 Required Improvements
Water lines and fire hydrants conforming to City and Fire District standards shall be installed to serve all building sites in a proposed development. All waterlines shall be connected to existing water mains or shall construct new mains appropriately sized and located in accordance with the Water System Master Plan.

STAFF ANALYSIS: Per City Engineering Department Comments dated November 14, 2017, Public water mains exist within Langer Farms Parkway and Century Drive. The Langer Farms Parkway system is a 16-inch diameter water main, and the Century Drive system is a 12-inch diameter water main.

There is an existing 8-inch diameter service line off the Langer Farms Parkway system located at the intersection of Whetstone Way. The plans indicate that Lots 3 and 4 will take water service from this line, with separate 2-inch meter and 8-inch double check detector valve assemblies for each lot.

Lot 2 will take service off the Century Drive system with a 2-inch meter and 6-inch double check detector valve assembly.

Lot 5 will take service off the Century Drive system with a ¾-inch meter and backflow assembly. Private fire mains are shown looped within the proposed site development (Lots 2 through 5). Fire protection for the individual buildings on site shall meet requirements specified by Tualatin Valley Fire & Rescue.

FINDING: This standard is not met, but can be met as conditioned below.

RECOMMENDED CONDITION: H6. Prior to a Grant of Occupancy for any buildings, the proposed development shall supply domestic, irrigation and fire water to each parcel of the development as needed meeting Sherwood Engineering standards.

RECOMMENDED CONDITION: H7. Prior to a Grant of Occupancy for each building, domestic water service for each building shall have a backflow device or reduced pressure backflow assembly installed meeting the approval of the Sherwood Public Works Department.

RECOMMENDED CONDITION: F3. Prior to issuance of a Building Permit for each building, water flows calculations (domestic, irrigation and fire) for the building seeking a permit shall be provided by the developer to the Building Department. Approval of the water flows calculations by Sherwood Public Works is required prior to issuance of a Building Permit.

RECOMMENDED CONDITION: H8. Prior to a Grant of Occupancy for each building, if on-site fire protection is required, backflow protection meeting Sherwood Engineering Department standards shall be installed by developer, and inspected and approved by Public Works

RECOMMENDED CONDITION: A12. Private water service laterals shall be installed in compliance with the current Oregon Plumbing Specialty Code.

RECOMMENDED CONDITION: C5. Prior to issuance of a Compliance Agreement for any phase of development, the Sherwood Engineering Department shall provide review and approval of the related public water improvement plans. The public water infrastructure plans shall meet City of Sherwood standards.

RECOMMENDED CONDITION: D2. Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public water line to be located on private property shall have a recorded public water line easement encompassing the related public water improvements meeting Sherwood Engineering standards.

16.114 – STORM WATER

Storm water facilities, including appropriate source control and conveyance facilities, shall be installed in new developments and shall connect to the existing downstream drainage systems consistent with the Comprehensive Plan and the requirements of the Clean Water Services water quality regulations contained in their Design and Construction Standards R&O 04-9, or its replacement.

STAFF ANALYSIS: Per City Engineering Department Comments dated November 14, 2017, the nearest public storm water systems available to the site are an 18-inch main line within Century Drive, and a 36-inch main line running north to south along the eastern edge of the site. The existing regional storm water treatment facility was designed and constructed to incorporate the impervious surface area runoff from the proposed site develop. Conditions for the regional storm water treatment facility were specified under Langer Farms Planned Unit Development improvements (Case File No. MLP 16-02). For the purposes of this site development, the regional storm water treatment facility will provide the treatment capacity and, if necessary, detention capacity for the site's storm water discharge.

Clean Water Services comments dated September 28, 2017 requires a CWS Storm Water Connection Permit Authorization prior to plat approval and recordation. Application for CWS Permit Authorization must be in accordance with the requirements of the Design and Construction Standards, Resolution and Order No. 17-5, (or current R&O in effect at time of Engineering plan submittal), and specific standards are identified within the September 28, 2017 CWS Comments.

FINDING: This standard is not met but can be met as conditioned below.

RECOMMENDED CONDITION: H9. Prior to a Grant of Occupancy, any private storm sewer services shall be installed in compliance with the current Oregon Plumbing Specialty Code.

RECOMMENDED CONDITION: C4. Prior to issuance of a Compliance Agreement for any phase of development, the Sherwood Engineering Department shall provide review and approval of the related public storm sewer improvement plans. The public storm sewer infrastructure plans shall meet City of Sherwood standards.

RECOMMENDED CONDITION: G3. Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public storm sewer to be located on private property shall have a recorded public storm sewer easement encompassing the related public storm sewer improvements meeting Sherwood Engineering standards.

RECOMMENDED CONDITION: B8. Prior to final plat approval and recordation, a Clean Water Services Storm Water Connection Permit Authorization must be obtained.

16.116 FIRE PROTECTION
16.116.010 Required Improvements
When land is developed so that any commercial or industrial structure is further than two hundred and fifty (250) feet or any residential structure is further than five hundred (500) feet from an adequate water supply for fire protection, as determined by the Fire District, the developer shall provide fire protection facilities necessary to provide adequate water supply and fire safety.

STAFF ANALYSIS: Tom Mooney, Deputy Fire Marshall, provided a review letter dated September 13, 2017 (Exhibit D). A condition is proposed requiring compliance with the Fire Marshall's letter.

FINDING: This standard is not met but can be met as conditioned below.

RECOMMENDED CONDITION: B6. Prior to Site Plan approval, submit revised plans demonstrating compliance with the Fire Marshall's letter dated September 13, 2017.

16.118 PUBLIC AND PRIVATE UTILITIES
16.118.010 Purpose
Public telecommunication conduits as well as conduits for franchise utilities including, but not limited to, electric power, telephone, natural gas, lighting, and cable television shall be installed to serve all newly created lots and developments in Sherwood.

16.118.020 Standard
A. Installation of utilities shall be provided in public utility easements and shall be sized, constructed, located and installed consistent with this Code, Chapter 7 of the Community Development Code, and applicable utility company and City standards.
B. Public utility easements shall be a minimum of eight (8) feet in width unless a reduced width is specifically exempted by the City Engineer. An eight-foot wide public utility easement (PUE) shall be provided on private property along all public street frontages. This standard does not apply to developments within the Old Town Overlay.

Applicant's Response: The required 8-foot PUE was previously dedicated on the original subdivision plat. Installation of the utilities necessary to serve this project will occur with

construction of this project, as shown on the Preliminary Composite Utility Plan. No deficiencies have been identified. This standard is met.

STAFF ANALYSIS: Per City Engineering Department, the proposed plans identify several types, widths and extents of public and private utility easements necessary for site development with separate lots.

FINDING: These standards are not met but can be met as conditioned below.

RECOMMENDED CONDITION: B7. The plat and site development drawings shall show and identify the type, width and extent of each public and private utility easement necessary for site development.

RECOMMENDED CONDITION: H2. Prior to a Grant of Occupancy for any building constructed on site, that the plat and all public and private easements necessary for site development shall be recorded with the Washington County Recorder, with copies of the recorded documents provided to the City of Sherwood.

RECOMMENDED CONDITION: H12. Prior to a Grant of Occupancy for any buildings, Sherwood Boardband utilities (vaults and conduits) shall be installed along the subject property's frontage per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.

Division VIII. Environmental Resources
16.142 Parks, Trees and Open Space

16.142.040 - Visual Corridors

A. Corridors Required

New developments located outside of the Old Town Overlay with frontage on Highway 99W, or arterial or collector streets designated on Figure 8-1 of the Transportation System Plan shall be required to establish a landscaped visual corridor according to the following standards:

	Category	Width
1.	Highway 99W	25 feet
2.	Arterial	15 feet
3.	Collector	10 feet

In residential developments where fences are typically desired adjoining the above described major street the corridor may be placed in the road right-of-way between the property line and the sidewalk. In all other developments, the visual corridor shall be on private property adjacent to the right-of-way.

FINDING: SW Langer Farms Parkway and SW Century Drive are both collector streets requiring 10-foot-wide landscaped visual corridor along their frontages**.** The preliminary landscape plans show 10-foot-wide landscaped visual corridor abutting both roadways. This standard is met.

B. Landscape Materials

The required visual corridor areas shall be planted as specified by the review authority to provide a continuous visual and/or acoustical buffer between major streets and developed uses. Except as provided for above, fences and walls shall not be substituted for landscaping within the visual corridor. Uniformly planted, drought resistant street trees and ground cover, as specified in Section 16.142.060, shall be planted in the corridor

by the developer. The improvements shall be included in the compliance agreement. In no case shall trees be removed from the required visual corridor.

C. Establishment and Maintenance
Designated visual corridors shall be established as a portion of landscaping requirements pursuant to Chapter 16.92. To assure continuous maintenance of the visual corridors, the review authority may require that the development rights to the corridor areas be dedicated to the City or that restrictive covenants be recorded prior to the issuance of a building permit.

D. Required Yard
Visual corridors may be established in required yards, except that where the required visual corridor width exceeds the required yard width, the visual corridor requirement shall take precedence. In no case shall buildings be sited within the required visual corridor, with the exception of front porches on townhomes, as permitted in Section 16.44.010(E)(4)(c).

FINDING: The preliminary landscape plans (Sheets L1-L5 of Exhibit A) identify multiple layers of trees, combined with shrubs and groundcover, providing a continuous visual and/or acoustical buffer between the collector streets and the planning buildings and vehicle use area. A10-foot-wide landscaped visual corridor is proposed abutting SW Langer Farms Parkway and SW Century Drive. The applicable standards are met.

16.142 Parks, Trees and Open Space
16.142.060: STREET TREES

A. Installation of Street Trees on New or Redeveloped Property.
Trees are required to be planted to the following specifications along public streets abutting or within any new development or re-development. Planting of such trees shall be a condition of development approval. The City shall be subject to the same standards for any developments involving City-owned property, or when constructing or reconstructing City streets. After installing street trees, the property owner shall be responsible for maintaining the street trees on the owner's property or within the right-of-way adjacent to the owner's property.

1. **Location: Trees shall be planted within the planter strip along a newly created or improved streets. In the event that a planter strip is not required or available, the trees shall be planted on private property within the front yard setback area or within public street right-of-way between front property lines and street curb lines or as required by the City.**
2. **Size: Trees shall have a minimum trunk diameter of two (2) caliper inches, which is measured six inches above the soil line, and a minimum height of six (6) feet when planted.**
3. **Types: Developments shall include a variety of street trees. The trees planted shall be chosen from those listed in 16.142.080 of this Code.**
4. **Required Street Trees and Spacing:**
   a. **The minimum spacing is based on the maximum canopy spread identified in the recommended street tree list in section 16.142.080 with the intent of providing a continuous canopy without openings between the trees. For example, if a tree has a canopy of forty (40) feet, the spacing between trees is forty (40) feet. If the tree is not on the list, the mature canopy width must be provided to the planning department by a certified arborist.**

b. All new developments shall provide adequate tree planting along all public streets. The number and spacing of trees shall be determined based on the type of tree and the spacing standards described in a. above and considering driveways, street light locations and utility connections. Unless exempt per c. below, trees shall not be spaced more than forty (40) feet apart in any development.

c. A new development may exceed the forty-foot spacing requirement under section b. above, under the following circumstances:

(1) Installing the tree would interfere with existing utility lines and no substitute tree is appropriate for the site; or

(2) There is not adequate space in which to plant a street tree due to driveway or street light locations, vision clearance or utility connections, provided the driveways, street light or utilities could not be reasonably located elsewhere so as to accommodate adequate room for street trees; and

(3) The street trees are spaced as close as possible given the site limitations in (1) and (2) above.

(4) The location of street trees in an ODOT or Washington County right-of-way may require approval, respectively, by ODOT or Washington County and are subject to the relevant state or county standards.

(5) For arterial and collector streets, the City may require planted medians in lieu of paved twelve-foot wide center turning lanes, planted with trees to the specifications of this subsection.

STAFF ANALYSIS: The site has frontages along SW Langer Farms Parkway and SW Century Drive. Both streets are fully improved except for the sidewalk and street trees along the south side of SW Century Drive. Street trees are absent along these areas; however, the preliminary plans (Sheets L1-L5) identify installation of new street trees in these areas.

FINDING: This standard is not met but can be met as conditioned below.

RECOMMENDED CONDITION: E5. Prior to Sherwood Engineering Department approval of the public improvement plans, provide street trees in graded tree wells in the public sidewalk consistent with the requirements of Section 16.142.060.

B. Removal and Replacement of Street Trees.

The removal of a street tree shall be limited and in most cases, necessitated by the tree. A person may remove a street tree as provided in this section. The person removing the tree is responsible for all costs of removal and replacement. Street trees less than five (5) inches DBH can be removed by right by the property owner or his or her assigns, provided that they are replaced. A street tree that is removed must be replaced within six (6) months of the removal date.

1. Criteria for All Street Tree Removal for trees over five (5) inches DBH. No street tree shall be removed unless it can be found that the tree is:

a. Dying, becoming severely diseased, or infested or diseased so as to threaten the health of other trees, or

b. Obstructing public ways or sight distance so as to cause a safety hazard, or

c. Interfering with or damaging public or private utilities, or

d. Defined as a nuisance per City nuisance abatement ordinances.

2. Street trees between five (5) and ten (10) inches DBH may be removed if any of the criteria in 1. above are met and a tree removal permit is obtained.

a. The Tree Removal Permit Process is a Type I land use decision and shall be approved subject to the following criteria:

(1) The person requesting removal shall submit a Tree Removal Permit application that identifies the location of the tree, the type of tree to be removed, the proposed replacement and how it qualifies for removal per Section 1. above.
(2) The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.
(3) If an objection to the removal is submitted by the City or to the City during the ten (10) calendar day period, an additional evaluation of the tree will be conducted by an arborist to determine whether the tree meets the criteria for street tree removal in Section 1. above. The person requesting the Tree Removal Permit shall be responsible for providing the arborist report and associated costs.
(4) Upon completion of the additional evaluation substantiating that the tree warrants removal per Section 1. above or if no objections are received within the ten-day period, the tree removal permit shall be approved.
(5) If additional evaluation indicates the tree does not warrant removal, the Tree Removal Permit will be denied.

3. Street trees over ten (10) inches DBH may be removed through a Type I review process subject to the following criteria.
a. The applicant shall provide a letter from a certified arborist identifying:
(1) The tree's condition,
(2) How it warrants removal using the criteria listed in Section 1. above, and identifying any reasonable actions that could be taken to allow the retention of the tree.
b. The applicant shall provide a statement that describes whether and how the applicant sought assistance from the City, HOA or neighbors to address any issues or actions that would enable the tree to be retained.
c. The person shall post a sign, provided by the City, adjacent to the tree for ten (10) calendar days prior to removal that provides notice of the removal application and the process to comment on the application.
d. Review of the materials and comments from the public confirm that the tree meets the criteria for removal in Section 1. above.

STAFF ANALYSIS: The site has frontages along SW Langer Farms Parkway and SW Century Drive. The proposed development requires the creation of a southern driveway on Langer Farms Parkway. This will eliminate two existing street trees due to the proposed commercial driveway. To fully develop the site, the elimination of the two existing trees is necessary.

FINDING: Based on the above discussion, the applicable standards are met.

16.142 Parks, Trees and Open Space
16.142.070 Trees on Property Subject to Certain Land Use Applications

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C. Inventory
1. To assist the City in making its determinations on the retention of trees and woodlands, land use applications including Type II - IV development shall include a tree and woodland inventory and report. The report shall be prepared by a qualified professional and must contain the following information:
a. Tree size (in DBH and canopy area)
b. Tree species

c. The condition of the tree with notes as applicable explaining the assessment
d. The location of the tree on the site
e. The location of the tree relative to the planned improvements
f. Assessment of whether the tree must be removed to accommodate the development
g. Recommendations on measures that must be taken to preserve trees during the construction that are not proposed to be removed.

STAFF ANALYSIS: The applicant provided a Preliminary Tree Protection and Removal Table (Sheet P06, Exhibit A) that provides an inventory of the existing trees on site. There are 21 onsite trees and 18 are proposed to be removed for development. Three on-site trees will be retained and preserved.

FINDING: These standards are met.

16.142.070 Trees on Property Subject to Certain Land Use Applications
D. Retention requirements
1. Trees may be considered for removal to accommodate the development including buildings, parking, walkways, grading etc., provided the development satisfies of D.2 or D.3, below.
****
3. Required Tree Canopy - Non-Residential and Multi-family Developments
Each net development site shall provide a variety of trees to achieve a minimum total tree canopy of 30 percent. The canopy percentage is based on the expected mature canopy of each tree by using the equation πr^2 to calculate the expected square footage of each tree. The expected mature canopy is counted for each tree even if there is an overlap of multiple tree canopies.

The canopy requirement can be achieved by retaining existing trees or planting new trees. Required landscaping trees can be used toward the total on site canopy required to meet this standard. The expected mature canopy spread of the new trees will be counted toward the required canopy cover. A certified arborist or other qualified professional shall provide an estimated tree canopy for all proposed trees to the planning department for review as a part of the land use review process.

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
Canopy Requirement	**40%**	**N/A**	**30%**
Counted Toward the Canopy Requirement			
Street trees included in canopy requirement	**Yes**	**N/A**	**No**
Landscaping requirements included in canopy requirement	**N/A**	**N/A**	**Yes**
Existing trees onsite	**Yes x2**	**N/A**	**Yes x2**
Planting new trees onsite	**Yes**	**N/A**	**Yes**

	Residential (single family & two family developments)	Old Town & Infill developments	Commercial, Industrial, Institutional Public and Multi-family
Mature Canopy in Square Feet Equation πr^2 or (3.14159*radius^2) (This is the calculation to measure the square footage of a circle. The Mature Canopy is given in diameter. In gardening and horticulture reference books, therefore to get the radius you must divide the diameter in half.			
Canopy Calculation Example: Pin Oak Mature canopy = 35' (3.14159* 17.5^2) = 962 square feet			

FINDINGS: The applicant provided an Overall Landscape Plan (Sheet L1, Exhibit A) that shows expected tree canopy coverage of 191,110 square feet or 36.5% of the total site area. The standards applicable for this commercial project are met.

16.142.070 Trees on Property Subject to Certain Land Use Applications

G. Tree Protection During Development

The applicant shall prepare and submit a final Tree and Woodland Plan prior to issuance of any construction permits, illustrating how identified trees and woodlands will be retained, removed or protected as per the Notice of Decision. Such plan shall specify how trees and woodlands will be protected from damage or destruction by construction activities, including protective fencing, selective pruning and root treatments, excavation techniques, temporary drainage systems, and like methods. At a minimum, trees to be protected shall have the area within the drip line of the tree protected from grading, stockpiling, and all other construction related activity unless specifically reviewed and recommended by a certified arborist or other qualified professional. Any work within the dripline of the tree shall be supervised by the project arborist or other qualified professional onsite during construction.

FINDING: The Preliminary Tree Protection and Removal Table (Sheet P06, Exhibit A) provides an inventory of the existing trees on site. As previously discussed, there are 21 onsite trees and 18 are proposed to be removed for development. Three on-site trees will be retained and preserved. Prior to construction, the applicant will submit a final tree preservation plan consistent with this section.

FINDING: These standards are not met but can be met as conditioned below.

RECOMMENDED CONDITION: D1. Prior to issuance of a grading permit, a final tree preservation plan consistent with the requirements of Section 16.142.070.G. will be submitted.

16.146. Noise

16.146.020 - Noise Sensitive Uses

When proposed commercial and industrial uses do not adjoin land exclusively in commercial or industrial zones, or when said uses adjoin special care, institutional, or parks and recreational facilities, or other uses that are, in the City's determination, sensitive to noise impacts, then:

A. The applicant shall submit to the City a noise level study prepared by a professional acoustical engineer. Said study shall define noise levels at the boundaries of the site in all directions.

B. The applicant shall show that the use will not exceed the noise standards contained in OAR 340-35-035, based on accepted noise modeling procedures and worst case assumptions when all noise sources on the site are operating simultaneously.
C. If the use exceeds applicable noise standards as per subsection B of this Section, then the applicant shall submit a noise mitigation program prepared by a professional acoustical engineer that shows how and when the use will come into compliance with said standards.

FINDING: The site adjoins land with commercial and industrial uses. Noise levels would be expected similar to the commercial area to the north. Commercial uses do not typically generate noise beyond that associated with traffic entering and leaving the site, along with other activities typical of what could be expected to occur in an urban rea. The proposed use will be within required standards and there will be no adverse impact. This standard is met.

16.148 Vibrations
16.148.010 - Vibrations
All otherwise permitted commercial, industrial, and institutional uses shall not cause discernible vibrations that exceed a peak of 0.002 gravity at the property line of the originating use, except for vibrations that last five (5) minutes or less per day, based on a certification by a professional engineer.

FINDING: The site does include commercial uses and vibration levels would be expected similar to the commercial area to the north. Elevated levels of vibration, beyond what is expected in an urban area, are not anticipated. The proposed use will be within the required standards and there will be no adverse impact. This standard is met.

16.150 Air Quality
16.150.010 – Air Quality
All otherwise permitted commercial, industrial, and institutional uses shall comply with applicable State air quality rules and statutes:
A. All such uses shall comply with standards for dust emissions as per OAR 340-21-060.
B. Incinerators, if otherwise permitted by Section 16.140.020, shall comply with the standards set forth in OAR 340-25-850 through 340-25-905.
C. Uses for which a State Air Contaminant Discharge Permit is required as per OAR 340-20-140 through 340-20-160 shall comply with the standards of OAR 340-220 through 340-20-276.

FINDING: Per the applicant's narrative, air quality impacts would be expected similar to the commercial area to the north. Levels of emissions, beyond what is expected in an urban area, are not anticipated. The proposed use will be within required standards and there will be no adverse impacts. This standard is met.

16.152 Odors
16.152.010 - Odors
All otherwise permitted commercial, industrial, and institutional uses shall incorporate the best practicable design and operating measures so that odors produced by the use are not discernible at any point beyond the boundaries of the development site.

FINDING: Per the applicant's narrative, odor impacts would be expected similar to the commercial area to the north. Odorous or unusual emissions, beyond what is expected in an urban area, are not anticipated. The proposed use will be within required standards and there will be no adverse impact. This standard is met.

16.154 Heat and Glare

16.154.010 – Heat and Glare

Except for exterior lighting, all otherwise permitted commercial, industrial, and institutional uses shall conduct any operations producing excessive heat or glare entirely within enclosed buildings. Exterior lighting shall be directed away from adjoining properties, and the use shall not cause such glare or lights to shine off site in excess of one-half (0.5) foot candle when adjoining properties are zoned for residential uses.

FINDING: The site does include commercial uses and the western boundary of SW Langer Farms Parkway is zoned for residential uses. A Photometric Plan (Exhibit A, Sheet ELC 1.0) has been submitted showing compliance with this standard. This standard is met.

Chapter 16.156 Energy Conservation

16.156.020 Standards

A. Building Orientation - The maximum number of buildings feasible shall receive sunlight sufficient for using solar energy systems for space, water or industrial process heating or cooling. Buildings and vegetation shall be sited with respect to each other and the topography of the site so that unobstructed sunlight reaches the south wall of the greatest possible number of buildings between the hours of 9:00 AM and 3:00 PM, Pacific Standard Time on December 21st.

B. Wind - The cooling effects of prevailing summer breezes and shading vegetation shall be accounted for in site design. The extent solar access to adjacent sites is not impaired vegetation shall be used to moderate prevailing winter wind on the site.

Applicant's Response: The planned buildings will be oriented in several different directions in order to meet Community Design standards referenced above in the responses to Division V. Buildings B and C are oriented on a generally north-south axis parallel and flush to SW Langer Farms Parkway. Building C is located south of Building B, but they are separated by ±60 feet and the northern portion of Building C is a single story, which will allow solar access to the southern wall of Building B. The planned Fun Center, Building A, and the coffee kiosk are generally oriented along an east west axis which maximizes southern solar exposure. Buildings are generally positioned to allow unobstructed sunlight access to their southern wall.

Historically, the subject property was used for agricultural purposes, so few trees currently exist for shading future buildings or moderating winter winds. The majority of existing trees on the subject property are in poor health and/or have poor structure, per the Detailed Tree Inventory in the preliminary plans, and are designated for removal. However, the Landscape Plan shows 267 trees will be planted and, at maturity, will provide shade and a buffer to winter winds on the site. The criteria are met.

STAFF ANALYSIS: Staff concurs with the applicant's statement above.

FINDING: Based on the applicant's response, this criterion is 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 recommends Approval of the **Parkway Village South (SP 17-01 / SUB 17-03)** with the following conditions of approval:

VI. CONDITIONS OF APPROVAL

A. General Conditions

1. Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
2. This land use approval shall substantially comply with the submitted preliminary site plans and narrative dated July 17, 2017 and prepared by AKS Engineering and Forestry, except as indicated in the following conditions of the Notice of Decision. Additional development or change of use may require a new development application and approval.
3. The developer/owner/applicant is responsible for all costs associated with private/public facility improvements.
4. 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.
5. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code and Municipal Code.
6. This approval does not negate the need to obtain permits, as appropriate from other local, state or federal agencies even if not specifically required by this decision.
7. Prior to commencement of the design, the developer shall attend a predesign meeting with the Sherwood Engineering Department.
8. Only the portion of a sanitary line that conveys sanitary flow from multiple lots will be accepted as a public line. Sanitary lines that only serve one lot shall remain as private sanitary sewer laterals.
9. Extension of private sanitary sewer lines within the site shall provide service to all facilities constructed on-site.
10. The proposed development shall supply public sanitary service to all parcels of the development meeting Sherwood Engineering standards.
11. Private sanitary sewer laterals shall be installed in compliance with the current Oregon Plumbing Specialty Code.
12. Private water service laterals shall be installed in compliance with the current Oregon Plumbing Specialty Code.
13. The developer shall adhere to the conditions of the Clean Water Services Provider Letter (CWS File Number 16-001228) dated March 30, 2016.
14. The proposed development shall supply domestic, irrigation and fire water to the development as needed meeting Sherwood Engineering standards.
15. Water meters located on site shall have a public water line easement meeting the approval of the Sherwood Public Works Department.
16. Water flows calculations (domestic, irrigation and fire) shall be provided by the developer.
17. If on-site fire protection is connected to the public water system, backflow protection meeting Sherwood Engineering Department standards shall be installed with a public water line easement as necessary.
18. All new utilities to be installed for the development of the subject property shall be underground.

19. The proposed development shall provide storm sewer improvements and service to the development as needed meeting Sherwood Engineering standards.

B. Prior to Final Plat or Final Site Plan Approval:

1. Prior to Final Site Plan approval, submit a final landscape plan that addresses the installation and maintenance standards of Section 16.92.040 to the Planning Department for review and approval.
2. Prior to Final Site Plan approval, a revised site plan must be submitted identifying the compact car stalls and calculations meeting the maximum 25 percent compact car stall requirement.
3. Prior to Final Plat approval, submit a copy of the covenants, conditions and restrictions (CC&Rs) for the project including shared access easements.
4. Prior to Final Site Plan approval, provide a revised solid waste and recycling storage receptacles plan meeting Pride Disposal requirement.
5. Prior to Final Plat Approval, the plat and site development drawings shall show and identify the type, width and extent of each public and private utility easement necessary for site development meeting Sherwood Engineering Department standards.
6. Prior to Final Site Plan approval, submit revised plans demonstrating compliance with the Fire Marshall's letter dated September 13, 2017.
7. Prior to Final Plat approval, the plat and site development drawings shall show and identify the type, width and extent of each public and private utility easement necessary for site development.
8. Prior to Final Plat approval and recordation, a Clean Water Services Storm Water Connection Permit Authorization must be obtained.

C. Prior to Issuance of City of Sherwood Engineering Compliance Agreement

1. Prior to issuance of a Compliance Agreement the Applicant shall be held responsible for the following:
   a. The Applicant's fee in-lieu-of construction financial contribution shall be based on the ratio of the development's trip generation increase to the Tualatin-Sherwood Road / Hwy 99W intersection compared to the non-developed level.
   b. The Applicant's financial contribution shall be limited to proportionate share funding of the physical capacity improvement needs for the Tualatin-Sherwood Road/Hwy 99W intersection, as defined by the Washington County MSTIP project scope.
   c. The Applicant shall not be responsible for financial contributions related to the remaining roadway improvements along the Tualatin-Sherwood Road corridor, or the infrastructure improvements related to the Willamette River Water Supply project, which is being made part of the Washington County MSTIP project.
   d. The Applicant shall be entitled to receive TDT credits for any required roadway improvements along Tualatin-Sherwood Road that are above their proportionate share mitigation costs.
2. Prior to issuance of a Compliance Agreement the Sherwood Engineering Department shall provide review and approval of the related public transportation improvement plans. The public transportation infrastructure plans shall meet City of Sherwood standards.

3. Prior to issuance of a Compliance Agreement, the Sherwood Engineering Department shall provide review and approval of the related public sanitary sewer improvements plans. The public sanitary sewer infrastructure plans shall meet City of Sherwood standards.
4. Prior to issuance of a Compliance Agreement for any phase of development, the Sherwood Engineering Department shall provide review and approval of the related public storm sewer improvement plans. The public storm sewer infrastructure plans shall meet City of Sherwood standards.
5. Prior to issuance of a Compliance Agreement for any phase of development, the Sherwood Engineering Department shall provide review and approval of the related public water improvement plans. The public water infrastructure plans shall meet City of Sherwood standards.

D. Prior to Issuance of a Grading Permit:

1. Prior to issuance of a grading permit, a final tree preservation plan consistent with the requirements of Section 16.142.070.G. will be submitted.

E. Prior to Engineering Approval of the Public Improvement Plans:

1. Prior to Sherwood Engineering Department approval of the public improvement plans, all public transportation infrastructure shall meet City of Sherwood standards and be approved by the Sherwood Engineering Department.
2. Prior to Sherwood Engineering Department approval of the public improvement plans, all public sanitary sewer infrastructure shall meet City of Sherwood standards and be approved by the Sherwood Engineering Department.
3. Prior to Sherwood Engineering Department approval of the public improvement plans, all public water infrastructure shall meet City of Sherwood standards and be approved by the Sherwood Engineering Department.
4. Prior to Sherwood Engineering Department approval of the public improvement plans, a Clean Water Services Storm Water Connection Permit Authorization must be obtained in accordance with the comments submitted by Clean Water Services dated September 28, 2017.
5. Prior to Sherwood Engineering Department approval of the public improvement plans, provide street trees in graded tree wells in the public sidewalk consistent with the requirements of Section 16.142.060.
6. Prior to Sherwood Engineering Department approval of any phase of the public improvement plans and issuance of a Compliance Agreement, the developer shall obtain a DEQ NPDES 1200CN permit.

F. Prior to Issuance of Building Permits:

1. Obtain Final Site Plan approval prior to issuance of any building permits in any phase of development.
2. Obtain Final Plat approval, prior to issuance of any building permits in any phase of development.
3. Prior to issuance of a Building Permit for each building, water flows calculations (domestic, irrigation and fire) for the building seeking a permit shall be provided by the developer to the Building Department. Approval of the water flows calculations by Sherwood Public Works is required prior to issuance of a Building Permit.

4. Prior to Issuance of a Building Permit, the applicant shall submit construction documents that provide additional information on the proposed plantings and maintenance of the plants to ensure that the landscaping will be appropriately maintained. The construction plans shall include specifications for the adequate preparation of the soils.
5. Prior to issuing any Building Permit, the developer shall execute an Engineering Compliance Agreement for the construction of the public improvements, unless otherwise approved by the City Engineer.

G. Prior to Acceptance of Public Improvements:

1. Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public sanitary sewer to be located on private property shall have a recorded public sanitary sewer easement encompassing the related public sanitary sewer improvements meeting Sherwood Engineering standards.
2. Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public water line to be located on private property shall have a recorded public water line easement encompassing the related public water improvements meeting Sherwood Engineering standards.
3. Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public storm sewer to be located on private property shall have a recorded public storm sewer easement encompassing the related public storm sewer improvements meeting Sherwood Engineering standards.

H. Prior to Receiving Occupancy

1. Prior to Occupancy, all site improvements, including but not limited to landscaping, parking and site lighting shall be installed per the approved final site plan and inspected and approved by the Planning Department.
2. Prior to Final of Occupancy for any building constructed on site, the plat and all public and private easements necessary for site development shall be recorded with the Washington County Recorder with copies of the recorded documents provided to the City of Sherwood.
3. Prior to Final Occupancy, solid waste and recycling storage receptacles must be constructed to Pride Disposal standard.
4. Prior to Final Occupancy for any buildings constructed under this site development plan, a Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing system shall be installed on Langer Farms Parkway on the south side of the Langer Farms Parkway and Whetstone Way intersection, and be fully operational.
5. Prior to Final Occupancy for any building(s) constructed under this site development plan, frontage improvements along the entirety of Century Drive shall be installed. This includes the undeveloped Lot 1.
6. Prior to Final Occupancy for any buildings, the proposed development shall supply domestic, irrigation and fire water to each parcel of the development as needed meeting Sherwood Engineering standards.
7. Prior to Final Occupancy for each building, domestic water service for each building shall have a backflow device or reduced pressure backflow assembly installed meeting the approval of the Sherwood Public Works Department.

8. Prior to Final Occupancy for each building, if on-site fire protection is required, backflow protection meeting Sherwood Engineering Department standards shall be installed by developer, and inspected and approved by Public Works.

9. Prior to Final Occupancy, any private storm sewer services shall be installed in compliance with the current Oregon Plumbing Specialty Code.

10. Prior to Final Occupancy for any building constructed on site, the plat and all public and private easements necessary for site development shall be recorded with the Washington County Recorder, with copies of the recorded documents provided to the City of Sherwood.

11. Prior to Final Occupancy for any building(s), final acceptance of the constructed public improvements shall be obtained from the City of Sherwood Engineering Department.

12. Prior to Final Occupancy for any buildings, Sherwood Broadband utilities (vaults and conduits) shall be installed along the subject property's frontage per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.

VII. Exhibits

A. Applicant's submittal with narrative and supporting documents dated July 17, 2017
B. REVISED Engineering comments dated December 5, 2017
C. Clean Water Services comments dated September 28, 2017
D. Tualatin Valley Fire & Rescue comments dated September 13, 2017
E. Pride Disposal comments dated September 14, 2017
F. ODOT comments dated October 19, 2017
G. Written Comments from Leann Bennett dated November 13, 2017
H. 120-Day Extension

The site plan approval is valid for a period of two (2) years from the date of the decision, per Section 16.90.020.

Engineering Land Use Application Comments

To:	Joy Chang, Associate Planner
From:	Bob Galati, P.E., Engineering Department
Project:	Parkway Village South (SP17-01, SUB17-03)
Date:	December 5, 2017

General

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:

Site Plan Review and Subdivision Land Use Action

The proposed site development land use action includes a Site Plan Review and Subdivision Review. The existing site (2S129DC TL100) is to be subdivided into five separate lots, with development occurring over lots 2 through 5.

Lot 1 is to remain undeveloped and undefined at this time. Lot 2 is listed as Pad A, Lot 3 is listed as the Fun Center, Lot 4 is listed as Retail Buildings A, B, and C, with Lot 5 listed as the Coffee Kiosk.

The plans indicate several types, widths and extents of public and private utility easements necessary for site development with separate lots.

Condition: That the plat and site development drawings shall show and identify the type, width and extent of each public and private utility easement necessary for site development.

Condition: Prior to Grant of Occupancy for any building constructed on site, that the plat and all public and private easements necessary for site development shall be recorded with the Washington County Recorder, with copies of the recorded documents provided to the City of Sherwood.

Sanitary Sewer System Plan Analysis

There are currently two public mainlines which border the project site. An 8-inch public main located within Langer Farms Parkway, and an 8-inch public main located within Century Drive. Both of these public mains have the capacity to provide service to the proposed site development.

Exhibit B
(Revised 12.05.17)

The plans indicate that proposed Lots 1, 2 and 3 take sanitary sewer service off the conversion of a 6-inch private sanitary line which currently serves the Sentinel Self Storage Annex site into a public main. The plans indicate that this lateral will be reconstructed to an 8-inch sanitary main meeting City standards and dedicated to the City. The proposed sanitary line will reside within an existing 20-foot wide sanitary sewer and storm drainage easement, which is dedicated to the City of Sherwood per the "Langer Farms" plat.

Lot 4 which includes buildings "Retail A", "Retail B" and "Retail C", takes sanitary sewer service off an existing 8-inch sanitary service lateral from the Langer Farms Parkway public sanitary main. The on-site extension of this lateral is considered private utilities.

Lot 5 is dedicated to the Coffee Kiosk, and will take sanitary service off an existing 8-inch lateral from the Century Drive public sanitary main. The on-site extension of this lateral is considered private utilities.

Condition: Only the portion of a sanitary line which conveys sanitary flow from multiple lots will be accepted as a public line. Sanitary lines which only serve one lot shall remain as private sanitary sewer laterals.

Condition: Extension of private sanitary sewer lines within the site shall provide service to all facilities constructed on-site.

Condition: The proposed development shall supply public sanitary service to all parcels of the development meeting Sherwood Engineering standards.

Condition: Private sanitary sewer laterals shall be installed in compliance with the current Oregon Plumbing Specialty Code.

Condition: Prior to issuance of a Compliance Agreement, the Sherwood Engineering Department shall provide review and approval of the related public sanitary sewer improvements plans. The public sanitary sewer infrastructure plans shall meet City of Sherwood standards.

Condition: Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public sanitary sewer to be located on private property shall have a recorded public sanitary sewer easement encompassing the related public sanitary sewer improvements meeting Sherwood Engineering standards.

Water System Plan Analysis

Public water mains exist within Langer Farms Parkway and Century Drive. The Langer Farms Parkway system is a 16-inch diameter water main, and the Century Drive system is a 12-inch diameter water main.

There is an existing 8-inch diameter service line off the Langer Farms Parkway system located at the intersection of Whetstone Way. The plans indicate that Lots 3 and 4 will take water service from this line, with separate 2-inch meter and 8-inch double check detector valve assemblies for each lot.

Lot 2 will take service off the Century Drive system with a 2-inch meter and 6-inch double check detector valve assembly.

Lot 5 will take service off the Century Drive system with a ¾-inch meter and backflow assembly.

Private fire mains are shown looped within the proposed site development (Lots 2 through 5). Fire protection for the individual buildings on site shall meet requirements specified by Tualatin Valley Fire & Rescue.

Condition: Prior to Grant of Occupancy for any buildings, the proposed development shall supply domestic, irrigation and fire water to each parcel of the development as needed meeting Sherwood Engineering standards.

Condition: Prior to a Grant of Occupancy for each building, domestic water service for each building shall have a backflow device or reduced pressure backflow assembly installed meeting the approval of the Sherwood Public Works Department.

Condition: Prior to issuance of a Building Permit for each building, water flows calculations (domestic, irrigation and fire) for the building seeking a permit shall be provided by the developer to the Building Department. Approval of the water flows calculations by Sherwood Public Works is required prior to issuance of a Building Permit.

Condition: Prior to a Grant of Occupancy for each building, if on-site fire protection is required, backflow protection meeting Sherwood Engineering Department standards shall be installed by developer, and inspected and approved by Public Works

Condition: Private water service laterals shall be installed in compliance with the current Oregon Plumbing Specialty Code.

Condition: Prior to issuance of a Compliance Agreement for any phase of development, the Sherwood Engineering Department shall provide review and approval of the related public water improvement plans. The public water infrastructure plans shall meet City of Sherwood standards.

Condition: Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public water line to be located on private property shall have a recorded public water line easement encompassing the related public water improvements meeting Sherwood Engineering standards.

Storm Water Plan System Analysis

The nearest public storm water systems available to the site are an 18-inch main line within Century Drive, and a 36-inch main line running north to south along the eastern edge of the site. The existing regional storm water treatment facility was designed and constructed to incorporate the impervious surface area runoff from the proposed site develop. Conditions for the regional storm water treatment facility were specified under Langer Farms Planned Unit Development improvements (Case File No. MLP 16-02). For the purposes of this site development, the regional storm water treatment facility will provide the treatment capacity and, if necessary, detention capacity for the site's storm water discharge.

~~**Condition:** Prior to Grant of Occupancy for any building(s), the developer shall provide water quality treatment for all new/redeveloped impervious area constructed unless otherwise approved by the City Engineer and Clean Water Services.~~

Condition: Prior to Grant of Occupancy, any private storm sewer services shall be installed in compliance with the current Oregon Plumbing Specialty Code.

Condition: Prior to issuance of a Compliance Agreement for any phase of development, the Sherwood Engineering Department shall provide review and approval of the related public storm sewer improvement plans. The public storm sewer infrastructure plans shall meet City of Sherwood standards.

Condition: Prior to Sherwood Engineering Department final acceptance of the constructed public improvements, any public storm sewer to be located on private property shall have a recorded public storm sewer easement encompassing the related public storm sewer improvements meeting Sherwood Engineering standards.

Transportation System Plan Analysis

Kittelson prepared a TIS dated July 18, 2017. As described in the TIS and plans the proposed site development includes public street frontage improvements along Century Drive, excluding Lot 1. These public improvements consist of sidewalks, street lights, planter strip and street trees, and site driveway accesses. A third site driveway access is proposed on Langer Farms Parkway.

The proposed driveway accesses spacing distance on Langer Farms Parkway measures out to approximately 290-feet, which exceeds the City Municipal Code standard for a collector street of 100-feet. However, since the main access drive also corresponds to with the intersection of Whetstone Way, the service entry access drive will need to meet the spacing standards based on queuing distance in accordance with AASHTO for a collector road with a speed limit of 25 mph. The TIS indicates an available queue length of 100-feet for a required queue length of 75-feet.

The TIS presented ITE Code 495 (Recreational Community Center) for the proposed development activities. Upon request, the applicant provided data from three facilities currently under operation within the region that are similar in services provided, size, and operation. These sites included: 1) John's Incredible Pizza Company; 2) Family Fun Center & Bullwinkles Restaurant; and 3) Park Lanes Family Entertainment Center.

The resulting analysis confirmed that the application of Recreational Community Center use listing was conservative and acceptable for the TIS analysis.

Discussion of the applicable v/c ration assignation for Hwy 99W intersections located within the Sherwood Town Center, the City Engineer has made a determination that the v/c ratio of 1.10 being applied based on Metro designations of developments within the Town Center impacting Hwy 99W intersections that also reside within the Town Center designation limits, does not apply to developments located outside the Town Center limits which impact intersections within the Town Center limits. The v/c ratio in this case will be v/c = 0.99.

The impacts of this determination can be mitigated through proportionate share cost payment to Washington County for the Tualatin-Sherwood Road project improvements.

Within the TIS analysis findings, mitigation recommendations included:

1) Maintaining sight distance standards as part of the landscaping requirements

2) Providing pedestrian connectivity between the proposed site development and existing commercial and residential developments.

Since the main site access driveway off Langer Farms Parkway is located at the existing intersection of Langer Farms Parkway and Whetstone Way, for the purposes of pedestrian crossing safety, a Rectangular Rapid Flashing Beacon (RRFB) will be installed on the south side of this intersection on Langer Farms Parkway.

In a letter dated October 19th, 2017, ODOT requested inclusion of the Sherwood Boulevard (Edy Road) / Highway 99W intersection in the TIA analysis. The original scoping for intersection analysis did not extend this far to include this intersection, and hence impacts to the intersection were not included in the TIA analysis. However, in the trip assessment analysis (Figure 6 of the TIA analysis), it is shown that 56 AM and 69 PM peak hour additional trips would proceed west along Century Drive. In an email dated October 10, 2017 from Brian Dunn (Kittelson) discussing this item, he states that the assumption is made that most of those trips would end within local residential and shopping sites along Century Drive. Dunn concludes that since the number of end trips along Century Drive is so small, impacts to the Sherwood Boulevard (Edy Road) / Highway 99W intersection does not warrant further analysis as no impacts would be realized.

Condition: Prior to issuance of a Compliance Agreement the Applicant shall be held responsible for the following:

a) The Applicant's fee in-lieu-of construction financial contribution shall be based on the ratio of the development's trip generation increase to the Tualatin-Sherwood Road / Hwy 99W intersection ~~and the Sherwood Boulevard (Edy Road) / Highway 99W~~ compared to the non-developed level.
b) The Applicant's financial contribution shall be limited to proportionate share funding of the physical capacity improvement needs for the Tualatin-Sherwood Road/Hwy 99W intersection, as defined by the Washington County MSTIP project scope.
c) The Applicant shall not be responsible for financial contributions related to the remaining roadway improvements along the Tualatin-Sherwood Road corridor, or the infrastructure improvements related to the Willamette River Water Supply project which is being made part of the Washington County MSTIP project.
d) The Applicant shall be entitled to receive TDT credits for any required roadway improvements along Tualatin-Sherwood Road that are above their proportionate share mitigation costs.

Condition: Prior to Grant of Occupancy for any buildings constructed under this site development plan, a Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing

system shall be installed on Langer Farms Parkway on the south side of the Langer Farms Parkway and Whetstone Way intersection, and be fully operational.

Condition: Prior to issuance of a Compliance Agreement the Sherwood Engineering Department shall provide review and approval of the related public transportation improvement plans. The public transportation infrastructure plans shall meet City of Sherwood standards.

Condition: Prior to Grant of Occupancy for any building(s) constructed under this site development plan, frontage improvements along the entirety of Century Drive shall be installed. This includes the undeveloped Lot 1.

Grading and Erosion Control Plan Analysis

City policy requires that prior to grading, a permit is obtained from the Building Department for grading on the private portion of the site associated with the phase of development being performed.

The Engineering Department requires a grading permit for all areas graded as part of the public improvements. The Engineering permit for grading of the public improvements is reviewed, approved and released as part of the public improvement plans.

The proposed development will disturb in excess of 5 acres.

Condition: Prior to Sherwood Engineering Department approval of any phase of the public improvement plans and issuance of a Compliance Agreement, the developer shall obtain a DEQ NPDES 1200C permit.

Other Engineering Identified Issues

A Clean Water Services Service Provider Letter has been obtained by the developer.

Condition: The developer shall adhere to the conditions of the Clean Water Services Service Provider Letter (CWS File Number 16-001228) dated March 30, 2016.

Condition: Prior to the commencement of the design of any public improvements, the developer shall attend a predesign meeting with the Sherwood Engineering Department.

Condition: Prior to Sherwood Engineering Department approval of the public improvement plans, a Storm Water Connection Permit Authorization shall be obtained from CWS through the City.

Condition: Prior to issuing any building permits, the developer shall execute an Engineering Compliance Agreement for the construction of the public improvements, unless otherwise approved by the City Engineer.

Condition: Prior to obtaining Grant of Occupancy for any building(s), final acceptance of the constructed public improvements shall be obtained from the City of Sherwood Engineering Department.

~~**Condition:** Prior to Sherwood Engineering final acceptance of the constructed public improvements the developer shall dedicate and record a minimum 8-foot wide PUE for~~

~~areas along all street frontages where the existing PUE is less than 8-feet unless otherwise approved by the City Engineer.~~

Condition: Prior to Sherwood Engineering Department final acceptance of the public improvements, the developer shall record any private access and utility easements associated with development. These easements shall encompass areas of the subject development where use of facilities by multiple properties occurs or where one parcels service is obtained through another parcel.

Condition: Prior to Grant of Occupancy for any buildings, Sherwood Broadband utilities (vaults and conduits) shall be installed along the subject property's frontage per requirements set forth in City Ordinance 2005-017 and City Resolution 2005-074.

END OF COMMENTS.

Joy Chang

From: Joey Shearer <shearerj@aks-eng.com>
Sent: Thursday, November 30, 2017 12:59 PM
To: Joy Chang
Cc: John Christiansen
Subject: Parkway Village South 120-day period

Joy,

Per our phone conversation, please extend the 120-day period an additional 30 days pursuant to ORS 227.178(5).

Thank you,

Joey Shearer
Land Use Planner

AKS ENGINEERING & FORESTRY, LLC
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Exhibit H

New Business
Agenda Item A

CITY OF SHERWOOD **Date: December 12, 2017**

Staff Report
PA 17-03 –Transportation System Plan & Sherwood Zoning & Community Development Code Regulations Amendments

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To: SHERWOOD PLANNING COMMISSION

From: PLANNING DEPARTMENT

Erika Palmer

Erika Palmer, Planning Manager

Proposal overview: The City of Sherwood is updating the City's Transportation System Plan (TSP) to address regional requirements for coordination and consistency among plans as well as minor housekeeping edits to the Sherwood Zoning and Community Development Code (SZCDC). The proposed amendments to the City's TSP and SZCDC will ensure consistency with Washington County's TSP.

I. OVERVIEW

A. Applicant: This is a City initiated amendment to the City Transportation System Plan and Chapter 16 of Sherwood's Municipal Code, Zoning and Community Development Code

B. Location: The City's Transportation System Plan (TSP) is a long term guide for the City's transportation system, and applies city wide.

G. Review Type: The proposed plan amendment requires a Type V review, which involves public hearings before the Planning Commission and City Council. The Planning Commission will make a recommendation to the City Council who will make the final decision. Any appeal of the City Council decision would go directly to the Oregon Land Use Board of Appeals.

H. Public Notice and Hearing: The project is a legislative amendment. Notice of the first evidentiary hearing was provided to the Department of Land Conservation and Development (DLCD) and Metro on November 6, 2017. Notice of the December 12, 2017 Planning Commission hearing was published in the Sherwood Gazette on December 1, 2017. Notice was also posted in 5 public locations around town.

I. Review Criteria:
The required findings for the Plan Amendment are identified in Section 16.80.030 of the Sherwood Zoning and Community Development Code (SZCDC). In addition, the amendment must be consistent with Goals 1, 2 and 12 of the Statewide Planning Goals and Chapter 6 of the Comprehensive Plan.

J. Background:
The TSP went through its last major update in 2014. Since that last update staff has found minor edits needed to figures in both Volume 1 and Volume 2; a minor text change in Volume 2; and a minor text change to Chapter 16.106 Transportation Facilities of the Sherwood Zoning and Community Development Code. These changes are not substantive in nature

and are seen as housekeeping edits to the plan and development code for consistency with Washington County's TSP. The proposed amendments include the following:

Sherwood's TSP Volume 1

1. Section 7: "The Plan", Figure 11: This figure is modified to show Brookman as an arterial the entire length, not simply the realigned portion. See Exhibit B-1
    - *Note: This is a housekeeping edit because the Arterial Classification is consistent with the Functional Classification map on Figure 17 and is consistent with the project description for road projects in D5 in Section E of Volume 2. This edit also will make Figure 11 consistent with Washington County's Transportation System Plan.*

2. Section 8: "The Standards", Add Figure 17.b "Streets Where Right of Way Is Planned for More Than 2 Lanes." See Exhibit B-2
    - *Note: This map was in the previous TSP prior to the 2014 update. This map is a visual representation of Figures 16A to 16C (in the 2014 TSP) showing streets where right of way is planned for more than two lanes in Sherwood.*

Sherwood's TSP Volume 2

3. Section D: "Project Options Technical Report", Figure 1: Motor Vehicles Projects: This figure is updated to reflect Brookman as an arterial. See Exhibit B-3
    - *Note: This is a housekeeping edit because when updated the change will be reflective of the newly amended Figure 11 from Volume 1, above and consistent with Washington County's Transportation Plan*

4. Section D: "Project Options Technical Report", Sherwood TSP Update -- Project List, adopted 06/17/14. Project #D5, removed "Three Lane Collector" from project name. The project name is "Brookman Road Improvements". The project details reflect "rebuild road to three lane arterial" instead of a collector. See Exhibit B-4
    - *Note: The project detail will match table in Section E (below), which states to build to three lane arterial and reserve right-of-way width for the potential of five lanes.*

5. Section E: "Aspirational Project List". Remove "Three Lane Collector". The project name is simply "Brookman Road Improvements". See Exhibit B-5

Sherwood Zoning & Community Development Code

Chapter 16.106, "Transportation Facilities": Replace all references to Figure 15 to reflect the correct Figure number for the Street Functional Classification Map, which is Figure 17. See Exhibit C.

II. PUBLIC COMMENTS

The City posted notices of this public hearing in five locations around the city on November 22, 2017. Notice was also in the Sherwood Gazette as stated above. Staff received one comment in support of these changes from Mike Robinson representing the Hold Group, dated December 4, 2017. See Exhibit A.

III. AGENCY/DEPARTMENTAL COMMENTS

The City requested comments from affected agencies on November 6, 2017. The following information briefly summarizes those comments received. Copies of the full comments are included in the record unless otherwise noted.

Washington County Land Use and Transportation: Formal comments were not submitted from the County on this proposal. However, the city's Planning Department and the County have coordinated and discussed the proposed changes.

Tualatin Valley Fire and Rescue (TVF&R): Tom Mooney, Deputy Fire Marshal, responded to the e-notice but indicated he had no comments.

IV. APPLICABLE DEVELOPMENT CODE CRITERA

16.80.030 – Review Criteria

A. Text Amendment
An amendment to the text of the Comprehensive Plan shall be based upon a need for such an amendment as identified by the Council or the Commission. Such an amendment shall be consistent with the intent of the adopted Sherwood Comprehensive Plan, and with all other provisions of the Plan, the Transportation System Plan and this Code, and with any applicable State or City statutes and regulations, including this Section.

The last major Transportation System Plan update for Sherwood occurred in 2014. The 2014 update became a priority for the City to address growing transportation needs. That update was funded through an Oregon Department of Transportation -Transportation and Growth Management grant. In addition to addressing local needs, the plan is intended to be consistent with state and regional policies, such as the Oregon Transportation Planning Rule (TPR), Metro's Regional Transportation Plan (RTP), Metro's Regional Transportation Functional Plan (RTFP), and the Washington County TSP. After adoption the County expressed concern over inconsistencies in how Brookman Road is identified and requires amendments.

The proposed housekeeping amendments to TSP Volume I, II, and Sherwood's Development Code are intended to provide consistency in references and text between Washington County's TSP, and Sherwood Zoning and Community Development Code.

FINDING: The proposed amendments are needed to be consistent with state and regional policies, specifically Washington County's TSP, and the city's Development Code. Findings of compliance with the RTFP and TPR are provided in the TSP, Volume II, Section H. No plan amendments are proposed that affect compliance with these two regional and state transportation policy documents.

B. Map Amendment
An amendment to the City Zoning Map may be granted, provided that the proposal satisfies all applicable requirements of the adopted Sherwood Comprehensive Plan, the Transportation System Plan and this Code, and that:

1. **The proposed amendment is consistent with the goals and policies of the Comprehensive Plan and the Transportation System Plan.**
2. **There is an existing and demonstrable need for the particular uses and zoning proposed, taking into account the importance of such uses to the economy of the City, the existing market demand for any goods or services which such uses will provide, the presence or absence and location of other such uses or similar uses in the area, and the general public good.**

3. **The proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve all potential uses in the proposed zoning district.**
4. **Other lands in the City already zoned for the proposed uses are either unavailable or unsuitable for immediate development due to location, size or other factors.**

The proposed map amendments are intended changes to figures in the city's TSP, not zoning map.

FINDING: Provisions of B2 and B4 above are not applicable to this request. Provisions B1 and B3, are addressed through the adoption of the proposed amendments to the TSP figures which are adopted as part of the city's Comprehensive Plan. Considering this premise, the proposed TSP map amendments would be consistent with the goals and policies of the applicable plans and is timely in order to ensure consistency with Washington County's TSP.

C. Transportation Planning Rule Consistency

1. Review of plan and text amendment applications for effect on transportation facilities. Proposals shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with OAR 660-12-0060 (the TPR). Review is required when a development application includes a proposed amendment to the Comprehensive Plan or changes to land use regulations.

2. "Significant" means that the transportation facility would change the functional classification of an existing or planned transportation facility, change the standards implementing a functional classification, allow types of land use, allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of a transportation facility, or would reduce the level of service of the facility below the minimum level identified on the Transportation System Plan.

3. Per OAR 660-12-0060, Amendments to the Comprehensive Plan or changes to land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity, and level of service of the facility identified in the Transportation System Plan. This shall be accomplished by one of the following:

- **a. Limiting allowed uses to be consistent with the planned function of the transportation facility.**
- **b. Amending the Transportation System Plan to ensure that existing, improved, or new transportation facilities are adequate to support the proposed land uses.**
- **c. Altering land use designations, densities or design requirements to reduce demand for automobile travel and meet travel needs through other modes.**

The TPR requires that the City inventory the existing system, identify deficiencies that would negatively affect state facilities, and identify alternatives to address those deficiencies. The proposed amendments to the TSP, do not affect the existing inventory of the existing transportation system because they are minor in nature. The proposed amendments intended to maintain and create regional policy consistency between TSP documents and the city's Development Code. For these reasons noted, the proposed amendments are consistent with the TPR.

The City sent notice of the proposed updated TSP and associated amendments to the Comprehensive Plan and Development Code to the State Department of Land Conservation and Development (DLCD), the Oregon Department of Transportation (ODOT) and Washington County. The City has coordinated with Washington

County and will continue to coordinate with the County for future planning efforts regarding the function and classification of Brookman Road and the surrounding road network.

FINDING: As noted above, the proposed amendments would make minor changes to the City's TSP for plan consistency. These changes include consistency with functional street classifications, figure numbers, project titles and descriptions. The proposed changes do not significantly change the plan and any of the existing plan policies, therefore the City's TSP document remains consistent with the Transportation Planning Rule.

V. APPLICABLE COMPREHENSIVE PLAN POLICIES

B. GOALS, POLICIES, AND STRATEGIES

Goal 1: Provide a supportive transportation network to the land use plan that provides opportunities for transportation choices and the use of alternative modes serving all neighborhoods and businesses.

Goal 2: Develop a transportation system that is consistent with the City's adopted comprehensive land use plan and with the adopted plans of state, local, and regional jurisdictions.

Goal 3: Establish a clear and objective set of transportation design and development regulations that addresses all elements of the city transportation system and that promote access to and utilization of a multi-modal transportation system.

Goal 4: Develop complementary infrastructure for bicycles and pedestrian facilities to provide a diverse range of transportation choices for city residents.

Goal 5: Provide reliable convenient transit service to Sherwood residents and businesses as well as special transit options for the city's elderly and disabled residents.

Goal 6: Provide a convenient and safe transportation network within and between the Sherwood Old Town (Town Center) and Six Corners area that enables mixed use development and provides multi-modal access to area businesses and residents.

Goal 7: Ensure that efficient and effective freight transportation infrastructure is developed and maintained to support local and regional economic expansion and diversification consistent with City economic plans and policies.

Goal 8: The Sherwood City's transportation network will be managed in a manner that ensures the plan is implemented in a timely fashion and is kept up to date with respect to local and regional priorities.

FINDING: The existing goals will remain intact from the last major TSP adoption in 2014. The proposed amendments are not substantive in nature and are intended to provide consistency, removing conflicts within the existing TSP document, the city's Development Code and Washington County's TSP.

See Exhibit B and C, for the specific text and map amendments being proposed to the Sherwood TSP and Zoning and Community Development Code.

VI. APPLICABLE STATEWIDE PLANNING GOALS

Goal 1 (Citizen Involvement)

FINDING: Staff utilized the public notice requirements of the Code to notify the public of the proposed plan amendments. The City's public notice requirements have been found to comply with Goal 1 and, therefore, this proposal meets Goal 1.

Goal 2 (Land Use Planning)

FINDING: The proposed amendments are being processed in compliance with the local, regional and state requirements. The proposed amendments do not alter any goals and policies in the Comprehensive Plan. The proposed amendments deliver consistency within the TSP, Development Code, and Washington County's TSP document.

Goal 3 (Agricultural Lands)
Goal 4 (Forest Lands)
Goal 5 (Natural Resources, Scenic and Historic Areas and Open Spaces)
Goal 6 (Air, Water and Land Resources Quality)
Goal 7 (Areas Subject to Natural Hazards)
Goal 8 (Recreational Needs)

FINDING: The Statewide Planning Goals 3-8 do not specifically apply to the proposed plan amendments. In any event, there is no evidence to suggest that the proposal is in conflict with these goals.

Goal 9 (Economic Development)

FINDING: The TSP and its implementation help to support local and regional economic development goals and plans by the provision of efficient and predictable transportation routes. In addition, it ensures orderly and efficient access to planned commercial and employment uses throughout the City.

Goal 10 (Housing)

FINDING: The TSP was developed to account for future residential trips. The implementation of the TSP benefits all of the citizens of Sherwood by ensuring that jobs, services, and residences are accessible through a coordinated transportation system. Further, the TSP identifies needed improvements within the project list to assist the community in prioritizing where and how existing and future development is to be served by the transportation system.

Goal 11 (Public Facilities and Services)

FINDING: The transportation system is inherently one of the community's primary public facilities. The TSP documents existing conditions and future needs for the transportation system within the City, and allows proposed improvements and implementation measures to be tailored to meet those future needs. The TSP assists the City in complying with state and regional rules for the orderly and efficient provision of transportation facilities and services for the community and region.

Goal 12 (Transportation)

As discussed throughout this report, and the supporting documents, the proposed amendments are being proposed are minor in nature and will ensure consistency with Washington County's TPR. The city's TSP will remain consistent with the TPR, which implements Goal 12.

FINDING: Specific findings of Development Code compliance with TPR Section 660-12-0045 are provided in the TSP, Volume II, Section H, which were adopted in 2014.The proposed amendments to the TSP and the Sherwood Zoning and Community Development Code are clearly housekeeping in natures and provide consistency with planning documents. No goals, policies, street classifications, or new regulatory language is being proposed. For these reasons noted, this amendment is consistent with the TPR.

Goal 13 (Energy Conservation)
Goal 14 (Urbanization)
Goal 15 (Willamette River Greenway)
Goal 16 (Estuarine Resources)
Goal 17 (Coastal Shorelands)
Goal 18 (Beaches and Dunes)
Goal 19 (Ocean Resources)

FINDING: The Statewide Planning Goals 13-19 do not specifically apply to these proposed plan amendments; nor do the proposed amendments conflict with the stated goals.

VII. RECOMMENDATION

Based on a review of the applicable code provisions, agency comments and staff review, staff finds that the Plan Amendment is consistent with the applicable criteria and therefore, staff **recommends that the Planning Commission forward a recommendation of APPROVAL** of PA 17-03 amendments to the City of Sherwood Transportation System Plan and Zoning and Community Development Code.

VIII. EXHIBITS

A. Public Comments
B. Proposed amendments to Volume I and Volume II of the Sherwood Transportation Plan
C. Proposed amendment to Chapter 16.106, Transportation Facilities of the Sherwood Zoning and Community Development Code.

Note: Volumes I and II of the TSP were provided to the Planning Commission under separate cover and can be provided at cost by contacting the Planning Department at (503) 925-2308, can be viewed at City Hall between the hours of 8AM and 5PM, Monday through Friday, or can be found on the project website at:
https://www.sherwoodoregon.gov/engineering/page/transportation-system-plan-tsp

Exhibit A

PERKINSCOIE

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December 4, 2017

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VIA EMAIL

Ms. Jean Simson, Chair
City of Sherwood Planning Commission
Sherwood City Hall
22560 SW Pine Street
Sherwood, OR 97140

Re: City of Sherwood File No. PA 17-03, Amendment to City of Sherwood Transportation System Plan, Volumes 1 and 2, and Sherwood Zoning and Community Development Code, Chapter 16.106, "Transportation Facilities"

Dear Chair Simson and Members of the Sherwood Planning Commission:

This office represents The Holt Group, Inc. ("Holt"). Holt has reviewed the proposed amendment to the Sherwood Transportation System Plan (the "TSP") modifying TSP Figure 11 (**Exhibit 1**) to show Brookman Road as an Arterial street for its entire length, not just the realigned portion. As the summary of the amendments to the TSP notes, this amendment is a housekeeping amendment because the Arterial Street classification is consistent with the Functional Classification map on TSP Figure 17. Further, this amendment implements the settlement agreement entered into between the City of Sherwood and Washington County that resolved the appeal by Washington County to the Oregon Land Use Board of Appeals ("LUBA") of the City's annexation of property bordering Brookman Road.

I have asked City staff to place this letter before the Sherwood Planning Commission and the Sherwood City Council at their respective public hearings and to send me notice of the Planning Commission's recommendation to the City Council and notice of the City Council's final decision on the amendments.

Very truly yours,

Michael C. Robinson

MCR:sv
Enclosure

Cc: Ms. Erika Palmer (w/encl.) (via email)
Mr. Josh Soper (w/encl.) (via email)
Mr. Joe Schiewe (w/encl.) (via email)
Mr. Rian Tuttle (w/encl.) (via email)
Mr. Alex Hurley (w/encl.) (via email)
Mr. Chris Goodell (w/encl.) (via email)
Mr. Chris Brehmer (w/encl.) (via email)

Figure 11

Motor Vehicle Projects

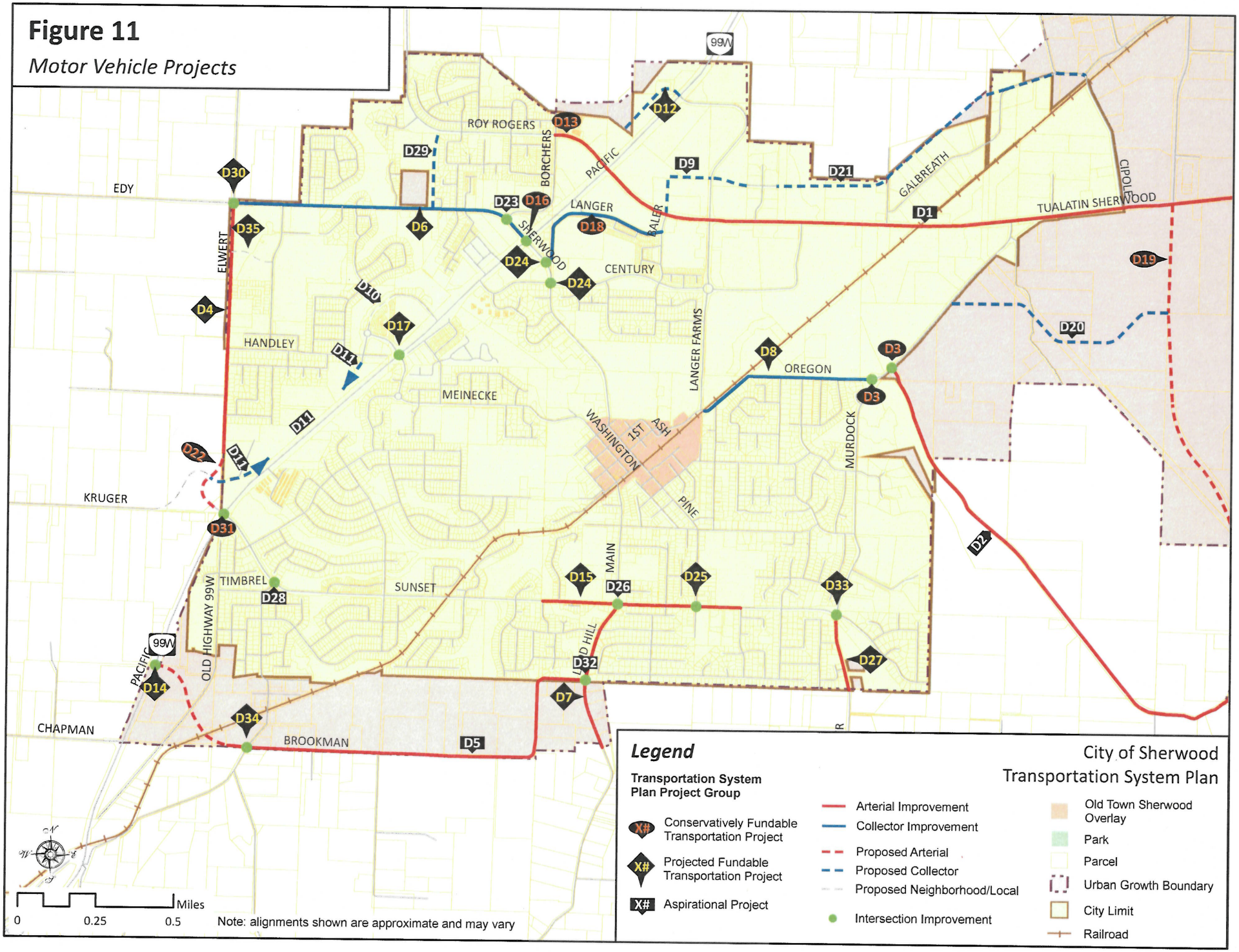
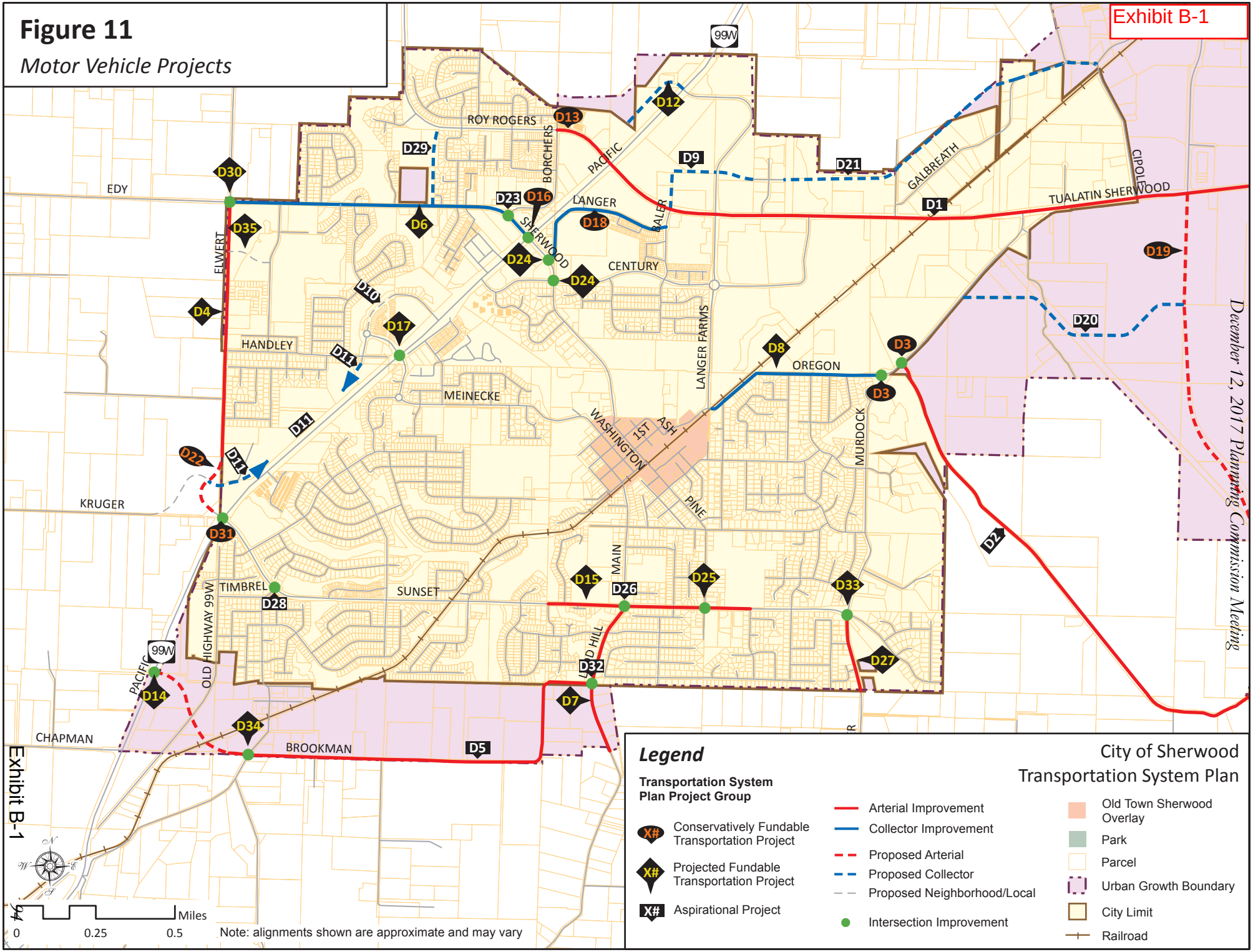


Figure 11

Motor Vehicle Projects

Exhibit B-1



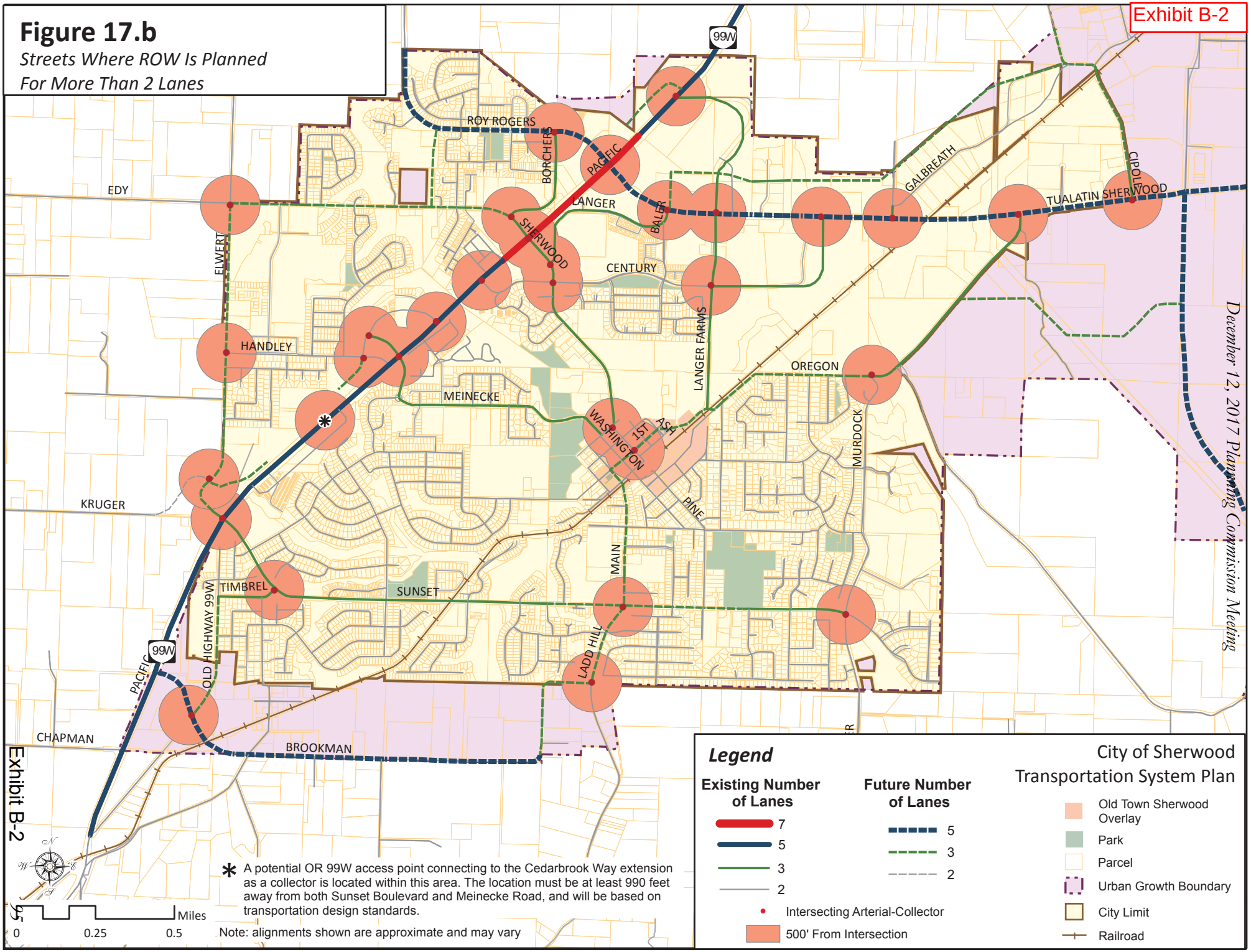
December 12, 2017 Planning Commission Meeting

Exhibit B-1

Exhibit B-2

Figure 17.b

Streets Where ROW Is Planned For More Than 2 Lanes



* A potential OR 99W access point connecting to the Cedarbrook Way extension as a collector is located within this area. The location must be at least 990 feet away from both Sunset Boulevard and Meinecke Road, and will be based on transportation design standards.

Note: alignments shown are approximate and may vary

Legend

Existing Number of Lanes

- 7
- 5
- 3
- 2

Future Number of Lanes

- 5
- 3
- 2

- Intersecting Arterial-Collector
- 500' From Intersection

City of Sherwood Transportation System Plan

- Old Town Sherwood Overlay
- Park
- Parcel
- Urban Growth Boundary
- City Limit
- Railroad

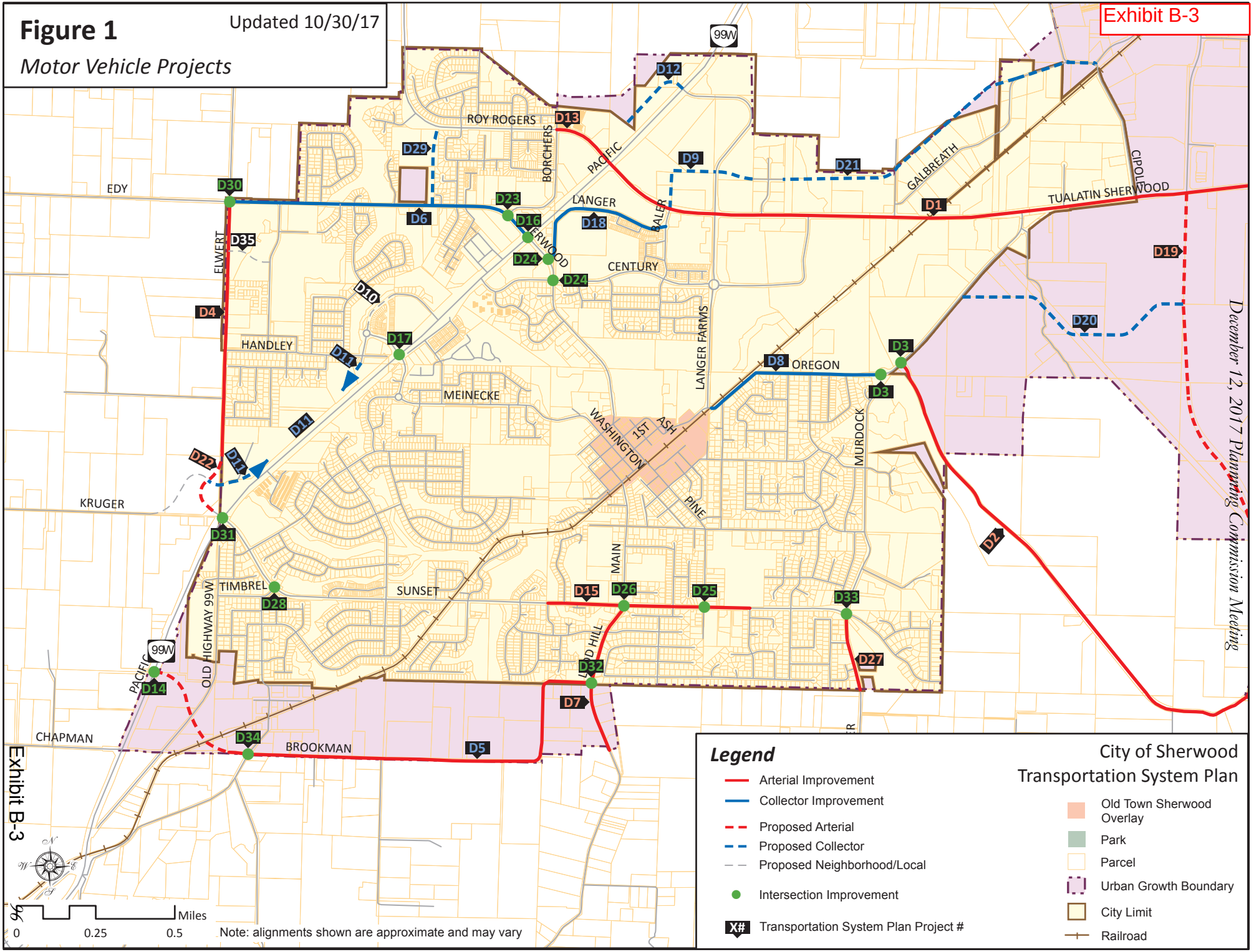
Exhibit B-2

Figure 1

Motor Vehicle Projects

Updated 10/30/17

Exhibit B-3



Legend

- Arterial Improvement
- Collector Improvement
- Proposed Arterial
- Proposed Collector
- Proposed Neighborhood/Local
- Intersection Improvement
- X# Transportation System Plan Project #

City of Sherwood Transportation System Plan

- Old Town Sherwood Overlay
- Park
- Parcel
- Urban Growth Boundary
- City Limit
- Railroad

Exhibit B-3

Sherwood TSP Update - Project List - ADOPTED 06/17/14

Legend

Financially Constrained Group 1 ($11 million through 2035)

Financially Constrained Group 2 ($60 million through 2035)

Project List

Project #	Project Name	Primary Mode	Project Start Point	Project End Point	Project Details	Evaluation Score	Need Reference #
D1	Tualatin-Sherwood Road Improvements - Phase 2	Roads/bridges	Langer Farms Parkway	Teton Avenue	Widen Tualatin-Sherwood Road (from Langer Farms Parkway to Teton Avenue) to five lanes with bike lanes and sidewalks.	2.5	102-107
D2	Tonquin Road Safety Improvements	Roads/bridges	Grahams Ferry Road	Oregon Street	Widen Tonquin Road (from Grahams Ferry Road to Oregon Street) to provide shoulders.	2.5	32, 68
D3	Oregon Intersections Improvements at Murdock and Tonquin	Roads/bridges	Oregon Street/Tonquin Road	Oregon Street/Murdock Road	Install a roundabout at the Tonquin Road/Oregon Street intersection with dual westbound through lanes and a single eastbound through/right lane. Consider creating a "Dumbbell Roundabout" with the Oregon/Murdock roundabout by disallowing the west circulating lane at Oregon/Tonquin and disallowing the east circulating lane at Oregon/Murdock. Add a second westbound approach lane to the Murdock Road Oregon Street roundabout for separated westbound left and westbound through lanes. Keep three lanes on the bridge structure.	3.5	129, 130
D4	Elwert Road Improvements	Roads/bridges	Highway 99W	Edy Road	Upgrade Elwert Road (from Highway 99W to Edy Road) to a three lane arterial with bike lanes and sidewalks. This project may be phased with D30 for design and construction purposes.	3.5	11, 119, 120, 121
D5	Brookman Road Improvements	Roads/bridges	Highway 99W	Middleton Road	Implement Brookman Road Concept Plan improvements to Brookman Road from Highway 99W to Middleton Road. Major improvements include: rebuild road to a three lane arterial facility, and a shared-use path along the north side. In addition, reserve right-of-way for the potential widening to five lanes in the event that further refinements to the I-5/99W Connector Plan identify Brookman Road as the Southern Arterial to serve as the primary route for east-west mobility.	1.5	58, 146, 147, 94
D6	Edy Road Improvements	Roads/bridges	Borchers Drive	City Limits	Upgrade Edy Road (from Borchers Drive to City Limits) to a three lane collector with bike lanes and sidewalks.	4.0	5, 10, 55, 56, 122, 123, 124
D7	Ladd Hill Road Improvements	Roads/bridges	Sunset Boulevard	Urban Growth Boundary	Upgrade Ladd Hill Road (from Sunset Boulevard to the Urban Growth Boundary) to a three arterial with bike lanes and sidewalks.	3.5	53, 57, 146
D8	Oregon Street Improvements	Roads/bridges	Murdock Road	Railroad Crossing	Upgrade Oregon Street (from Murdock Road to the railroad crossing) to a three lane collector with sidewalks on south side and a shared-use path on the north side (part of the Ice Age Tonquin Trail).	3.0	28, 29, 49, 130
D9	Baler to Herman Connection	Roads/bridges	Baler Way/Tualatin-Sherwood Road	Herman Road/Langer Farms Parkway	Build a collector roadway, connecting Baler Way at Tualatin-Sherwood Road to the future terminus of the Herman Road at Langer Farms Parkway.	2.0	None (previously planned project)
D10	Cedar Brook Way Extension Segment 1	Roads/bridges	Meinecke Road	Existing Terminus	Extend Cedar Brook Way from its existing terminus to Meinecke Road as a two lane local road.	2.0	None (previously planned project)
D11	Cedar Brook Way Extension Segment 2	Roads/bridges	Handley Street	Highway 99W	Extend Cedar Brook Way from its existing terminus at Handley Street south to Elwert Road as a two lane collector road.	2.0	None (previously planned project)
D12	Extension of Langer Farms Parkway at 99W	Roads/bridges	Highway 99W	-	Extend Langer Farms Parkway from 99W west as a collector road.	2.5	None (previously planned project)
D13	Tualatin-Sherwood Improvements – Phase 1	Roads/bridges	Borchers Drive	Baler Way	Widen Tualatin-Sherwood Road/Roy Rogers Road between Borchers Drive and Baler Way to five lanes. Includes intersection modifications at OR 99W, the Sherwood Market Center, and at Baler Way.	-	None (previously planned project)
D14	Highway 99W/Brookman Traffic Signal and Realignment	Roads/bridges	Highway 99W	Middleton Road	Realign Brookman Road to intersect with Highway 99W approximately 1/4 mile north of its existing intersection; this improvement includes a traffic signal at the realigned intersection with a westbound left and southbound right turn lane, and a grade separated railroad crossing.	5.0	94
D15	Sunset Boulevard Improvements	Roads/bridges	Aldergrove Avenue	Eucalyptus Terrace	Upgrade Sunset Boulevard (from Aldergrove Avenue to Eucalyptus Terrace) to a three lane arterial with sidewalks and bike lanes. Address vertical crest sight distance issues near Pine Street.	3.5	15, 51, 139-143
D16	Edy/Highway 99W Intersection Improvements	Roads/bridges	Edy Road/Highway 99W	-	Restripe the westbound Sherwood Boulevard approach to have a single left turn lane, a single through lane, and a single right turn lane. Eliminate the split phase timing for the side streets, and maintain the existing green time on OR 99W for the northbound and southbound through movements. Add the missing crosswalk to the south approach. Consider implementing P3 alongside this project.	5.5	92
D17	Meinecke/Highway 99W Intersection Improvements	Roads/bridges	Meinecke Road/Highway 99W	-	Change the eastbound and westbound left turn phasing on Meinecke Road from permitted to permitted/protected and maintaining the existing green time on OR 99W for the northbound and southbound through movements. Consider implementing P3 alongside this project.	2.5	99
D18	Langer Drive Improvements	Roads/bridges	Baler Way	Sherwood Boulevard	Construct improvements to Langer Drive between Baler Way and Sherwood Boulevard that are consistent with the Sherwood Town Center Plan. Major improvements include: buffered bike lanes, on-street parking, wider sidewalks, narrower travel lanes, removal of the center turn lane, and landscaping.	4.5	41
D19	124th Avenue Extension	Roads/bridges	Tualatin-Sherwood Road	Tonquin Road	Extend 124th Avenue as an arterial from Tualatin-Sherwood Road to Tonquin Road.	1.0	None (previously planned project)
D20	Tonquin Employment Area East-West Collector	Roads/bridges	Oregon Street	124th Avenue Extension	Build an east-west collector facility between Oregon Street and the 124th Avenue extension in the Tonquin Employment Area; improvement includes a roundabout at the Oregon Street intersection.	2.0	None (previously planned project)
D21	Herman Road Extension	Roads/bridges	Cipole Road	Highway 99W or Langer Farms Parkway	Extend Herman Road from its existing terminus at Cipole Road west to either Highway 99W or Langer Farms Parkway as a two to three lane collector facility.	4.0	None (previously planned project)
D22	Kruger/Elwert Intersection Safety Improvement	Roads/bridges	Kruger Road/Elwert Road	-	Realign Elwert Road to provide more storage at Highway 99W, and realign the Kruger Road intersection to the Cedarbrook extension as a single lane roundabout. Consider implementing D31 with this project.	2.5	153
D23	Edy/Borchers Right-In/Right-Out and Eastbound Lefts	Roads/bridges	Edy Road/Borchers Drive	-	Convert the Edy Road/Borchers Drive intersection to only allow right-in/right-out and eastbound left in; build a roundabout on Edy Road to the west at the south property's existing driveway.	3.0	None (previously planned project)
D24	Sherwood Boulevard Intersection Modifications	Roads/bridges	Sherwood Boulevard/ Langer Drive	Sherwood Boulevard/ Century Drive	Remove the Sherwood Boulevard/Langer Drive traffic signal (allow right-in, right-out, and left-in movements only), and install a traffic signal at the Sherwood Boulevard/Century Drive intersection (add eastbound and westbound left turn lanes).	4.0	126
D25	Sunset/Pine Improvements	Roads/bridges	Sunset Boulevard/ Pine Street	-	Restripe Sunset Boulevard at Pine Street to add eastbound and westbound left turn lanes.	2.5	142

Exhibit B-4

Sherwood TSP Project List

Project #	Project Name	Project Details	Evaluation Score	Estimated Cost	City Cost	Priority
Motor Vehicle Projects						
D1	Tualatin-Sherwood Road Improvements - Phase 2	Widen Tualatin-Sherwood Road (from Langer Farms Parkway to Teton Avenue) to five lanes with bike lanes and sidewalks.	2.5	$43,042,500	$0	Long-Term
D2	Tonquin Road Safety Improvements	Widen Tonquin Road (from Grahams Ferry Road to Oregon Street) to provide shoulders.	2.5	$28,406,000	$0	Long-Term
D3	Oregon Intersections Improvements at Murdock and Tonquin	Install a roundabout at the Tonquin Road/Oregon Street intersection with dual westbound through lanes and a single eastbound through/right lane. Consider creating a "Dumbbell Roundabout" with the Oregon/Murdock roundabout by disallowing the west circulating lane at Oregon/Tonquin and disallowing the east circulating lane at Oregon/Murdock. Add a second westbound approach lane to the Murdock Road Oregon Street roundabout for separated westbound left and westbound through lanes. Keep three lanes on the bridge structure.	3.5	$2,945,000	$1,389,000	Short-Term
D4	Elwert Road Improvements	Upgrade Elwert Road (from Highway 99W to Edy Road) to a three lane arterial with bike lanes and sidewalks. This project may be phased with D30 for design and construction purposes.	3.5	$11,430,000	$2,286,000	Medium-Term
D5	Brookman Road Improvements	Implement Brookman Road Concept Plan improvements to Brookman Road from Highway 99W to Middleton Road. Major improvements include: rebuild road to a three lane arterial facility, and a shared-use path along the north side. In addition, reserve right-of-way for the potential widening to five lanes in the event that further refinements to the I-5/99W Connector Plan identify Brookman Road as the Southern Arterial to serve as the primary route for east-west mobility.	1.5	$15,300,000	$3,060,000	Long-Term
D6	Edy Road Improvements	Upgrade Edy Road (from Borchers Drive to City Limits) to a three lane collector with bike lanes and sidewalks.	4	$8,760,000	$8,760,000	Medium-Term
D7	Ladd Hill Road Improvements	Upgrade Ladd Hill Road (from Sunset Boulevard to the Urban Growth Boundary) to a three arterial with bike lanes and sidewalks.	3.5	$6,340,000	$6,340,000	Medium-Term
D8	Oregon Street Improvements	Upgrade Oregon Street (from Murdock Road to the railroad crossing) to a three lane collector with sidewalks on south side and a shared-use path on the north side (part of the Ice Age Tonquin Trail).	3	$6,712,000	$6,712,000	Medium-Term
D9	Baler to Herman Connection	Build a collector roadway, connecting Baler Way at Tualatin-Sherwood Road to the future terminus of the Herman Road at Langer Farms Parkway.	2	$3,802,000	$3,802,000	Long-Term
D10	Cedar Brook Way Extension Segment 1	Extend Cedar Brook Way from its existing terminus to Meinecke Road as a two lane local road.	2	$596,000	$596,000	Long-Term
D11	Cedar Brook Way Extension Segment 2	Extend Cedar Brook Way from its existing terminus at Handley Street south to Elwert Road as a two lane collector road.	2	$13,000,000	$13,000,000	Long-Term
D12	Extension of Langer Farms Parkway at 99W	Extend Langer Farms Parkway from 99W west as a collector road.	2.5	$3,243,000	$3,243,000	Medium-Term
D13	Tualatin-Sherwood Improvements – Phase 1	Widen Tualatin-Sherwood Road/Roy Rogers Road between Borchers Drive and Baler Way to five lanes. Includes intersection modifications at OR 99W, the Sherwood Market Center, and at Baler Way.	-	$0	$0	Committed Funding
D14	Highway 99W/Brookman Traffic Signal and Realignment	Realign Brookman Road to intersect with Highway 99W approximately 1/4 mile north of its existing intersection; this improvement includes a traffic signal at the realigned intersection with a westbound left and southbound right turn lane, and a grade separated railroad crossing.	5	$7,020,000	$1,404,000	Medium-Term
D15	Sunset Boulevard Improvements	Upgrade Sunset Boulevard (from Aldergrove Avenue to Eucalyptus Terrace) to a three lane arterial with sidewalks and bike lanes. Address vertical crest sight distance issues near Pine Street.	3.5	$8,316,000	$8,316,000	Medium-Term
D16	Edy/Highway 99W Intersection Improvements	Restripe the westbound Sherwood Boulevard approach to have a single left turn lane, a single through lane, and a single right turn lane. Eliminate the split phase timing for the side streets, and maintain the existing green time on OR 99W for the northbound and southbound through movements. Add the missing crosswalk to the south approach. Consider implementing P3 alongside this project.	5.5	$1,070,000	$214,000	Short-Term
D17	Meinecke/Highway 99W Intersection Improvements	Change the eastbound and westbound left turn phasing on Meinecke Road from permitted to permitted/protected and maintaining the existing green time on OR 99W for the northbound and southbound through movements. Consider implementing P3 alongside this project.	2.5	$5,000	$1,000	Medium-Term
D18	Langer Drive Improvements	Construct improvements to Langer Drive between Baler Way and Sherwood Boulevard that are consistent with the Sherwood Town Center Plan. Major improvements include: buffered bike lanes, on-street parking, wider sidewalks, narrower travel lanes, removal of the center turn lane, and landscaping.	4.5	$2,000,000	$2,000,000	Short-Term
D19	124th Avenue Extension	Extend 124th Avenue as an arterial from Tualatin-Sherwood Road to Tonquin Road.	1	$82,500,000	$0	Committed Funding
D20	Tonquin Employment Area East-West Collector	Build an east-west collector facility between Oregon Street and the 124th Avenue extension in the Tonquin Employment Area; improvement includes a roundabout at the Oregon Street intersection.	2	$6,400,000	$6,400,000	Long-Term
D21	Herman Road Extension	Extend Herman Road from its existing terminus at Cipole Road west to either Highway 99W or Langer Farms Parkway as a two to three lane collector facility.	4	$8,190,000	$8,190,000	Long-Term
D22	Kruger/Elwert Intersection Safety Improvement	Realign Elwert Road to provide more storage at Highway 99W, and realign the Kruger Road intersection to the Cedarbrook extension as a single lane roundabout. Consider implementing D31 with this project.	2.5	$1,550,000	$0	Committed Funding
D23	Edy/Borchers Right-In/Right-Out and Eastbound Lefts	Convert the Edy Road/Borchers Drive intersection to only allow right-in/right-out and eastbound left in; build a roundabout on Edy Road to the west at the south property's existing driveway.	3	$2,000,000	$2,000,000	Long-Term
D24	Sherwood Boulevard Intersection Modifications	Remove the Sherwood Boulevard/Langer Drive traffic signal (allow right-in, right-out, and left-in movements only), and install a traffic signal at the Sherwood Boulevard/Century Drive intersection (add eastbound and westbound left turn lanes).	4	$900,000	$900,000	Medium-Term
D25	Sunset/Pine Improvements	Restripe Sunset Boulevard at Pine Street to add eastbound and westbound left turn lanes.	2.5	$6,000	$6,000	Medium-Term
D26	Sunset/Main Traffic Control Enhancement	Install a traffic signal at the Sunset Boulevard/Main Street intersection	4	$250,000	$250,000	Long-Term
D27	Baker Road Improvements	Upgrade Baker Road (from Sunset Boulevard to the urban growth boundary) to a two lane arterial with bike lanes and sidewalks.	3	$779,000	$779,000	Medium-Term
D28	Sunset/Timbrel Traffic Control Enhancement	Install a single lane roundabout at the Sunset Boulevard/Timbrel Lane intersection.	2.5	$300,000	$300,000	Long-Term
D29	Edy to Roy Rogers Collector Roadway	Build a collector roadway from Edy Road to Roy Rogers Road, between Cedarview Way and Lynnly Way.	2.5	$3,400,000	$3,400,000	Long-Term
D30	Elwert/Edy Roundabout	Install a single lane roundabout at the Elwert Road/Edy Road intersection. This project may be phased with D4 for design and construction purposes.	2.5	$1,500,000	$750,000	Medium-Term

Exhibit B-5

PROPOSED CHANGES TO CHAPTER 16.106 TRANSPORTATION FACILITIES

~~STRIKEOUT~~ = DELETED TEXT

BOLD UNDERLINE = NEW TEXT

Chapter 16.106 - TRANSPORTATION FACILITIES

16.106.010 - Generally

A. Creation

Public streets shall be created in accordance with provisions of this Chapter. Except as otherwise provided, all street improvements and rights-of-way shall conform to standards for the City's functional street classification, as shown on the Transportation System Plan (TSP) Map (Figure ~~15~~ **17**) and other applicable City standards. The following table depicts the guidelines for the street characteristics.

16.106.020 - Required Improvements

A. Generally

Except as otherwise provided, all developments containing or abutting an existing or proposed street, that is either unimproved or substandard in right-of-way width or improvement, shall dedicate the necessary right-of-way prior to the issuance of building permits and/or complete acceptable improvements prior to issuance of occupancy permits. Right-of-way requirements are based on functional classification of the street network as established in the Transportation System Plan, Figure ~~15~~ **17**.

Sherwood Planning Commission Meeting

Date: December 12, 2017

☒ Meeting Packet + revised agenda

☒ Approved Minutes Date Approved: Jan. 9, 2018

☒ Request to Speak Forms

Documents submitted at meeting:

Exhibit 1 - Parkway Village South Power point

Exhibit I - Gramor comments on Parkway Village South

Exhibit J - - Comments on Parkway V. South from John Christiansen

Exhibit K - Internal memorandum from city engineer on response to applicant comments for Parkway V. South

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: ~~11/14~~ 12/12/17 Agenda Item: 7b - Parkway Village (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, *please submit a separate form for each item.*

2. PLEASE MARK YOU POSITION/INTEREST ON THE AGENDA ITEM

Applicant: ~~X~~ Proponent: ____ Opponent: ____ Other: X consultant

3. PLEASE PROVIDE YOUR NAME AND ADDRESS IN A LEGIBLE FORMAT TO RECEIVE A COPY OF THE NOTICE OF DECISION ON THIS MATTER.

Name: BRIAN DUNN - KITTELSON & ASSOC.

Address: 610 SW ALDER, PDX, OR 97205

City/State/Zip: ____

Email Address: bdunn@kittelson.com

I represent: **Myself** ____ **Other** X client

4. PLEASE GIVE THIS FORM TO THE RECORDING SECRETARY PRIOR TO YOU ADDRESSING THE PLANNING COMMISSION. Thank you.

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: 12/12/17 11/28/17 Agenda Item: SP 17-01 / SUB 17-03 PARKWAY VILLAGE SOUTH (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, *please submit a separate form for each item.*

2. PLEASE MARK YOU POSITION/INTEREST ON THE AGENDA ITEM

Applicant: _____ Proponent: ✓ Opponent: _____ Other: _____

3. PLEASE PROVIDE YOUR NAME AND ADDRESS IN A LEGIBLE FORMAT TO RECEIVE A COPY OF THE NOTICE OF DECISION ON THIS MATTER.

Name: MATT GRADY

Address: 19767 SW 72nd AVE, SUITE 100

City/State/Zip: TUALATIN, OR 97062

Email Address: matt@gramor.com

I represent: **Myself** _____ **Other** ✓ GRAMOR DEVELOPMENT

4. PLEASE GIVE THIS FORM TO THE RECORDING SECRETARY PRIOR TO YOU ADDRESSING THE PLANNING COMMISSION. Thank you.

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: 12/12/17 11/28/17 Agenda Item: SP 17-01 / SUB 17-03 (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, *please submit a separate form for each item.*

2. PLEASE MARK YOU POSITION/INTEREST ON THE AGENDA ITEM

Applicant: X Proponent: ____ Opponent: ____ Other: ____
Rep

3. PLEASE PROVIDE YOUR NAME AND ADDRESS IN A LEGIBLE FORMAT TO RECEIVE A COPY OF THE NOTICE OF DECISION ON THIS MATTER.

Name: John Christiansen

Address: 12965 SW Herman Rd. Ste 100

City/State/Zip: Tualatin, OR 97062

Email Address: johnc@aks-eng.com

I represent: **Myself** ____ **Other** X Owner

4. PLEASE GIVE THIS FORM TO THE RECORDING SECRETARY PRIOR TO YOU ADDRESSING THE PLANNING COMMISSION. Thank you.

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: 12/12/17 11/28/17 Agenda Item: SP 17-01 / SUB 17-03 PARKWAY VILLAGE 5B (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, *please submit a separate form for each item.*

2. PLEASE MARK YOU POSITION/INTEREST ON THE AGENDA ITEM

Applicant: X Proponent: ____ Opponent: ____ Other: ____

3. PLEASE PROVIDE YOUR NAME AND ADDRESS IN A LEGIBLE FORMAT TO RECEIVE A COPY OF THE NOTICE OF DECISION ON THIS MATTER.

Name: FRANK SCHMIDT

Address: 3611 SW HOOD

City/State/Zip: PORTLAND, OR 97239

Email Address: frankschmidt@tilandschmidt.com

I represent: **Myself** ____ **Other** X APPLICANT

4. PLEASE GIVE THIS FORM TO THE RECORDING SECRETARY PRIOR TO YOU ADDRESSING THE PLANNING COMMISSION. Thank you.

I HAVE READ AND UNDERSTOOD THE RULES FOR MEETINGS IN THE CITY OF SHERWOOD.

1. PLEASE INDICATE THE ITEM YOU WOULD LIKE TO SPEAK ABOUT

Date: 11/20/17 12/12/17 Agenda Item: SP-17-01 / SUB 17-03 Parkway Village South (From Agenda)

NOTE: If you want to speak to the Commission about more than one subject, *please submit a separate form for each item.*

2. PLEASE MARK YOU POSITION/INTEREST ON THE AGENDA ITEM

Applicant: X Proponent: ____ Opponent: ____ Other: ____

3. PLEASE PROVIDE YOUR NAME AND ADDRESS IN A LEGIBLE FORMAT TO RECEIVE A COPY OF THE NOTICE OF DECISION ON THIS MATTER.

Name: Joey Shearer

Address: 12965 SW Herman Rd, Suite 100

City/State/Zip: Tualatin, OR 97062

Email Address: shearerj@aks-eng.com

I represent: **Myself** ____ **Other** X Applicant

4. PLEASE GIVE THIS FORM TO THE RECORDING SECRETARY PRIOR TO YOU ADDRESSING THE PLANNING COMMISSION. Thank you.

Parkway Village South

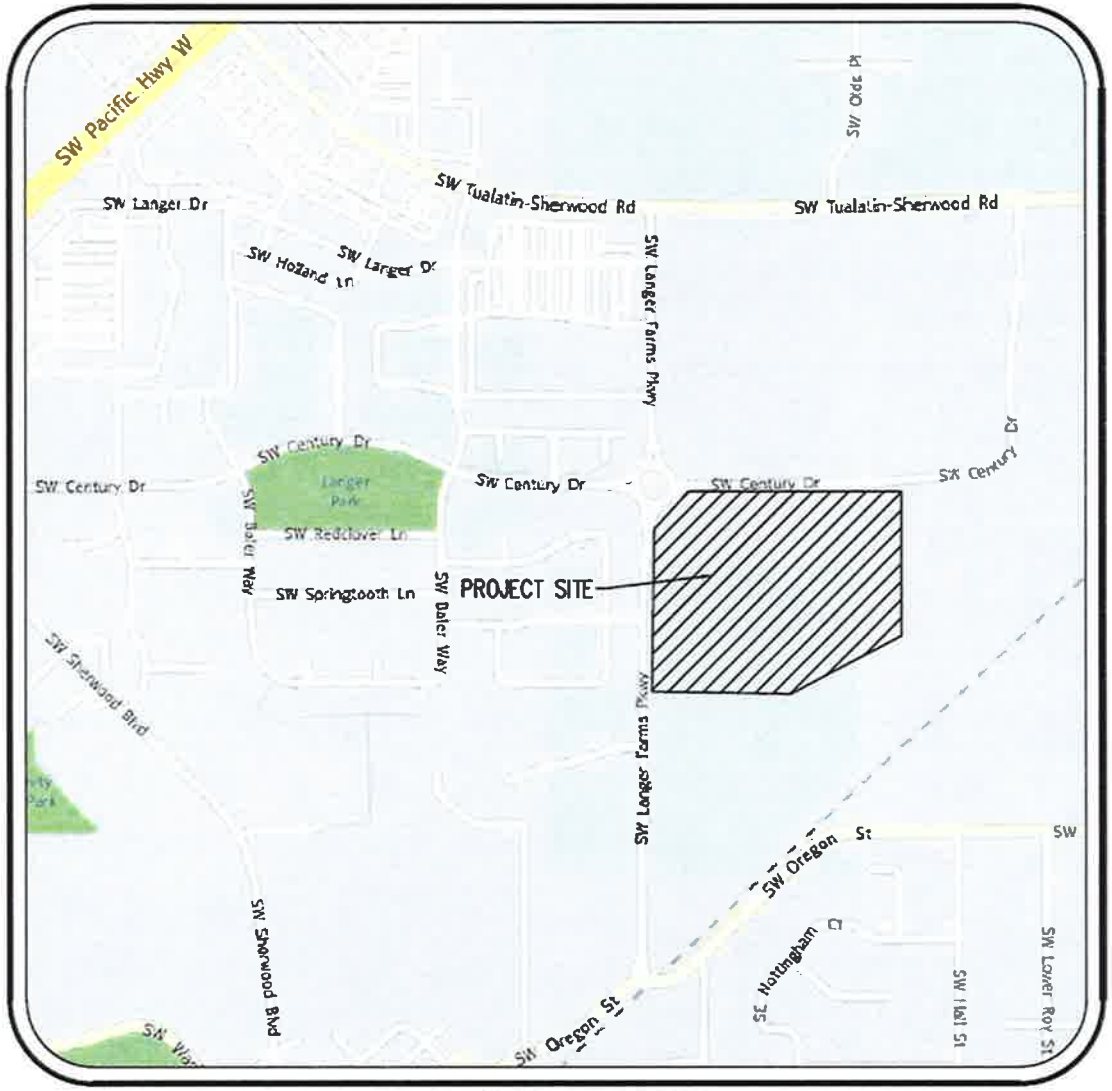
SP 17-01 / SUB 17-03
Site Plan and Subdivision Reviews
Planning Commission Hearing
December 12, 2017

12-12-17
Date

PC
Gov. Body

#6a
Agenda Item

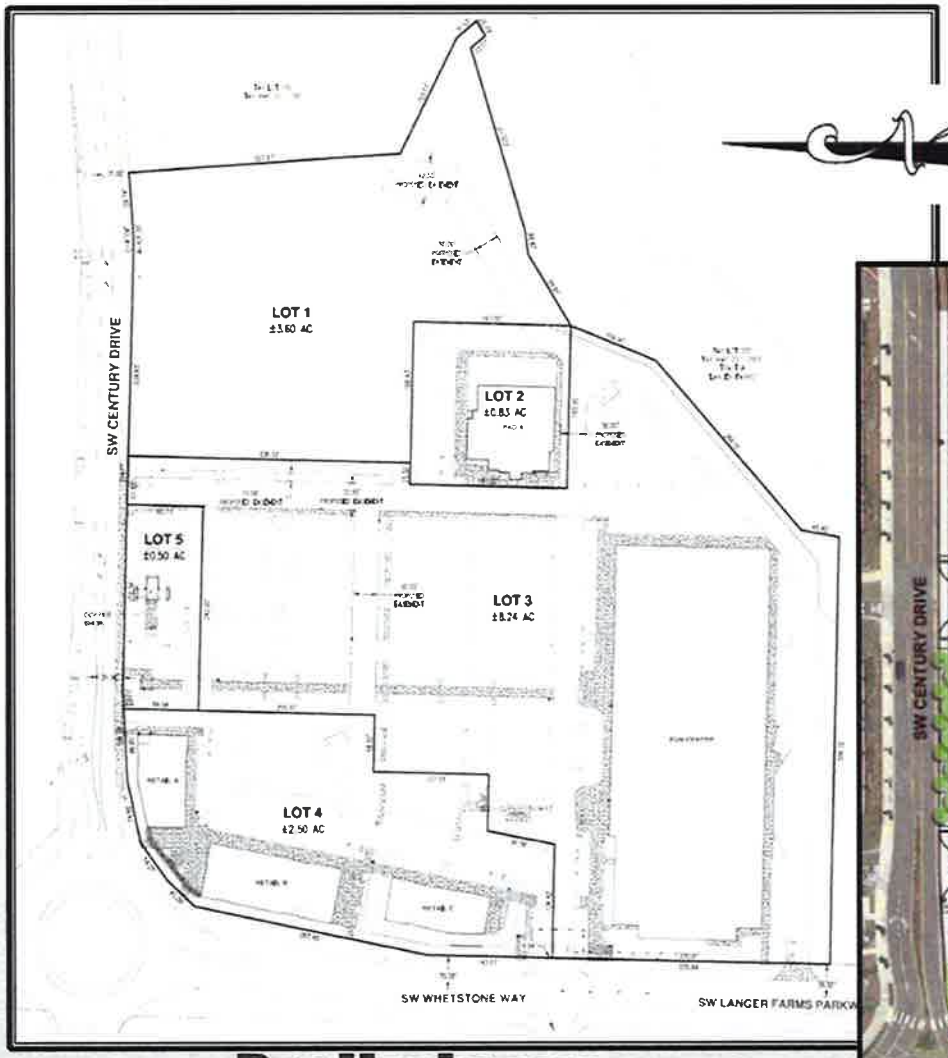
6a 1
Exhibit #



VICINITY MAP

NTS

Preliminary Subdivision Plat



Site Plan

Site History

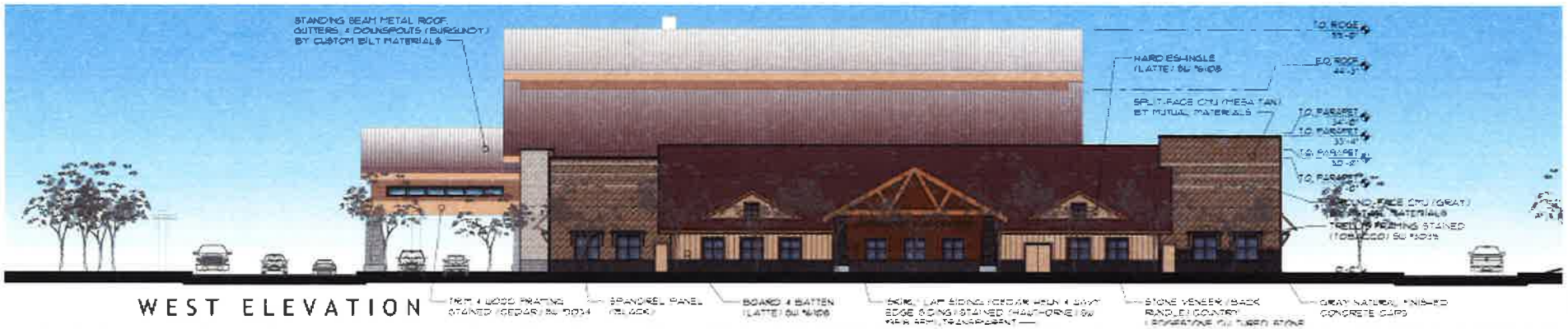
- Owned and farmed by the Langer family since the late 1800's
- Phase 6 of the Sherwood Village Planned Unit Development (PUD 95-1) - approved in 1995
- All future development are subject to the conditions of the approved PUD 95-1 and SUB 12-02
- SUB 12-02 approval vested the use for 10 years per ORS 92.040 – permitting General Commercial zone uses.

Review Criteria

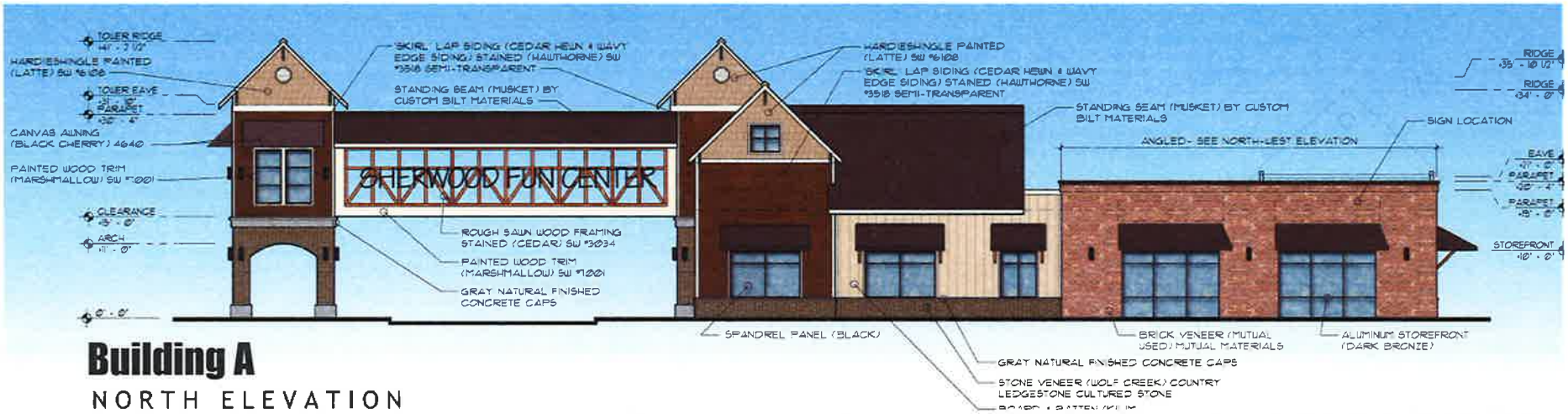
Sherwood Zoning and Community Development Code: §16.31 (Industrial Land Use Districts), §16.40 (Planned Unit Development), §16.70 (General Provisions), §16.58.010 (Clear Vision), §16.90 (Site Planning), §16.92 (Landscaping), §16.94 (Off-Street Parking and Loading), §16.96 (On-Site Circulation), §16.98 (On-site Storage), All of Division VI - §16.104-16.118 (Public Improvements), §16.120 (Subdivision), §16.128 (Land Division Design Standards), §16.142 (Parks, Trees, and Open Space), §16.146 (Noise), §16.48 (Vibrations), §16.150 (Air Quality), §16.52 (Odors), §16.154 (Heat and Glare), and §16.156 (Energy Conservation).

Additional Criteria: 1995 PUD Design Guidelines & 2010 Development Agreement


SHERWOOD FUN CENTER

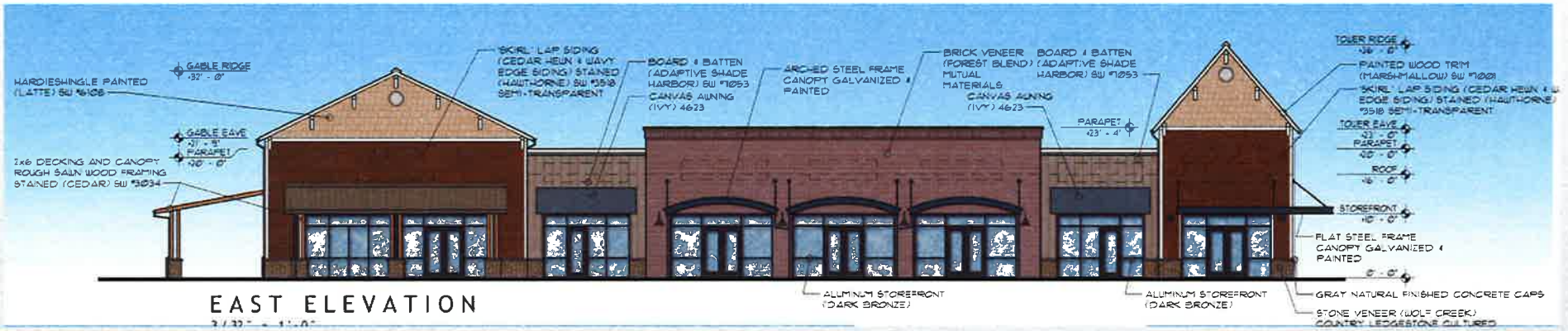


Family Fun Center



Building A

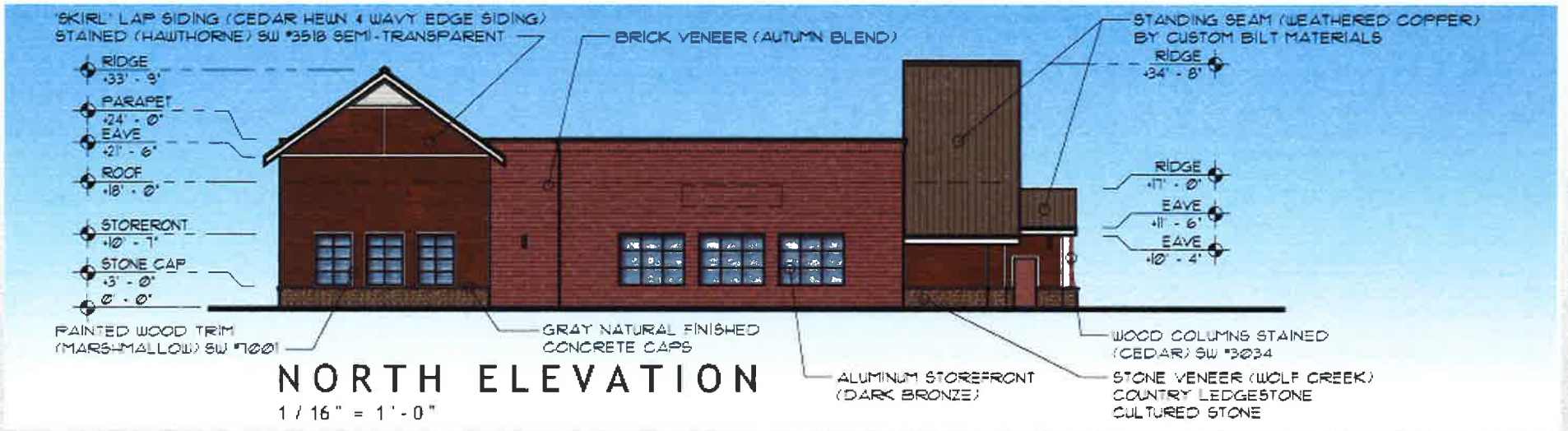
NORTH ELEVATION



EAST ELEVATION

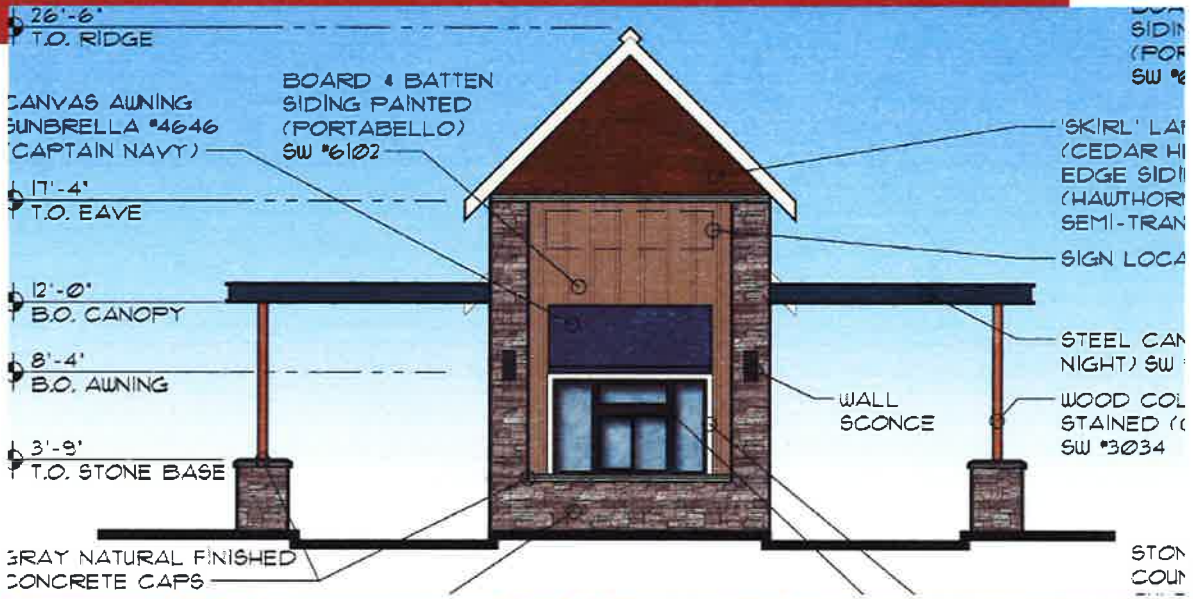
Building B

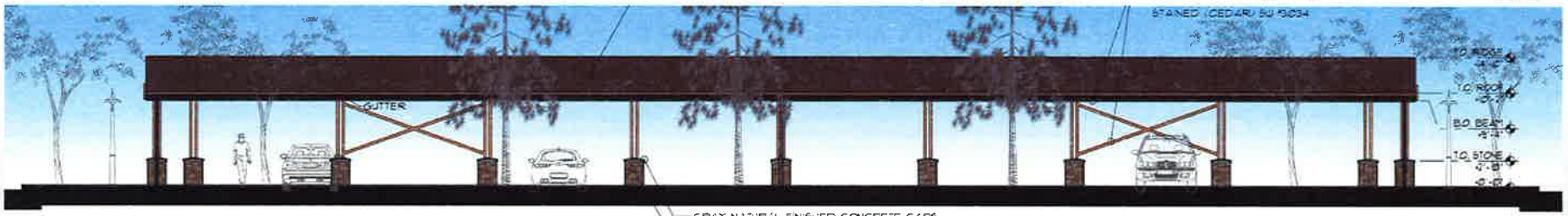
Building C



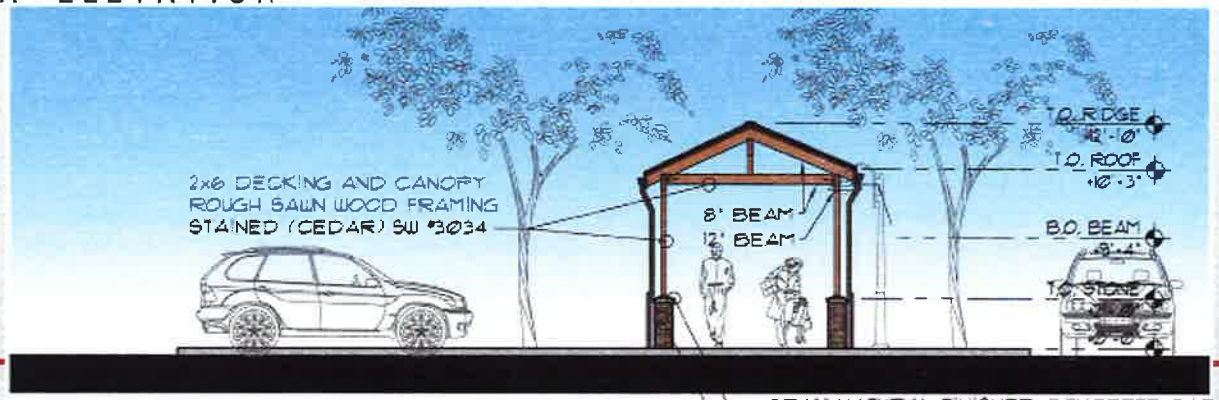
Pad A

West Elevation
Coffee Kiosk



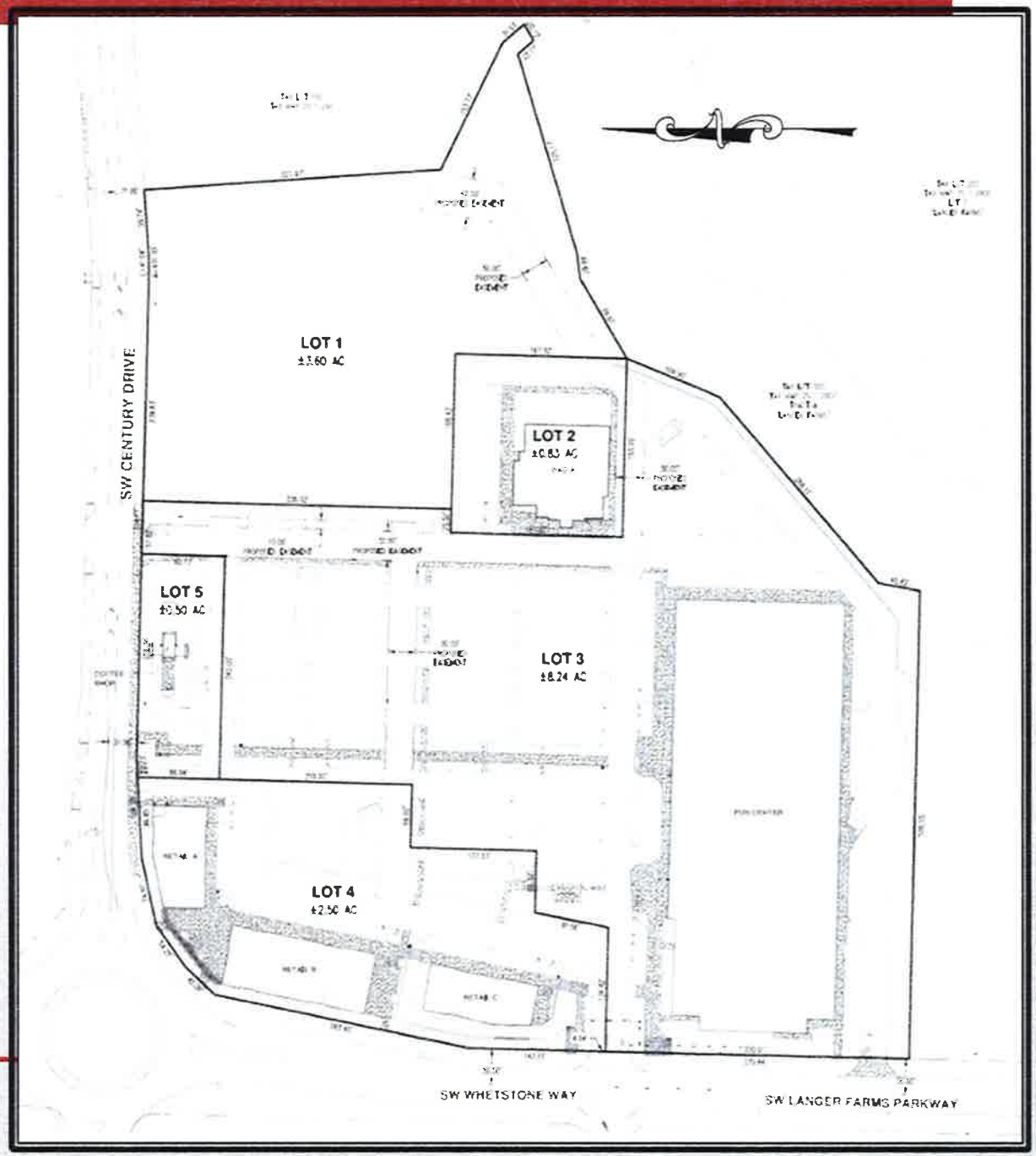


SIDE
BREEZEWAY 'A' ELEVATION



FRONT
BREEZEWAY ELEVATION

Preliminary Subdivision Plat



Site Plan


PAD A
10,000 SF
SW CENTURY DRIVE
FUN CENTER
92,899 SF
RETAIL A
6,086 SF
RETAIL B
10,445 SF
RETAIL C
5,877 SF
SW LANGER FARMS PARKWAY

Public Comments

- Two Received
  - One in opposition
  - One in favor

Recommendation

Staff recommends APPROVAL of the Parkway Village South Site Plan and Subdivision subject to Conditions of Approval in the revised staff report dated December 5, 2017.

GRAMOR
DEVELOPMENT

December 11, 2017

Sent Via Email Delivery to: changj@sherwoodoregon.org

City of Sherwood Planning Commission
22560 SW Pine Street
Sherwood, OR 97140
Attention: Joy Chang, Associate Planner

RE: Parkway Village South (SP 17-01/SUB 17-03) – Comments on Application

Dear Commissioners:

My name is Matt Grady, Vice President of Project Development for Gramor Development, providing comments regarding the above applications. Our company has been intimately involved with the Planned Unit Development build out of the project and assisted in the development and operation of Phase 7 immediately north of this Phase 6. We support the current applications.

The proposed development with the Fun Center as a primary anchor and associated retail buildings to the north and west provides a logical extension of the existing development pattern and provides a highly needed entertainment type venue for Sherwood. Beaverton has a similar fun center called Big Al's. This type of facility has provided a critical location for all ages, with an emphasis on families and children. The Beaverton Big Al's has demonstrated that a facility like this is complementary to the neighborhood providing a gathering place acting as an amenity to the community.

The site zoning of Light Industrial with a general commercial overlay allows the proposed uses. The buildings are set back from the property lines to allow the required visual easements along SW Langer Farms Parkway and from the 100-foot distance from residential zoned districts.

The roads are sized and designed to accommodate the anticipated vehicle trips forecast for the proposed project. We are troubled that this project is required to mitigate potential impacts to the functional capacity at Hwy 99E, because Phase 7 provided physical improvements at that time sized for a tremendous increase in vehicle trips due to Phase 7. Nevertheless, if such requirements are to be imposed, they should be fair and equitable. Access from Langer Farms Parkway was established when this road was constructed in 2012 to be opposite SW Whetstone Way, to avoid vehicle conflicts. We are in support of the condition of approval providing pedestrian warning device for crossing Langer Farms Parkway at SW Whetstone Way.

Exhibit I

12-12-17 Date | PC Gov. Body | 1 Agenda Item | I Exhibit #

The storm water can be accommodated in the regional facility that was built in 2013 when Phase 7 was developed.

Landscaping plans exceed the City's standards for landscaping canopy tree coverage and for landscaping areas.

Lighting is provided with a variety of fixtures that are downward facing and appropriate for the uses, accommodating the fact that the existing street lights provide additional ambient lighting along the public right of ways.

The building designs are interesting, incorporate changes in materials and elevation changes. The materials are durable, functional and represent a pallet similar to the previous Phase 7. Siding material include lap siding, board & batten, cedar shingles, stone and concrete ledgestone, brick blends, concrete masonry split faced texture and color variety, board formed concrete, and seamless metal roofs.

The main entry from SW Century Drive provides a prominent entry feature over the entrance linking a dedicated pedestrian access to the main entrance to the Fun Center. Additional pedestrian circulation is provided all along Langer Farms Parkway, to facilitate access.

We are excited to see this project come to fruition and urge your approvals so that this project can move forward.

Regards,
Gramor Development, Inc.

Matt Grady, AICP
Vice President - Project Development

cc: John Christiansen/AKS Engineering (johnc@AKS-eng.com)
Frank Schmidt/Tiland Schmidt Architects (frankschmidt@tilandschmidt.com)
Matt Langer/ Langer Family, LLC (matt.langer04@gmail.com)

Joy Chang

From: John Christiansen <johnc@aks-eng.com>
Sent: Wednesday, November 22, 2017 3:00 PM
To: Joy Chang; Joey Shearer
Cc: Erika Palmer; Kirsten Allen; Bob Galati; Frank Schmidt; Matt Langer
Subject: RE: SP 17-01/SUB 17-03 Parkway Village South - Staff Report and Comments
Attachments: 2013 025409.pdf

Hi Joy,
Thank you for your efforts in preparing this staff report and conditions of approval. The conditions seem reasonable and we do not have objections to most of them; however, there are a few we'd like the City to reconsider:

H.1 Prior to Occupancy, all site improvements, including but not limited to landscaping, parking and site lighting shall be installed per the approved final site plan and inspected and approved by the Planning Department.

Response: Given the scale of this project, building construction will likely be phased to meet market needs. This was not explicitly defined in the application but we anticipate building construction may be phased as follows:

- Phase 1 – West half of fun center (excludes the indoor go-kart track shown on exhibit FEC 2.1 of the application)
- Phase 2 – East half of fun center (go-kart track)
- Phase 3 – Retail A, B, and C
- Phase 4 – Coffee Kiosk
- Phase 5 – Pad 'A'

A similar approach was taken with the adjacent Parkway Village project where the anchor tenant and some retail were constructed in phase 1, then Old Spaghetti Factory and Panera followed years later. The condition, as written, would give the City the ability to deny occupancy of the Fun Center if sidewalk was not completed adjacent to the retail buildings. We request this condition be revised to reflect phasing of the project. Please let me know if need a more detailed explanation or phasing map.

G.4 Prior to Sherwood Engineering final acceptance of the constructed public improvements the developer shall dedicate and record a minimum 8-foot PUE for areas along all street frontages where the existing PUE is less than 8-feet unless otherwise approved by the City.

Response: An 8-foot PUE was dedicated with the Langer Farms Plat and via Doc No 2011-030292 (see attached). We request this condition be removed as it is already satisfied.

H.4 Prior to Final Occupancy for any buildings constructed under this site development plan, a Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing system shall be installed on Langer Farms Parkway on the south side of the Langer Farms Parkway and Whetstone Way intersection, and be fully operational.

Response: We do not believe the pedestrian crossing volume at this location warrants an RRFB. We request the City reconsider this condition and instead require a standard stripped and signed crossing.

H.5 Prior to Final Occupancy for any building(s) constructed under this development plan, frontage improvements along the entirety of Century Drive shall be installed. This includes the undeveloped Lot 1.

Response: Constructing the frontage improvements along the undeveloped Lot 1 (installing sidewalk and landscaping) does seem appropriate at this time. Lot 1 will be developed in the future which could result in impacts to these improvements. Furthermore, the adjacent use is industrial. Continuing sidewalk to the adjacent property would provide

12-12-17 Date | PC Gov. Body

6a Agenda Item | J Exhibit #

Exhibit J

little benefit to pedestrian circulation in the region. We request that the City reconsider this condition and not require frontage improvements along Lot 1 at this time.

H.9 Prior to Final Occupancy for any building(s), the developer shall provide water quality treatment for all new/redeveloped impervious area constructed unless otherwise approved by the City Engineer and Clean Water Services.

Response: As documented in the preliminary stormwater report submitted with the application, stormwater quality treatment will be provided by routing stormwater to the existing regional facility. This was acknowledged in the Engineering Department Review Comments. We request that this condition be deleted or rewritten to identify that stormwater runoff from the development shall be directed to the regional facility to meet water quality treatment requirements.

Again, we appreciate your work to date and your open dialog in review of this application. Feel free to contact me with any questions.

Regards,

John P. Christiansen, PE - Associate
AKS ENGINEERING & FORESTRY, LLC

P: 503.563.6151 Ext. 247 | C: 541.231.3242 | F: 503.563.6152 | www.aks-eng.com | johnc@aks-eng.com

From: Joy Chang [mailto:ChangJ@SherwoodOregon.gov]
Sent: Tuesday, November 21, 2017 1:51 PM
To: Joey Shearer <shearerj@aks-eng.com>; John Christiansen <johnc@aks-eng.com>
Cc: Erika Palmer <PalmerE@SherwoodOregon.gov>; Kirsten Allen <AllenK@SherwoodOregon.gov>; Bob Galati <GalatiB@SherwoodOregon.gov>
Subject: SP 17-01/SUB 17-03 Parkway Village South - Staff Report and Comments

Per your request, see attached and let me know if you have any questions. Please confirm receipt.

Joy L Chang
Associate Planner
City of Sherwood
503.625.4214
changj@sherwoodoregon.gov

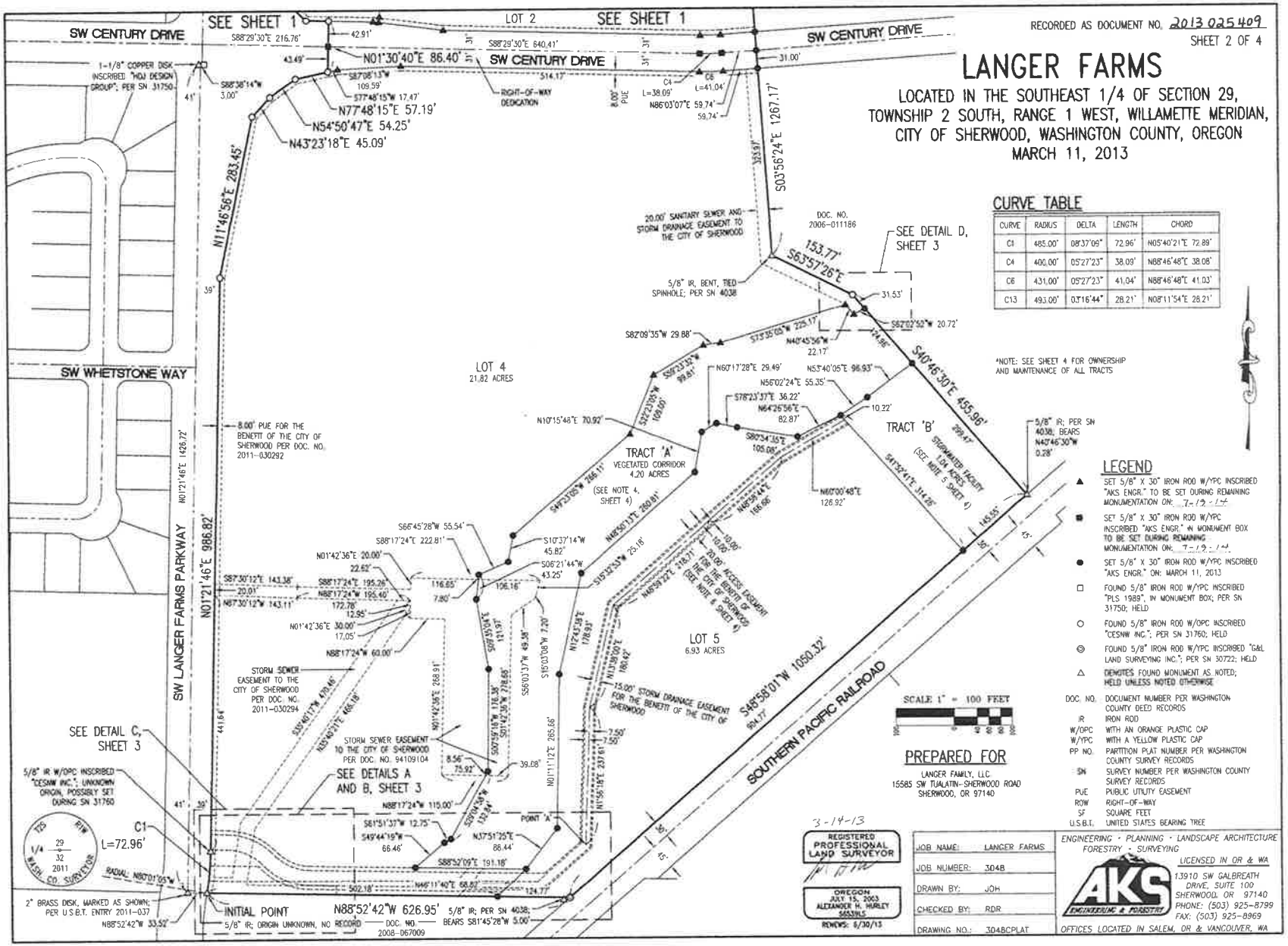
RECORDED AS DOCUMENT NO. 2013 025409

SHEET 2 OF 4

LANGER FARMS

LOCATED IN THE SOUTHEAST 1/4 OF SECTION 29, TOWNSHIP 2 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF SHERWOOD, WASHINGTON COUNTY, OREGON

MARCH 11, 2013



CURVE TABLE				
CURVE	RADIUS	DELTA	LENGTH	CHORD
C1	485.00'	08°37'09"	72.96'	N05°40'21"E 72.89'
C4	400.00'	05°27'23"	38.09'	N88°46'48"E 38.08'
C6	431.00'	05°27'23"	41.04'	N88°46'48"E 41.03'
C13	493.00'	03°16'44"	28.21'	N08°11'54"E 28.21'

LEGEND

- ▲ SET 5/8" X 30" IRON ROD W/YPC INSCRIBED "AKS ENGR." TO BE SET DURING REMAINING MONUMENTATION ON: 7-19-14
- ■ SET 5/8" X 30" IRON ROD W/YPC INSCRIBED "AKS ENGR." IN MONUMENT BOX TO BE SET DURING REMAINING MONUMENTATION ON: 7-19-14
- ● SET 5/8" X 30" IRON ROD W/YPC INSCRIBED "AKS ENGR." ON: MARCH 11, 2013
- □ FOUND 5/8" IRON ROD W/YPC INSCRIBED "PLS 1989", IN MONUMENT BOX; PER SN 31750; HELD
- ○ FOUND 5/8" IRON ROD W/OPC INSCRIBED "CESNW INC."; PER SN 31760; HELD
- ◎ FOUND 5/8" IRON ROD W/YPC INSCRIBED "G&L LAND SURVEYING INC."; PER SN 30722; HELD
- △ DENOTES FOUND MONUMENT AS NOTED; HELD UNLESS NOTED OTHERWISE

DOC. NO.	DOCUMENT NUMBER PER WASHINGTON COUNTY DEED RECORDS
IR	IRON ROD
W/OPC	WITH AN ORANGE PLASTIC CAP
W/YPC	WITH A YELLOW PLASTIC CAP
PP NO.	PARTITION PLAT NUMBER PER WASHINGTON COUNTY SURVEY RECORDS
SN	SURVEY NUMBER PER WASHINGTON COUNTY SURVEY RECORDS
PUE	PUBLIC UTILITY EASEMENT
ROW	RIGHT-OF-WAY
SF	SQUARE FEET
U.S.B.T.	UNITED STATES BEARING TREE

PREPARED FOR

LANGER FAMILY, LLC
15585 SW TUALATIN-SHERWOOD ROAD
SHERWOOD, OR 97140

3-14-13

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON JULY 15, 2003 ALEXANDER M. HURLEY 56539LS

RENEWS: 6/30/13

JOB NAME:	LANGER FARMS
JOB NUMBER:	3048
DRAWN BY:	JOH
CHECKED BY:	RDR
DRAWING NO.:	3048CPLAT

ENGINEERING · PLANNING · LANDSCAPE ARCHITECTURE
FORESTRY · SURVEYING

AKS ENGINEERING & FORESTRY

LICENSED IN OR & WA

13910 SW GALBREATH DRIVE, SUITE 100
SHERWOOD, OR 97140
PHONE: (503) 925-8799
FAX: (503) 925-8969

OFFICES LOCATED IN SALEM, OR & VANCOUVER, WA

INTERNAL MEMORANDUM

Date: November 27, 2017

Project: Parkway Village South (SP17-01, SUB17-03

To: Joy Chang, Associate Planner

From: Bob Galati, City Engineer

Topic: Response to Applicant Comments on Conditions of Approval.

The Applicant has submitted written concerns to specific conditions in the Land Use actions noted above. The Engineering Department response to these concerns are discussed and response noted below in "blue" text.

H.1 Prior to Occupancy, all site improvements, including but not limited to landscaping, parking and site lighting shall be installed per the approved final site plan and inspected and approved by the Planning Department.

Response: Given the scale of this project, building construction will likely be phased to meet market needs. This was not explicitly defined in the application but we anticipate building construction may be phased as follows:

- Phase 1 – West half of fun center (excludes the indoor go-kart track shown on exhibit FEC 2.1 of the application)
- Phase 2 – East half of fun center (go-kart track)
- Phase 3 – Retail A, B, and C
- Phase 4 – Coffee Kiosk
- Phase 5 – Pad 'A'

A similar approach was taken with the adjacent Parkway Village project where the anchor tenant and some retail were constructed in phase 1, then Old Spaghetti Factory and Panera followed years later. The condition, as written, would give the City the ability to deny occupancy of the Fun Center if sidewalk was not completed adjacent to the retail buildings. We request this condition be revised to reflect phasing of the project. Please let me know if need a more detailed explanation or phasing map.

12-12-17 Date

PC Gov. Body

6a Agenda Item

K Exhibit #

Exhibit K

Engineering Response: Construction phasing of the public improvements based on a per building (or part of a building) concept was not presented in the land use application. From engineering staff's point of view, phased construction of the public improvements, particularly frontage improvements, is not an acceptable alternative for this development based on this phasing plan. The public frontage improvements for Langer Farms Parkway are nearly complete (include sidewalk, planter strip, street trees, street lighting, and signage). The only additions would be access drives and pedestrian crossing facilities. Frontage improvements along Century Drive currently only include street lighting. For this application the additional frontage improvements to bring Century Drive into compliance with City standards will be required.

G.4 Prior to Sherwood Engineering final acceptance of the constructed public improvements the developer shall dedicate and record a minimum 8-foot PUE for areas along all street frontages where the existing PUE is less than 8-feet unless otherwise approved by the City.

Response: An 8-foot PUE was dedicated with the Langer Farms Plat and via Doc No 2011-030292 (see attached). We request this condition be removed as it is already satisfied.

Engineering Response: The condition may be removed as it is redundant to both Century Drive and Langer Farms Parkway right-of-ways.

H.4 Prior to Final Occupancy for any buildings constructed under this site development plan, a Rectangular Rapid Flashing Beacon (RRFB) pedestrian crossing system shall be installed on Langer Farms Parkway on the south side of the Langer Farms Parkway and Whetstone Way intersection, and be fully operational.

Response: We do not believe the pedestrian crossing volume at this location warrants an RRFB. We request the City reconsider this condition and instead require a standard stripped and signed crossing.

Engineering Response: The condition for the RRFB is in response to previous experience with the adjacent Langer/Gramor/Wal Mart site development project. Although the roundabout was constructed with the required pedestrian crossing facilities, experience in the form of numerous complaints, several vehicular accidents and one fatality required the installation of a mid-block crossing RRFB facility. With the main site access located directly across from Whetstone Way, it is anticipated that the same pedestrian crossing conditions and usage will be experienced. The TIA's finding that the roundabout pedestrian crossing will

account for a significant portion of the pedestrian crossing count does not reflect actual experience of an adjacent site development. It is staff's opinion that the RRFB condition is supportable and remain in the COA's.

H.5 Prior to Final Occupancy for any building(s) constructed under this development plan, frontage improvements along the entirety of Century Drive shall be installed. This includes the undeveloped Lot 1.

Response: Constructing the frontage improvements along the undeveloped Lot 1 (installing sidewalk and landscaping) does seem appropriate at this time. Lot 1 will be developed in the future which could result in impacts to these improvements. Furthermore, the adjacent use is industrial. Continuing sidewalk to the adjacent property would provide little benefit to pedestrian circulation in the region. We request that the City reconsider this condition and not require frontage improvements along Lot 1 at this time.

Engineering Response: in reviewing this request, staff refers to Municipal Code Section 16.106.020.D.2 where specific conditions which would allow acceptance of future improvements guarantee may be allowed:

If the applicant is required to provide street improvements, the City Engineer may accept a future improvements guarantee in lieu of street improvements if one or more of the following conditions exist, as determined by the City:

a. *A partial improvement is not feasible due to the inability to achieve proper design standards;*
b. *A partial improvement may create a potential safety hazard to motorists or pedestrians.*
c. *Due to the nature of existing development on adjacent properties it is unlikely that street improvements would be extended in the foreseeable future and the improvement associated with the project under review does not, by itself, provide a significant improvement to street safety or capacity;*
d. *The improvement would be in conflict with an adopted capital improvement plan;*
e. *The improvement is associated with an approved land partition on property zoned residential use and the proposed land partition does not create any new streets; or*
f. *Additional planning work is required to define the appropriate design standards for the street and the application is for a project that would*

contribute only a minor portion of the anticipated future traffic on the street.

Based on the MC language, none of the conditions are met that would allow deferment of constructing the frontage improvements of Lot 1 along Century Drive as part of this land use approval. Staff's opinion is that the requirement for frontage improvements along Lot 1 remain as a COA.

H.9 Prior to Final Occupancy for any building(s), the developer shall provide water quality treatment for all new/redeveloped impervious area constructed unless otherwise approved by the City Engineer and Clean Water Services.

Response: As documented in the preliminary stormwater report submitted with the application, stormwater quality treatment will be provided by routing stormwater to the existing regional facility. This was acknowledged in the Engineering Department Review Comments. We request that this condition be deleted or rewritten to identify that stormwater runoff from the development shall be directed to the regional facility to meet water quality treatment requirements.

Engineering Response: The condition is redundant as stormwater treatment for the proposed site area was included in the design and construction of the existing regional stormwater quality facility. The condition will be rewritten to memorialize the existing water quality facility capability.

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission
December 12, 2017

Planning Commissioners Present:	**Staff Present:**
Chair Jean Simson	Julia Hajduk, Community Development Director
Vice Chair Christopher Flores	Josh Soper, City Attorney
Commissioner Daniel Matzinger	Bob Galati, City Engineer
Commissioner Kara Repp	Erika Palmer, Planning Manager
Commissioner Doug Scott	Joy Chang, Associate Planner
	Michelle Babcock, Administrative Assistant
Planning Commission Members Absent:	**Council Members Present:**
Commissioner Justin Kai	Council President Sean Garland
Commissioner Rob Rettig	

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:00 pm. She made note that the agenda had been revised to remove PA 17-03 Sherwood Transportation System Plan & Zoning and Community Development Code Amendments.

2. Consent Agenda

a. November 28, 2017 Planning Commission Meeting Minutes approval

Motion: From Commissioner Christopher Flores to approve the minutes, seconded by Commissioner Kara Repp. All Present Commissioners voted in favor.

3. Council Liaison Announcements

Council President Sean Garland passed on making announcements. Chair Simson thanked City Council for hosting the Annual Boards and Commissions Appreciation Dinner.

4. Staff Announcements

Erika Palmer, Planning Manager introduced Doug Scott, the new Planning Commissioner. She announced the Comprehensive Plan Update Community Advisory Committee (CAC) had been selected and the first meeting would be January 17, 2018 at City Hall and confirmed a webpage has been created for the Comprehensive Plan Update. The City received a $50,000 technical grant through the Department of Land Conservation and Development (DLCD) for work on the City's economic opportunities analysis.

5. Community Comments

None were received.

6. Old Business

a. Public Hearing – SP 17-01/ SUB 17-03 Parkway Village South (continued)

Chair Simson read the public hearing statement and asked for ex parte contact, bias, or conflict of interest. She disclosed she had a potential conflict of interest as an employee of a wholesale material supplier for

door and bath hardware and Division 10 products including the Salisbury mailboxes that were specified in the plans. She stated her company was not the only distributer in the area and she was not aware of who the supplier was for the project. She did not recuse herself and asked if anyone in the audience wished to challenge any Planning Commission member's ability to participate. None were received.

Joy Chang, Associate Planner gave a presentation of the staff report for SP 17-01/SUB 17-03 Parkway Village South (see record, Exhibit 1). She noted a revised staff report was provided in the packet to address changes to the Engineering conditions of approval (see Exhibit B, revised 12.05.17) along with a letter from Gramor Development dated December 11, 2017, an email from AKS dated November 22, 2017, and a memo from Engineering dated November 27, 2017 were added to the Planning record as Exhibits I, J and K.

Ms. Chang said the project site was located on the southeast corner of Langer Farms Parkway and Century Drive. North of Century Drive was Parkway Village Shopping Center anchored by Walmart; south was Sentinel Storage currently being constructed; east was a light industrial use development; and west were residential properties. The site was approximately 15.67 acres in size. The applicant proposed a site plan review and a five lot subdivision, with lots ranging from .5 to 8.24 acres in the Light Industrial Planned Unit Development zone. Lot 1 would be reserved for future use and was not included in the application and the applicant would come in for a site plan review when it was developed. The remaining four lots would consist of 92,899 square feet indoor entertainment and recreation fun center; 32,408 square feet of retail space across four buildings; and 392 square feet drive-through coffee kiosk.

The site was vacant and adjacent to a regional stormwater quality facility to the southeast, which was committed to serving this tax lot. There was an existing drainage way with associated wetlands and vegetated corridor located within an unbuildable tract to the southeast established as part of the Langer Farms subdivision plat. The project would take access from SW Langer Farms Parkway and SW Century Drive, both designated as collector streets in the Transportation System Plan.

The site has been owned and farmed by the Langer family since the late 1800's and was within Phase 6 of the Sherwood Village PUD that was approved by the Sherwood City Council in 1995. All future development was subject to the conditions of the approved Planned Unit Development and SUB 12-02. Because of the approval of the subdivision in 2012, the use of the property was vested for a period of 10 years per ORS 92.040. In this instance, the PUD approval for all of phases 6, 7, and 8 of PUD 95-1 allowed for uses that were permitted within the General Commercial Zone in 1995. An Example of this would be Indoor Recreation Facilities.

Ms. Chang gave a listing of the approval criteria, including the 1995 PUD Design Guideline & 2010 Development Agreement and stated the review criteria either had been met, or could be met, as conditioned in the Staff Report. She showed a view of the site looking southeast and reported the required urban design standards had been satisfied due to the site being designed around the SW Langer Farms Parkway frontage to create a pedestrian-friendly orientation that would draw people in from the street. She said the project achieved this by locating pedestrian-scale buildings as close as possible to the sidewalk and pedestrian corridors. The project used window glazing, building materials, and design to avoid presenting blank walls to pedestrians, bicyclist, and drivers. A dynamic streetscape was created through well-designed and thoughtful outdoor spaces utilizing storefronts, plazas, fountains, and professionally designed landscaping. Vehicle parking was separated from the sidewalk, and located behind the buildings. In addition to screening and separation provided by the buildings themselves, the parking areas would be screened with landscaping.

Ms. Chang explained the Fun Center was a large building where its main entrance provided the focal point within the site. The building was oriented so the narrower, more pedestrian-scale side faced the SW Langer Farms Parkway sidewalk. The pitched roof, building materials, and other design cues recall the smaller retail buildings that would also front SW Langer Farms Parkway. This design, scaled and focused the entries to the pedestrian while making the development look cohesive. Large storefront windows were planned to face the street and each street-facing elevation presented multiple bays created through the arrangement of windows and doors and the use of multiple types of stone, brick, lap siding, shingles, columns, and wood canopy supports. She said the building design conveyed a distinct base, middle, and top to break up the vertical massing. The use of ledgestone would create a solid base, and banding in addition to changes in color and/or materials emphasized horizontal breaks and vertical coherence in the building plane. The street facing elevations had varying heights, dormers, upper floor windows, and roof-types. Awnings and canopies provided shelter from weather. No aluminum vinyl, or T-111 siding will be utilized. Ms. Chang said in addition to the Design standards being satisfied the applicant addressed how the application met the alternative Commercial Design Review Standards and had satisfied the 1995 PUD Design Guidelines.

Ms. Chang showed the breezeway planned to connect from SW Century Drive through the parking area to the main entrance of the Fun Center. The 10-foot-wide, stone and timber frame, covered walkway would be separated from the parking areas by curbs and trees on both sides of the structure. She stated the applicant requested a five lot subdivision. She showed the lot configurations and said all applicable subdivision criteria are met or could be met with conditions.

Ms. Change went over the applicable zoning requirements.

Off Street Parking would be accommodated entirely on site. Based on the parking requirements a minimum of 406 and maximum of 497 parking spaces were allowed. The applicant was proposing 487 parking spaces. Bicycle Parking standards required a minimum of 29 spaces, the applicant proposed 56 with eight of them long-term spaces. The 487 parking spaces would require 21,915 square feet of landscaping. The preliminary plans showed 35,782 square feet of interior landscaping and 1,720 square feet of perimeter landscaping; SW Langer Parkway and SW Century Drive were both collector streets with a required 10-foot-wide landscaped visual corridor along both street frontages, which the applicant proposed to meet.

The engineering Department recommended a condition requiring a Rectangular Rapid Flashing Beacon on Langer Farms Parkway, south of Whetstone Way in addition to the existing stripped pedestrian crossings near the roundabout and recommended frontage improvements along the undeveloped Lot 1 on SW Century Drive.

Ms. Chang noted two public comments had been received. One in opposition expressing concerns on land use from industrial to commercial, decreasing the potential of bringing in new industrial high valued jobs. Concerns were also expressed on increased commuter traffic from other suburban areas (see record, Exhibit G). These concerns were addressed as part of the staff report. The other letter was from Gramor Development and was in favor of the proposal because it provided a logical extension of the existing development pattern and a was needed entertainment type venue for Sherwood. The letter also addressed how the proposed development met various approval criteria, expressed excitement to see this project come to fruition and urged approval of the project (see record, Exhibit I)

Staff recommended approval of the Parkway Village South Site Plan and Subdivision subject to Conditions of Approval in the revised staff report dated December 5, 2017.

Commissioner Scott commented that the landscaping on the adjacent development to the north was too high and created visibility issues. He asked if those issues had been discussed or addressed for the proposed site. Erika Palmer, Planning Manager responded that it was taken into consideration and if landscaping became too tall, it was a vision clearance hazard and could become a code compliance issue. Ms. Chang said the site distance at the exits was reviewed to ensure the clear vision triangle was maintained. The applicant would be required to make sure the plantings were maintained at a reasonable height. Julia Hajduk, Community Development Director, commented the code was not specific about how tall the landscape islands within the parking lot could be and ultimately vision clearance is the property owner's responsibility and liability.

Chair Simson asked for applicant testimony.

Joey Shearer, Planner with AKS Engineering and Forestry, noted the large packet of information the Planning commission had to review and stated a team of professionals had put the information together. The applicant believed there was substantial evidence within the application that all the approval criteria had been met or could be met with conditions and generally agreed with all of the findings and conditions in the staff report. Several members of the team were available to answer questions from the Commission.

Frank Schmidt, Tiland-Schmidt Architects, Portland, stated they had a neighborhood meeting where constructive criticisms regarding the building frontages and how it faced Langer Farms Parkway was received. At the time there was a 20-30 foot tall wall for the fun center and it did not address the street front well. As a result, the wall was softened and dressed up with the same colors, slopes and materials as the smaller buildings. The fun center was set back further from the street than the retail buildings and additional landscaping added to address concerns and the community as a whole. He said they heard a desire for a place where kids could be entertained and they kept in mind family situations, so the center was really for all ages. He commented on the breezeway that had access to cover in the parking lot and the cover at the front door.

Mr. Schmidt showed plans of the fun center interior. He said the original plans had a zip line going outside that was removed from the project after a code interpretation was brought forward. He pointed out the different areas of the family entertainment center such as the ticket booth, soda/coffee bar and the fireplace close to the front with comfortable seating and room for strollers. He said there would be a restaurant, bar, bowling, laser tag, and a racetrack with electric carts that are relatively quick but screech around the corner at times. Mr. Schmidt said it was a very complicated project, the Langer family had hired an outside expert as well as the vendor who would provide for the space; top people throughout the country to ensure the venue was just right because it was too much money to make a mistake. The fun center would change and evolve over time, but the excitement would continue through the years.

Mr. Schmidt commented everyone knew what retail buildings looked like and said there were examples on the north side of the site. He said that early leasing had been positive, the feasibility study showed Sherwood was well suited for a family entertainment center, and there was a gap for this type of facility in the area. Mr. Schmidt offered to answer questions.

Chair Simson asked what the benefit was for dividing the site into five lots and what it meant to the city. Mr. Shearer responded that it would create flexibility for how the site developed; it would give tenants the opportunity to own the land as the site did not have to be owned by the same entity for perpetuity. Chair Simson commented that one of the pieces of property would not have access and by approving the subdivision the Planning Commission would, in essence, also approve an access road. She questioned if there would consequences for the community to create a precedence to have a private access road in a

subdivision rather than direct access onto that street. Mr. Shearer did not think it was an uncommon pattern for this type of development; the City's definition of lot included a lot that had access to a public right of way via an easement and the configuration proposed was consistent with past approvals issued by the City to other phases within the same PUD. He was not aware of any negative issues that have resulted from that. Chair Simson asked if each lot met the parking standard or if there was a shared parking agreement across the site. Mr. Shearer said there was the potential for a parking agreement. The parking has been laid out assuming all of the buildings were retail uses, which gave flexibility on the permitted uses in the zone. The applicant felt the parking area was designed to accommodate the range of parking requirements for those allowed uses. A tenant that did not fit into the retail use would need to go through a review process with the City to confirm use and required parking.

Commissioner Repp commented on the delivery routes within the site and asked how deliveries would be made to retail spaces A through C. Mr. Shearer replied that common practice for loading areas were generally times of the day when the parking was not occupied. Typically, in the early morning before the store was open, likely using the vacant parking available.

Commissioner Repp asked what would happen to the trees planted between Lot 1 and Lot 2 along the east side of the development when Lot 1 was developed. Mr. Shearer said it would depend on what was developed on the adjacent lot and it would have to comply with the City's tree protection standards. A tree canopy coverage would need to be met regardless of what happened.

Commissioner Repp commented on the increased traffic at the intersections of Langer Farms Drive/Tualatin Sherwood Road and Century Drive/Tualatin Sherwood Road and asked if there were there any planned improvements for increased traffic at the intersection of Century Drive and Tualatin Sherwood Road.

Brian Dunn, Kittlelson Transportation Engineer came forward and explained a transportation impact study was submitted to the City for review where the impacts of the increased traffic associated with the project which included the retail outlets and the family entertainment center use. The city wanted to ensure the estimates were realistic of what the center could generate so data was collected from three example sites in the area. The intersections at Tualatin Sherwood Road/Langer Farms Parkway, 99W/ Tualatin Sherwood Road, 99W/Edy Road and the roundabout on Langer Farms Parkway were evaluated. The findings were that the intersection at Tualatin Sherwood Road/Century Drive was functioning adequately according to Washington County's mobility standards and no improvements were proposed for mitigation. Mr. Dunn reminded the Commission that Washington County had a project to improve Tualatin Sherwood Road that would extend east of Langer Farms Parkway and continue west towards Roy Rogers and Borchers Drive. The project was estimated to be about $12 million and was funded as part of MSTIP project. It would add more through lanes and signal modifications. The applicant agreed to a condition of approval, first referenced by ODOT and supported by city staff, to make a proportionate share contribution towards the intersection at 99W/Tualatin Sherwood Road.

Vice Chair Flores asked about the expected timeline for the proposed project. Mr. Shearer responded the city had timeline requirements for approvals and the fun center would be first building to develop with the rest of the buildings to follow; it was hard to anticipate, but it was in the applicant's interest to make sure development happened as quickly as feasible. Chair Simson pointed out the phases shown in Exhibit J regarding the site improvements with Phase I being the west half of building and Phase 2 the east half. Mr. Shearer stated that based on the timelines provided by city staff there was no need for a specific phasing plan and the development could happen within the City's allowable timelines. The conceptual plan shared

with the city was not a specific phasing plan. Chair Simson acknowledge the difference between an order in which building construction would happen and an agreed upon Phasing Plan between the applicant and the City that would be necessary for a multi-year project.

Chair Simson wanted more clarification regarding improvements at Century Drive and Tualatin Sherwood Road, an uncontrolled intersection that would be impacted by the project. Mr. Shearer stated the findings in the traffic study did not warrant any improvements to the intersection. Commissioner Repp noted mobile phone applications, such as Waze, where drivers could be rerouted through a neighborhood or other side streets with their mobile phones and asked if technology like this was taken into consideration. Mr. Dunn responded that technology like the Waze app was not taken into account, but their knowledge as traffic engineering judgement was used. Travel demand models were used for doing large study areas and those models look at multiple routes and the congestion along those routes. Traffic engineers use the same method when looking at site development; what were the routes people would take; what were the fastest routes; routes with the least amount of congestion; and the functional classification of those routes. In this instance, a scoping memo was done with the City to ensure the study was on the right path. Mr. Dunn confirmed to Commissioner Repp that the assumption was that Century Drive would be used, but it would be less impactful than the Langer Farms Parkway/Tualatin Sherwood Road intersection. Traffic was distributing in multiple directions; Tualatin Sherwood Road to the east was one route, but there are multiple directions the traffic could go.

Chair Simson stated her experience with the intersection was that people used the road more than the traffic study showed. It did not make sense to her that no improvements would be made to Century Drive. On the advice of staff, Chair Simson saved her concerns until after public testimony.

Commissioner Matzinger asked how the common areas would be maintained if the property was divided into five separate parcels. Mr. Shearer explained the applicant would be responsible for providing any covenants or agreements needed to address maintenance responsibilities when the subdivision plat was recorded with Washington County. He said anyone willing to invest a significant amount of money to own property within the project would ensure it was well maintained and well manicured. The maintenance agreements would address the common areas.

Chair Simson said the applicant had 20 minutes for rebuttal and asked for public testimony.

Matt Grady, Vice President of Project Development with Gramor Development, said his company had developed many centers including the one north of the project site. He alluded to the written comments he provided and offered to cover some of the concerns raised by the Commission. He said the CCRs would likely require that certain services be provided for the entire site if there were separate owners sharing the cost so the site was kept looking coherent. There would likely be a shared parking agreement, which happened so people could park on the other lots. He gave the example that the fun center peak hours would be different from other businesses at the site. The retail buildings along the perimeter were designed to have multiple tenants with various sizes of tenant spaces so they do not have large loading needs except during the building construction stage. Supply trucks for those smaller tenant spaces would park in the same spaces as the car spaces, but usually come in the morning time. If they needed a double wide they would take two stalls, but trucks would not block customers. For vegetation in the parking lots he said the application had tree canopy coverage and when the trees became mature it would result in a robust planting. He said the plants were ideally trimmed to three feet for security purposes, so police officers could have a clear line of sight path, but ultimately it was a property management decision. To have successful plant growth was a good thing, but not to the extent you could not see out and around the corner. Mr. Grady

said he read the conditions of approval and supported the project.

With no other testimony, Chair Simson asked for applicant rebuttal.

Brian Dunn came forward and said the trip assignment through the intersection at Century Drive/ Tualatin Sherwood Road were shown in Figure 7 in the traffic study as "re-routed or pass-by" trips and part of a minor pattern. He said Figure 6 showed the trip assignments for "primary" trips (trips generated to and from the site). At the same intersection, the left turns off of Tualatin Sherwood Road onto Century and the right turn from Century Drive onto Tualatin Sherwood Road ranged from 18-27 trips. These were both AM and PM peak hour trips when the operations analyses were done on an intersection level. Mr. Dunn said on Figure 8 the operation results with the traffic assignment overlaid showed the intersection would operate during both peak hours at a service Level C with a v/c of .23 and .22 (volume or demand divided by capacity). The County standard is .99, so there was a lot of capacity remaining, even without a signal. The summary of the operations could be found graphically in Figure 8 (pg. 21 of the traffic study). Mr. Shearer reiterated the study was scoped with city staff, which they reviewed several iterations, so staff may be able to answer some of the questions. Mr. Shearer said the applicant felt the traffic study showed all of the required standards at the studied intersections were met and they would potentially be contributing a significant amount of money for their proportional share of the intersection on the Hwy 99.

Chair Simson commented the fee in lieu of construction made sense when Washington County would be improving Tualatin Sherwood Road to five lanes in the next two to three years. She noted every project in Sherwood affected Tualatin Sherwood Road and everyone wanted the next person to fix the entire problem, which was unrealistic. Chair Simson felt it was the Planning Commission's responsibility to ensure the impacts were being mitigated proportionately.

Commissioner Scott asked how many left turns would come off of Tualatin Sherwood Road onto Langer Farms Parkway. Mr. Dunn responded that those turns were assigned to the previous intersection at Century Drive so 18-27 trips plus approximately 25 trips projected to and from the development making over 50 trips combined from both directions per hour during peak hours. All of the trips were directed through the unsignalized intersection at Century Drive/Tualatin Sherwood Road for the west bound left turn off of Tualatin Sherwood Road onto Century Drive as well as the northbound right turn from Century Drive onto Tualatin Sherwood Road.

Chair Simson thanked the applicant for well-designed building elevations. She was glad to hear the neighborhood meeting had an impact so the neighbors across the street were not looking at a 25-foot wall, but a building that fit into the community.

Vice Chair Flores noted that Building C looked like a drive-thru and asked how the traffic count was estimated. Mr. Dunn commented on the design of the drive-thru that wrapped around the building allowing for a long cue length. Where the cars begin to line up in the parking lot was not near an external driveway and was not going to affect the driveway entrance operation on Langer Farms Parkway. Whether it is a bank or a coffee drive-thru there should be no concern about the cuing of the drive-thru because of the orientation. Vice Chair Flores commented that a popular restaurant would change the traffic around the area, because it was so busy. Mr. Dunn said the trip generation for a retail shopping center was used for the buildings unrelated to the family entertainment center and some retail spaced would be successful, high intensity trip generators, others like the specialty stores, would not generate the high auto traffic. They balance each other out.

Chair Simson asked if the code for a drive-thru was used on Building C. It was not. Staff confirmed the

coffee kiosk on Lot 5 was calculated as a drive-thru.

With no other questions for the applicant, Chair Simson closed the public hearing. There were no questions for staff and the Commission began deliberation. The following motion was received.

Motion: From Vice Chair Christopher Flores to approve the application for SP 17-01/ SUB 17-03 Parkway Village South based on the applicant testimony, public testimony received, and the analysis, findings and conditions in the staff report with the modification listed in the revised staff report, seconded by Commissioner Kara Repp. All Present Commissioners voted in favor.

7. Planning Commissioner Announcements

Vice Chair Flores announced The Odd Couple at the Sherwood Arts Center. This year there would be two versions, a male cast on January 19-20 and a female cast, January 26-27, 2018

8. Adjourn

Commissioner Repp moved to adjourn, seconded by Commissioner Scott. The meeting at 8:24 pm.

Submitted by:

Kirsten Allen

Kirsten Allen, Planning Department Program Coordinator

Approval Date: January 9, 2018