



Home of the Tualatin River National Wildlife Refuge

Planning Commission Meeting Packet

FOR

**September 27, 2016
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
September 27, 2016
7:00 PM Regular Meeting

1. Call to Order

2. Consent Agenda

None

3. Council Liaison Announcements

4. Staff Announcements (Brad Kilby)

5. Community Comments

6. Old Business

a. Public Hearing (continued) – PA 16-06 Stormwater Master Plan Update (Brad Kilby)

The City of Sherwood proposes to update the City's Stormwater Master Plan to address short and long-term community service needs as they pertain to stormwater management. The amendments include an assessment of existing assets and conditions, and identify measures and capital improvement needs to ensure that the City can maintain and expand the existing system to meet community demand.

b. Public Hearing (continued) – PA 16-07 Sanitary Sewer Master Plan Update (Brad Kilby)

The City of Sherwood proposes to update the City's Sanitary Sewer Master Plan to address short and long-term community service needs as they pertain to sewer service. The amendments include an assessment of existing assets and conditions, and identify measures and capital improvement needs to ensure that the City can maintain and expand the existing system to meet community demand.

7. New Business

a. Public Hearing – SP 16-06/ MLP 16-02 Sentinel Storage Annex Phase II (Brad Kilby)

A Minor Land Partition of 21.82 acres into two parcels and to build a 436 unit storage facility which will include open, covered, partially and fully enclosed units. The site is a part of the Langer PUD (PUD 95-01) located on SW Langer Farms Parkway. The properties are zoned LI-PUD.

8. Planning Commissioner Announcements

9. Adjourn

Old Business Agenda

Old Business Agenda



Home of the Tualatin River National Wildlife Refuge

INTERNAL MEMORANDUM

Date: September 20, 2016
Project: Sanitary Sewer and Stormwater Master Plan Addendum
To: Planning Commission Members
Julia Hajduk, Community Development Director
Brad Kilby, Planning Department Manager
From: Bob Galati, P.E., City Engineer
Topic: Response to Questions Regarding Table 2-1 of the Sanitary Sewer Master Plan and the Stormwater Master Plan

During the Planning Commission Hearing of September 13th, 2016, for the Sanitary Sewer Master Plan and the Stormwater Master Plan, a question was presented by Chair Simson regarding some information presented in Table 2-1 of both Master Plans. In particular, Table 2-1 presented values of zero for Non-Developed Land in the Brookman Concept Area for Open Space and Wetland areas. The question presented was what is the rationale for values of zero when we have real world evidence that wetlands and open space exist.

No response could be given at the time of the meeting as an understanding of the data analysis behind the numbers was not known. City staff and the consultants have conducted an analysis and are presenting the following information (attached as Exhibits A and B) in response to Chair Simson's question. Also Tables 2-1 have been revised to present the rationale behind the values so as to clarify their values.

The data in Table 2-gross acreage for each City zoning category as described in the City's Zoning Map. This data includes 13 categories under Developable, and one category (Open Space – OS) under Non-Developable. Three additional categories not in the City's Zoning Map were also quantified as Non-Developable, and not included in the calculation for sewer flow generation. These categories are listed as Wetland, Roadway and Floodplain. Gross acreage data were obtained from Metro RLIS GIS data. These additional non-developable categories are defined as follows:

- Wetlands: This data is in a layer provided by Metro RLIS. It is based on the 1998 National Wetlands Inventory, finished and in-progress local wetland inventories conducted by local jurisdictions, and information/documentation collected during the development of Metro's Title 13 Nature in Neighborhoods program.
- Roadway: This is the total acreage dedicated to public rights-of-way. It is obtained by subtracting the total taxlot acreage in the taxlot's layer from the overall acreage. A portion of the acreage in Brookman is railroad ROW, and was also included in this category.

- Floodplain: This data is in a layer provided by Metro RLIS. It is 100 Year Flood Plain as delineated by the Federal Emergency Management Association (FEMA), digitized by the Portland Office of the Army Corps of Engineers.

So for purposes of estimating sewer flows in this master plan, a factor of 0.85 was first applied to the gross developable acreage in the two concept plan areas to estimate net developed acreage for those areas.

This response is applicable for both master plans and results in no change to the overall outcome or recommendations presented by the individual Master Plans.

All parcels within the City were assigned land use designations in accordance with the City’s Zoning Map and other relevant land use information supplied by Metro. These designations are generally categorized as commercial, industrial, institutional, residential and “non-developable” land uses. City zoning is shown in Figure 2-3. A summarized inventory of developable and non-developable lands in the study area is shown in Table 2-1. Wastewater flows for the various land use designations are discussed in Section 5.

Table 2-1 Zoning and Planning Area Summary				
Zoning Category	Existing City Limits	Brookman Concept Area	Tonquin Employment Area	Total
Developable Land (gross acres)				
General Commercial (GC)	66	0	0	66
Neighborhood Commercial (NC)	1	0	0	1
Office Commercial (OC)	29	7	0	36
Retail Commercial (RC)	101	0	0	101
Institutional and Public (IP)	169	4	0	173
General Industrial (GI)	230	0	0	230
Light Industrial (LI)	198	30	0	228
Employment Industrial (EI)	0	0	281	281
Very Low Density Residential (VLDR)	96	0	0	96
Low Density Residential (LDR)	590	0	0	590
Medium Density Residential Low (MDRL)	185	139	0	325
Medium Density Residential High (MDRH)	147	7	0	154
High Density Residential (HDR)	135	15	0	150
Subtotal – Developable Land	1,947	202	281	2,429
Non-developable Land (gross acres)¹				
Open Space (OS)	238	0	0	238
Wetland	63	0	4	67
Roadway	485	32	20	537
Floodplain	102	17	1	120
Subtotal - Non-developable Land	888	49	25	962
TOTAL - Developable + Non-developable	2,835	251	306	3,391
Developable Land - Developed vs. Vacant Summary (gross acres)				
Subtotal – Developed Land	1,508	0	0	1,508
Subtotal - Vacant Land	439	202	281	922

Note 1. Non-developable Land refers to lands in the study area that have a City zoning designation of Open Space (OC), or have been otherwise categorized by Metro RLIS as Wetlands, Roadway, or Floodplain. These additional categories are defined as follows: Wetlands – As identified by Metro RLIS GIS, this includes land in the 1998 National Wetlands Inventory, finished and in-progress local wetland inventories conducted by local jurisdictions, and information/documentation collected during the development of Metro’s Title 13 Nature in Neighborhoods Program. Roadway - Land not part of a taxlot, considered to be dedicated to public rights-of-way. These include streets, highways, and railroads. Floodplain - Land in the 100-year floodplain, as delineated by FEMA. Current as of August 2016.

EXHIBIT B

Medium Density Residential (MDRL and MDRH), and 37 acres zoned as High Density Residential (HDR).

Table 2-1 Zoning and Planning Area Summary				
Zoning Category	Existing City Limits	Brookman Concept Area	Tonquin Employment Area	Total
Developable Land (gross acres)				
General Commercial (GC)	66	0	0	66
Neighborhood Commercial (NC)	1	0	0	1
Office Commercial (OC)	29	7	0	36
Retail Commercial (RC)	101	0	0	101
Institutional and Public (IP)	169	4	0	173
General Industrial (GI)	230	0	0	230
Light Industrial (LI)	198	30	0	228
Employment Industrial (EI)	0	0	281	281
Very Low Density Residential (VLDR)	96	0	0	96
Low Density Residential (LDR)	590	0	0	590
Medium Density Residential Low (MDRL)	185	139	0	325
Medium Density Residential High (MDRH)	147	7	0	154
High Density Residential (HDR)	135	15	0	150
Subtotal – Developable Land	1,947	202	281	2,429
Non-developable Land (gross acres)¹				
Open Space (OS)	238	0	0	238
Wetland	63	0	4	67
Roadway	485	32	20	537
Floodplain	102	17	1	120
Subtotal - Non-developable Land	888	49	25	962
TOTAL - Developable + Non-developable	2,835	251	306	3,391
Developable Land - Developed vs. Vacant Summary (gross acres)				
Subtotal – Developed Land	1,508	0	0	1,508
Subtotal - Vacant Land	439	202	281	922

Note 1. Non-developable Land refers to lands in the study area that have a City zoning designation of Open Space (OC), or have been otherwise categorized by Metro RLIS as Wetlands, Roadway, or Floodplain. These additional categories are defined as follows: Wetlands – As identified by Metro RLIS GIS, this includes land in the 1998 National Wetlands Inventory, finished and in-progress local wetland inventories conducted by local jurisdictions, and information/documentation collected during the development of Metro’s Title 13 Nature in Neighborhoods Program. Roadway - Land not part of a taxlot, considered to be dedicated to public rights-of-way. These include streets, highways, and railroads. Floodplain - Land in the 100-year floodplain, as delineated by FEMA. Current as of August 2016.

New Business Agenda

Item A

New Business Agenda

Item A

**CITY OF SHERWOOD
Staff Report**

**Date: September 15, 2016
File No: MLP 16-02 SP 16-06
Sentinel Self- Storage Annex II**

To: Planning Commission

Pre-App Date: November 16, 2015
App. Submitted: July 7, 2016
App. Complete: August 3, 2016
120-Day Deadline: December 1, 2016
Hearing Date: September 27, 2016

FROM: 

Brad Kilby, AICP, Planning Manager

Proposal: The applicant proposes to partition a 21.82 acre lot into two parcels, and build a 436 unit storage facility on one of the parcels. The storage units will include open, covered, partially enclosed and fully enclosed units. The site is a part of the Langer PUD (PUD 95-01). This site is located on SW Langer Farms Parkway, and is zoned PUD- LI.

I. BACKGROUND

- A. Applicant/Owner:
Langer Family, LLC
15555 SW Tualatin-Sherwood Road
Sherwood, OR 97140
- B. Location: The property is located on the south side of SW Langer Farms Parkway. The property is identified as tax lot 100 on Washington County Assessor Map 2S129DC.
- C. Parcel Size: The subject property is approximately 21.82 acres in size.
- D. Existing Development and Site Characteristics:
The site is currently vacant and has been actively farmed for hay. The site slopes from west to east as well as north to an existing drainage way. The drainage way surrounds this site along the western and northern site boundaries. The site will take access from a private access that connects to SW Langer Farms Parkway via a forty foot access easement which was previously approved through the Langer subdivision (SUB 12-02) approval. The overall site is bound on the northeast by SW Century Blvd., to the north by SW Langer Farms Parkway, to the south and southeast by a natural resource area and regional stormwater facility, and to the west by a pallet manufacturer and distributor. The property is surrounded by other properties located to the south and west by other light industrially zoned and used properties, to the east by an industrially zoned parcel that was developed with the Parkway Village Shopping Center, and to the north by properties that are zoned residential and public/institutional.
- E. 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 8 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 1995. This was memorialized by the Council approval of Resolution 2007-081 in 2007.

- F. Zoning Classification and Comprehensive Plan Designation: The property is zoned PUD-LI. Mini storage is not currently permitted in this zone, and Automotive, Boat, Trailer, and Recreational Vehicle Storage is permitted conditionally, but as stated above, both uses were permitted when the original PUD was approved, and the uses were vested for a period of 10 years once the subdivision was approved in 2012.
- G. Adjacent Zoning and Land Use: The subject site is currently being farmed for hay. Properties to the south and east of the site include lands that are zoned Light Industrial. Billet manufacturing, a pallet manufacturer, is zoned Light Industrial, and located directly south of the site. The site is also adjacent to a regional storm water quality facility to the southeast which was committed to serving this tax lot. The Parkway Village Shopping Center is located directly east of the site, and properties zoned Public/Institutional and Residential are located directly north of the site. Those properties are developed with single-family residences, and a private school (St. Francis).
- H. Review Type: According to section 16.72.010.4.c, site plans for developments over 40,000 square feet require a Type IV review with a decision made by the Planning Commission after consideration of public comments. An appeal would be heard by the City of Sherwood City Council so long as the person appealing had provided comments prior to the close of public testimony at the public hearing and has filed an appeal within fourteen 14 days after the decision has been mailed.
- I. Neighborhood Meeting: The applicant held a neighborhood meeting on March 31, 2016 at the Fire Station located at 15440 SW Oregon Street. The applicant discussed the proposed development of the site to a single individual who attended from the neighborhood located north of the site. The applicant provided notes, the sign in sheet, and an affidavit of mailing with the application materials.
- J. Public Notice and Hearing: Notice of the application was mailed to property owners within 1000 feet, posted on the property and in five locations throughout the City on September 7, 2016. Notice of the hearing was also provided in the September 1st edition of the Sherwood Gazette, and again in the Tigard Times on September 22, 2016 in accordance with the notice provisions of Section 16.72.020 of the SZCDC.
- K. Review Criteria: Code Criteria: Sherwood Zoning and Community Development Code, 16.31 (Light Industrial – LI); 16.40 (Planned Unit Development); 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), 16.122 Land Partitions, 16.128 Land Division Design Standards, 16.142 (Parks and Open Space), 16.144 (Wetland, habitat and Natural Areas), 16.146 (Noise), 16.48 (Vibrations), 16.150 (Air Quality), 16.52 (Odors), 16.154 (Heat and Glare); and 16.156 (Energy Conservation).

II. PUBLIC COMMENTS

Public notice was mailed, posted on the property and in five locations throughout the City on September 7, 2016. Staff has not received any public comments as of the date of this report on the proposal.

III. AGENCY COMMENTS

Staff sent e-notice to affected agencies on September 6, 2016. The following is a summary of the comments received. Copies of full comments are included in the record unless otherwise noted.

Sherwood Engineering Department: Craig Christensen, PE, from the Engineering department submitted comments on September 19, 2016. His comments are incorporated throughout the report, and where appropriate conditions have been imposed to ensure that the proposal meets the standards which the engineering department is responsible to enforce. Mr. Christensen's comments are attached to this report as Exhibit B.

Clean Water Services: Jackie Sue Humphrey's submitted comments dated September 15, 2016. Within her comments, Ms. Humphrey's indicates that the applicant will be required to obtain a storm connection permit from Clean Water Services (CWS), and approval of final construction plans and drainage calculations. The CWS comments are attached to this report as Exhibit C.

Tualatin Valley Fire and Rescue: Tom Mooney, Deputy Fire Marshal II with Tualatin Valley Fire and Rescue (TVFR), submitted comments for this proposal on September 7, 2016. Mr. Mooney indicated that the district endorses the application provided their fire, life, and safety requirements, listed in the comments, were satisfied including showing the driveway to the secondary emergency access, clearance requirements for the secondary access, documentation of flow requirements to the site, and locations of the fire department connection. Mr. Mooney's comments have been incorporated into this report where applicable, and are attached to this report as Exhibit D.

Washington County: Naomi Vogel of Washington County TLS initially contacted the City about whether or not there was a need for a traffic study, but did not send any additional comments.

Pride Disposal, PGE, ODOT, Metro, Tri-Met, Kinder Morgan Energy, and NW Natural Gas were also notified of this proposal and did not respond or provided no comments to the request for agency comments by the date of this report.

IV. APPLICABLE CODE STANDARDS

Chapter 16.31 Light Industrial (LI)

A. 16.31.020 Permitted Uses

The following uses are permitted outright, provided such uses meet the applicable environmental performance standards contained in Division VIII. Manufacture, compounding, processing, assembling, packaging, treatment, fabrication, wholesaling, warehousing or storage of articles or products including recreational vehicles, equipment, etc.

FINDING: The applicant is proposing to develop a self-storage business with covered and uncovered units. The development would also provide for the storage of recreational vehicles. Storage and

warehousing is not currently allowed in the light industrial zone; however it was permitted at the time of the original PUD approval. Both the code (16.32.020.H) and the development agreement acknowledge that the uses permitted at the time of original PUD approval are permitted. This standard is met.

16.31.030 Development Standards

A. 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.

B. Lot Dimensions

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

- 1. Lot area: 10,000 sq. ft.
- 2. Lot width at front property line: 100 feet
- 3. Lot width at building line: 100 feet

STAFF ANALYSIS: The proposed development would divide a 21.82 acre lot that was created by SUB 12-02 into two separate parcels. Parcel 1, the proposed location of the self-storage annex is proposed to be 6.14 acres in size. Parcel 2 is not proposed to be developed with this application. It is 15.68 acres in size. Both parcels will exceed the minimum lot area of 10,000 square feet. The remainder of this analysis will be focused on the proposed development on parcel 1. As proposed, the lot width at the front property line is 507.82 feet, because of the shape of the lot, the lot width at the building line is the same.

FINDING: The proposed lot area, width and width at the building line exceed the minimum requirement prescribed above; therefore, this criterion is satisfied by the proposed development.

4. Setbacks

Except as otherwise provided, required minimum setbacks shall be:

1.	Front yard:	Twenty (20) feet, except when abutting a residential zone or public park, then there shall be a minimum of forty (40) feet.
2.	Side yard:	None, except when abutting a residential zone, then there shall be a minimum of forty (40) feet.
3.	Rear yard:	None, except when abutting a residential zone, then there shall be a minimum of forty (40) feet.
4.	Corner lots:	Twenty (20) feet on any side facing a street, except when abutting a residential zone, then there shall be a minimum of forty (40) feet.

STAFF ANALYSIS: The lot is not adjacent to residentially zoned lots therefore there is not a setback requirement for the side or rear property lines. A yard is defined as the area extending across the full width of the lot between the front lot line and the nearest line or point of the building. There is no

proposed development on parcel 2. The proposed development on parcel 1 will maintain a front yard setback of 20 feet, a rear yard setback of at least 5.35 feet, and two side yards of 90.28 and 43 feet respectively.

FINDING: As proposed, the setbacks are satisfied by the proposed development.

C. 16.31.060 Community Design

For standards relating to off-street parking and loading, energy conservation, historic resources, environmental resources, landscaping, access and egress, signs, parks and open space, on-site storage, and site design, see Divisions V, VIII and IX.

STAFF ANALYSIS: The applicable standards that are listed in the Community Design section are addressed elsewhere in this narrative. As proposed, the development will meet these standards: off – street parking, energy conservation, landscaping, access and egress, on-site storage, and site design. There are not any historic resources on site therefore that standard is not applicable.

Chapter 16.40 Planned Unit Development

STAFF ANALYSIS: Chapter 16.40 only applies to the processing of proposals for preliminary and final PUD's, and modifications to approved PUD's. In this instance, the applicant has previously applied for and received approval for the entire PUD. A preliminary and final development plan for PUD 95-01 was approved in 1995. In 2007, the PUD was modified to clarify the allowed uses and to negotiate public improvements as they related to the applicant's vision for future development on the site. In 2010, the development agreement for the PUD was amended and approved by the City Council, and subsequent to that approval, there have been significant public improvements provided to the site to help facilitate the development of the property consistent with the approved PUD. Finally, the approval of the subdivision vested the allowed uses at the time of approval under the provisions of ORS 92.40. While the final development plan is broad in its vision, the developer has satisfied the applicable conditions of approval with each phase of the development.

FINDING: The proposed development is not subject to the PUD chapter beyond the necessity to satisfy the conditions of approval for the PUD. The only applicable condition of approval for this phase was the dedication of the vegetated corridor. The applicant dedicated the vegetated corridor with the approval of SUB 12-02. Therefore, the provisions of Chapter 16.40 are not applicable to the proposed development.

Chapter 16.58 Clear Vision and Fence Standards

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 (2 1/2) 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.

FINDING: The site is located in the light industrial zone which requires a minimum distance of 15 feet. The site has access to SW Langer Farms Parkway from an easement. There is not any site obstructing objects proposed within the clear vision area. This standard is met.

Chapter 16.90 Site Planning

16.90.030.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 applicable standards listed above are addressed in detail throughout this report. The provisions of 16.31 Industrial Land Uses Districts, 16.58 Clear Vision, 16.90 Site Planning, 16.92 Landscaping, 16.94 Parking, 16.96 Onsite Circulation, Division VI. Public Infrastructure, 16.142 Parks, Trees and Open Space, and 16.154 Heat and Glare. As conditioned throughout this report, it is feasible for the proposed development to satisfy these requirements.

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: Water, sanitary and streets are all available. The site will be served via a private access drive in Parcel 1 from SW Langer Farms Parkway. Sewer and water services are also located in SW Langer Farms Parkway. Stormwater quality and quantity are provided via a regional stormwater facility constructed with the development of the Parkway Village shopping center, and the earlier annex that was constructed immediately southeast of proposed Parcel 1 in 2012. 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.

- 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. The Engineering Department reviewed the plans and indicated that a Private Storm Water Facility Access and maintenance Covenant across the property are already provided.

- 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: The applicant is proposing to remove two trees. The trees were recently put in with the improvement of SW Langer Farms Parkway and the prior land use approval. Both trees are proposed for removal to accommodate access into the site. As mentioned previously in this report, the site has been traditionally farmed. A stream and vegetated corridor were set aside in a Tract with the recording of SUB 12-02. There are no significant natural features proposed to be removed through this proposal. This criterion is not applicable.

- 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.**

STAFF ANALYSIS: The applicant provided a traffic impact memo from Greenlight Engineering, prepared by Rick Nys, PE a registered traffic engineer as exhibit G to the application (Exhibit A). According to the memo, the development could expect to generate 109 average daily trips. Impacts to nearby intersections are typically analyzed during the weekday AM and PM peak hours. The proposed development is expected to generate a total of 9 trips during both peak hours. The applicant will be required to pay transportation system development charges to assist in improving and maintaining the City and Washington County's collector and arterial system, and significant improvements to the system were made with the development of earlier phases of the PUD in 2012. The City Engineer has indicated that no additional mitigation is required of this development.

FINDING: Based on the above discussion, the applicant meets this criterion.

- 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 shall include the following:**
 - a. Primary, front entrances shall be 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.
- b. Buildings shall be located adjacent to and flush to the street, subject to landscape corridor and setback standards of the underlying zone.
 - c. The architecture of buildings shall be oriented to the pedestrian and designed for the long term and be adaptable to other uses. Aluminum, vinyl, and T-111 siding shall be prohibited. Street facing elevations shall 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 shall be installed unless other architectural elements are provided for similar protection, such as an arcade.
 - d. As an alternative to the above standards 7a—7c, 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 standards 7a—7c above. 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.

FINDING: This proposal is not for a commercial, multi-family, institutional or mixed-use development. It is a light industrial use that is subject to the industrial design standards discussed below. This criterion is not applicable to the proposed development.

- 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. Portions of the proposed industrial development within 200 feet of an arterial or collector street and visible to the arterial or collector (i.e. not behind another building) must meet any four of the following six design criteria:
 - (1) A minimum 15% window glazing for all frontages facing an arterial or collector.
 - (2) A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).
 - (3) Maximum thirty-five (35) foot setback for all parts of the building from the property line separating the site from all arterial or collector streets (required visual corridor falls within this maximum setback area).
 - (4) Parking is located to the side or rear of the building when viewed from the arterial or collector.
 - (5) Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If a loading area is visible from an arterial or collector, it must be screened with vegetation or a screen made of materials matching the building materials.
 - (6) All roof-mounted equipment is screened with materials complimentary to the building design materials.

STAFF ANALYSIS: Portions of the proposed development are located within 200 feet of SW Langer Farms Parkway, a designated collector within the City of Sherwood. Those portions are subject to at least four of the standards listed above. (1) The proposed development does provide glazing along the sites frontage with SW Langer Farms Parkway, but it does not represent at least 15% of that frontage. (2) The proposed development proposes to use metal, glass, and stone

materials along the street frontage. (3) The proposed buildings are located 20-feet from the street frontage with SW Langer Farms Parkway. (4) There is no required parking associated with self-storage facilities. Parking is provided at the main office located at the intersection of SW Tualatin-Sherwood Road and SW Langer Farms Parkway. Parking is not inherent to this type of use given the nature of the business which is to load and unload items from the storage units. (5) Loading and unloading, including RV parking/storage is located behind the buildings that front SW Langer Farms Parkway, so vehicular movement, and storage will not be visible from that right of way. To the extent that the storage is visible at the location of the proposed emergency vehicle access, it is mitigated by landscaping that is proposed along the sites frontage with SW Langer Farms Parkway. (6) The applicant has indicated that to the extent that roof mounted equipment is utilized, that it will be screened with materials that are complementary to the building materials used in the design.

FINDING: As proposed, the applicant and the plans illustrate that at least four of the criteria can be satisfied by the development. These criteria are satisfied by the proposed development.

b. As an alternative to Section 16.90.020.D.7.a, an applicant may opt to have a design review hearing before the Planning Commission to demonstrate how the proposed development meets or exceeds the applicable industrial design objectives below (this design review hearing will be processed as a Type IV review):

- (1) Provide high-value industrial projects that result in benefits to the community, consumers and developers.**
- (2) Provide diversified and innovative working environments that take into consideration community needs and activity patterns.**
- (3) Support the City's goals of economic development.**
- (4) Complement and enhance projects previously developed under the industrial design standards identified in Section 16.90.020.D.7.**
- (5) Enhance the appearance of industrial developments visible from arterials and collectors, particularly those considered "entrances" to Sherwood, including but not limited to: Highway 99W, Tualatin-Sherwood Road and Oregon Street.**
- (6) Reduce the "bulk" appearance of large industrial buildings as viewed from the public street by applying exterior features such as architectural articulation, windows and landscaping.**
- (7) Protect natural resources and encourage integration of natural resources into site design (including access to natural resources and open space amenities by the employees of the site and the community as a whole).**

FINDING: The proposed development has satisfied at least four of the design criteria listed in section (a.) above, and has not requested an alternative design review hearing. Because of the size of the proposed development this application is already subject to a hearing before the Planning Commission. These criteria are not applicable to the proposed development.

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: The proposed development is provided access via an existing and previously approved driveway onto SW Langer Farms Parkway. This criterion was evaluated and approved with an earlier development. Access into the annex will be via a private driveway off of the access. This criterion is not applicable to the proposed development.

16.92 Landscaping

16.92.010 Landscape Plan

All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan which 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. Maintenance of existing not-invasive native vegetation is encouraged within a development and required for portions of the property not being developed.

FINDING: The proposed landscaping plans show planting areas on the site in areas which are not paved. With the exception of two landscape trees planted with more recent development there is not native vegetation on this parcel. The parcel has been previously farmed. The applicant's landscape and tree plan are provided as Sheets P09A and P09 respectively. This standard is met.

16.92.020 Landscaping Materials

A. Varieties - Required landscaped areas shall include an appropriate combination of 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.

STAFF ANALYSIS: The landscape plan illustrates a proposed a mix of ground cover, trees and shrubs which include Bearberry Cotoneaster, Chanticleer Pear trees, Variegated Dogwoods, Bigleaf Maples, Shore Pine, Spirea, Coastal Strawberry, Valley Fire Pieris, Goldfinger Potentilla, Compact Burning Bush, Western Red Cedar, Scarlet Oak, native grasses, and Rhododendron around the perimeter of the site as required. There are a mix of deciduous and conifer trees along the proposed access.

FINDING: As discussed above, this standard is met.

B. Establishment of Healthy Growth and Size - 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.

FINDING: The proposed landscaping includes contractor notes on how the landscape materials will be established and maintained in a healthy condition and sufficient size. The landscaping plans also indicate how the topsoil or subsoil preparation is expected to occur. This standard is satisfied by the proposed development.

C. Non-Vegetative Features

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. Impervious paving shall not be counted as landscaping. Artificial plants are prohibited in any required landscaped area.

FINDING: The proposed plans show shrubs and low growing ground cover and includes the application of mulch and bark dust in addition to the proposed landscaping. The applicant is not proposing any hardscapes. This standard is met.

D. Existing Vegetation - All developments subject to site plan review as per Section 16.90.020 and required to submit landscaping plans as per Section 16.92.020 shall preserve existing trees, woodlands and vegetation on the site to the maximum extent possible, as determined by the Commission, in addition to complying with the provisions of Section 16.142.060.

FINDING: The proposed development is located on land that has been previously farmed. The applicant has provided a landscape plan (sheet P09A) and tree plan (sheet P09). The applicant is proposing to remove two landscape trees planted with recent approvals to accommodate regular and emergency access. There are no existing trees or woodlands on the parcel proposed to be developed. This criterion is satisfied.

16.92.030 Landscaping Standards

A. Perimeter Screening and Buffering - A minimum six (6) 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 or industrial uses. In addition, plants and other landscaping features may be required by the Commission in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.

FINDING: The site is located adjacent to other industrial properties and a vegetated corridor. The site is not adjacent to residentially zoned sites therefore this standard is not applicable.

B. Parking and Loading Areas

1. Total Landscaped Area

A minimum of ten percent (10%) of the lot area used for the display or parking of vehicles shall be landscaped in accordance with Section 16.92. In addition, all areas not covered by buildings, required parking, and/or circulation drives shall be landscaped with plants native to the Pacific Northwest in accordance with Section 16.92.020.

FINDING: The site is paved and it will be used as a storage facility. There are indoor and outdoor storage spaces. Due to the nature of the use, there are not any required or proposed parking spaces therefore this standard is not applicable.

2. Adjacent to Public Rights-of-Way

A landscaped strip at least ten (10) feet in width shall be provided between rights-of-way and any abutting off street parking, loading, or vehicle use areas. Landscaping shall include any combination of evergreen hedges, dense vegetation, earth berm, grade, and change in grade, wall or fence, forming a permanent year-round screen, excepting clear vision areas as per Section 16.58.030.

FINDING: The site is located adjacent to SW Langer Farms Parkway, a designated collector street in the City of Sherwood. The applicant has proposed to landscape the front yard which is 20 feet in width. As proposed, the landscaping would include the existing street trees along SW Langer Farms Parkway, Chanticleer Pear trees, and Bearberry Cotton Easter. While the applicant has indicated that the accesses will be gated, they have not indicated that there would be any walls or fences included around the development. This criterion is satisfied.

3. Perimeter Landscaping

A ten (10) foot wide landscaped strip shall be provided between off-street parking, loading, or vehicular use areas on separate abutting properties or developments. A minimum six (6) foot high sight-obscuring fence or plantings shall also be provided, except where equivalent screening is provided by intervening buildings or structures.

STAFF ANALYSIS: The proposed landscape plan (sheet P09A) shows that the proposed development will be provided with a minimum 10-foot landscaped strip along the western perimeter, northern perimeter, and eastern perimeter of the development. The northern perimeter includes a varying width landscape strip that is at its smallest 5-feet. However, it is adjacent to a vegetated corridor that will assist in satisfying this requirement. The site takes access from an easement which connects the site to SW Langer Farms Parkway. There are not off-street parking, loading, or vehicular use areas on separate abutting properties or developments that is not screened by this development.

FINDING: As discussed above, this standard is met.

4. Interior Landscaping

A minimum of fifty percent (50%) of required parking area landscaping shall be placed in the interior of the parking area. Landscaped areas shall be distributed so as to divide large expanses of pavement, improve site appearance, improve safety, and delineate pedestrian walkways and traffic lanes. Individual landscaped areas shall be no less than sixty-four (64) square feet in area and shall be provided after every fifteen (15) parking stalls in a row. Storm water bio-swales may be used in lieu of the interior landscaping standard.

FINDING: The applicant has not proposed any parking since this is an expansion of the existing self-storage business located on SW Tualatin – Sherwood Road. The applicant maintains that customers will conduct business at the existing location on Tualatin-Sherwood Road, and will access the site through a secured gate where they will pull in front of their unit to load and unload. The Code does not prescribe a minimum parking requirement for a storage facility. Although it does prescribe minimum parking requirements for industrial uses at a ratio of 1.6 parking spaces per 1,000 SF that parking has been provided at the front office of the business on Tualatin-Sherwood Road. Since there is not required parking, there is not a need to provide minimum area parking lot landscaping. This standard is not applicable.

5. 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 preliminary landscape plan shows ground cover and shrubs on the south side of the intersection of the access driveway and SW Langer Farms Parkway. It should be noted that some

of this landscaping was installed at the time of the construction of SW Langer Farms Parkway. This standard is met.

16.94. Off-Street Parking and Loading (relevant sections)

16.94.010 - Generally

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.

C. Joint Use

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.

D. Multiple/Mixed Uses

When several uses occupy a single structure or parcel of land, the total requirements for off-street parking and loading shall be the sum of the requirements of the several uses computed separately, with a reduction of up to 25% to account for cross-patronage of adjacent businesses or services. If the applicant can demonstrate that the peak parking demands for the combined uses are less than 25% (i.e., the uses operate on different days or at different times of the day), the total requirements may be reduced accordingly.

STAFF ANALYSIS: The applicant has not proposed any parking since this is an expansion of the existing self-storage business located on SW Tualatin – Sherwood Road. The office and business transactions for this site will take place at the Tualatin-Sherwood location and electronically. This site will only serve as a place to store materials and recreational vehicles. Since there is not a leasable business space or office on site, and the business by its very nature does not require additional parking, no parking is required at this time.

FINDING: This standard is not applicable at this time.

16.94.020 - Off-street parking standards

16.94.020.02 provides the required minimum and maximum parking spaces for uses permitted by the SZCDC.

FINDING: As discussed above, this standard is not applicable.

Chapter 16.96 On-Site Circulation

16.96.010 – On-site pedestrian and bicycle circulation

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 at least 6 feet wide.

STAFF ANALYSIS: Operationally, the proposed development is not open to the general public, but rather to people who have rented storage space within the development. Pedestrian access to the site does not appear necessary and is not specifically called for within industrial developments. The storage facility is surrounded on two sides by barriers including a vegetated corridor and a pallet manufacturing complex. The use of this site is not for residential or commercial developments. The access driveway to the site does extend to SW Langer Farms Parkway which connects to residential and commercial developments however it is not likely or practical that the majority of users would walk to a storage unit in order to access their stored items.

FINDING: Because the proposed use is industrial, the above criteria is not applicable.

16.96.010.03 - Connection to Streets

- A. Except for joint access as per 16.96.010, all ingress and egress to a use or parcel shall connect directly to a public street, excepting alleyways.**
- B. 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: The proposed development will have access to SW Langer Farms Parkway, a public street. This criterion is satisfied.

Chapter 16.98 On-Site Storage

16.98.010 - Recreational Vehicles and Equipment

Recreational vehicles and equipment may be stored only within designated and improved off-street parking areas. Such areas shall meet the screening and landscaping requirements of Section 16.92.030.

STAFF ANALYSIS: Recreational vehicle and equipment storage was a permitted use in the Light Industrial zone at the time of the original PUD approval. The site will have multiple indoor storage units in addition to paved storage stalls. There was a staff level interpretation made in 2011 that this standard was intended for residential uses and not industrial uses as this is similar to other uses that would be in the zone. Additionally, this site is pushed back from the road and screened on all sides by a vegetated corridor and proposed screening and landscaping.

FINDING: This standard is not applicable as discussed above.

16.98.020 - Solid Waste Storage

All uses shall provide solid waste storage receptacles which are adequately sized to accommodate all solid waste generated on site. All solid waste storage areas and receptacles shall be located out of public view. Solid waste receptacles for multi-family, commercial and industrial 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: The preliminary plans do not illustrate any trash enclosures. The earlier annex included a 200 square foot trash enclosure near the entrance of the storage facility. The applicant has indicated that refuse from the site could be disposed of at the main office or at the trash enclosure in the first annex immediately adjacent to the site. The applicant has indicated that tenants in the annex will have access to both.

FINDING: This criterion is satisfied.

Division VII. Public Infrastructure

16.104 General Provisions

To ensure the health, safety, and the economic stability of the community, and to establish a quality system of public improvements, the City shall require any buildings or other development for which public facilities and public rights-of-way are not fully provided or improved to current City standards, to install said improvements. Except as otherwise provided or authorized, private improvements serving substantially the same function as equivalent public facilities shall generally be provided and improved to the standards established by this Code and other City regulations.

FINDING: The proposed development are served by existing public services that were constructed and extended with the completion of SW Langer Farms Parkway, SUB 12-02, and the prior development of the 1st storage annex. Necessary easements and stormwater quality/quantity facilities were previously constructed, and are available to the site. There may be a need for right-of-way and plumbing permits and a stormwater connection permit from CWS. Those requirements have been conditioned elsewhere in this report.

16.104.020 Future Improvements

The location of future public improvements including water, sanitary sewer, storm water, streets, bicycle and pedestrian paths, and other public facilities and rights-of-way, as depicted in the Transportation System Plan (TSP) Chapters 4, 5, 6 and 7 of the Community Development Plan are intended as general locations only. The precise alignment and location of a public improvement shall be established during the land use process and shall be depicted on public improvement plans submitted and approved pursuant to § 16.108 and other applicable sections of this Code. (Ord. No. 2011-011, § 1, 10-4-2011)

16.104.030 Improvement Procedures

Except as otherwise provided, all public improvements shall conform to City standards and specifications found in the Engineering Design Manual and installed in accordance with Chapter 16.108. The Council may establish additional specifications to supplement the standards of this Code and other applicable ordinances. Except for public projects constructed consistent with an existing facility plan, a public improvements shall not be undertaken until land use approval has been granted, a public improvement plan review fee

has been paid, all improvement plans have been approved by the City, and an improvement permit has been issued.

STAFF ANALYSIS: The City of Sherwood completed the extension of SW Langer Farms Parkway in 2012 funded primarily by Washington County Major Streets Transportation Improvement Program (MSTIP). As part of that construction, sewer, water, and access from SW Langer Farms Parkway were stubbed to the property. The applicant will need to extend utilities to the site to accommodate development on the site as described in the more detailed discussion below.

FINDING: The applicant has either proposed, or has been conditioned to provide needed public infrastructure with proposed development of the site. Adequate water, sewer and access are available to the property. Stormwater for all future development on site will be captured and treated in the recently completed regional stormwater facility that the applicant constructed with earlier development. This criterion is satisfied.

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.

FINDING: The site takes access from SW Langer Farms Parkway via a driveway easement. There are no physical improvements to the public street being proposed with this site plan application. The road was recently constructed therefore additional improvements or right-of-way is not needed at this time. This standard is met.

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.

FINDING: This development will take access from an access easement connecting to SW Langer Farms Parkway which is a newly constructed road. There are no public improvements needed at this time as the road was recently constructed. No additional improvements are required at this time. This standard is not applicable at this time.

16.106.030 Location

A. Generally

The location, width and grade of streets shall be considered in their relation to existing and planned streets, topographical conditions, and proposed land uses. The proposed street system shall provide adequate, convenient and safe traffic and pedestrian circulation, and intersection angles, grades, tangents, and curves shall be adequate for expected traffic

volumes. Street alignments shall be consistent with solar access requirements as per Chapter 16.156, and topographical considerations.

B. Street Connectivity and Future Street Systems

- 1. Future Street Systems.** The arrangement of public streets shall provide for the continuation and establishment of future street systems as shown on the Local Street Connectivity Map contained in the adopted Transportation System Plan (Figure 8-8).

STAFF ANALYSIS: As previously discussed in this report, the site will take access from an easement to SW Langer Farms Parkway. Any future development will occur to the east and south of the site. No further extensions of streets are necessary or feasible through this portion of the PUD.

FINDING: As discussed above, there will not be future street systems required in this location, therefore this standard is not applicable.

16.106.040 .J. Transit Facilities

Development along an existing or proposed transit route, as illustrated in Figure 7-2 in the TSP, is required to provide areas and facilities for bus turnouts, shelters, and other transit-related facilities to Tri-Met specifications. Transit facilities shall also meet the following requirements:

- 1. Locate buildings within 20 feet of or provide a pedestrian plaza at major transit stops.**
- 2. Provide reasonably direct pedestrian connections between the transit stop and building entrances on the site.**
- 3. Provide a transit passenger landing pad accessible to disabled persons (if not already existing to transit agency standards).**
- 4. Provide an easement or dedication for a passenger shelter and underground utility connection from the new development to the transit amenity if requested by the public transit provider.**
- 5. Provide lighting at a transit stop (if not already existing to transit agency standards).**

FINDING: There are no existing or proposed transit routes adjacent to or near this site. It is not anticipated that pedestrians will be visiting the site since there is not an office associated with this development, and the site is not generally open to the general public unless they have rented a storage space. This criterion is not applicable.

16.110 - Sanitary Sewers

16.110.010 Required Improvements

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.

FINDING: Sanitary sewer service will be provided via an existing 8-inch stub from a public line located in SW Langer Farms Parkway. This criterion is satisfied.

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 in compliance with 16.112.

STAFF ANALYSIS: There is water service available within SW Langer Farms Parkway and the applicant proposes to serve the site from that location. The Engineering department has provided comments that indicate that the proposed development shall provide water service to supply domestic, irrigation and fire water to the development as needed unless otherwise approved by the City of Sherwood Engineering Department. Water flows calculations (domestic, irrigation and fire) shall be provided by the developer. The developer will be required to install a Reduced Pressure Backflow Assembly meeting City of Sherwood Engineering Department standards if required by City of Sherwood Public Works.

If on-site fire protection is required, install backflow protection meeting City of Sherwood Engineering Department standards. Any public water facilities within the subject property will be located within a dedicated public easement.

Private water lines shall be installed in compliance with the current Oregon Plumbing Specialty Code.

FINDING: As discussed above, the applicant will need to meet several requirements to install services at this location, and for this reason, the following condition is recommended.

RECOMMENDED CONDITION: Prior to obtaining a building permit, the developer shall submit a plan showing a water line design meeting the approval of the City of Sherwood Engineering Department.

16.114 - Storm Water

16.114.010 Required Improvements

Storm water facilities, including appropriate source control and conveyance facilities, shall be installed in new developments and shall connect to the existing downstream drainage system consistent with the Comprehensive Plan, the requirements of the Clean Water Services water quality regulations and section 16.114.

STAFF ANALYSIS: Currently public storm sewer mains exist within SW Langer Farms Parkway and within SW Century Drive along the subject property frontage and along the south side of the subject property. No public storm sewer main extension is required.

The proposed development is required to connect to the existing storm sewer at a location approved by the City of Sherwood Engineering Department.

Further, regional water quality facilities were previously constructed to provide treatment of water runoff for proposed impervious areas to be constructed within the subject property. Therefore no water quality facilities will need to be constructed for this development. Private storm water runoff within the subject property shall be collected and conveyed in accordance with the current Oregon Plumbing Specialty Code. This requirement will be verified with building and site development permit review.

FINDING: As discussed above, stormwater services are already available to the site. This criterion is satisfied.

16.116 Fire Protection

16.116.020 Standards

A. Capacity

All fire protection facilities shall be approved by and meet the specifications of the Fire District, and shall be sized, constructed, located, and installed consistent with this Code, Chapter 7 of the Community Development Plan, and other applicable City standards, in order to adequately protect life and property in the proposed development.

B. Fire Flow

Standards published by the Insurance Services Office, entitled "Guide for Determination of Required Fire Flows" shall determine the capacity of facilities required to furnish an adequate fire flow. Fire protection facilities shall be adequate to convey quantities of water, as determined by ISO standards, to any outlet in the system, at no less than twenty (20) pounds per square inch residual pressure. Water supply for fire protection purposes shall be restricted to that available from the City water system. The location of hydrants shall be taken into account in determining whether an adequate water supply exists.

C. Access to Facilities

Whenever any hydrant or other appurtenance for use by the Fire District is required by this Chapter, adequate ingress and egress shall be provided. Access shall be in the form of an improved, permanently maintained roadway or open paved area, or any combination thereof, designed, constructed, and at all times maintained, to be clear and unobstructed. Widths, height clearances, ingress and egress shall be adequate for District firefighting equipment. The Fire District, may further prohibit vehicular parking along private accessways in order to keep them clear and unobstructed, and cause notice to that effect to be posted.

D. Hydrants

Hydrants located along private, accessways shall either have curbs painted yellow or otherwise marked prohibiting parking for a distance of at least fifteen (15) feet in either direction, or where curbs do not exist, markings shall be painted on the pavement, or signs erected, or both, given notice that parking is prohibited for at least fifteen (15) feet in either direction.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 91-922, § 3; Ord. 86-851, § 3)

STAFF ANALYSIS: As indicated on the proposed site plan, fire service protection main will be extended from an existing water main within SW Langer Farms Parkway. The applicant has noted that private fire hydrants will be located throughout the subject site and spaced as required by TVF&R and the City. The applicant has also noted that all of the gates will be equipped with a Knox Box for emergency access to the site.

The fire department provided general comments for this application.

FINDING: The fire district comments indicate the site would need to be constructed consistent with the standards of the fire district for the proposed use. This standard can be satisfied as conditioned below.

RECOMMENDED CONDITION: Prior to the issuance of building permits for the site, provide verification to the planning department that the fire department has reviewed and approved the plans for fire suppression and emergency services.

RECOMMENDED CONDITION: Prior to issuance of building permits, the developer shall submit a plan showing the emergency access meeting the approval of the City of Sherwood Engineering Department and Tualatin Valley Fire & Rescue.

16.118. – Public and Private Utilities

16.118.020 Standards

- 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 feet in width unless a reduced width is specifically exempted by the City Engineer.
- C. Where necessary, in the judgment of the City Manager or his designee, to provide for orderly development of adjacent properties, public and franchise utilities shall be extended through the site to the edge of adjacent property(ies).
- D. Franchise utility conduits shall be installed per the utility design and specification standards of the utility agency.
- E. Public Telecommunication conduits and appurtenances shall be installed per the City of Sherwood telecommunication design standards.
- F. Exceptions: Installation shall not be required if the development does not require any other street improvements. In those instances, the developer shall pay a fee in lieu that will finance installation when street or utility improvements in that location occur.

STAFF ANALYSIS: The applicant is proposing to provide both public and private utilities as discussed previously. The applicant has indicated that all necessary utilities will be installed consistent with these standards, and provided with easements as required.

FINDING: Utilities are available to the property and, as demonstrated within the plans and narrative will be extended to the site, consistent with these provisions. To ensure that the criteria are fully satisfied, the following general conditions are recommended.

RECOMMENDED CONDITION: Prior to receiving any permits, a Clean Water Services Storm Water Connection Permit Authorization shall be obtained.

RECOMMENDED CONDITION: Prior to the issuing of a building, plumbing or grading permits, developer shall obtain a right-of-way permit from the City of Sherwood Engineering Department.

RECOMMENDED CONDITION: Prior to granting building occupancy, the developer shall record all required public easements and provide proof of the recording to the City of Sherwood Engineering Department.

16.118.030 Underground Facilities

Except as otherwise provided, all utility facilities, including but not limited to, electric power, telephone, natural gas, lighting, cable television, and telecommunication cable, shall be placed underground, unless specifically authorized for above ground installation, because the points of connection to existing utilities make underground installation impractical, or for other reasons deemed acceptable by the City.

STAFF ANALYSIS: The applicant and plans indicate that all necessary utilities are proposed to be placed underground as required. The Engineering department comments have indicated that all utilities were placed underground with previous development.

FINDING: This criterion is satisfied by the proposed development.

16.122.020 – Land Partitions

Partitions shall not be approved unless:

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

FINDING: The applicant meets the criterion as discussed throughout this report and can feasibly satisfy the applicable provisions mentioned above.

B. The partition dedicates to the public all required common improvements and areas including but not limited to streets, parks, floodplains, and sanitary sewer, storm water, and water supply systems.

FINDING: As discussed earlier, any dedication expected of this development for the public was provided with prior development of earlier phases of this PUD. This criterion is not applicable to the proposed development.

C. Adequate water, sanitary sewer and other public facilities exist to support the proposed use of the partitioned land, as determined by the City and are in compliance with City standards. For the purposes of this section:

- 1. Connection to the City water supply system shall be deemed to be adequate water service.**
- 2. Connection to the City sewer system shall be deemed to be adequate sanitary sewer service if sewer lines are within three-hundred (300) feet of the partition or if the lots created are less than 15,000 square feet in area. Installation of private sewage disposal facilities shall be deemed adequate on lots of 15,000 square feet or more if the private system is permitted by County Health and City sewer lines are not within three-hundred (300) feet.**
- 3. The adequacy of other public facilities such as storm water and streets shall be determined by the City Manager or his/her designee based on applicable City policies, plans and standards for said facilities.**

FINDING: There is adequate water, sewer and other public services to support the addition of service to both proposed parcels as discussed throughout this report and in the engineering comments. This criterion is satisfied.

D. Adjoining land can be developed, or is provided access that will allow future development, in accordance with this Code.

FINDING: The lot configuration does not affect access for any future development on any adjoining parcels. This criterion is satisfied.

E. Future Development Ability

In addition to the findings required by Section 16.122.010, the City Manager or his/her designee must find, for any partition creating lots averaging one (1) acre or more, that the lots may be re-partitioned or re-subdivided in the future in full compliance with the standards of this Code. The City Manager or his/her designee may require the applicant to submit partition drawings or other data confirming that the property can be re-subdivided. If re-partitioning or re-subdividing in full compliance with this Code is determined not to be feasible, the City Manager or his/her designee shall either deny the proposed partition, require its redesign, or make a finding and condition of approval that no further partitioning or subdivision may occur, said condition to be recorded against the property.

FINDING: Because of the size of the parcels, their location adjacent to existing public streets, and the nature of the zoning, there is no reason that the lots couldn't be divided in the future to meet the standards of the zone. No additional conditions are warranted by the proposal. This standard is satisfied.

Chapter 16.128 Land Division Design Standards

16.128.010 Blocks

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: As indicated in the Engineering comments, no new easements are needed as a result of this submittal. Any new easements must be recorded with a copy of the recording provided to the Engineering department as conditioned earlier in this report. Utility easements were provided with the completion of SUB 12-02. This criterion is satisfied.

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.**

B. Access

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

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.

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 proposed parcels within this partition have direct access to a public street. The proposal does not include “double frontage” or “reverse frontage” lots, and lot lines to the extent possible run at right angles to SW Langer Farms Parkway. Based on the above discussion, the applicant meets these criteria.

Chapter 16.142 – Parks and Open Space

STAFF ANALYSIS: The proposed subdivision is on land that is zoned Light Industrial (L-I) with a Planned Unit Development (PUD) overlay. The PUD required the provision of open space that has already occurred for those properties developed with residential uses. The vegetated corridor was set aside with SUB 12-02. The following criteria are the only provisions that are applicable in this Chapter to this request.

16.142.050. 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) inches DBH and minimum height of six (6) feet. Diameter at breast height (DBH) shall be measured as defined by the International Society of Arboriculture.
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.

FINDING: No new street trees are required for this proposal. Street trees were provided along the sites frontage with SW Langer Farms Parkway with the construction of that street in 2011-2012. This criterion is not applicable to the proposed development since there are already street trees along the sites frontage with SW Langer Farms Parkway.

16.142.060 - Trees on Property Subject to Certain Land Use Applications

All site developments subject to Section 16.92.020 shall be required to preserve trees or woodlands to the maximum extent feasible within the context of the proposed land use plan and relative to other policies and standards of the City Comprehensive Plan, as determined by the City. Review and mitigation shall be consistent with 16.142.060 A, B, C and D.

FINDING: The applicant is proposing to remove two landscape trees to accommodate access to the development. There are no existing trees within the area to be developed as it was previously farmed. This section allows trees to be removed to accommodate the development provided the minimum tree canopy is met. As discussed below in this report, the proposed plan provides for 31% canopy cover which exceeds the minimum of 30% for industrial developments. The tree canopy is provided and calculated on sheet P09 of the applicant's submittal. This requirement is satisfied.

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.

	Commercial, Industrial, Institutional Public and Multi-family
Canopy Requirement	30%
Counted Toward the Canopy Requirement	
Street trees included in canopy requirement	No
Landscaping requirements included in canopy requirement	Yes
Existing trees onsite	Yes x 2
Planting new trees onsite	Yes

FINDING: The applicant has provided a preliminary tree canopy plan, sheet P09 that illustrates 63,044 square feet of canopy. The plan includes trees that were previously planted for the earlier annex, and trees that are proposed to be planted with the proposed development. Street trees in non-residential projects are not allowed to be counted towards the required tree canopy and do not appear to be counted in this calculation. The proposed canopy is 31% of parcel 1. Tree canopy requirements will be evaluated for parcel 2 when development is proposed on that parcel. This criterion is satisfied by the proposed development.

Chapter 16.144 Wetland, habitat, and Natural Areas

FINDING: Chapter 16.144 was erroneously identified within the public notice. This chapter is not applicable, as the wetlands and associated vegetated corridor were set aside in a separate tract with the prior subdivision. According to the Clean Water Services Provider letter No. 16-001228, the proposal is not likely to significantly impact the adjacent resource. There are no identified wetlands on this particular property.

Chapter 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: It is not anticipated that there will be high levels of noise beyond what is expected in an urban area. Storage uses do not typically generate any noise beyond the noise associated with traffic entering and leaving the site, and the loading and unloading of storable items. As proposed, there will be no adverse impacts therefore this standard is met

Chapter 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: It is not anticipated that there will be high levels of vibration beyond what is expected in an urban area. There are not any expected adverse impacts therefore this standard is met.

Chapter 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: It is not anticipated that there will be high levels of air pollution beyond what is expected in an urban area. There are not any expected adverse impacts therefore this standard is met.

Chapter 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: It is not anticipated that there will be high levels of odor or unusual beyond what is expected in an urban area. There are not any expected adverse impacts therefore this standard is met.

Chapter 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.

STAFF ANALYSIS: The lighting plan, sheet P10 of the applicant's submittal indicates that the majority of site lighting will be wall mounted and directed to the interior of the site. The lighting plan does not indicate any areas along the perimeter of the site where light would be expected to trespass onto any adjacent parcel.

FINDING: The proposed lighting plan demonstrates that all lighting will be directed to the interior of the site and along the access drive. There is no fugitive lighting onto adjacent properties. This criterion is satisfied by the proposed development.

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.

FINDING: The proposed development orients the building in several different directions, but are separated by large spaces within the interior. Generally, buildings would be oriented on an east-west axis to ensure adequate solar access. In this instance, the majority of buildings on site will be oriented along an east-west axis. Because the site was formerly farmed, there is not any existing vegetation to shade or insulate the site. That being said, proposed landscaping, at maturity, will perform this function to the extent feasible. This criterion is satisfied.

RECOMMENDATION

Based upon review of the applicant's submittal information, review of the code, agency comments and consideration of the applicant's revised submittal, staff finds that the proposed Minor Land Partition (MLP 16-02) and Site Plan (SP 16-06) does not fully comply with the standards but can be conditioned to comply, and recommends **approval of** the proposed site plan request subject to compliance with the following conditions of approval.

VI. CONDITIONS OF APPROVAL

- F Compliance with the Conditions of Approval is the responsibility of the developer or its successor in interest.
- G ~~AA~~his land use approval shall substantially comply with the submitted preliminary site plans dated July 7, 2016 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.
- H ~~AAA~~he developer/owner/applicant is responsible for all costs associated with private/public facility improvements.
- I ~~AAAA~~he preliminary partition plat approval is valid for a period of one year, and the approval of the proposed site plan on Parcel 1 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.
- Ġ ~~AAAA~~on-going condition of the approval is that the site be maintained in accordance with the approved site plan. In the event that landscaping is not maintained, in spite of the assurances provided, this would become a code compliance issue.
- Î ~~AAA~~ temporary use permit must be obtained from the Planning Department prior to placing a construction trailer on-site.
- Ï ~~AAA~~his 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.

Prior to issuance of grading or erosion control permits from the Building Department:

- İ ~~AAA~~ Prior to receiving any permits, a Clean Water Services Storm Water Connection Permit Authorization shall be obtained.
- 9. Obtain a 1200C Erosion Control Permit through the Building Department for all the disturbed ground, both on and off site that is in excess of one acre in addition to meeting all CWS Design and Construction Standards.
- 10. Install tree protection fencing around trees to be retained on site. The tree protection fencing shall be inspected and deemed appropriate by the project arborist.

Prior to Final Site Plan Approval:

- 11. Submit the required final site plan review fee along with a brief narrative and supporting documents demonstrating how each of the final site plan conditions are met.

Prior to Issuance of a Building Permit:

- 12. Prior to obtaining a building permit, the developer shall submit a plan showing a water line design meeting the approval of the City of Sherwood Engineering Department.
- 13. Prior to the issuance of building permits for the site, provide verification to the planning department that the fire department has reviewed and approved the plans for fire suppression and emergency services.

14. Prior to issuance of building permits, the developer shall submit a plan showing the emergency access meeting the approval of the City of Sherwood Engineering Department and Tualatin Valley Fire & Rescue.
15. Prior to the issuing of a building, plumbing or grading permits, developer shall obtain a right-of-way permit from the City of Sherwood Engineering Department.

Prior to Issuance of Certificate of Occupancy:

16. Prior to granting building occupancy, the developer shall record all required public easements and provide proof of the recording to the City of Sherwood Engineering Department.

VII. Exhibits

- A. Applicant's submittal with narrative and supporting documents
- B. City of Sherwood Engineering comments dated September 16, 2016
- C. Letter from CWS dated September 15, 2016
- D. Letter from TVF&R dated September 7, 2016

Exhibit A

Exhibit A can be reviewed electronically at the following web address:

<http://www.sherwoodoregon.gov/planning/project/sentinel-self-storage-annex-2>

To view materials in person visit City Hall (22560 SW Pine Street) during regular business hours Monday through Friday from 8 am- 5 pm



Engineering Land Use Application Comments

To: Brad Kilby, Planning Manager
From: Craig Christensen, P.E., Engineering Department
Project: Sentinel Storage Phase 2 (SP 16-06)
Date: September 16, 2016

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:

Sanitary Sewer

Currently public sanitary sewer mains exist within SW Langer Farms Parkway and within SW Century Drive along the subject property frontage. No public sanitary sewer extension is required.

The proposed development shall connect to the existing sanitary sewer at a location approved by the Sherwood Engineering Department.

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

Water

Currently public water mains exist within SW Langer Farms Parkway and within SW Century Drive along the subject property frontage. No public water main extension is required.

The proposed development shall provide water service to supply domestic, irrigation and fire water to the development as needed unless otherwise approved by the City of Sherwood Engineering Department.

Water flows calculations (domestic, irrigation and fire) shall be provided by the developer.

Install a Reduced Pressure Backflow Assembly meeting City of Sherwood Engineering Department standards if required by City of Sherwood Public Works.

Project: Sentinel Storage Phase 2 (SP 16-06)
Date: September 16, 2016
Page: 2 of 4

On-site fire protection may be necessary depending on conditions by Tualatin Valley Fire & Rescue.

If on-site fire protection is required, install backflow protection meeting City of Sherwood Engineering Department standards. Any public water facilities within the subject property will be located within a dedicated public easement.

Private water lines shall be installed in compliance with the current Oregon Plumbing Specialty Code.

CONDITION: Prior to obtaining a building permit, the developer shall submit a plan showing a water line design meeting the approval of the City of Sherwood Engineering Department.

Storm Sewer

Currently public storm sewer mains exist within SW Langer Farms Parkway and within SW Century Drive along the subject property frontage and along the south side of the subject property. No public storm sewer main extension is required.

The proposed development shall connect to the existing storm sewer at a location approved by the City of Sherwood Engineering Department.

A regional water quality facilities was previously constructed to provide treatment of water runoff for proposed impervious areas to be constructed within the subject property. Therefore no water quality facilities will need to be constructed for this development.

Private storm water runoff within the subject property shall be collected and conveyed in accordance with the current Oregon Plumbing Specialty Code.

Transportation

The subject property has street frontage along SW Langer Farms Parkway (Collector) to the west and along SW Century Drive (Collector) to the north. Both streets are at full build out, therefore street improvements are only required as necessary for the development.

The developer has submitted a trip generation analysis which determined that the development of Parcel 1 of the partition into storage units will result in 9 weekday AM peak hour trips and 9 weekday PM peak hour trips. Therefore there will be no significant impacts to the public transportation system.

The land use application plan shows an emergency access for the development accessing SW Langer Farms Parkway near the north end of the Parcel 1 of the subject property. If emergency access is installed, a fence gate with lock meeting the approval

Project: Sentinel Storage Phase 2 (SP 16-06)
Date: September 16, 2016
Page: 3 of 4

of the City of Sherwood Engineering Department and Tualatin Valley Fire & Rescue is required.

CONDITION: Prior to obtaining a building permit, the developer shall submit a plan showing the emergency access meeting the approval of the City of Sherwood Engineering Department and Tualatin Valley Fire & Rescue.

Grading and Erosion Control:

City policy requires that prior to grading, a permit is obtained from the Building Department for all grading on the private portion of the site.

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.

An erosion control plan and permit is required from the City of Sherwood Engineering Department for all public and private improvements. The erosion control permit is reviewed, approved and released as part of the public improvement plans.

CONDITION: Prior to obtaining any permits, a DEQ NPDES 1200-C permit is required to be obtained or modified meeting the approval of the City of Sherwood Engineering Department.

Other Engineering Issues:

The development shall adhere to the conditions of the Clean Water Services Service Provider Letter.

CONDITION: Prior to receiving any permits, a Clean Water Services Storm Water Connection Permit Authorization shall be obtained.

CONDITION: Prior to the issuing of a building, plumbing or grading permits, developer shall obtain a right-of-way permit from the City of Sherwood Engineering Department.

An 8-foot wide PUE already exists along all right-of-way adjacent to the subject property.

All existing franchise utilities are underground along the frontage of the subject property.

Sherwood Broadband utilities already existing along the frontage of the subject property. Therefore Sherwood Broadband shall only be installed as necessary to serve the subject property.

Project: Sentinel Storage Phase 2 (SP 16-06)
Date: September 16, 2016
Page: 4 of 4

CONDITION: Prior to granting building occupancy, the developer shall record all required public easements and provide proof of the recording to the City of Sherwood Engineering Department.

END OF COMMENTS.

M E M O R A N D U M

Date: September 15, 2016
To: Brad Kilby, Planning Manager, City of Sherwood
From: Jackie Sue Humphreys, Clean Water Services (the District)
Subject: Sentinel Storage Annex Partition, PUD 95-01, 2S129DC00100

Please include the following comments when writing your conditions of approval:

PRIOR TO ANY WORK ON THE SITE AND PARTITION PLAT RECORDING

A Clean Water Services (the District) Storm Water Connection Permit Authorization must be obtained prior to plat approval and recordation. Application for the District's Permit Authorization must be in accordance with the requirements of the Design and Construction Standards, Resolution and Order No. 07-20, (or current R&O in effect at time of Engineering plan submittal), and is to include:

- a. Detailed plans prepared in accordance with Chapter 2, Section 2.04.
- b. Detailed grading and erosion control plan. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans. If site area and any offsite improvements required for this development exceed one-acre of disturbance, project will require a 1200-CN Erosion Control Permit. If site area and any offsite improvements required for this development exceed five-acres of disturbance, project will require a 1200-C Erosion Control Permit.
- c. Detailed plans showing each lot within the development having direct access by gravity to public storm and sanitary sewer.
- d. Provisions for water quality in accordance with the requirements of the above named design standards. Water Quality is required for all new development and redevelopment areas per R&O 07-20, Section 4.05.5, Table 4-1. Access shall be provided for maintenance of facility per R&O 07-20, Section 4.02.4.

- e. If use of an existing offsite or regional Water Quality Facility is proposed, it must be clearly identified on plans, showing its location, condition, capacity to treat this site and, any additional improvements and/or upgrades that may be needed to utilize that facility.
- f. If private lot LIDA systems proposed, must comply with the current CWS Design and Construction Standards. A private maintenance agreement, for the proposed private lot LIDA systems, needs to be provided to the City for review and acceptance.
- g. Show all existing and proposed easements on plans. Any required storm sewer, sanitary sewer, and water quality related easements must be granted to the City.
- h. Application may require additional permitting and plan review from the District's Source Control Program. For any questions or additional information, please contact Source Control at (503) 681-5175.
- i. Any proposed offsite construction activities will require an update or amendment to the current Service Provider Letter for this project.

CONCLUSION

This Land Use Review does not constitute the District's approval of storm or sanitary sewer compliance to the NPDES permit held by the District. The District, prior to issuance of any connection permits, must approve final construction plans and drainage calculations.



September 7, 2016

Brad Kilby
Planning Manager
City of Sherwood
22560 SW Pine St
Sherwood, Oregon 97140

**Re: Sentinel Storage Annex Phase 2
Tax Lot I.D: 100**

Dear Brad,

Thank you for the opportunity to review the proposed site plan surrounding the above named development project. These notes are provided in regards to the plans received **September 6, 2016**. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.

FIRE APPARATUS ACCESS:

1. **FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDINGS AND FACILITIES:** Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1))

This requirement is met.

2. **ADDITIONAL ACCESS ROADS – COMMERCIAL/INDUSTRIAL SQUARE FOOTAGE:** Buildings or facilities having a gross building area of more than 62,000 square feet shall have at least two approved separate means of fire apparatus access. Exception: Projects having a gross building area of up to 124,000 square feet that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems. (OFC D104.2)

This requirement is met however plans do not show a driveway with access to the secondary access.

3. **MULTIPLE ACCESS ROADS SEPARATION:** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the area to be served (as identified by the Fire Marshal), measured in a straight line between accesses. (OFC D104.3)

This requirement is met.

Exhibit D

Command & Business Operations Center
and North Operating Center
11945 SW 70th Avenue
Tigard, Oregon 97223-9196
503-649-8577

South Operating Center
8445 SW Elligsen Road
Wilsonville, Oregon
97070-9641
503-259-1500

Training Center
12400 SW Tonquin Road
Sherwood, Oregon
97140-9734
503-259-1600

4. **FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)

The secondary access off of SW Langer Farms will be required to have a minimum vertical clearance of 13'6".

5. **NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)
6. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
1. 20-26 feet road width – no parking on either side of roadway
 2. 26-32 feet road width – parking is allowed on one side
 3. Greater than 32 feet road width – parking is not restricted
- Note:** For specific widths and parking allowances, contact the local municipality.
7. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)
8. **FIRE APPARATUS ACCESS ROADS WITH FIRE HYDRANTS:** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant. (OFC D103.1)
9. **SURFACE AND LOAD CAPACITIES:** Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)
10. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)

This requirement is met.

11. **GATES:** Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):
1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
 2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
 3. Electric gates shall be equipped with a means for operation by fire department personnel
 4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.
12. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)
13. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1).

FIREFIGHTING WATER SUPPLIES:

14. **COMMERCIAL BUILDINGS – REQUIRED FIRE FLOW:** The minimum fire flow and flow duration shall be determined in accordance with OFC Table B105.2. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi residual. (OFC B105.3)

Note: OFC B106, Limiting Fire-Flow is also enforced, except for the following:

- The maximum needed fire flow shall be 3,000 GPM, measured at 20 psi residual pressure.
- Tualatin Valley Fire & Rescue does not adopt Occupancy Hazards Modifiers in section B105.4-B105.4.1

15. **FIRE FLOW WATER AVAILABILITY:** Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project. (OFC Appendix B)

Provide documentation of flow test.

16. **COMMERCIAL BUILDINGS - REQUIRED FIRE FLOW:** Commercial structures greater than 3600 ft² in rural and suburban areas where adequate and reliable water supply systems do not exist shall require fire flow to be calculated in accordance with National Fire Protection Association Standard 1142, 2012 Edition. (OFC B107)
- When a building is required to provide an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 (NFPA 13) & 903.3.1.2 (NFPA 13R), a credit of 75% shall be allowed on the volume of water supply required for firefighting.
 - Firefighting water supply reductions shall not reduce the minimum volume of water required for sprinkler system operation per NFPA 13.
 - When serving a fire sprinkler system, firefighting water supplies that are required to have, or voluntarily designed with, a standpipe, draft port, or hydrant(s) must include the hose stream demand (volume) for inside/outside allowances per NFPA 13.
 - The calculated firefighting water supply will be waived when structures are voluntarily protected by an approved automatic fire sprinkler system when otherwise not required by the Oregon Structural Specialty Code. Voluntarily installed fire protection sprinkler systems will not require a drafting port. The system's demand will solely delineate the volume of water required per NFPA 13.
17. **WATER SUPPLY DURING CONSTRUCTION:** Approved firefighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 3312.1)

FIRE HYDRANTS:

18. **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)
- This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.
 - The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.
19. **FIRE HYDRANT(S) PLACEMENT:** (OFC C104)
- Existing hydrants in the area may be used to meet the required number of hydrants as approved. Hydrants that are up to 600 feet away from the nearest point of a subject building that is protected with fire sprinklers may contribute to the required number of hydrants. (OFC 507.5.1)

- Hydrants that are separated from the subject building by railroad tracks shall not contribute to the required number of hydrants unless approved by the Fire Marshal.
- Hydrants that are separated from the subject building by divided highways or freeways shall not contribute to the required number of hydrants. Heavily traveled collector streets may be considered when approved by the Fire Marshal.
- Hydrants that are accessible only by a bridge shall be acceptable to contribute to the required number of hydrants only if approved by the Fire Marshal.

20. **PRIVATE FIRE HYDRANT IDENTIFICATION:** Private fire hydrants shall be painted red in color. Exception: Private fire hydrants within the City of Tualatin shall be yellow in color. (OFC 507)

21. **REFLECTIVE HYDRANT MARKERS:** Fire hydrant locations shall be identified by the installation of blue reflective markers. They shall be located adjacent and to the side of the center line of the access roadway that the fire hydrant is located on. In the case that there is no center line, then assume a center line and place the reflectors accordingly. (OFC 507)

Please contact TVFR for blue dot markers.

22. **PHYSICAL PROTECTION:** Where fire hydrants are subject to impact by a motor vehicle, guard posts, bollards or other approved means of protection shall be provided. (OFC 507.5.6 & OFC 312)

Bollard protection may be required based upon location of fire hydrants.

23. **CLEAR SPACE AROUND FIRE HYDRANTS:** A 3 foot clear space shall be provided around the circumference of fire hydrants. (OFC 507.5.5)

24. **FIRE DEPARTMENT CONNECTION (FDC) LOCATIONS:** FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved. (OFC 912.2.1 & NFPA 13)

- Fire department connections (FDCs) shall normally be located remotely and outside of the fall-line of the building when required. FDCs may be mounted on the building they serve, when approved.
- FDCs shall be plumbed on the system side of the check valve when sprinklers are served by underground lines also serving private fire hydrants.

Plans do not indicate the location of the fire department connection.

BUILDING ACCESS AND FIRE SERVICE FEATURES

25. **KNOX BOX:** A Knox Box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via www.tvfr.com or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)

26. **FIRE PROTECTION EQUIPMENT IDENTIFICATION:** Rooms containing controls to fire suppression and detection equipment shall be identified as "Fire Control Room." Signage shall have letters with a minimum of 4 inches high with a minimum stroke width of 1/2 inch, and be plainly legible, and contrast with its background. (OFC 509.1)

27. **PREMISES IDENTIFICATION:** New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

If you have questions or need further clarification, please feel free to contact me at 503-259-1419.

Sincerely,

Tom Mooney

Tom Mooney
Deputy Fire Marshal II

Thomas.mooney@tvfr.com

Cc: File

<http://www.tvfr.com/DocumentCenter/View/1296>

Sherwood Planning Commission Meeting

Date: September 27, 2016

Meeting Packet

Approved Minutes

Date Approved: October 25, 2016

Request to Speak Forms

Documents submitted at meeting:

Exhibit 1 - Presentation - Sentinel Self

Storage Annex II, Sept 27, 2016

Exhibit E - Email from Marilyn Sykes 7-8-16

Exhibit F - Sherwood Village Retail/Commercial
Design Guidelines

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: 9/27/16 Agenda Item: Sentinel Storage, Annex #2

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

2. PLEASE MARK YOUR 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 Buchanan

Address: 12965 SW Herman Rd. Ste. 100

City/State/Zip: Tualatin, OR 97062

Email Address: buchananm@AKS-eng.com

I represent: Myself Other Langer Family, LLC

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: 9/27 Agenda Item: #3

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

2. PLEASE MARK YOUR 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: John Christensen

Address: 12965 SW Herman Road Suite 100

City/State/Zip: Tualatin, OR 97062

Email Address: johnc@aks-eng.com

I represent: Myself Other Owner/Applicant Rep

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

MLP 16-02SP 16-06
Planning Commission Public Hearing
September 27, 2016

Sentinel Self Storage Annex II

<u>9-27-16</u> Date	<u>PC</u> Gov. Body
<u>7a</u> Agenda Item	<u>1</u> Exhibit #

Vicinity Map



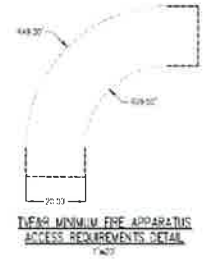
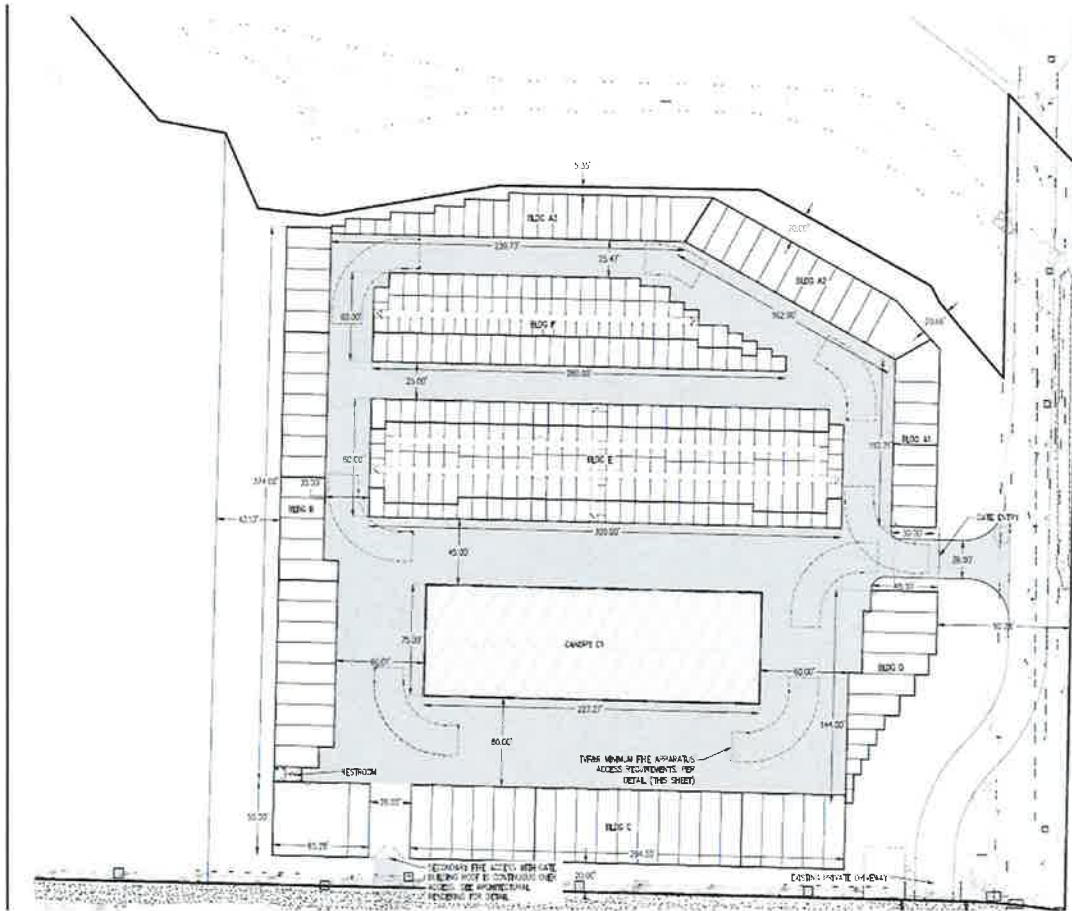
Sentinel Self Storage Proposal

- proposal to partition a 21.82 acre lot into two parcels. Parcel #1 is proposed to be 6.14 acres in size and Parcel #2 is proposed to be 15.68 acres in size.
- Proposal to construct 436 Storage Units on approximately 6.14 acres – proposed Parcel #1.

Zoning Requirements

- Property is zoned Light-Industrial with a PUD Overlay (PUD 95-1)
- Minimum Lot Area is 10,000 square feet
- Minimum Lot Width is 100 feet
- Sewer and water provided from existing services that were constructed with SW Langer Farms Parkway.
- Access from SW Langer Farms Parkway
- Stormwater to be conveyed to a nearby regional stormwater facility constructed with the most recent development on the site.

Site Plan



TYPICAL MINIMUM FIRE APPARATUS ACCESS REQUIREMENTS DETAIL



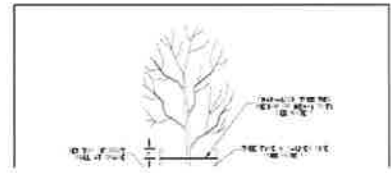
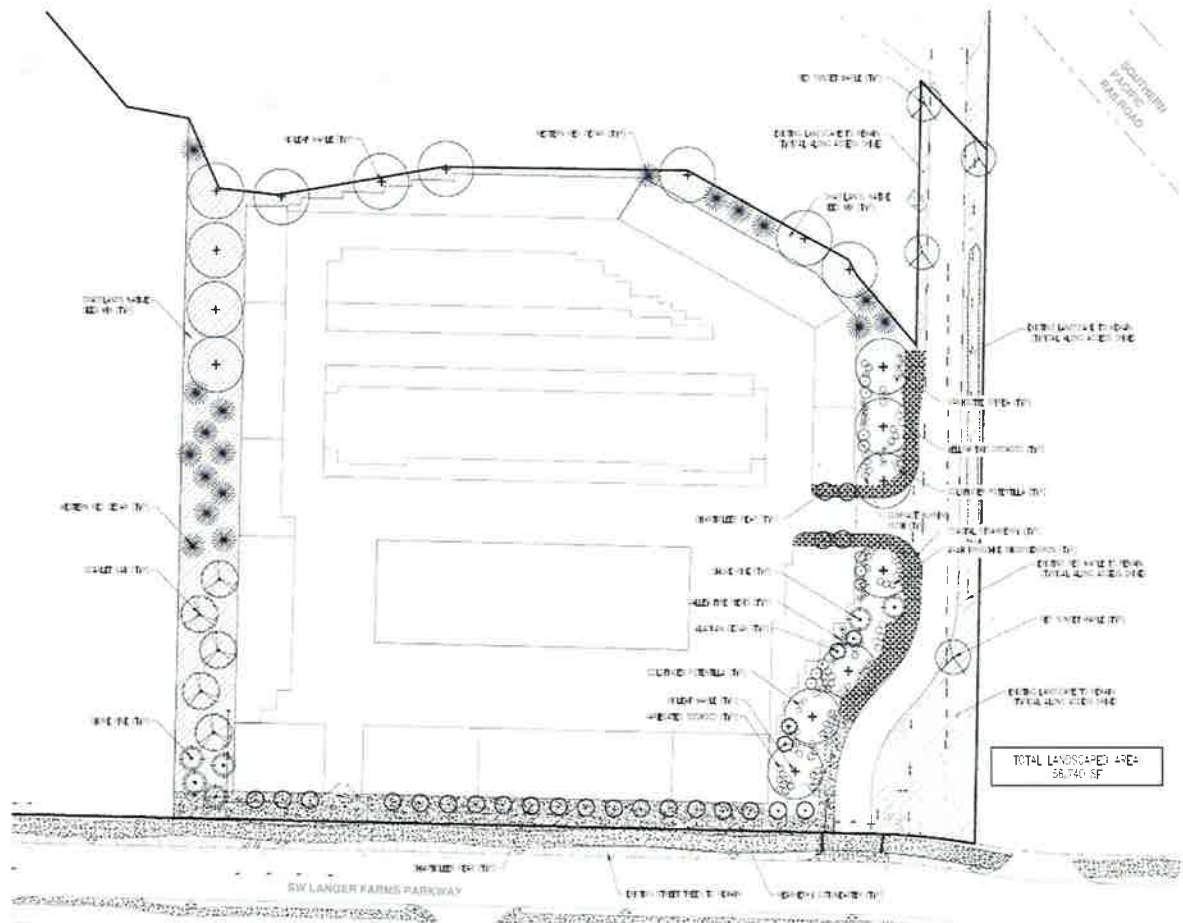
BUILDING SUMMARY		
BUILDING	AREA	BUILDING STORAGE USES
A1	1,567	ENCLOSED STORAGE AND NON-TIMBER CONTROLLED
A2	3,982	ENCLOSED STORAGE AND NON-TIMBER CONTROLLED
A3	1,587	ENCLOSED STORAGE AND NON-TIMBER CONTROLLED
B	12,367	ENCLOSED STORAGE
C	12,365	ENCLOSED STORAGE
D	4,247	ENCLOSED STORAGE AND NON-TIMBER CONTROLLED
E	20,000	TIMBER CONTROLLED AND NON-TIMBER CONTROLLED
F	14,073	NON-TIMBER CONTROLLED
CANOPY		
TOTAL	72,778	20% (14,556) 28% (20,422)

TAX LOT 1000
TAX MAP 101-041

Proposed Landscaping

PLANT SCHEDULE

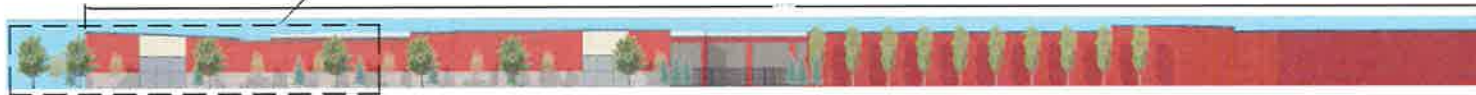
REF. NO.	QTY	SYMBOL	COMMON NAME	HEIGHT	SPACING	NOTES
1	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
2	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
3	4	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
4	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
5	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
6	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
7	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
8	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
9	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
10	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
11	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
12	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
13	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
14	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
15	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
16	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
17	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
18	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
19	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
20	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
21	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
22	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
23	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
24	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
25	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
26	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
27	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
28	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
29	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
30	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
31	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
32	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
33	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
34	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
35	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
36	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
37	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
38	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
39	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
40	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
41	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
42	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
43	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
44	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
45	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
46	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
47	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
48	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
49	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
50	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
51	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
52	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
53	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
54	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
55	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
56	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
57	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
58	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
59	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
60	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
61	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
62	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
63	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
64	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
65	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
66	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
67	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
68	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
69	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
70	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
71	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
72	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
73	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
74	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
75	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
76	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
77	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
78	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
79	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
80	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
81	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
82	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
83	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
84	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
85	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
86	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
87	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
88	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
89	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
90	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
91	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
92	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
93	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
94	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
95	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
96	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
97	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
98	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
99	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000
100	10	(Symbol)	RED BUDGED	8 FT. HIG.	10 FT. ON	40,000



Proposed Elevations



SOUTH ELEVATION DETAIL
18'0" = 1'



SOUTH ELEVATION
102'0" = 1'

WEST ELEVATION DETAIL
WEST ELEVATION



WEST ELEVATION DETAIL
18'0" = 1'

WEST ELEVATION DETAIL

WEST ELEVATION



WEST ELEVATION
102'0" = 1'

Site Plan Requirements

- **must meet any four of the following six design criteria:**
 - (1) A minimum 15% window glazing for all frontages facing an arterial or collector.
 - (2) A minimum of two (2) building materials used to break up vertical facade street facing frontages (no T-111 or aluminum siding).
 - (3) Maximum thirty-five (35) foot setback for all parts of the building from the property line separating the site from all arterial or collector streets (required visual corridor falls within this maximum setback area).
 - (4) Parking is located to the side or rear of the building when viewed from the arterial or collector.
 - (5) Loading areas are located to the side or rear of the building when viewed from the arterial or collector. If a loading area is visible from an arterial or collector, it must be screened with vegetation or a screen made of materials matching the building materials.
 - (6) All roof-mounted equipment is screened with materials complimentary to the building design materials.

Staff Issues

- **Secondary Fire Access** — onto SW Langer Farms Parkway
- **Security**- Fencing and security gates/cameras to be provided
- **Parking**- no required parking in this location. Parking is provided at the office on SW Tualatin-Sherwood Road
- **Traffic**— Expected to generate approximately 109 average daily trips. This amount of traffic has been mitigated by earlier development of the PUD.

Public Comments

- Exhibit E – E-mail from Marilyn Sykes – Primary concern is that, “...any unit other than a fully enclosed and secured unit could easily become a target for vagrants and malicious mischief...”
- All of the proposed units are secure and provided with security, lighting, and controlled access.

Staff Recommendation

- Staff recommends approval of the proposal subject to the findings and conditions in the staff report.
- MLP preliminary approval is good for 1 year
- SP approval is good for 2 years

Bradley Kilby

From: Marilyn Sykes <masykes7@gmail.com>
Sent: Thursday, September 08, 2016 6:36 PM
To: Bradley Kilby
Subject: SP16-06/MLP16-02, Sentinel Self-Storage Annex II

Dear Mr. Kilby

I have no problem with fully enclosed storage units, however I have questions regarding the units that are not completely secure.

What is the number of open units, the number of covered units, the number of partially enclosed units and fully enclosed units and where are each of these groups located on the property?

What type of security is planned for the property?

What restrictions will be on the units that will insure they are kept in good condition and could not become an eyesore to the neighborhood?

My concern is that any unit other than a fully enclosed and secured unit could easily become a target for vagrants and malicious mischief. This would then create unsafe conditions for the local homeowners as well as the nearby grade school.

Thank you for your time

Sincerely,

Marilyn A Sykes
15577 SW Farmer Way
Sherwood, OR 97140

9-27-16
Date

PC
Gov. Body

7a
Agenda Item

E
Exhibit #

**SHERWOOD VILLAGE
RETAIL/COMMERCIAL DESIGN GUIDELINES**

1. RETAIL BUILDING CONSTRUCTION

- A. Exterior materials and treatment (trim, etc.)
 - 1) Predominantly wood exterior.
 - 2) Exterior windows and doors will have minimum 1 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.

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.

3. SIGNAGE

- A. Sign Post Standards
 - 1) Main thoroughfares will have upgraded sign post standards.
 - 2) Retail and commercial development areas will use the approved City of Sherwood sign posts painted to match the main thoroughfare posts and the pedestrian light posts.

9/27/16
Date

PC
Gov. Body

7a
Agenda Item

F
Exhibit #

Att. 10
Exhibit F.

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Meeting
September 27, 2016

Planning Commissioners Present:

Chair Jean Simson
Vice Chair Russell Griffin
Commissioner Chris Flores
Commissioner Michael Meyer
Commissioner Alan Pearson

Staff Present:

Julia Hajduk, Community Development Director
Bob Galati, City Engineer
Brad Kilby, Planning Manager
Kirsten Allen, Planning Dept. Program Coordinator

Planning Commission Members Absent: Council Members Present:

Commissioner Rob Rettig
Commissioner Lisa Walker

None

1. Call to Order/Roll Call

Chair Jean Simson convened the meeting at 7:01 pm.

2. Consent Agenda

None

3. Council Liaison Announcements

None

4. Staff Announcements

Brad Kilby, Planning Manager, asked Commission members to save December 6, 2016 for the Annual Boards and Commissions Meeting and to consider accomplishments, lessons learned, and how the City could support the Planning Commission. He reminded Commissioners of the League of Oregon Cities training on September 29, 2016 and announced a 2016 elections candidate forum on October 5, 2016 at 6:30 pm at Sherwood High School. He stated the Hearing Officer would hold a public hearing with on October 10, 2016 at 6 pm regarding a 13 lot subdivision adjacent to Pacific Hwy, west of Meinecke Road. Mr. Kilby said there would be a public hearing on October 25, 2016 for a rezone of property on Pacific Hwy from General Commercial to Medium Density Residential High. He noted an application had been received for a hotel in Sherwood and advised the Commission to track their exposure to ex parte contact.

5. Community Comments

None

Chair Simson moved to the next items on the agenda.

6. Old Business

a. Public Hearing – SP 16-06 Stormwater Master Plan Update (continued)

b. Public Hearing – SP 16-03 Sanitary Sewer Master Plan Update (continued)

Note: The Sanitary Sewer Master Plan and the Stormwater Master Plan would be voted on separately, but as they were similar in purpose and proposed language they were presented together by staff.

Chair Simson read the public hearing statement for the two hearings and stated the Planning Commission was to make a recommendation to the City Council. She did not ask for ex parte, bias or conflicts of interest, because the code amendments were legislative. She asked for a staff report.

Brad Kilby, Planning Manager said he had nothing new to report and turned the time over to Bob Galati, City Engineer to address the concern over wetland and open space in the Brookman area that had not been calculated into the tables and if there would be a need for additional services provided in the master plans.

Mr. Galati stated master plans were needed for long range planning for the City. He said the updates to the Sanitary Sewer and Stormwater Master Plans were done concurrently, because the process for updates was almost identical. In the last meeting the Commission had questions on Table 2-3 in each of the plans regarding how the open space was shown as zero when it was known wetlands were there. Mr. Galati referred to the memo dated September 20, 2016 and the two adjusted tables found in the packet. He said the description of how the information was garnered, generated and incorporated as well as the logic behind not changing the charts was added. He said it would not change the outcome, but made for a more conservative analysis than if the wetland areas were taken out. Mr. Galati said it did not change the outcome of the sanitary or storm systems and asked for the information to be incorporated into each master plan. He requested the Commission make a recommendation of approval of each of the master plans to City Council.

Chair Simson thanked Mr. Galati and said the clarification would help people looking at the master plan to know where the numbers came from and how they were used. She asked for questions from the Commission or public testimony for either of the proposed master plans. None were received and the public hearing was closed. Staff had no additional comments. The following motions were received.

Motion: From Vice Chair Griffin to forward a recommendation of approval to the City Council for PA 16-06 Stormwater Master Plan Update based on the applicant testimony, public testimony received, and the analysis, findings and conditions in the staff report. Seconded by Commissioner Alan Pearson.

Commissioner Pearson took the opportunity to comment that the best asset the Commission had was its chair. He said asking a probing question resulted in a better report, which would not have been done except for the meticulousness of the chair and the City was lucky to have her.

All present Planning Commissioners voted in favor.

Motion: From Vice Chair Griffin to forward a recommendation of approval to the City Council for PA 16-07 Sanitary Sewer Master Plan Update based on the applicant testimony, public testimony received, and the analysis, findings and conditions in the staff report. Seconded by Commissioner Alan Pearson. All present Planning Commissioners voted in favor.

Chair Simson moved to the next item on the agenda.

7. New Business

a. Public Hearing – SP 16-06/ MLP 16-02 Sentinel Storage Annex Phase II

Chair Simson read the public hearing statement and asked for ex parte contact, bias or conflicts of interest. Chair Simson disclosed that her ex parte contact was limited to a previous experience serving on the Planning Commission when the Target application was approved. She intended to participate. She asked if any member of the audience wished to challenge any Planning Commission member's ability to participate. None were received. Chair Simson asked for the staff report.

Brad Kilby, Planning Manager noted he had received an email from Marilyn Sykes and information related to Chair Simson's questions since the staff report (see Planning record, Exhibit E, F). Mr. Kilby gave a presentation of the staff report regarding the Sentinel Storage Annex Phase II (see record, Exhibit 1). He said the first expansion known as Sentinel Storage Annex was in 2012 with 430 units. He said the subject property was about 21.82 acres along SW Langer Farms Parkway and there were two applications; a minor land partition, or division of land, and a site plan review for the expansion of the storage facility annex to add 436 additional units.

Mr. Kilby explained the proposal to partition the land into two parcels would result in Parcel 1 being 6.14 acres where the proposed additional storage units would be sited and Parcel 2 would be the remaining 15.6 acres. Chair Simson asked if the property owner had indicated what the second parcel would be developed as. Mr. Kilby responded that according to ORS 92.40 those properties involved as part of the 2012 subdivision were vested for 10 years after the approval of the subdivision. The uses approved as part of the PUD 95-1 would be allowed on any of the six lots created at the time. Mr. Kilby noted that fundamentally a PUD had to provide sewer, water and access to each lot. He said the property was zoned Light Industrial (LI) with a PUD overlay and the minimum lot size in the LI zone was 10,000 square feet. The proposed parcels were six acres and fifteen acres which exceeded the minimum lot size. He said the minimum lot width was 100 feet and Parcel 2 would have frontage along SW Century Blvd and Langer Farms Pkwy in excess of 100 feet; Parcel 1, has approximately 537 lineal feet along Langer Farms Parkway. He noted sewer and water were provided from existing services located in Langer Farms Parkway. Mr. Kilby reported the applicant proposed access from a private drive to the existing Sentinel Storage Annex off of Langer Farms Parkway, not from Langer Farms Parkway. He said the emergency access was proposed off of Langer Farms Parkway on the north side of the site which would be gated and closed to the public; accessible by the Fire Department using a Knox Box. He said the storage facility was a mix of enclosed, covered, and climate controlled units.

Mr. Kilby showed the proposed landscaping and explained a minimum canopy of 30% was required in industrial developments; the applicant proposed 31.5%. The visual corridor along Langer Farms Parkway was ten feet wide with street trees and a ten foot wide path. Behind the visual corridor would be additional landscaping as shown in the plans. He said the only required parking was at the office on Tualatin Sherwood Road as most of the people would pull in front of their unit, unload or load so there was no need for additional parking.

Vice Chair Griffin noted that only the south elevation facing the front drive and the west elevation facing Langer Farms Parkway were shown. Mr. Kilby replied that elevations facing north and east were not available. A discussion followed regarding the configuration of the site, determining the buildings along Langer Farms Parkway were connected by gates with intermittent glazing along the buildings.

Mr. Kilby explained the application was to meet four of the six criteria under the industrial design guidelines. He showed that the applicant met the following:

- *A minimum of two building materials used.* They have glass, stone, metal.
- *Maximum thirty-five foot setback for all parts of the building from the property line separating the site from all arterial or collector streets, the visual corridor can be included.* The buildings are twenty feet from the property line.
- *Loading areas are located to the side or rear of the building when viewed from the arterial or collector.* All loading will be interior to the site and would not be visible from the public street. The applicant has proposed landscaping along Langer Farms Parkway to screen the front. The only opportunity to see into the site would be at the emergency access location.

- *All roof-mounted equipment is screened with materials complimentary to the building design materials.*
The Applicant stated they would not put roof mounted equipment other than climate control which would be behind the roof.

Mr. Kilby noted the Fire Marshal's concerns with the emergency access shown on Langer Farms Parkway, such as the Knox Box, and said those items would be verified at final site plan review. He said the applicant maintained there would be a secure gated fence with controlled access and to his knowledge there had not been a large number of security complaints about the existing Sentinel Storage Annex. He repeated there was no required parking and said the proposal was expected to be a low traffic generator. A traffic study was provided estimating 109 average daily trips; the trigger to review traffic impacts was 400 average daily trips. Mr. Kilby disclosed that the overall development encompassing the construction of Langer Farms Parkway, Century Blvd., the signal at Tualatin Sherwood Road, and the extension of Langer Farms Parkway to 99W would have mitigated the impact from the 109 additional trips, because of the way it was zoned and that the PUD allowed more intense uses with higher traffic loads.

Mr. Kilby pointed out that Ms. Sykes' primary concern was any unit, other than a fully enclosed and secured unit, could easily become a target for vagrants and malicious mischief. She also expressed concerns about the impacts to schools. Mr. Kilby said all of the proposed units would be secure and provided with security, lighting, and controlled access. He had invited her to the hearing, but did not hear back.

Staff recommended approval of the proposal subject to the findings and conditions in the staff report and reminded the Commission that minor land partition approvals were good for a year and site plan approvals were good for two years.

Mr. Kilby explained that Chair Simson's concern was with the original PUD 95-1. Typically the City required an architectural guidebook for how the development would look, but it was lacking in 1995 and the decision was unclear. The decision required commercial retail and residential structures to follow the guidelines from a book with pictures and no standards called the White Porch Society. Mr. Kilby said the design guidelines provided by Chair Simson were in addition to the book (see Planning record, Exhibit F). He explained that in the 2012 application for the Sentinel Storage Annex (SP 12-03) the guidelines were not addressed, because the interpretation at the time was it was an industrial development, not a retail commercial development, and was not subject to the design standards. He said even if the Commission found the property must follow the PUD 95-1 standards they were subjective and he implored the Commission to ensure direct conditions and findings were provided so the applicant knew what the expectations were.

Mr. Kilby gave an example of a commercial design guideline from PUD 95-1 was that a pitched roof was encouraged, but not required. He said because it was as PUD the Commission could ask if the applicant was willing to add a pitched roof to the current application. He pointed out that in the staff report for the Langer Farms Phase 7, which was Gramor's Parkway Village development containing Walmart, the applicant had followed the design guidelines with pitched roofs, wood, glazing and building entrances off of Langer Farms Parkway. Mr. Kilby commented on the Target site where not as many were provided; they went away from the wood requirements and allowed the brick tilt up construction. Then, with the Sentinel Storage Annex (SP 12-03) the Commission decided it was an industrial development and the White Porch Society guidelines and PUD 95-1 design standards did not apply.

Chair Simson said when the original Target application came in she was on the Planning Commission, but was not on the Commission during the Walmart or the Sentinel Storage Annex and not involved in the decision making. She described when the Target application was submitted the original application

was a tilt up building with no architectural features and the Planning Commission worked with the applicant to get peaked roofs and additional architectural items. She remembered there had been architectural guidelines in place on the Langer PUD and found them before tonight's meeting. Chair Simson did not want to set a precedent for the rest of the parcel not to have the design guidelines apply, even if it was determined that they did not apply to the industrial use. She commented the purpose of the PUD was to give up something in exchange for getting something and ensure the development fits into the community; a PUD allowed the developer to build while gaining a better product for the community. Chair Simson explained she was not able to find the design guidelines for PUD 95-1 until an hour before the meeting so staff had not had time to look at it. She raised the concern because it was not addressed in the staff report and believed it was criteria the Planning Commission should look at even if it was determined they did not apply.

Chair Simson asked for applicant testimony.

Matt Buchanan, Planner with AKS Engineering and Forestry in Tualatin, came forward and said he was representing the applicant, Langer Family LLC. He thanked the planning staff for work done in reviewing the application and appreciated time spent by the Planning Commission on reviewing the materials. He said the staff report was read and agreed with the findings and recommendations. Mr. Buchanan reported that he did not prepare a formal presentation, because the recommendations of approval in the staff report were reasonable. He offered to answer questions from the Commission and introduced John Christensen, Project Engineer with AKS.

Mr. Buchanan stated it was the first time he was seeing the commercial design guidelines provided by Chair Simson and asserted the application met a lot of the criteria, but he was not sure they applied, because the exhibit indicated they were specifically for retail building construction. The applicant did not consider a self-storage facility a retail use.

Chair Simson said within the industrial zone uses it was identified as a commercial use and commented it was a boggle because the underlying zone was Light Industrial. She acknowledged it was hard to determine the intent from 1995 with a two page set of guidelines and described that with Target there was an expectation that it would be built to meet the guidelines and fit in with the community.

Mr. Buchanan stated the development agreement for the project bound the applicant by the land uses and that the development was required to meet the development standards in place today. He did not see how the PUD criteria presented by Chair Simson applied, because at the top it stated it was for retail building construction. He agreed it was a commercial use in an industrial land use district, but it was not a retail building.

Commissioner Pearson commented on his father who was a sculpture and worked out of a rented self-storage unit in Florida along with other businesses in a storage facility. He asked if this kind of activity would be permitted at the facility in Sherwood.

Mr. Kilby responded that the facility was intended for storage and services were limited. He said it was common practice in some storage facilities for small businesses to store tools or park vehicles overnight. He said it was prominent in other places for storage units to become incubators for small businesses, and asked the Commission to keep in mind units would not be open to the general public; it would be secured by a gate with key code access. Mr. Kilby said his experience had been mostly with tradesmen; where they keep their tools and equipment in a storage unit. He remarked he had even heard of people living in storage units. Julia Hajduk, Community Development Director, clarified that was not being proposed

and the building codes would not allow the units to be lived in. She said if that was the proposal it would go through another process to get the proper permits, due to traffic impacts and building codes.

Vice Chair Griffin asked if there would be a fence. Mr. Buchanan replied the whole interior of the building would be closed off. There was a gate which would only be accessible with the key code. He said there was emergency access, but it could only be accessed by fire department. There was no perimeter fence, just the structures.

Vice Chair Griffin received confirmation there would not be a garbage located on site. The staff report noted people who had garbage could take it to the main office on Tualatin Sherwood Road or to the Sentinel Storage Annex that did have garbage. He asked if the key code would allow access to both sites. Vice Chair Griffin asked why a garbage facility was not proposed. Mr. Buchanan responded the site was not a location that would generate much garbage. He said it was a storage facility and not a place where people would hang out except to unload materials, drop off the boat or RV and leave. Vice Chair Griffin asked how often the facility would be checked in case people were messy and expressed concerns for the mess and rodents as raised by Ms. Sykes. Mr. Buchanan said the Langer family had other facilities to the east and north, they maintained their facilities very well, and there were garbage facilities at both of the other two locations.

John Christenson with AKS Engineering and Forestry came forward and said there would be a shared use agreement between the adjacent facilities for waste. Key card access would be provided to both users for access to the available dumpster. He said the dumpster next door would be serviced by Pride Disposal and the owner was interested in maintaining a top notch facility so they routinely swept and maintained it to keep garbage out.

Commissioner Pearson understood the concerns expressed by other Planning Commission members. He said people were messy and there needed to be something for people to throw their garbage into.

Chair Simson asked how the Commission could recommend a trash enclosure. She asked the applicant if they would be willing to work with Pride Disposal to site a trash enclosure. The applicant confirmed.

Ms. Hajduk added that if a dumpster was added to the site, the size and location had to be located in such a way Pride Disposal could provide service to it. The question was if it had to be a dumpster, or if trash cans and management to maintain them could be required. Staff would check to see if there was specific code criteria that could require trash service at the site.

Vice Chair Griffin inquired how many units were in each facility. He was informed there were 430 units in the existing facility and 436 proposed units in phase II. Mr. Kilby commented if people began leaving junk and trash everywhere it would be subject to the City's nuisance ordinance in the Municipal code and subject to code enforcement. He said most businesses proposed trash services where the City sends the application to Pride Disposal to review the enclosure and accessibility to it. He stated Pride Disposal did not tell business owners a dumpster was required; the owner pays for the service to have it dumped based on the service need and time.

Vice Chair Griffin commented the trash receptacle at phase I with 430 units would have been an appropriately sized design and now they were proposing to share it with a 436 unit facility. He suggested the trash receptacle would be undersized. Mr. Kilby responded that the owner could contract with Pride Disposal to dump it more often. It was up to the business to understand how much trash was being generated and how often it needed to be emptied.

Chair Simson said the reasonable expectation to comply with the nuisance ordinance would be to have trash receptacles on a smaller scale and employees taking the trash to the dumpster.

Commissioner Meyer added that the reality was that emptied storage units were full of trash and not everyone was responsible enough to take the trash with them. He did not doubt there would be trash left at the site. He asked if it was incumbent upon the owner to upkeep the site or if the Commission should require receptacles.

Vice Chair Griffin liked the idea of allowing access to the dumpster at the adjacent site, but maintained there should be something on site. Commissioner Meyer did not think it had to be a dumpster if there were signs for the location of a larger dumpster posted. He thought cans placed intermittently would work. Commissioner Pearson was in favor of trash receptacles.

Chair Simson asked if the Commission could advise the applicant that the nuisance ordinance would be implemented if the trash became unmanageable. Mr. Kilby explained the applicant was not present, just his representative. He pointed out there was no legal basis to require trash cans nor could staff enforce it. He said the applicant understood the business and the need for garbage cans. He was not sure if it was the City's place to regulate. He said the city regulated the use and appearance of the property, but there were no clear and objective standards related to the requirement for trash enclosures. Clear and objective standards within the code should be applied to the extent possible.

Vice Chair Griffin expressed that the Commission should be able to endorse having the receptacles. He said as a user, he would not drive to the other location and punch in a code to throw away his trash. He was confident the owner would want to do the right thing.

Chair Simson asked about odor regulation. Mr. Kilby said to look in section 16.152. Chair Simson found that on page 23 of the packet it noted that "all uses shall provide solid waste storage receptacles which are adequately sized to accommodate all solid waste generated on the site. All solid waste storage areas and receptacles shall be located out of public view. Solid waste receptacles for multi-family, commercial and industrial uses shall be screened by a six foot high sight obscuring fence or masonry wall and shall be easily accessible to collection vehicles." She said staff analysis was correct in that it does not show any trash enclosures and suggested modifying the finding to say because there was no public access to the site and it was mainly screened by the building. She said the finding should state the applicant must provide adequate storage and make sure it was screened from the public view by not putting them in front of the emergency gates. Staff would craft language during public testimony.

Chair Simson noted the applicant had used 3:42 minutes of testimony time. She asked for public testimony. None were received. She called for a recess at 8:07 pm and reconvened at 8:14 pm.

Mr. Kilby read the revised finding. "The Commission has expressed concern about the lack of a trash enclosure and the high likelihood that trash is generated by the tenants of this use. The applicant is not proposing to provide solid waste and recycling facilities as required by section 16.98.020, therefore the standard is not satisfied and the following condition is warranted. The condition is "Prior to site plan approval the applicant shall provide onsite solid waste and recycling storage that satisfies the requirements of 16.98.020."

Mr. Kilby said if the applicant chose to put in another dumpster they would have to obtain approval from Pride Disposal. The other option was to provide small individual trash cans and staff would review how the receptacles were managed at final site plan submittal. For the benefit of the applicant Mr. Kilby explained that the concern was the proposal included building Sentinel Storage Annex phase II as large

as phase I and there would need to be some sort of onsite collection on this parcel, because they were separate.

Chair Simson asked the Commission about the design criteria from the PUD 95-1. She felt the criteria should be addressed in the staff report. If the Commission believed it did not apply, because the use was industrial, the report should at least reference the PUD 95-01 Notice of Decision so when next piece comes before the Commission it was on record that PUD 95-01 would be reviewed as part of the approval process.

Commissioner Meyer commented the application met most of the standards. He agreed with referencing the standards going forward for future development so the same standard was met.

Vice Chair Griffin expressed concern for the façade facing Langer Farms Parkway. He noted the development application down Century Blvd was required to add more glazing to improve the look of the building facing the road. He did not have any major design concerns. Vice Chair Griffin turned to page 19 of the packet regarding landscaping and suggested using grass in the landscaping. Vice Chair Griffin commented the PUD guidelines were twenty years old, but they did not allow bark dust to be substituted for grass in front yards and he would like to like grass in front of the building. The applicant has proposed bark dusk.

Chair Simson asked if the Commission believed the PUD 95-1 design criteria for retail commercial design guidelines applied to the application. She expressed a desire to have the PUD 95-01 addressed in the staff report and asked if any of the retail commercial design guidelines applied to the parcel.

Mr. Kilby responded that the applicable criteria applied to all of the applications in the PUD, particularly the Walmart application. He said the Walmart site was a retail commercial facility and not an industrial facility and he did not believe this application was a commercial use; it was more relevant as an industrial use.

Chair Simson commented that the PUD 95-1 decision contained two design guidelines; residential or retail commercial. Retail buildings were to have a particular look and feel with arched opening, storefronts, and trimmed openings. She maintained that even though the application was not a retail building the landscaping, signage, and lighting within the commercial design guidelines from PUD 95-1 should apply.

Commissioner Pearson suggested phase II was like a small warehouse and asked how warehousing fell under the criterion. Mr. Kilby said he considered it an industrial use so the standards would not apply. He argued that even in the Target case there were no arched openings, limited wood on the exterior, and a flat roof with a façade of pitched roofs at the opening and at the corner. He said the Walmart site had more of the design criteria, because the developer of the site wanted to respond more to the criteria and make it look nice.

Vice Chair Griffin commented that he did not have any concerns with the look and even though it was light industrial, it was on a main road into Sherwood. Mr. Kilby said the Commission agreed that SP 12-03 Sentinel Storage Phase I was an industrial use and if the present Commission should decide the 2012 decision was in error, then findings would have to be made and the community would need to decide which standards from PUD 95-01 should apply and met. He asked for the lighting standards to be read.

In addition to the City of Sherwood approved intersection street light all residential area, 12th Street, and common area will use a 6200MC-100HPs/12-DB-BK, RTANT-9'6"4" w/ lamp Trimble House pedestrian light fixture in pre-painted forest green, spaced at approximately 150 lineal feet apart, placing them on alternating side of the street.

Mr. Kilby pointed out that guideline was no longer followed and there had been a different lighting standard applied, because the street lamps were now black along Langer Farms Parkway. He contended that some of the standards were outdated and were written in 1995 with the envisioned PUD developing more quickly. The City Council has over time extended the PUD and staff and the Commission were left with the pieces.

Chair Simson said the reason she brought it forth was that she remembered there were design guidelines. She reiterated that the PUD 95-01 Sherwood Village retail commercial design guidelines should be noted in the staff report and said if they were no longer applicable, because the industrial design standards provided a better development, then the staff report should say so. She expressed concern for what would happen to the other twenty acres north of the subject site.

Chair Simson noted the PUD could not be changed because it had gone through the public hearing process, but a finding could be made to state the PUD 95-1 design criteria was geared toward retail commercial and as an industrial use, with an existing use of similar nature from 2012, the design guidelines did not apply. All Commissioners were in agreement.

Chair Simson asked for applicant rebuttal and said they had 26 minutes to rebut the Planning Commission's discussion and the public testimony.

After hearing the revised condition regarding section 16.98.020 Solid Waste Storage, Mr. Buchanan commented that 16.98.020 stated all uses "shall provide solid waste and recycling storage receptacles which are adequately sized to accommodate all solid waste generated on site." He said the response in the narrative was that solid waste would not be generated by the storage facility. Mr. Buchanan acknowledged that people generate waste and said to the extent a trash receptacle was necessary access to the existing Sentinel Storage Annex was available to customers. He said the way the code was written, it did not require a trash receptacle to be provided on site and they met the standard. Mr. Kilby noted that the chapter heading was 16.98 On-Site Storage.

Mr. Christensen said the verbiage the applicant hoped to see was to adhere to the nuisance ordinance. Mr. Kilby stated that was outside of the process and through code enforcement. Chair Simson said the Commission was advising the applicant to provide solid waste storage receptacles on site; the applicant could chose to utilize six hefty trash cans, out of sight of the public. The cans and how they would be maintained would need to be noted for final site plan review. Mr. Kilby pointed out that maintenance needed to be documented so it was enforceable when there was a nuisance and code enforcement stepped in. The applicant agreed to provide onsite receptacles as defined by the condition.

She asked staff to draft a finding showing the PUD 95-1 design guidelines did not apply to the application. She said if the next phase was a retail outlet the Commission would be looking at them.

Mr. Kilby read the finding. *The Sherwood village retail commercial design guidelines as provided in PUD 95-1 are not applicable to this use because it is industrial as opposed to commercial retail use. Future developments that proposed commercial retail uses within the PUD are subject to the guidelines as stipulated in PUD 95-1.*

The Commission provided scrivener's errors in the staff report. The following motion was received.

Motion: Vice Chair to approve the application for SP 16-06/ MLP 16-02 Sentinel Storage Annex Phase II based on the applicant testimony, public testimony received, and the analysis findings and conditions in the staff report with the aforementioned modifications. Seconded by Commissioner Mike Meyer. All present Planning Commission members voted in favor.

8. Planning Commissioner Announcements

Councilor Pearson on behalf of himself and Commissioner Meyer invited audience members to attend the candidate forum sponsored by the Chamber of Commerce and the Sherwood High School at the high school from 6:00-8:30 pm October 5, 2016.

Vice Chair Griffin asked if there was an update on the curb in front of the pallet and lumber business on SW Langer Farms Parkway. He said he witnessed a semi-truck dragging over the top of the curb and into the landscaping more than once. Mr. Kilby responded the fire marshal and building official did a site visit and will respond to the concerns via formal letter. He said the public works department had contacted the tenants about broken water meters and curbs. Ms. Hajduk added the City was aware the site issues and would work with the tenant with the means available to the City such as code compliance, the fire department, and public works. Vice Chair Griffin thought the site was a fire hazard and was glad the city was addressing concerns.

Mr. Kilby noted the next meeting was scheduled for the October 25, 2016. Chair Simson asked for a work session to review the process for traffic calming concerns and citizen's traffic complaints at that meeting.

Commissioner Pearson added that after the election there may be vacant seats on the Planning Commission. He said the Commission was critically important and in the time he had served on the Commission he knew the work done was critical to the growth, development, and future of this town. He pleaded with anyone who could hear the sound of his voice to consider filling the vacant seats. The process was a simple application and a meeting with the mayor, staff and Planning Commission Chair. He said this was the most important public Commission in the city and spoke to the needed involvement and input. Commissioner Pearson said the Commission did a lot of work to make the city great and the City Council listened to what the Planning Commission said and often approved its recommendations. He said if he was successful in running for City Council it had been a pleasure serving on the Planning Commission.

9. Adjourn

Chair Simson adjourned the meeting at 8:41 pm.

Submitted by:



Kirsten Allen, Planning Department Program Coordinator

Approval Date: October 25, 2016