



**City of Sherwood  
PLANNING COMMISSION  
Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140  
February 28, 2012 – 6PM**

**Work session 6:00 PM**

- 1. Presentation of Old Town Reconnaissance Level Survey from the State Historic Preservation Office (SHPO)**
- 2. SW Corridor Update**

**Business meeting – 7:00 PM**

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda:** Minutes – January 10, 2012 and January 24, 2012
- 4. Council Liaison Announcements**
- 5. Staff Announcements**
- 6. Community Comments**
- 7. Old Business**
  - a. Continued Public Hearing PA 11-05 – Parking Lot Landscape and Configuration (Code Clean Up)** – The proposed updates include increasing the amount of landscaping in parking area by categorizing trees in the landscaping and requiring a specific number of trees, shrubs, and ground cover based on number of parking spaces, and decreasing the number of parking spaces between landscape islands. Updates will further describe joint/shared parking requirements and internal pedestrian pathways, and recommend, rather than require covered bike parking. (Staff contact – Michelle Miller)
- 8. New Business**
  - a. Public Hearing PA11-07- Temporary and Portable Signs(Code Clean Up)** – The Planning Commission will consider proposed revisions to the Sherwood Zoning and Community Development Code. The proposed changes will update the “Signs” Chapter (16.102). Specifically, the proposed changes include housekeeping edits to ensure that the SZCDC is content neutral, a provision that would allow projecting signs beneath awnings and porches that are oriented to pedestrians, and a variety of amendments that will speak to the size, height, and placement of temporary and portable signs within the City of Sherwood. The Planning Commission will make a recommendation to the City Council who will make the ultimate decision. (Staff contact – Brad Kilby)

**9. Adjourn**

**Next Meeting: March 13, 2012**



## MEMORANDUM

City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140  
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**DATE:** 2-21-2012  
**TO:** Planning Commission  
**FROM:** Julia Hajduk  
**SUBJECT:** Work session on Old Town SHPO survey

**Mayor**  
Keith Mays

**Council President**  
Dave Grant

**Councilors**  
Matt Langer  
Linda Henderson  
Bill Butterfield  
Krisanna Clark  
Robyn Folsom

**City Manager Pro Tem**  
Tom Pessemier

In August 2011 staff and interns from the State Historic Preservation Office (SHPO) conducted a reconnaissance level survey of Sherwood's Old Town. They prepared a summary report which is attached to this memo for your convenience and reference.

This project was completed in part at the request of Businesses of Old Town Sherwood (BOOTS) and the Main Street program; but we also felt that this information would help lay a foundation for the upcoming code clean up discussion regarding the Old Town Standards. For this reason, the Planning Department has invited Cara Kaser from SHPO to attend the 2/28/12 Planning Commission work session to review the report and answer any questions you might have. We are also inviting members from BOOTS to attend the work session as well.

**Sherwood Old Town  
Reconnaissance Level Survey  
Sherwood, Washington County, Oregon  
August 2011**

Report prepared by:

Leesa Gratreak, SHPO Survey Intern

Survey Conducted by:

Leesa Gratreak, SHPO Survey Intern  
Kenneth Gunn, SHPO Survey Intern

**Statement of Project Objectives**

The Sherwood Old Town Reconnaissance Level Survey (RLS) was achieved through an informal partnership between the Oregon State Historic Preservation Office (SHPO) and the City of Sherwood. Four project objectives were established: 1) to provide city officials and citizens of Sherwood a fair and accurate assessment of resources within Sherwood's Old Town; 2) to encourage Sherwood to develop a Main Street program through the SHPO based on the resources in the downtown area of Sherwood; 3) to provide baseline research that could lead to future National Register nominations; and 4) to ensure that accurate, up to date data is available at the SHPO office in Salem, Oregon for future research and planning.

**Methodology**

The Sherwood Old Town RLS project area was confined to the Old Town Overlay District Smockville Area, and included the Old Cannery building. The physical boundaries are confined approximately to Park Street to the SW, Railroad Road to the SE, 3<sup>rd</sup> Street to the NW and Ash and Oregon Streets to the NE. These boundaries contain the majority of the original downtown area, along with residential cross-over and mixed use around the historic downtown core. The area is approximately 25 acres, and contains 91 resources.

The project was completed using the latest "Guidelines for Conducting Historic Resource Surveys in Oregon" (2011) and supplements provided by the Oregon State Historic Preservation Office. Field data collection took place on August 16<sup>th</sup>, 2011, and was later entered into the Oregon Historic Sites Database. The survey was also conducted in compliance with the Secretary of the Interior's Standards for Preservation Planning.

## **Boundary Justification and Explanation**

The survey project included the majority of the original downtown of Sherwood and was focused on the area identified by the city as the Old Town area. The layout is based on the original growth of the city, and was chosen to best aid the city in future downtown planning needs. There was no predetermined period of significance, and all buildings within the survey area were accounted for.

Commercial activity was densest around Washington and 1<sup>st</sup> Streets and many of the buildings near the edge of the survey boundary were originally residential and had been converted to mix-use.

## **Setting**

Sherwood is located along Highway 99W, between Tigard and Newberg in south Washington County. The 18,205 population town fills in about 4.5 sq miles and has received rapid development in recent years. Major attractions include the Old Town area and the Tualatin River National Wildlife Refuge. The town has an interesting mix of old and new, with all the amenities of a big city through its connection to Portland.

The main thoroughfare in town is Railroad Street and the downtown area is on a regular grid oriented at a 90 degree angle.

## **Historical Overview**

The Native Tualatin Indians inhabited the area historically before European settlers to the area in the mid-19<sup>th</sup> century. Sherwood was being settled by farmers and families by 1853 who at the time had a three day journey into Portland to buy and sell goods.

Development continued into the 1880s when the railroad was planned to pass through town. In 1885, J.C Smock granted the railroad right-of-way through his property and in 1889 he and his wife Mary Ellen Sebastian planned and named streets surrounding the tracks. At this time the town was called Smockville after his contribution to the town.

The main industry in Sherwood in the late 19<sup>th</sup> century was a brickyard that supplied many bricks to construct buildings in Portland, and it was at this time that many downtown Sherwood buildings were constructed.

In 1895 the brickyard closed and a year later a fire caused the demolition of most of the business district. The citizens' only defense was a bucket brigade. Another fire in 1911 caused the city council to recommend that all new buildings be fireproof - thus the hotel at 20 SW Washington was rebuilt by Ed Colfelt of fireproof brick. That same building is now the Colfelt Office Center. Many of the largest buildings downtown were built after 1911 and reflect that destruction.

With the closing of the brickyard, the financial focus of the town moved into produce and canning. The old cannery building, which was documented in this survey, is a reflection of that time period. The canning industry declined in 1971, and today the city's main industry is manufacturing.

In 1911, Sherwood's city limits were one square mile, with a population of 350. Today, Sherwood's population is 16,115 and the city limits have expanded to four and a half square miles.

### **Data Summary**

The Sherwood Old Town RLS contains 92 buildings. Building uses are comprised of 54 domestic, 31 commercial, 3 religious, 2 meeting halls, and one each of transportation (historic gas station) and industrial (the Historic Cannery). Of the 92 resources, 47 (51%) are considered eligible contributing, 31 (34%) are historic but lack integrity and were labeled not eligible/ non-contributing, and 14 (15%) were considered out-of-period as they appear to have been built after 1965. Additions and alterations had been made to many of the historic properties, but the majority still retained good integrity. In addition, none of the buildings were currently listed on the National Register of Historic Places.

Resources were built at varying times, and there is no one decade when a majority of the resources were constructed. 45 (49%) were built between the 1890s and the 1920s, and 23 (25%) were built from the 1940s to the 1950s. Contributing resources were found throughout Old Town, with the highest concentration being along Washington and Railroad Streets. There were also many buildings with good integrity found on the edge of the survey area. 60 of the buildings were 1-story tall, 24 were 1.5-stories, 6 were 2-stories, and 2 were 3-stories. Common building materials include wood (61) and synthetic siding (14). There were also 8 clad in brick, 4 in stucco, 3 with concrete, and one each of metal and stone.

Common alterations to building materials include the replacement of historic wood windows with non-compatible vinyl windows, and first floor cladding alterations and façade alterations. Many of the first floor façade alterations were done in the mid-20<sup>th</sup> century and thus did not alone cause a building to be non-contributing, but the combination of window replacement and façade alterations most likely would have. Contribution is based on a mix of age and integrity (which is the extent to which character defining historic fabric has been retained).

### **Recommendations**

Further study through Intensive Level Survey (ILS) is recommended within the Sherwood Old Town RLS for the following resources:

This research could aid in designating individual properties, or in forming a National Register Multiple Property Document (MPD). An MPD can help with designating properties in a specific area when not all of the property owners in the

area would like to be included in a district. With an MPD an area is defined, a context is developed, and properties within the boundary can submit for inclusion and be eligible for many benefits.

- Cannery Building (Columbia Street)- Research is needed to aid in interpretation.
- New Life Middle School (15631 SW Oregon Street)- Research on style, use, and construction.
- Odd Fellows Hall (22550 SW Washington Street)- Research on the buildings' history and style.
- Sherwood Heritage Center/ Smock House (22564 SW Park Street)- Research on the buildings history could lead to a National Register nomination, even though it has been moved.

Sherwood's Old Town could benefit from an historic preservation education program aimed at restoring historic building materials. This could include information about maintaining historic wood windows, wood and brick cladding, and how-to make appropriate alterations to maintain a resource's integrity and character. This education could be through public meetings, hands-on workshops, online tools, and publications.

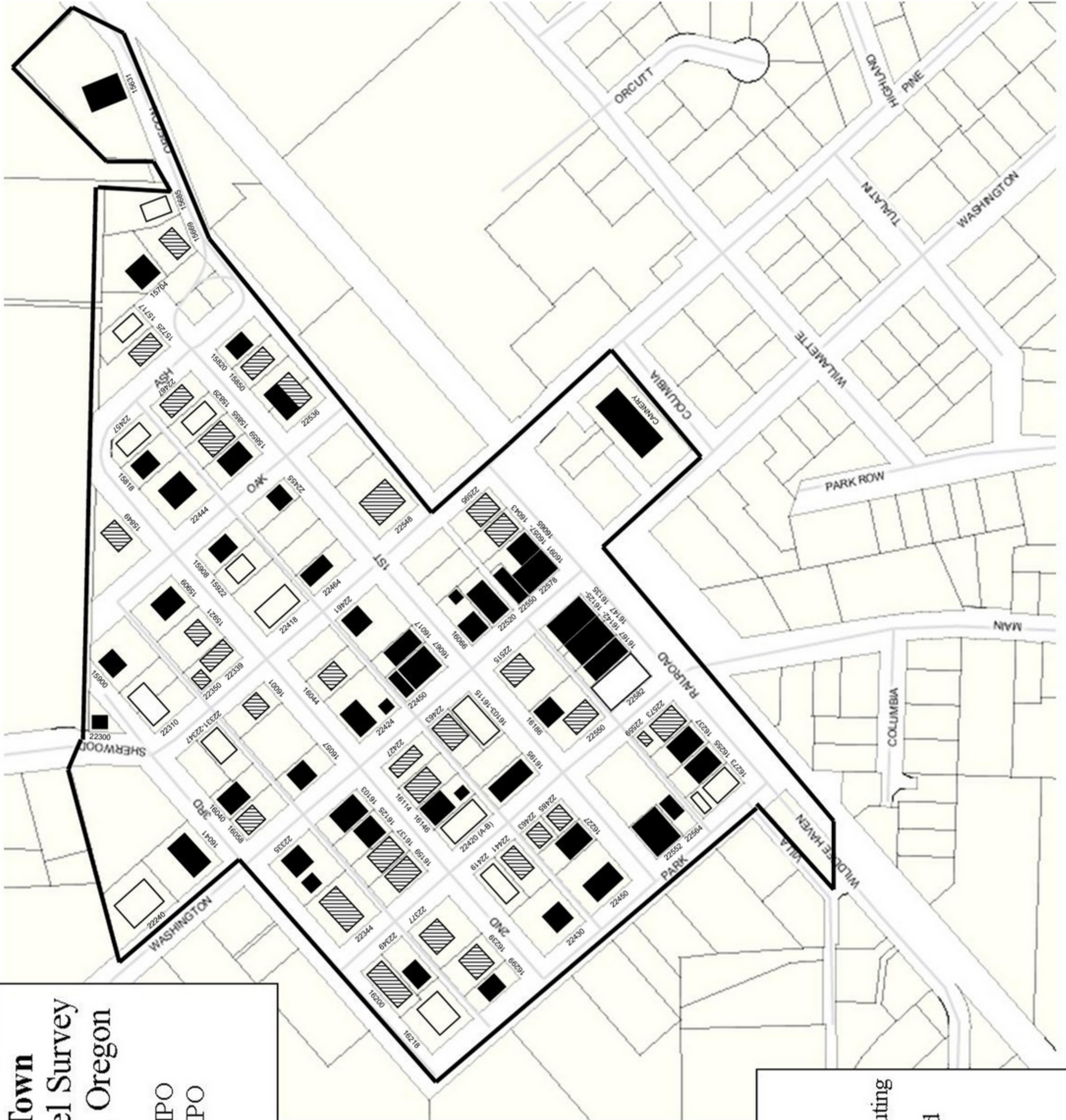
Continued collaboration with the Main Street Program is advised as it can be used as a valuable tool in city planning, economic development, and has many possible incentives available. For more information about the Main Street Program, contact the Oregon Main Street Coordinator Sheri Stuart at (503) 986-0679 or [sheri.stuart@state.or.us](mailto:sheri.stuart@state.or.us), and visit <http://www.oregon4biz.com/Grow-Your-Business/Business-services/Main-Street/>.

## **Bibliography**

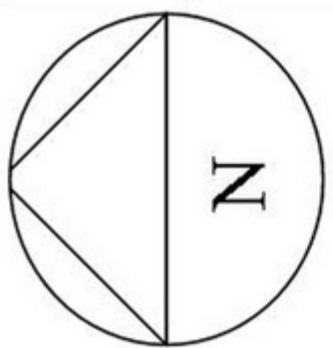
"City History." City of Sherwood. 2011. Accessed August 12, 2011.  
<http://www.sherwoodoregon.gov/city-history>.

## **Appendices**





- Survey Map
- Property List
- Statistical Reports



**Sherwood Old Town**  
 Reconnaissance Level Survey  
 Washington County, Oregon  
 Prepared by  
 Leesa Gratrek, SHPO  
 Kenneth Gunn, SHPO  
 August, 2011














**Legend:**

-  Eligible/ Contributing
-  Not Eligible/ Non-Contributing
-  Not Eligible/ Out-of-Period
-  Survey Boundary

### Architectural Survey Data for Sherwood Old Town RLS 2011








#### Oregon State Historic Preservation Office

Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
15704 SW 1st St	1	EC	c.1955	Horizontal Board Vertical Board	Ranch (Type)	Single Dwelling Ranch w/Garage	8/16/2011		
15717 SW 1st St	1	NP	c.1985	Horizontal Board Synthetic Wood Siding	Ranch (Type)	Single Dwelling Ranch w/Garage	8/16/2011		
15725 SW 1st St Westfall, Samuel, House <i>Sherwood community preschool</i>	1.5	NC	c.1913 c.2000	Synthetic Wood Siding	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
15820 SW 1st St Smock, J C, House <i>Comments: (Moved Prior To 1890)</i>	1	EC	c.1880 1930	Shingle	Minimal Traditional Craftsman	Single Dwelling Other Residential Type	8/16/2011		
15829 SW 1st St	1	NP	c.2005	Synthetic Wood Siding	Ranch (Type)	COMMERCIAL: General Ranch w/Garage	8/16/2011		
15850 SW 1st St	2	NC	c.1915 c.2000	Cement Fiber Siding	Craftsman	Single Dwelling Bungalow	8/16/2011		
15855 SW 1st St	1	NC	c.1950 c.2005	Synthetic Wood Siding	Ranch (Type)	COMMERCIAL: General Bungalow	8/16/2011		
15859 SW 1st St Evanson, Frank, House	1.5	EC	c.1918	Horizontal Board Other	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
16017 SW 1st St	1	EC	c.1960	Wood:Other/Undefined Metal Sheet	Commercial (Type) Exotic Revival	COMMERCIAL: General Rectangular Block	8/16/2011		
16066 SW 1st St Colfelt Building	1	EC	1911 c.2005	Brick:Other/Undefined	Commercial (Type)	Restaurant 1-Part Block	8/16/2011		
16067 SW 1st St Roellich, Louie W, Building	2	EC	1914 c.2005	Brick:Other/Undefined Concrete: Other/Undefined	Commercial (Type)	Department Store 2-Part Block	8/16/2011		

Evaluation Codes: ES=eligible/significant EC=eligible/contributing NC=not eligible/non-contributing NP=not eligible/out of period UN=undetermined/lack of info XD=demolished  
 NR Status Codes: NRI=individually listed NHD=listed in Hist Dist NRB=listed individually and w/i Hist Dist NHL=listed as National Hist Landmark NS=listed as part of an NRI














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Oregon State Historic Preservation Office

Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
16103-16115 SW 1st St	3	NP	c.2005	Synthetic Stone Vertical Board	Neo-Tudor/English	Multiple Dwelling 2-Part Vertical Block	8/16/2011		
16186 SW 1st St Hanke, Gustav, House	2	EC	c.1913 c.2000	Horizontal Board	Foursquare (Type) Vernacular	Single Dwelling Foursquare (Box)	8/16/2011		
16195 SW 1st St	1	EC	c.1960	Stone:Other/Undefined Stucco	Neo-Tudor/English	COMMERCIAL: General Rectangular Block	8/16/2011		
16227 SW 1st St Owen, John, House	1.5	EC	c.1892	Horizontal Board Shingle	Queen Anne Victorian Eclectic	Single Dwelling Central Passage	8/16/2011		
15818 SW 2nd St	1	EC	c.1940 c.1980	Vertical Board	Minimal Traditional Modern Period: Other	Single Dwelling Rectangular Block	8/16/2011		
15849 SW 2nd St	1.5	NC	c.1925 c.2000	Horizontal Board	Craftsman	Single Dwelling Bungalow	8/16/2011		
15908 SW 2nd St Hoover, Kirk, House	1.5	EC	c.1930	Shingle	Minimal Traditional Late 19th/20th Period Revivals:	Single Dwelling Rectangular Block	8/16/2011		
15909 SW 2nd St	1.5	EC	c.1915 c.1980	Shingle	Craftsman	Single Dwelling Bungalow	8/16/2011		
15921 SW 2nd St	1	NC	c.1955 c.2005	Vertical Board	Ranch (Type)	Single Dwelling Rectangular Block	8/16/2011		
15922 SW 2nd St	1	NP	c.2005	Horizontal Board Stone:Other/Undefined	Ranch (Type)	COMMERCIAL: General Rectangular Block	8/16/2011		











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Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
16001 SW 2nd St Boston, William, House	1.5	NC	c.1899 c.2010	Horizontal Board Shingle	Vernacular	Single Dwelling Side Passage/Entry	8/16/2011		
16044 SW 2nd St	1.5	NC	c.1900 c.2005	Synthetic Wood Siding	Vernacular Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
16057 SW 2nd St Becker, Myrtle, House	1.5	EC	c.1913	Horizontal Board	Bungalow (Type) Victorian Eclectic	Single Dwelling Bungalow	8/16/2011		
16103 SW 2nd St Watkins, S E, House	1	EC	c.1900	Horizontal Board	Foursquare (Type) Federal	Single Dwelling Foursquare (Box)	8/16/2011		
16114 SW 2nd St Hagey-Perdieu House	1.5	NC	c.1910	Horizontal Board	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
16125 SW 2nd St Iler, J C, House	1.5	EC	c.1895	Horizontal Board	Bungalow (Type) Victorian Eclectic	Single Dwelling Central Passage	8/16/2011		
16137 SW 2nd St	1	NC	c.1950 c.1990	Horizontal Board	Minimal Traditional Other / Undefined	Single Dwelling Rectangular Block	8/16/2011		
16146 SW 2nd St	1	EC	c.1945	Horizontal Board	Minimal Traditional	Single Dwelling Rectangular Block	8/16/2011		
16159 SW 2nd St Friends Of The Church Of Newberg Parso	1	NC	c.1905 c.1980	Horizontal Board	Colonial Revival Vernacular	Church-Related Residence Rectangular Block	8/16/2011		
16239 SW 2nd St	1	NC	c.1950 c.2000	Vertical Board	Minimal Traditional Ranch (Type)	Single Dwelling Other Apt./Hotel Plan	8/16/2011		
16299 SW 2nd St	1.5	EC	c.1930	Shingle	Tudor Revival	Single Dwelling Rectangular Block	8/16/2011		












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Oregon State Historic Preservation Office

Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
15990 SW 3rd St	1	EC	1939	Horizontal Board	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
16040 SW 3rd St	1	EC	c.1945	Shingle	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
16041 SW 3rd St	1	EC	c.1960	Horizontal Board Brick:Other/Undefined	Ranch (Type)	Single Dwelling Ranch w/Garage	8/16/2011		
16058 SW 3rd St	1	NC	c.1945 c.2000	Shingle	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
16200 SW 3rd St	1	NC	c.1955 c.2011	Horizontal Board	Ranch (Type)	Single Dwelling Ranch w/Garage	8/16/2011		
16218 SW 3rd St	1	NP	c.1980	Vertical Board Synthetic Wood Siding	Contemporary	Single Dwelling Other Residential Type	8/16/2011		
22457 SW Ash St	1	NP	c.2005	Synthetic Wood Siding	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22467 SW Ash St	1	NC	c.1955 c.2010	Horizontal Board	Ranch (Type)	COMMERCIAL: General Rectangular Block	8/16/2011		
Columbia St Cannery	1	EC	c.1945	Concrete: Other/Undefined	Commercial (Type)	INDUSTRIAL: General 1-Part Block	8/16/2011		
22344 SW Main St Saylor House	1.5	NC	c.1900 c.1990	Horizontal Board	Colonial Revival	Single Dwelling Bungalow	8/16/2011		

### Architectural Survey Data for Sherwood Old Town RLS 2011











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Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
22349 SW Main St Hall-Dittman House	1	EC	1898 c.2000	Horizontal Board Shingle	Queen Anne Victorian Eclectic	Single Dwelling Shotgun	8/16/2011		
22377 SW Main St	1	NC	c.1910 c.1980	Horizontal Board	Vernacular	Single Dwelling Crosswing - Half	8/16/2011		
22419 SW Main St	1	NP	c.1980	Horizontal Board	Ranch (Type)	Single Dwelling Ranch w/Garage	8/16/2011		
22420 SW Main St	1	NP	c.1990	Horizontal Board	Mobile/Manufactured Home (Typ	Single Dwelling Rectangular Block	8/16/2011		
22441 SW Main St	1	NC	c.1945 c.1990	Shingle	Ranch (Type)	Single Dwelling Early Ranch/Rambler	8/16/2011		
22463 SW Main St	1	NC	c.1905 c.2005	Shingle	Vernacular Federal	Single Dwelling Rectangular Block	8/16/2011		
22485 SW Main St	1	NC	c.1905 c.2000	Horizontal Board	Commercial (Type) Late 19th/20th Amer. Mvmts: Ot	COMMERCIAL: General 1-Part Block	8/16/2011		
22550 SW Main St	1	NC	c.1955 c.1980	Horizontal Board	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22559 SW Main St	1	NC	c.1955 c.2000	Brick:Other/Undefined Horizontal Board	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22573 SW Main St	1	NC	c.1955 c.1990	Horizontal Board	Minimal Traditional	COMMERCIAL: General 1-Part Block	8/16/2011		
22582 SW Main St McCormick Building	3	NP	2005	Synthetic Stone Vertical Board	Neo-Tudor/English	Multiple Dwelling 2-Part Vertical Block	8/16/2011		

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### Architectural Survey Data for Sherwood Old Town RLS 2011

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Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
22444 SW Oak St	1.5	EC	c.1915 c.1955	Shingle	Craftsman Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
22455 SW Oak St	1	EC	c.1940	Shingle	Minimal Traditional	Single Dwelling Rectangular Block	8/16/2011		
22536 SW Oak St	1	EC	c.1905 c.2005	Vertical Board	Vernacular	COMMERCIAL: General Rectangular Block	8/16/2011		
15631 SW Oregon St <i>New Life Middle School</i>	1.5	EC	c.1910	Horizontal Board	Craftsman Vernacular	RELIGION: General Central Passage	8/16/2011		
<i>Comments: This building may be eligible individually to the National Register. More research is needed.</i>									
15685 SW Oregon St	1	NP	c.2005	Synthetic Wood Siding Shingle	Contemporary	Single Dwelling Rectangular Block	8/16/2011		
15699 SW Oregon St	1	NC	c.1945 c.2005	Vertical Board Horizontal Board	Minimal Traditional	Single Dwelling Rectangular Block	8/16/2011		
22430 SW Park St Redenbacker House	1	EC	1937 c.1990	Horizontal Board	Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
22450 SW Park St	1	EC	c.1955	Shingle	Ranch (Type) Minimal Traditional	Single Dwelling Early Ranch/Rambler	8/16/2011		
22552 SW Park St Morback, J E, House <i>Sherwood Heritage Center</i>	1.5	EC	c.1892 1969	Aluminum Shingle	Queen Anne Victorian Eclectic	Single Dwelling Other Residential Type	8/16/2011		
22564 SW Park St	1	EC	c.1868	Horizontal Board	Federal	Single Dwelling Central Passage	8/16/2011		
<i>Comments: Moved to this location recently. This building is on the grounds of the Sherwood Heritage Center and is maintained by them. This building may be eligible to the National Register individually.</i>									

### Architectural Survey Data for Sherwood Old Town RLS 2011

#### Oregon State Historic Preservation Office










Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
22310 SW Pine St	1	NP	c.1990	Brick:Other/Undefined	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22331-22347 SW Pine St	1.5	NP	c.2000	Synthetic Wood Siding	Commercial (Type)	COMMERCIAL: General Rectangular Block	8/16/2011		
22350 SW Pine St	1	NC	c.1960 c.2000	Synthetic Wood Siding	Modern Commercial (Type)	COMMERCIAL: General Rectangular Block	8/16/2011		
22399 SW Pine St Haynes, Miles J, House	1.5	NC	c.1899	Horizontal Board Wood:Other/Undefined	Craftsman Commercial (Type)	Single Dwelling Rectangular Block	8/16/2011		
22418 SW Pine St	1.5	NC	c.1900 c.2005	Synthetic Wood Siding	Neo-Victorian Vernacular	COMMERCIAL: General Other Religious Building	8/16/2011		
22461 SW Pine St	1.5	EC	c.1915 c.2005	Synthetic Wood Siding	Craftsman Bungalow (Type)	Single Dwelling Bungalow	8/16/2011		
22464 SW Pine St	1	EC	c.1950	Concrete Block	Modern Commercial (Type)	TRANSPORTATION: General 1-Part Block	8/16/2011		
22548 SW Pine St	1	NC	c.1925 c.2005	Horizontal Board	Craftsman	Single Dwelling Double House/Duplex	8/16/2011		
22595 SW Pine St	2	NC	c.1910 c.1995	Synthetic Wood Siding	Vernacular	COMMERCIAL: General Rectangular Block	8/16/2011		
16043 SW Railroad St	1	EC	c.1950 c.1980	Wood:Other/Undefined	Modern Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		

Architectural Survey Data for Sherwood Old Town RLS 2011  
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Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
16057-16065 SW Railroad St	1	EC	c.1925 c.1955	Stucco	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
16079-16091 SW Railroad St	2	EC	c.1925 c.2005	Brick:Other/Undefined	Commercial (Type)	COMMERCIAL: General 2-Part Block	8/16/2011		
16125-16135 SW Railroad St	1	EC	c.1925 c.1960	Stucco	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
16142-16147 SW Railroad St Korb Building	1	EC	1949	Brick:Other/Undefined Vertical Board	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
16167 SW Railroad St	1	EC	c.1920 c.1955	Brick:Other/Undefined	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
16237 SW Railroad St	1	EC	c.1905 c.1920	Shingle Horizontal Board	Commercial (Type) Vernacular	COMMERCIAL: General Rectangular Block	8/16/2011		
16255 SW Railroad St Saltus-Fisk House	1	EC	c.1907	Horizontal Board	Vernacular	Single Dwelling Rectangular Block	8/16/2011		
16273 SW Railroad St	1	NP	c.2000	Horizontal Board Shingle	Contemporary	COMMERCIAL: General Rectangular Block	8/16/2011		
22300 SW Sherwood Blvd Herman House	1.5	EC	c.1925	Shingle	Vernacular	Single Dwelling Rectangular Block	8/16/2011		
22240 SW Washington St Woodhaven Community Church	1	NP	c.2010	Horizontal Board	Bungalow (Type)	RELIGION: General Bungalow	8/16/2011		

### Architectural Survey Data for Sherwood Old Town RLS 2011

#### Oregon State Historic Preservation Office

Address/ Property Name	Ht	Eval/ NR	Yr(s) Built	Materials	Arch Classifs/Styles	Orig. Use/ Plan (Type)	RLS / ILS Dates	Listed Date	
22335 SW Washington St Carr, James, House	1.5	EC	c.1895 c.1940	Horizontal Board Shingle	Queen Anne Victorian Eclectic	Single Dwelling Bungalow	8/16/2011		
22424 SW Washington St Building B	1	EC	c.1895	Horizontal Board	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
<i>Comments: Falsefront façade</i>									
22424 SW Washington St Building A	1	EC	c.1890	Horizontal Board	Late 19th/20th Period Revivals: Vernacular	Single Dwelling Central Passage	8/16/2011		
22427 SW Washington St Hagey, Annie, House	1.5	NC	c.1898 c.1980	Horizontal Board	Vernacular	Single Dwelling Rectangular Block	8/16/2011		
22450-22456 SW Washington St	1	EC	c.1925 c.1990	Stucco	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22463 SW Washington St	1.5	NC	c.1900 c.2000	Horizontal Board	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22515 SW Washington St	1	NC	c.1955 c.1980	Concrete: Other/Undefined	Commercial (Type)	COMMERCIAL: General 1-Part Block	8/16/2011		
22520-22536 SW Washington St Masonic Lodge	2	EC	c.1925 c.1965	Brick:Other/Undefined Stucco	Commercial (Type)	Meeting Hall 2-Part Block	8/16/2011		
<i>Midday Lodge 164, Military Lodge 223,</i>									
22550 SW Washington St Odd Fellows Hall	1	EC	c.1925	Stucco Brick:Other/Undefined	Commercial (Type) Craftsman	Meeting Hall 2-Part Block	8/16/2011		
<i>Rebekah Lodge 212</i>									
<i>Comments: This building may be eligible individually for the National Register. More research is needed on its use, style and construction.</i>									

**Total Resources Identified: 92**



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**City of Sherwood, Oregon**  
**Draft Planning Commission Minutes**  
**January 10, 2012**

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**Commission Members Present:**

Vice Chair Albert  
Commissioner Griffin  
Commissioner Albert  
Commissioner Cary  
Commissioner Walker  
Commissioner Clifford

**Staff:**

Julia Hajduk, Planning Manager  
Michelle Miller, Associate Planner

**Commission Members Absent:**

Chair Allen  
Commissioner Copfer

**Council Liaison – Councilor Clark**

1. **Call to Order/Roll Call** – Vice Chair Albert called the meeting to order.
2. **Agenda Review** – the agenda consisted of the consent agenda and PUD 11-01 Denali PUD
3. **Consent Agenda** – June 28, 2011, September, 13, 2011, September 27, 2011 work sessions and November 8, 2011 business meeting minutes. Commissioner Walker noted that on the November 8<sup>th</sup>, 2011 meeting minutes she and Commissioner Copfer are shown as both being present and absent. Review of the audio recording of November 8<sup>th</sup> clarifies that Commissioner Copfer was present and the Commissioner Walker was absent. Commissioner Walker made a motion to adopt all of the consent agenda items being reviewed. Commissioner Griffin seconded the motion. Vice Chair Albert asked for a vote. All present were in favor and the motion passed.
4. **City Council Comments** – Councilor Clark gave an update of City Council’s recent meeting include mentioning that Zoe had presented information on the code clean-up.
5. **Staff Announcements** – Julia expanded on Councilor Clarks comments by saying the Council did approve the “temporary uses and outdoor sales” proposed changes. One minor change was made to clarify that food carts are not permitted as temporary uses other than through a special event permit process.

Julia reminded the Commission of the joint work session with the City Council coming up.

As a follow up on the code cleanup project, Julia noted that neighborhood meetings were one of the new requirements and recently there was a neighborhood meeting held for a subdivision in area 59 that had 20 people attend.

6. **Community Comments** – none given

7. **New Business** – None

8. **Old Business**

**a. Denali PUD, PUD 11-01**

**Vice Chair Albert** opened the hearing for PUD11-01. Commissioner Albert asked if anyone had new ex parte contact, bias or conflict of interest that needed to be disclosed.

Commissioner Walker recused herself from the hearing as she had testified in the previous meeting and could have a conflict of interest. Michelle started with a recap of the project so far. At the previous hearing on December 13<sup>th</sup> the record was left open for written comments until December 27<sup>th</sup>. Exhibits N, O and P have been added since the previous meeting. Julia explained that an e-mail was received from a citizen asking about the potential to testify at tonight's meeting. A review was done of the video tape and verified that the verbal testimony portion was closed. The Commission discussed the issue and decided to keep the record closed. It was pointed out that once the Commission makes a recommendation to the City Council, the Council will hold a hearing and new testimony will be allowed there.

As the public hearing portion of the meeting was closed to public testimony and the previous meeting was continued, Kirsten Van Loo was now able to present the applicants rebuttal. She addressed the Commission on behalf of the owner. Recapping the previous meeting she reiterated that everyone is aware that there is environmental contamination on the site that is being managed and watched very closely by many agencies. In response to the question regarding extending Denali Lane to Ironwood Lane she explained that every option shown on the Master plan shows Denali connecting to Ironwood. Staff, including the City Engineer, have all recommended that the connection be made. The State Transportation Planning Rule requires this connection. Kirsten also addressed concerns expressed by Roger and Lisa Walker. They will meet with the Walkers between the hearing at City Council and their final development plan which will come back to the Planning Commission. The number of lots ultimately allowed will greatly affect how their concerns can be addressed.

The one issue she sees left to be solved is the number of lots that can be approved. She referenced density calculations explained in the Southeast Sherwood Master Plan. She also referred to a resolution that was adopted several years ago. She feels that the Planning Commission has the latitude to follow through with the original resolution and to instruct staff to make a finding that says for PUD's in the area of the Southeast Sherwood Master Plan in conformance with the resolution we need to approach the issue of density as specified in the resolution.

Conversation and deliberation continued between Kirsten and the Planning Commission including discussion of contaminated soil placement and lot sizes.

Vice Chair Albert closed the hearing and referred to Michelle for final staff comments.

Michelle explained how Staff arrived at the density calculation being proposed and options that the Planning Commission could consider. She advised that the decision should be made based on the existing code rather than a proposed resolution. Staff recommends using the

buildable square footage of lots 1 through 8 plus a portion of the buildable amount of tract A to calculate the net density of a maximum of 6 lots allowed on the site. Staff concurs with the applicants' statement regarding the contamination and that DEQ's oversight satisfies that condition. The general layout is in conformance with the Master Plan with the connections of Denali and Ironwood Lane.

Staff recommends that the Planning Commission forward a recommendation of approval to City Council of the 6 lot subdivision with the conditions of approval outlined in the amended Staff Report.

Vice Chair Albert asked if there was a section that would allow economic viability to be considered as a factor. Michelle pointed out that the special density allowance is the discretion that can be used for considering environmentally constrained areas.

In closing deliberation Commissioner Griffin spoke strongly in favor of allowing more than 6 lots being approved and what the intent of the earlier resolution was. It was discussed how they could go about approving this within the current code, including the potential for making a code amendment.

Vice Chair Albert agreed with Commissioner Griffin, however does not see how to get to the increase in lots allowed without the resolution. He is curious about how extensive the study was that was done for the master plan. At this point he still does not feel they can approve anymore than 6 lots. If they make findings that would allow more than 6 they would have to come up with a way to direct staff to make the change. Commissioner Griffin asked if they want to allow more, how do they go about doing that.

Michelle responded by explaining they could recommend using the gross density for Planned Unit Developments in support of the resolution written earlier.

Commissioner Cary also agreed with Commissioner Griffin, but feels restricted by the current code. He sees that it is a pretty reasonably drawn out plan, but not in line with the master plan. He feels six should be the minimum number, and wants to recommend what will be best for the City. He asked too, how can they justify they more lots being allowed.

Commission Clifford agreed with Commissioner Griffin, that 8 lots would be preferred. He sees it as an opportunity to bring development that would add significance to the City. 7 lots may be better as it would allow more open space, but agrees that 8 lots would work well and would like to see the project come through.

The general consensus was to allow more than 6 lots, but it was not clear how to reach that recommendation.

Michelle suggested to the Commission that by reviewing the VLDR (Very Low Density Residential) and PUD purpose and objective statements within the code it could illustrate that this is a development that satisfies all of those criteria: it satisfies the minimum lot size of 10,000 sq. ft., it satisfies the open space requirements and the connectivity issues of the Southeast Master Plan, and making findings based on those.

Michelle suggested some wording for the findings: the Planning Commission recommends that the Council interpret that, consistent with the Southeast Master Plan vision, the Very Low Density residential purpose and the best interest of the community, gross density is an appropriate method for calculating density for this particular subdivision.

Vice Chair Albert reiterated his opinion that this recommendation would be going against the code and that density is spelled out in the code language and how it is calculated.

It was determined that Staff would prepare more information and findings that may allow the Commission to potentially recommend 7 lots. The applicant agreed to grant extensions as needed to the Commission for continued deliberation.

The meeting was continued to January 24<sup>th</sup> when Staff can present revised conditions of approval for Commission vote.

Vice Chair Albert closed the meeting

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**City of Sherwood, Oregon**  
**Draft Planning Commission Minutes**  
**January 24, 2012**

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**Commission Members Present:**

Vice Chair Albert  
Commissioner Griffin  
Commissioner Albert  
Commissioner Cary  
Commissioner Walker  
Commissioner Clifford

**Staff:**

Julia Hajduk, Planning Manager  
Michelle Miller, Associate Planner  
Brad Kilby, Senior Planner

**Commission Members Absent:**

Chair Allen  
Commissioner Copfer

**Council Liaison** – Councilor Clark

1. **Call to Order/Roll Call** – Vice Chair Albert called the meeting to order.
2. **Agenda Review** – no changes were made to the meeting agenda
3. **Consent Agenda** – December 13, 2011 Planning Commission meeting. Commissioner Walker had a scrivener's error that she will give to staff. Commissioner Griffin made a motion to approve the minutes. Commissioner Cary seconded the motion. A vote was taken and all Commissioners present were in favor of adoption of the minutes. The motion passed.
4. **City Council Comments** – Councilor Clark was not present when the Commission got to this agenda item
5. **Staff Announcements** – Based on comments she had received, Julia began by reminding the Commissioners to please speak into the microphones provided as sometimes it is difficult to hear their comments.

Angelo Planning Group has been selected as the Town Center Plan consultant. Scope negotiations are underway now. Planning effort will likely not begin on this project until March. The Southwest Corridor group which is being led by METRO is planning a “kick-off” meeting to look at the transportation corridor primarily along Hwy. 99 W. They are soliciting volunteers to serve on the committee and provide citizen perspective. The kick-off meeting will be held January 31<sup>st</sup>.

Councilor Clark arrived at the meeting.

6. **Community Comments** – Kurt Kristensen 22520 SW Fair Oaks Court, Sherwood OR 97140. Asked that the Planning Commission consider re-visiting a resolution that had been created by past Planning Commissioners. He is referring to Resolution 2006-001, the Southeast Sherwood Master-plan. He would like to see that resolution come back before City Council

for adoption. The resolution authorized the Southeast Master Plan. He believes there was a lot of time and resources spent working on the resolution. He is not interested in learning why it was not forwarded with a recommendation for approval; he is interested in having this Planning Commission send the resolution forward for adoption.

7. **Old Business – Vice Chair Albert re-opened the Denali PUD hearing** at the deliberation portion of the hearing. Commissioner Walker recused herself from the hearing. Commissioner Griffin felt Michelle had done a great job of summarizing the information discussed earlier. He pointed out, one scrivener error. Michelle will correct that. Commissioner Clifford made a motion to forward a recommendation to the City Council to adopt the Denali PUD 11-01, SUB 11-01 based on the analysis dated January 17, 2012 and the Staff Report. Commissioner Griffin seconded the motion. Vice Chair Albert called for a vote; Commissioners Griffin, Cary, and Clifford were in favor. Vice Chair Albert voted nay. Motion passed 3 to 1.

8. **New Business -**

a. **Urban Renewal Plan Major Amendment** – Julia, acting on behalf of Tom Nelson, and Elaine Howard, (who is a consultant working on the URA amendment for Sherwood and works on Urban Renewal plans throughout the state of Oregon) presented information to the Commission. They will be asking the Commission to review the proposed substantial amendment to the Sherwood Urban Renewal Plan and make a recommendation to the Sherwood City Council. Julia presented a brief history of the Urban Renewal District in Sherwood in a power point presentation. A major part of the Urban Renewal Plan is to remove blight influences. Many examples of old buildings and new construction helped by the URA were shown. The URA is also interested in transportation improvement. They are working to improve the rail crossing at the intersection of Langer Farms Parkway and Oregon Street. The URA has also contributed to the new turf fields and stadium at Sherwood High School as well as the field house located on the Public Works site. They have developed plans and purchased property off Sherwood Blvd to construct a senior living facility. The URA also provides Façade Grants to help improve the look of Old Town Sherwood.

Elaine Howard gave a quick briefing on the Substantial Amendment that is designed to basically increase the amount of maximum indebtedness of the Urban Renewal Plan. Maximum indebtedness is the amount of money that can be spent on projects and programs by the Urban Renewal Agency. Our present maximum indebtedness is around \$35 million dollars. Given the current statute the City could increase that amount by 20% as indexed which equals \$9.7 million dollars which would then bring the figure to near \$45 million dollars by approval of City Council. The amendment does not get voted on by the citizens but rather approved by City Council. The amendment has to be “publicly noticed” which will be done in the February Archer. They have a list of potential projects that could benefit from the funds. A change made by the 2009 Legislature was a change to Urban Renewal Plan Amendments which required that once a plan was substantially amended that there are certain revenue sharing triggers that come into effect. At certain trigger points when the Urban Renewal Agency starts receiving a certain amount of funding that taxing districts also received a share of the increase of growth of value. She then gave a quick description of how tax increment financing works.

The revenue sharing component plan states that once your plan starts receiving 10% of the original maximum indebtedness, it has to share that money with the taxing jurisdictions. At the point the plan receives 12.5 % of the initial maximum indebtedness you are capped at receiving that amount of money for the life of the agency.

Elaine talked about the city's economic development strategies. Policy number 3 indicates that the city will direct public expenditures toward the realization of community development goals by assuring the adequacy of community services and facilities for existing and future economic development. This plan has provided for our current City Hall and Library, some funding will be used in the potential community center and has been used in the new Plaza.

Policies covered by the Urban Renew Plan include: improving regional access to the Urban Renewal Area and diversification of commercial and industrial development to add jobs and expand the tax base. Other policies that conform with the comprehensive plan are the applicable commercial and land use strategies and policies which say that commercial activities will be conveniently located to service customers, the façade grant program helps provide better commercial uses, the street scape programs help strengthen the downtown core. Community design is another area where the Urban Renewal Plan conforms to the Comprehensive Plans.

Elaine concluded by saying that they have looked both at the comprehensive plan and the vision for Old Town Sherwood and the City of Sherwood's Economic Development Strategy. The Urban renewal plan does conform to the Economic Development Strategy.

Commissioner Walker clarified that what the Planning Commission motion addresses is only whether or not this amendment complies with the comprehensive plan and not that they agree with any part of the financial part of the plan.

Elaine confirmed that Commissioner Walker's understanding was correct.

Discussion of distribution of funds continued with Elaine and the Commission.

Commissioner Griffin asked about what the improvements to Oregon Street include. Elaine deferred to Tom Nelson to answer that and get back to the Commission. He also asked for clarification about the downtown store front projects. Elaine explained that by creating a neighborhood commercial district the hope is that the residents utilize those businesses for their services.

Commissioner Griffin asked about the estimated URA cost amount of \$1.2 million and what that entails. Elaine explained that these are estimates from when this may be approved from 2012 to 2021.

Vice Chair Albert asked if any members of the audience wanted to provide testimony.

Eugene Stewart 22595 SW Pine Street, Sherwood OR 97140 provided testimony. He questions the transportation plan and that it shows a street coming in on the other side of the tracks into the Cannery. He does not believe that it can be done. He asked if we follow the comprehensive plan or not. He also would like to know how much money has been spent and has apparently asked that question and is waiting for an answer after an audit is complete. He suggests talking to the downtown merchants to see if they have been benefitted by these plans. He spoke about existing parking and potential parking changes as well Pine Street being shown as a potential truck route in the TSP. He feels that the items in the comprehensive plans may be being ignored.

Kurt Kristensen, 22520 SW FairOaks, Sherwood OR 97140, explained that he spent some time a couple years ago researching and talking with Washington County and various financial representatives that understand how Urban Renewal law works. It is his opinion that this is a way to avoid public accountability. The tax revenues of \$35 to \$45 million dollars are funds being

“syphoned” off from other districts including school districts. He has no argument with some of the worthwhile projects that have improved the City. He questions at what stage things like this should go to a vote of the people.

With no other comments being given, Commissioner Walker made a motion by saying “I move for the approval of the attached findings supporting the substantial amendment #15, amendment #15 to the Sherwood Urban Renewal Plan, conforming with the Sherwood Comprehensive Plan and request the City Council consider the financial impact of doing so.”

Commissioner Cary seconded the motion. Vice Chair Albert called for a vote.

All present were in favor of the motion. The motion passed.

A five minute recess was taken.

**b. Public hearing on PA11-05 Parking Lot Landscape and Configuration**

Vice Chair Albert opened the public hearing on PA11-05 Parking Lot Landscape and Configuration.

Michelle presented the Staff Report by giving an overview of PA 11-05. She noted that staff has been working on parking lot landscaping and off-street parking and loading including work sessions and open houses. Two agency notice comments have been received which will be labeled as exhibits D and E. A written public comment has also been received which will be labeled exhibit C.

The objectives that are being sought out are creating more visually appealing parking areas as well as creating more pedestrian and vehicle friendly areas.

Current code specifies 65 square feet for landscape islands and overall a site has 10% landscaping in the parking area. The overall number of parking spaces and the relationship to landscaping are now being considered rather than the required percentage of landscaping which may generally increase the amount of landscaping visible per site. New requirements show that each landscape island must include at least one tree and that the islands need to be evenly spaced. New provisions allow greater flexibility in the types of trees planted, based on mature canopy size.

Off street parking requirements are also being reviewed. Options for changing the minimum number of spaces are being modified in areas like places of worship, warehouses and allowing for visitor parking. The agency comment received from Metro discusses their concerns with minimum number of spaces for single family residences. In Sherwood, if no on street parking is available, and two parking spaces are required on site. Staff is working with Metro to agree on a minimum allowed when no off street parking is available due to the street width.

Regarding angled parking, a new diagram has been drawn along with a new table and the requirement that the bike parking needs to be covered has been changed to “encouraged”.

Commissioner Griffin commented that in light of receiving the written testimony from Matt Grady he thinks the discussion should be continued. He is hesitant to move a recommendation forward without more consideration and possible input from other developers. He feels they are moving in a positive direction, but feels more information may be needed.

Commissioners got clarification from Michelle on tree canopy and existing parking lots in Sherwood and surrounding cities and how they would compare to what the new requirements would allow.



Vice Chair Albert moved the meeting to public testimony.

Matt Grady of Gramor Development, 19767 SW 72<sup>nd</sup> Ave, suite 100, Tualatin, OR 97062 had submitted an exhibit that he wanted to highlight in public testimony. He reiterated that the intent of the code changes is to require more parking lot landscape features. While he understands that intent he feels the new requirements have gone overboard and are requesting too much. He feels there should be crossover between landscaping requirements in parking lots and the tree code and required canopy percentages. Regarding “non-vegetative features” he feels that the semi-pervious pavers that are suggested are really not a very viable solution in terms of drainage and the cost of work to install that type of feature. He feels the goals should be for pedestrian plazas and landscape features connected to walkways that would count toward your landscaping requirements. He also had a question regarding how parking lot landscape area is really calculated. They believe 20% for evergreen trees is too much. They also believe there should be definition of screening of mechanical equipment. The options for reducing parking are good, but seem a little confusing. They think the 10% car pool spaces are pretty high. One option now that they are very in favor of is the removal of the requirement for wheel stops. His submittal expands on these comments. His 5 minute testimony time expired.

Eugene Stewart, 22959 SW Pine Street, Sherwood OR 97140 asked in his testimony if provisions are made for solar panels and the proximity of trees being planted next to a building. He pointed out that he sees a need for some leniency for some of the businesses in old town that want to provide off street parking. He asks if builders in the future want to use pervious pavers, will they be allowed to do so. He believes more public involvement in the process and allowing for conversations with people like Mr. Grady that are not limited to the 5 minute testimony time, would be beneficial to staff and decision makers.

With no one else signed up to testify, Vice Chair Albert closed the public hearing portion of this project.

Michelle made final comments by saying the perimeter landscape buffer is the existing number that has been in place. If there is landscaping on the side then 10 feet in total is required. She agreed with Mr. Grady that evergreen trees are more suitable to the perimeter of parking lots.

She pointed out that this portion of the code clean-up has had several work sessions over the past 6 months. There have been many opportunities for comments. This language has been on the table and on the web-site since early November.

Brad Kilby added that while Matt had mentioned there should be a tie-in between the tree code and the parking lot landscaping and that he feels they really should be able to stand independent of each other. Parking lot landscaping can count toward the canopy cover on some commercial requirements.

Julia suggested that in light of the additional testimony received tonight as well as additional request for public testimony to be allowed and obvious questions posed by the Commission that her recommendation would be to continue the hearing.

Michelle discussed with the Commission what they would like to see to be able to compare existing sites and how those would fit with the proposed language. It was discussed that Matt Grady could be a resource for information.

Upon learning that another member of the audience wanted to speak on this topic and given that there was already discussion about continuing the hearing and leaving the record open, Vice Chair Albert re-opened PA 11-05.

Patrick Huske, 23352 SW Murdock Road, Sherwood, OR 97140 testified by saying he feels that even though these proposed changes have been in the works for several months, it seems like the final draft was not done until just a couple weeks before the public hearing, which doesn't give the public and interested parties much time at all to review the information and respond with comments or questions. On a second note, he feels that giving only 4 minutes of testimony to Matt Grady is not near enough time. He thinks that Gramor's developments are far and away some of the best developments both architecturally and in their landscape architecture. He hopes the Commission will give Matt's written comments full consideration.

Vice Chair Albert made a motion to continue the hearing of PA 11-05 to February 28<sup>th</sup>, 2012. Commissioner Cary seconded the motion. It was determined that it will be a continued public hearing where people can testify and/or provide additional written comment. Discussion continued among the Commission regarding the benefit of continuing the meeting. The motion raised was not voted on.

Vice Chair Albert made a new motion to continue public hearing PA 11-05 Parking Lot Landscape Configuration to February 28<sup>th</sup>. Commissioner Walker seconded the motion. Vice Chair Albert asked for a vote. All members present were in favor. The motion passed.

A 3 minute recess was taken.

### **c. Public hearing for PA 11-06 Trees on Private Property**

Vice Chair Albert reconvened the meeting and opened the public hearing for PA 11-06 Trees on Private Property.

Brad Kilby presented the Staff report by explaining that the proposed changes would affect the definition, site plan review, parks and open space and tree sections of the code. Agency comments had been requested in December. PGE's forester Brandon Flemming had responded saying he agrees with the proposal and wants to be sure to maintain their ability to work in the tree line to manage the vegetation for their operations. There have been 7 work sessions, and a tree panel discussion with developers, land owner and professionals regarding the code changes. There was also a dessert and discussion meeting as well as an on-line questionnaire, with 40 responses being received. This was discussed in November at the Code Clean Up open house where 20- 22 people attended. The overall response in all of these venues is that the code should be fair and clear. It should recognize the economic and ecological value of trees. The inch per inch mitigation is cost prohibitive and could lead to clear cutting of properties not yet incorporated into the City to avoid mitigation later. Property owners should be able to remove and manage trees on their own property. 48% of on line responders felt that residential properties should not be limited in their ability to remove trees.

The purpose of the canopy requirements is to maintain the existing urban canopy. In order to maintain the canopy, regulations are needed. The current code states that for properties that are subject to land use approval, any trees removed must be mitigated on an inch per inch basis at a cost of \$75.00 per inch. The proposed language now asks that a canopy be maintained. The desired canopy would be 40% of the overall sight for residential and 30% on non-residential property. There are no longer mitigation requirements under this proposal. Brad showed many examples of canopy coverage of existing sites in Sherwood in a power point display.

Julia added that considering the Parking Lot Landscaping requirements vs. the tree code, whichever the most stringent requirement is in each case will meet both Parking Lot Landscaping and Tree standards. You are always going to, at least meet the parking lot standards or the 30% canopy. If you don't meet it with the parking lot landscaping standards you have to provide more canopy. If you don't meet it with the canopy you have meet the parking lot landscape standards.

Brad continued by saying that while the tree code establishes minimums, it is also about retaining more trees and more mature trees and encouraging that retention. They are proposing some development incentives to help with retention including residential density transfer.

Brad continued to review the proposed changes which includes taking into consideration time frames for replanting and environmental constraints for successful planting. Brad explained how size and caliper would be determined for the purpose of meeting the code requirements.

In conclusion he explained the next steps if the Commission agrees to recommend approval to the City Council would be a hearing on February 21<sup>st</sup>, 2012.

At the conclusion of Brad's staff report, Vice Chair Albert opened the meeting for public testimony.

Kurt Kristensen 22520 SW Fair Oaks Ct., Sherwood OR 97140 testified he has been waiting for this tree code for 10 years. He recognized the conflicting interests between developers and residents. He has watched many trees come down throughout Sherwood over the years. He thinks this tree code is a very good first step, however is concerned about some of the proposed language. He suggests that trees have a benefit to all of us and that it would be prudent to have courtesy and respect for the trees regardless of who they are owned by. He would encourage neighborhood notice be given well in advance of the tree removal.

Matt Grady, 19767 SW 72<sup>nd</sup> Ave, suite 100, Tualatin, OR 97062 asked if there was a definition of the net development site. They had looked at the definition section and the new code section and could not find it. His other question was if any of the existing street trees hanging over the site could be used in the 30% calculation for canopy.

Brad explained that on commercial and industrial, non-residential sites the street trees are not allowed to be included in the calculation however in residential sites they can be included. He agreed that if the net developable site is not defined it should be.

Pat Huske, 23352 SW Murdock Road, Sherwood OR 97140. As a homeowner and small business developer he loves trees. When he sees codes he sees them as "guidelines". If the code is talking about "net developable sites" he believes this would be a huge imposition on property owners in general. He would like to leave development out of it. Each property owner has continued to have their rights taken away to a certain extent. He feels Staff has done a fairly good job looking at everyone's point of view. He would encourage using the gross buildable footprint or entire site as the model, rather than the net. He feels that there should also be some type of "air factor" in the tree canopy. Is the percentage going to be determined from an aerial view or will it be plant-able caliper trees on the property? He hopes for some flexibility in that air factor.

Vice Chair Allen closed the public testimony and moved to questions for staff.

Brad and the Commission discussed canopy and how it is calculated. They discussed if a neighbor's trees could count toward canopy on a site. They also discussed posting notice of tree removal as well

as the number of trees allowed to be removed and possibly changing the language to say 5 trees removed every 12 months rather than every year.

Commissioner Walker made a motion to forward a recommendation for PA 11-06 to the City Council with staff recommendations, and minor adjustments made by the Planning Commission during this meeting to the February 21<sup>st</sup>, City Council hearing. Commission Griffin seconded the motion. Vice Chair Albert called for a vote. All members present were in favor and the motion passed.

Vice Chair Albert closed the meeting.



Home of the Tualatin River National Wildlife Refuge

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

**Mayor**  
Keith Mays

**Council President**  
Dave Grant

**Councilors**  
Linda Henderson  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
David Luman

**City Manager**  
Jim Patterson



2009 Top Ten Selection



2007 18<sup>th</sup> Best Place to Live



February 21, 2012

To: Planning Commission

From: Michelle Miller, AICP Associate Planner

Re: Packet Materials for § 16.92 Landscaping and § 16.94 Off-Street Parking and Loading, and § 16.96 On-Site Circulation

On January 24, 2012, the Planning Commission held a public hearing on the Plan Amendments for Landscaping, Parking, Loading, and On-Site Circulation. The Planning Commission received written and oral testimony on issues surrounding parking lot landscaping and layout. The Planning Commission continued the public hearing to allow staff the opportunity to review and respond to the testimony provided and address additional questions raised by the Commission. The continued hearing will also allow the public an opportunity to provide additional comments on the proposed changes.

The Commission directed staff to evaluate the proposed amendments and prepare a visual representation of how the proposed landscaping standards would apply to certain sites within the City where the landscaping appears adequate. Staff has prepared an aerial depicting the landscaping calculation and standards, as they would apply to the frontage of the Albertson's parking lot based on the current site situation. This aerial photo is included in your materials as Attachment 1.

Attachment 2 includes the revised Code language for the above listed topics. Based on the issues raised at the last hearing and through internal staff discussion, staff made some changes to the language. The changes include minor revisions and reorganization of some of the language within the chapters. Blue notations indicate where the revisions to the language have been made since the last hearing to explain the purpose of the corresponding change.

Attachment 1: Aerial and Description of Landscaping at the Albertson's site

Attachment 2: Proposed Code Language with Track Changes



City of Sherwood  
 22560 SW Pine St  
 Sherwood, OR 97140  
 Tel 503-825-5522  
 Fax 503-825-5524  
 www.ci.sherwood.or.us

February 21, 2012

To: Planning Commission

Mayor  
 Keith Mays

From: Michelle Miller, AICP Associate Planner

Councillors  
 Dave Grant  
 Linda Henderson  
 Robyn Folsom  
 Matt Langer  
 Bill Butterfield  
 Krissana Clark

Re: Attachment 1, Aerial of Albertson's Parking Lot with Landscaping Overlay

The attached aerial shows the Albertson's parking area with the landscaping identified for the purposes of comparing the existing and proposed landscaping standards.

- Perimeter Landscaping (yellow overlay): 10 ft. landscape buffer surrounding the site and adjacent to the roadway
- Parking areas landscaping (green overlay): all of the other landscaping interior to the site, excluding the perimeter landscaping

City Manager Pro Tem  
 Tom Passanier



2009 Top Ten Selection



2007 18<sup>th</sup> Best Place to Live

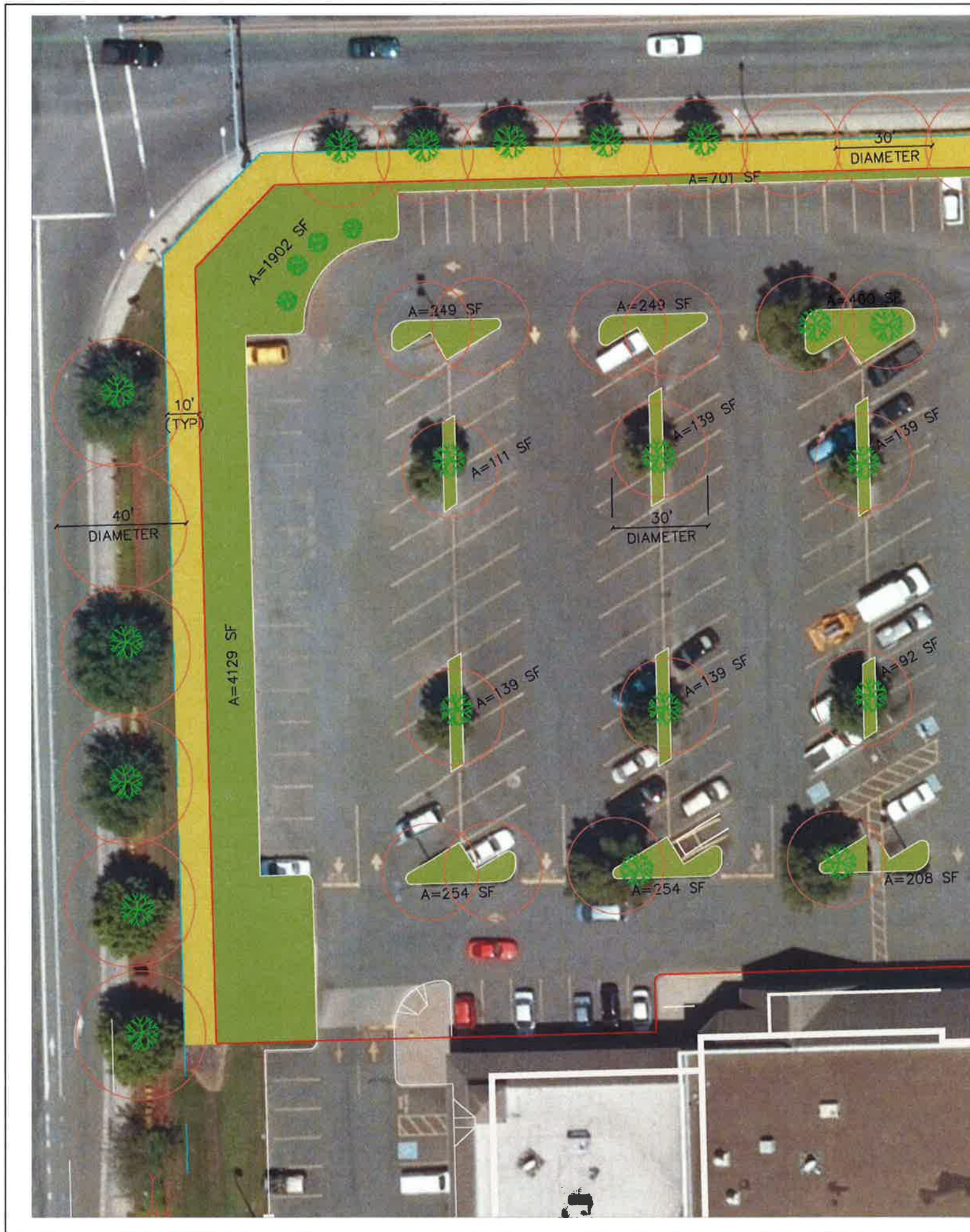


The red circles identify the location of existing trees and the trees proposed in the original landscape plan.

- Small circles: 20 feet in diameter
- Large circles: 30 feet in diameter
- NOTE: The uncovered landscape areas include additional landscaping such as street trees and additional public right of way.

The following table compares the existing landscaping onsite with the proposed landscaping Code language.

	Albertson's Existing Site Conditions	Proposed Code Language
Code Requirement	<ul style="list-style-type: none"> <li>• 10% of parking area landscaped</li> <li>• 5 % interior landscaping</li> </ul>	45 square feet of landscaping per each parking space
Size of Parking Area	113,153 sq. feet	113,153 sq. feet
Parking Area Landscaping	15,885 sq. feet 17,005 square feet - includes pathway	10,125 sq. ft. required (45 x 225 parking spaces) (Any landscaped area not included as perimeter landscaping)
Percentage of Site Landscaped	14 % of parking area	9 % of the parking area
Number of Trees	<ul style="list-style-type: none"> <li>• 52, including street trees (landscape plan)</li> <li>• 32 trees (actual)</li> <li>• 47, (actual, including street trees)</li> </ul>	If 225 spaces, <u>any combination</u> of: <ul style="list-style-type: none"> <li>• 56 large trees (1 tree per 4 spaces)</li> <li>• 75 medium trees (1 tree per 3 spaces)</li> <li>• 113 small trees ( 1 tree per 2 spaces)</li> </ul>



30'  
DIAMETER

A=701 SF

A=1902 SF

A=249 SF

A=249 SF

A=400 SF

10'  
(TYP)

A=111 SF

A=139 SF

A=139 SF

40'  
DIAMETER

30'  
DIAMETER

A=4129 SF

A=139 SF

A=139 SF

A=92 SF

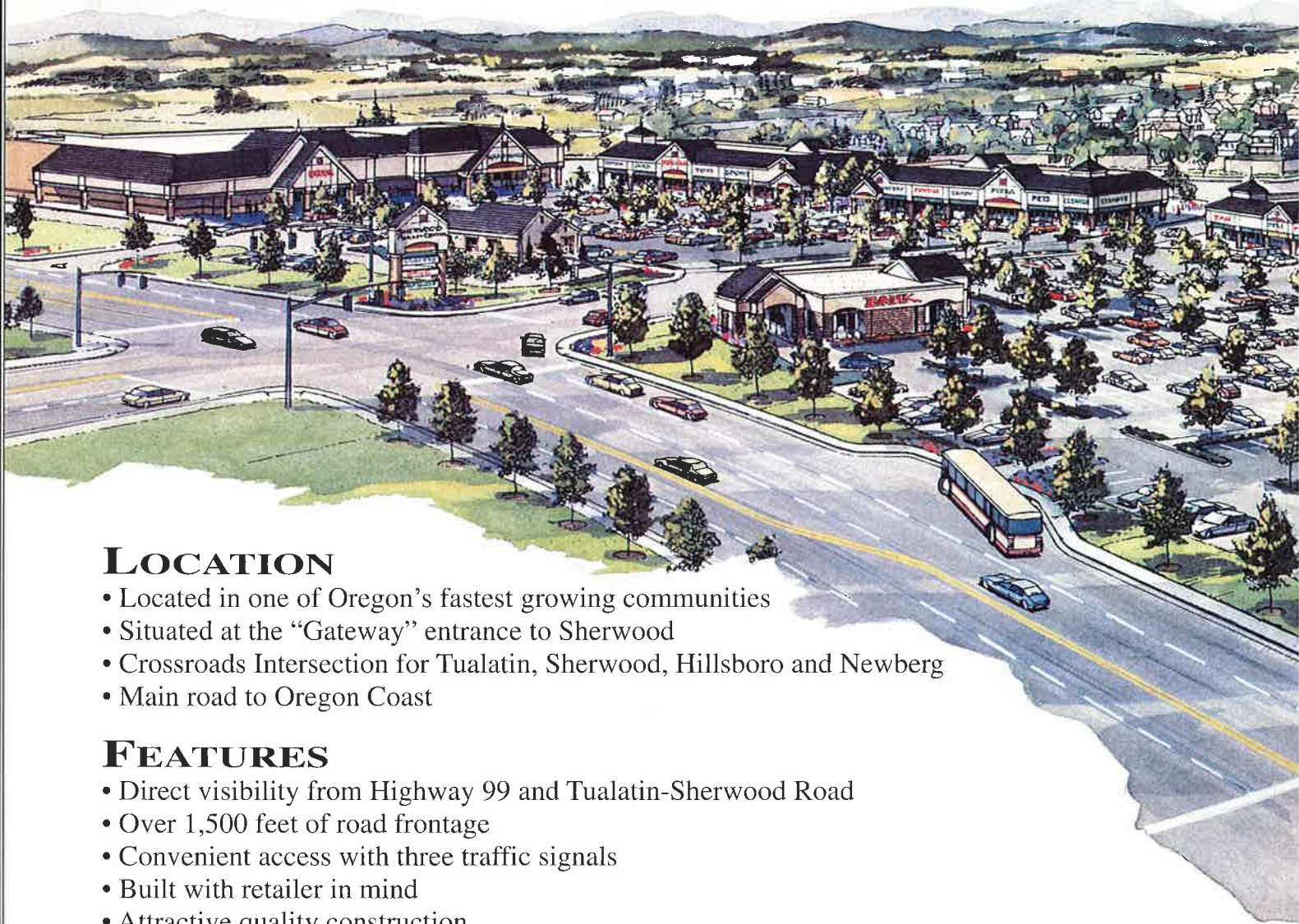
A=254 SF

A=254 SF

A=208 SF

# SHERWOOD MARKET CENTER

136,000 Sq. Ft. Grocery-Anchored Shopping Center



## LOCATION

- Located in one of Oregon's fastest growing communities
- Situated at the "Gateway" entrance to Sherwood
- Crossroads Intersection for Tualatin, Sherwood, Hillsboro and Newberg
- Main road to Oregon Coast

## FEATURES

- Direct visibility from Highway 99 and Tualatin-Sherwood Road
- Over 1,500 feet of road frontage
- Convenient access with three traffic signals
- Built with retailer in mind
- Attractive quality construction
- Unique identifying water feature
- Distinctive high-end architecture
- Over 3,000 new residential units under construction or planned in area

## DEMOGRAPHICS

(Approximate trade area estimates)

- 1995 Population 34,300
- 1995 Households 12,700
- Expected household growth (next 3 years) 3,000 +
- 1994 average household income \$50,733
- Median age 36
- Traffic counts Hwy. 99 (State Highway est.) 24,000
- Traffic counts Tualatin-Sherwood Rd. 14,000  
(Washington County estimate)

Another quality project by  
**GRAMOR**  
DEVELOPMENT



## Chapter 16.92 LANDSCAPING\*

Sections:

### **16.92.010 Landscaping Plan [Required](#)**

### **16.92.020 Landscaping Materials**

### **16.92.030 Site Area Landscaping and Perimeter [Screening](#) Standards**

### **16.92.040 Installation and Maintenance**

\* Editor's Note: Some sections may not contain a history.

#### **16.92.010 Landscaping Plan Required**

All proposed developments for which a site plan is required pursuant to Section 16.90.020 shall submit a landscaping plan 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. (Ord. 2006-021; Ord. 86-851, § 3)

#### **16.92.020 Landscaping Materials**

##### **A. Type of Landscaping Materials**

Required landscaped areas shall include an appropriate combination of native evergreen or deciduous trees and shrubs, evergreen ground cover, and perennial plantings. Trees to be planted in or adjacent to public rights-of-way shall meet the requirements of this Chapter. Plants may be selected from the City's "Suggested Plant Lists for Required Landscaping Manual" or suitable for the Pacific Northwest climate and verified by a landscape architect or certified landscape professional.

##### **1. Ground Cover Plants**

- a. All of the landscape that is not planted with trees and shrubs must be planted in ground cover plants, which may include grasses. Mulch is not a substitute for ground cover, but is allowed in addition to the ground cover plants.
- b. Ground cover plants other than grasses must be at least the four-inch pot size and spaced at distances appropriate for the plant species. Ground cover plants must be planted at a density that will cover the entire area within three years from the time of planting.

##### **2. Shrubs**

- a. All shrubs must be of sufficient size and number to be at full growth within three years of planting.
- b. Shrubs must be at least the one-gallon container size at the time of planting.

##### **3. Trees**

- a. Trees at the time of planting must be fully branched and must be a minimum of two (2) caliper inches and at least six (6) feet in height.
- b. Existing trees may be used to meet the standards of this chapter, as described in C. 2. below.

##### **B. Plant Material Selection and Preparation**

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

### **C. Existing Vegetation**

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

### **D. Non-Vegetative Features**

1. Landscaped areas as required by this Chapter may include architectural features interspersed with planted areas, such as sculptures, benches, masonry or stone walls, fences, rock groupings, bark dust, semi-pervious decorative paving, and graveled areas.
2. Impervious paving shall not be counted toward the minimum landscaping requirements unless adjacent to at least one landscape strip and serves as a pedestrian pathway.
3. Artificial plants are prohibited in any required landscaped area.  
(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 86-851 § 3)

## **16.92.030 Site Area Landscaping and Perimeter Screening Standards**

### **A. Perimeter Screening and Buffering**

1. Perimeter Screening Separating Residential Zones:  
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, institutional/public or industrial zones subject to the provisions of Chapter 16.48.020 (Fences, Walls and Hedges).

- a. For new uses adjacent to inventoried environmentally sensitive areas, screening requirements shall be limited to vegetation only to preserve wildlife mobility. In addition, the Review Authority may require plants and other landscaping features in locations and sizes necessary to protect the privacy of residences and buffer any adverse effects of adjoining uses.
- b. The required screening shall have breaks, where necessary, to allow pedestrian access to the site. The design of the wall or screening shall also provide breaks or openings for visual surveillance of the site and security.
- c. Evergreen hedges used to comply with this standard shall be a minimum of 36 inches in height at maturity, and shall be of such species, number and spacing to provide the required screening within one year after planting.

2. Perimeter Landscaping Buffer

- a. A minimum ten (10) foot wide landscaped strip comprised of trees, shrubs and ground cover shall be provided between off-street parking, loading, or vehicular use areas on separate, abutting, or adjacent properties.
- b. The access drives to a rear lots in the residential zone (i.e. flag lot) shall be separated from abutting property (ies) by a minimum of forty-two-inch sight-obscuring fence or a forty-two-inch to an eight feet high landscape hedge within a four-foot wide landscape buffer. Alternatively, where existing mature trees and vegetation are suitable, Review Authority may waive the fence/buffer in order to preserve the mature vegetation.

3. Perimeter Landscape Buffer Reduction

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

**B. Parking Area Landscaping**

1. Purpose

The standard is a landscape treatment that uses a combination of trees, shrubs, and ground cover to provide shade, storm water management, aesthetic benefits, and screening to soften the impacts of large expanses of pavement and vehicle movement. It is applied to landscaped areas within and around the parking lot and loading areas.

2. Definitions

- a. Parking Area Landscaping: Any landscaped area on the site that is not required as perimeter landscaping § 16.92.030 (Site Landscaping and Screening) or as street trees per Chapter 16.142 (Parks, Trees and Open Space).

b. Canopy Factor

(1) Landscape trees are assigned a canopy factor to determine the specific number of required trees to be planted. The canopy factor is calculated based on the following formula:

$$\text{Canopy Factor} = \text{Mature Height (in feet)} \times \text{Canopy Spread (in feet)} \times \text{Growth Rate Factor} \times .01$$

(2) Growth Rate Factor: The growth rate factor is three (3) for fast-growing trees, two (2) for medium growing trees, and one (1) for slow growing trees. The growth rate of a tree is identified in the "Suggested Plant Lists for Required Landscaping Manual."

3. Required Landscaping

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

4. Amount and Type of Required Parking Area Landscaping

a. Number of Trees required based on Canopy Factor

Small trees have a canopy factor of less than 40, medium trees have a canopy factor from 40 to 90, and large trees have a canopy factor greater than 90;

(1) Any combination of the following is required:

- (i) One large tree is required per four (4) parking spaces;
- (ii) One medium tree is required per three (3) parking spaces; or
- (iii) One small tree is required per two (2) parking spaces.
- (iv) At least 5 % of the required trees must be evergreen.

b. Shrubs:

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

c. Ground cover plants:

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

4. Individual Landscape Islands Requirements

- a. Individual landscaped areas (islands) shall be at least ninety (90)square feet in area and a minimum width of five (5) feet and shall be curbed to protect the landscaping.

- b. Each landscape island shall be planted with at least one (1) tree.
- c. Landscape islands shall be evenly spaced throughout the parking area.
- d. Landscape islands shall be distributed according to the following:
  - (1) Residential uses in a residential zone: one island for every eight (8) contiguous parking spaces.
  - (2) Multi or mixed-uses, institutional and commercial uses: one island for every ten (10) contiguous parking spaces.
  - (3) Industrial uses: one island for every twelve (12) contiguous parking spaces.
- e. Storm water bio-swales may be used in lieu of the parking landscape areas and included in the calculation of the required landscaping amount.
- f. Exception to Landscape Requirement
 

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

  - (1) Trees are spaced a maximum of thirty (30) feet on at least one side of the sidewalk.
  - (2) The minimum unobstructed sidewalk width is at least six (6) feet wide.
  - (3) The sidewalk is separated from the parking areas by curbs, bollards, or other means on both sides.

#### 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.

#### 6. Exceptions

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

**C. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas**

All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas, shall be screened from view from all public streets and any adjacent residential zones.

**D. Visual Corridors**

Except as allowed by subsection 6. above, new developments shall be required to establish landscaped visual corridors along Highway 99W and other arterial and collector streets, consistent with the Natural Resources and Recreation Plan Map, Appendix C of the Community Development Plan, Part II, and the provisions of Chapter 16.142( Parks, Trees, and Open Space). Properties within the Old Town Overlay are exempt from this standard.

(Ord. No. 2011-003, § 2, 4-5-2011; Ord. No. 2011-001, §§ 1, 2, 2-15-2011; Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 91-922, § 3; Ord. 86-851 § 3)

**16.92.040 Installation and Maintenance Standards**

**A. Installation**

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

**B. Maintenance and Mitigation of Landscaped Areas**

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

**C. Irrigation**

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

1. Option 1: A permanent built-in irrigation system with an automatic controller installed.
2. Option 2: An irrigation system designed and certified by a licensed landscape architect or other qualified professional as part of the landscape plan, which provides sufficient water to ensure that the plants become established. The system does not have to be permanent if the plants chosen can survive independently once established.

3. Option 3: Irrigation by hand. If the applicant chooses this option, an inspection will be required one year after final inspection to ensure that the landscaping has become established.

#### **D. Deferral of Improvements**

Landscaping shall be installed prior to issuance of occupancy permits, unless security equal to 125% of the cost of the landscaping is filed with the City. "Security" may consist of a performance bond payable to the City, cash, certified check, or other assurance of completion approved by the City. If the installation of the landscaping is not completed within one (1) year, the security may be used by the City to complete the installation.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 86-851 § 3)

### **Chapter 16.94 Off-Street Parking and Loading\***

Sections:

[16.94.010 Generally](#)

[16.94.020 Off-Street Parking Standards](#)

[16.94.030 Off-Street Loading Standards](#)

\* Editor's Note: Some sections may not contain a history.

#### **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.

##### **B. Deferral of Improvements**

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

##### **C. Options for Reducing the Required Parking Spaces**

1. Two (2) or more uses or, structures on multiple parcels of land may utilize jointly the same parking and loading spaces when the peak hours of operation do not substantially overlap, provided that satisfactory evidence is presented to the City, in the form of deeds, leases, or contracts, clearly establishing the joint use.
  - a. Within commercial, institutional and public, or industrial zones, shared parking may be provided on lots that are within 500 feet of the property line of the use to be served.

- b. Shared parking is allowed if the application can show that the combined peak use is available by a parking study that demonstrates:
  - (1) There is a sufficient number of parking spaces to accommodate the requirements of the individual businesses; or
  - (2) That the peak hours of operation of such establishments do not overlap, and
  - (3) That an exclusive permanent easement over a delineated area has been granted for parking space use.
  
- 2. Mixed use projects are developments where a variety of uses occupies a development project or complex. For example, an eating establishment, professional office building and movie theater are all components of a mixed use site. It does not include a secondary use within a primary use such as an administrative office associated with a retail establishment. In mixed-use projects, the required minimum vehicle parking shall be determined using the following formula:
  - a. Primary use: i.e. that with the largest proportion of total floor area within the development at 100% of the minimum vehicle parking required for that use.
  - b. Secondary Use: i.e. that with the second largest percentage of total floor area within the development, at 90% of the vehicle parking required for that use.
  - c. Subsequent use or uses, at 80% of the vehicle parking required for that use.

**D. Prohibited Uses**

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

**E. Location**

- 1. Residential off-street parking spaces shall be located on the same lot or development as the residential use.
  
- 2. For other uses, required off-street parking spaces may include adjacent on-street parking spaces, nearby public parking and shared parking located within 500 feet of the use. The distance from the parking, area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use private off-site parking must be evidenced by a recorded deed, lease, easement, or similar written notarized letter or instrument.
  
- 3. Vehicle parking is allowed only on improved parking shoulders that meet City standards for public streets, within garages, carports and other structures, or on driveways or parking lots that have been developed in conformance with this code. Specific locations and types of spaces (car pool, compact, etc.) for parking shall be indicated on submitted plans and located to the side or rear of buildings where feasible.
  - a. All new development with 20 employees or more shall include at least 2% of the required parking spaces for preferential spaces for either car pool and vanpool designation.



- b. Existing development may redevelop portions of designated parking areas for multi-modal facilities (transit shelters, park and ride, and bicycle parking), subject to meeting all other applicable standards, including minimum space standards.

#### **F. Marking**

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

#### **G. Surface and Drainage**

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

#### **H. Repairs**

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

#### **I. Parking and Loading Plan**

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

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

#### **J. Parking Districts**

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

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; 2000-2001, § 3; Ord. 2000-2001, § 3; Ord. 86-851, § 3)

**16.94.020 Off-Street Parking Standards**

**A. Generally**

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

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

TABLE INSET:

	Minimum Parking Standard	Maximum Permitted Parking Zone A	Maximum Permitted Parking Zone B
Single, two-family & Manufactured Home on lot <sup>1</sup>	1 per dwelling unit	None	None
Multi-Family <sup>2</sup>	1 per unit under 500 sf 1.25 per 1 bdr 1.5 per 2 bdr 1.75 per 3 bdr	None	None
Hotel or Motel	1 per room	None	None
Boarding House	None	None	None
General Retail or Personal Service	4.1 (244 sf)	5.1	6.2
Vehicle Sales, Nursery	4.1	5.1	6.2
Furniture/Appliance Store	4.1	5.1	6.2
Tennis Racquetball Court	1.0	1.3	1.5
Golf Course	None	None	None
Sports Club/Recreation Facility	4.3 (233 sf)	5.4	6.5
General Office	2.7 (370 sf)	3.4	4.1
Bank with Drive-thru	4.3 (233 sf)	5.4	6.5
Medical or Dental Office	3.9 (256 sf)	4.9	5.9

Eating or Drinking Establishment	15.3 (65 sf)	19.1	23.0
Fast Food Drive-thru	9.9 (101 sf)	12.4	14.9
Movie Theater	0.3 per seat	0.4	0.5
Day Care	None	None	None
Elementary & Jr High	None	None	None
High School & College	0.2 per student + teacher	0.3	0.3
Places of Worship	0.5 per seat	0.6	0.8
Nursing Home	None	None	None
Library	None	None	None
Industrial	1.6	None	None
Warehouse (gross square feet; parking ratios apply to warehouses 150, 000 gsf. or greater)	0.3	0.4	0.5
<p>1. If the street on which the house has direct access is less than 28 feet wide, two off-street parking spaces are required per single-family residential unit. (Includes single-family detached or attached, two-family dwelling or a manufactured home on an individual lot) If the abutting street is 28-feet or wider, one standard (9 ft. x 20 ft.) parking space is required.</p>			
<p>2. Visitor parking in residential developments: Multi-family dwelling units with more than ten (10) required parking spaces shall provide an additional 15 % of the required number of parking spaces for the use of guests of the residents of the development. The spaces shall be centrally located or distributed throughout the development. Required bicycle parking facilities shall also be centrally located within or evenly distributed throughout the development.</p>			

**B. Dimensional and General Configuration Standards**

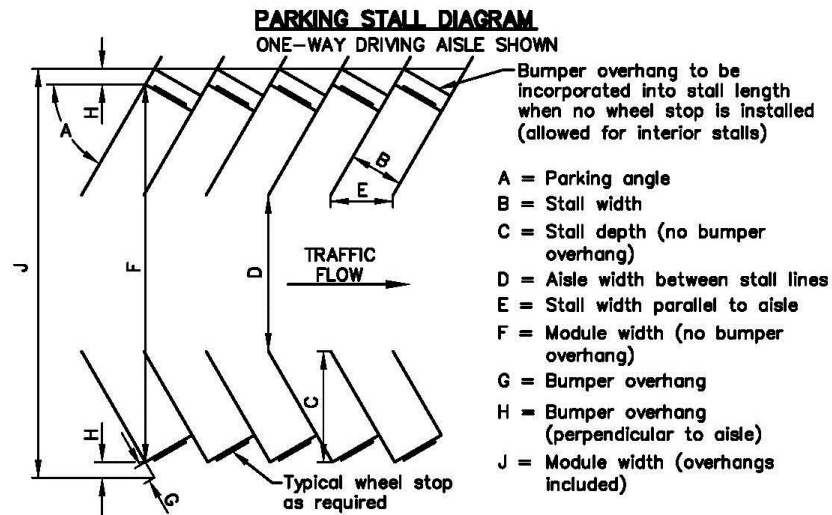
1. Dimensions

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

2. Layout

Parking space configuration, stall and access aisle size shall be of sufficient width for all vehicle turning and maneuvering. Groups of more than four (4) parking spaces shall be served by a driveway so as to

minimize backing movements or other maneuvering within a street, other than an alley. All parking areas shall meet the minimum standards shown in in the following table and diagram.



**MINIMUM PARKING DIMENSION REQUIREMENTS**  
ONE-WAY DRIVING AISLE (Dimensions in Feet)

A	B	C	D	E	F	G	H	J
45°	8.0	16.5	13.0	11.3	46.0	3.0	2.5	51.0
	9.0	18.5	12.0	12.7	49.0	3.0	2.5	54.0
60°	8.0	17.0	18.0	9.2	52.0	3.0	2.5	57.0
	9.0	19.5	16.0	10.4	55.0	3.0	2.5	60.0
75°	8.0	16.5	26.0	8.3	59.0	3.0	3.0	65.0
	9.0	19.0	23.0	9.3	61.0	3.0	3.0	67.0
90°	8.0	15.0	26.0	8.0	56.0	3.0	3.0	62.0
	9.0	17.0	24.0	9.0	58.0	3.0	3.0	64.0

**TWO-WAY DRIVING AISLE (Dimensions in Feet)**

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

### 3. Wheel Stops

- a. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop at least four (4) inches high, located three (3) feet back from the front of the parking stall as shown in the above diagram.

- b. Wheel stops adjacent to landscaping, bio-swales or water quality facilities shall be designed to allow storm water runoff.
- c. The paved portion of the parking stall length may be reduced by three feet if replaced with three feet of low lying landscape or hardscape in lieu of a wheel stop; however, a curb is still required. In other words, the traditional three-foot vehicle overhang from a wheel stop may be low-lying landscaping rather than an impervious surface.

#### 4. Service Drives

Service drives shall be clearly and permanently marked and defined through use of rails, fences, walls, or other barriers or markers, and shall have minimum vision clearance area formed by the intersection of the driveway center line, the street right-of-way line, and a straight line joining said lines through points fifteen (15) feet from their intersection.

#### 5. Credit for On-Street Parking

- a. On-Street Parking Credit. The amount of off-street parking required shall be reduced by one off-street parking space for every on-street parking space adjacent to the development. On-street parking shall follow the established configuration of existing on-street parking, except that angled parking may be allowed for some streets, where permitted by City standards.
- b. The following constitutes an on-street parking space:
  - (1) Parallel parking, each 24 feet of uninterrupted curb;
  - (2) 45/60 degree diagonal, each with 10 feet of curb;
  - (3) 90 degree (perpendicular) parking, each with 8 feet of curb;
  - (4) Curb space must be connected to the lot which contains the use;
  - (5) Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and;
  - (6) On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions limiting general public use of on-street spaces is permitted.

#### 6. Reduction in Required Parking Spaces

Developments utilizing engineered storm water bio-swales or those adjacent to environmentally constrained or environmentally sensitive areas may reduce the amount of required parking spaces by 10% when 25-49 parking spaces are required, 15% when 50-74 parking spaces are required and 20% when more than 75 parking spaces are required, provided the area that would have been used for parking is maintained as a habitat area or is generally adjacent to an environmentally sensitive or constrained area.

#### 7. Parking Location and Shared Parking

Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers and/or employees, as applicable.

### **C. Bicycle Parking Facilities**

#### 1. Location and Design.

- a. Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one building entrance (e.g., no farther away than the closest parking space). Bike parking may be located inside the main building or near the main entrance.
- b. Bicycle parking in the Old Town Overlay District can be located on the sidewalk within the right-of-way. A standard inverted "U shaped" design is appropriate. Alternative, creative designs are strongly encouraged.

2. **Visibility and Security.** Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.

3. **Options for Storage.** Bicycle parking requirements for long-term and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.

4. **Lighting.** Bicycle parking shall be at least as well lit as vehicle parking for security.

5. **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.

6. **Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards.

**MINIMUM REQUIRED BICYCLE PARKING SPACES**

TABLE INSET:

USE CATEGORIES	MINIMUM REQUIRED SPACES
<b>Residential Categories</b>	
Household Living	Multi-dwelling -- 2 or 1 per 10 auto spaces All other residential structure types -- None.
Group Living	1 per 20 auto spaces
<b>Commercial Categories</b>	
Retail Sales/Service Office	2 or 1 per 20 auto spaces, whichever is greater.
Drive-Up Vehicle Servicing	None
Vehicle Repair	None
Commercial Parking Facilities, Commercial, Outdoor Recreation, Major Event Entertainment	4 or 1 per 20 auto spaces, whichever is greater.
Self-Service Storage	None

<b>Industrial Categories/Service Categories</b>	
Basic Utilities	2 or 1 per 40 spaces, whichever is greater.
Park and Ride Facilities	2 or 1 per 20 auto spaces
Community Service Essential Service Providers Parks and Open Areas	2 or 1 per 20 auto spaces, whichever is greater.
Schools	High Schools -- 4 per classroom
	Middle Schools -- 2 per classroom
	Grade Schools -- 2 per 4th & 5th grade classroom
Colleges Medical Centers, Religious Institutions Daycare Uses	2 or 1 per 20 auto spaces whichever is greater.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; 2005-009 § 8; Ord. 2000-2001 § 3; Ord. 86-851 § 3)

#### **16.94.030 Off-Street Loading Standards**

##### **A. Minimum Standards**

1. A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading passengers shall be located on the site of any school, or other public meeting place, which is designed to accommodate more than twenty five (25) persons at one time.

2. The minimum loading area for non-residential uses shall not be less than ten (10) feet in width by twenty-five (25) feet in length and shall have an unobstructed height of fourteen (14) feet.

3. Multiple uses on the same parcel or adjacent parcels may utilize the same loading area if it is shown in the development application that the uses will not have substantially overlapping delivery times.

4. The following additional minimum loading space is required for buildings in excess of twenty thousand (20,000) square feet of gross floor area:

- a. 20,000 to 50,000 sq. ft. - 500 sq. ft.
- b. 50,000 sq. ft. or more - 750 sq. ft.

##### **B. Separation of Areas**

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

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. No. 2009-005, § 2, 6-2-2009; Ord. 86-851, § 3)

### **Chapter 16.96 ON-SITE CIRCULATION\***

Sections:

[16.96.010 On-Site Pedestrian and Bicycle Circulation](#)

[16.96.020 Minimum Residential Standards](#)

[16.96.030 Minimum Non-Residential Standards](#)

[16.96.040 On-Site Vehicle Circulation](#)

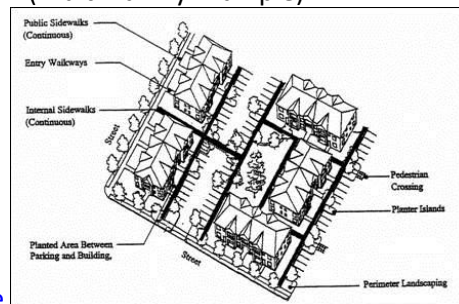
\* Editor's Note: Some sections may not contain a history.

### **16.96.010 On-Site Pedestrian and Bicycle Circulation**

#### **A. Purpose**

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

#### On-Site Circulation System (Multi-Family Example)



GRAPHIC LINK: [Click here](#)

#### **B. Maintenance**

No building permit or other City permit shall be issued until plans for ingress, egress and circulation have been approved by the City. Any change increasing any ingress, egress or circulation requirements, shall be a violation of this Code unless additional facilities are provided in accordance with this Chapter.

#### **C. Joint Access**

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

#### **D. Connection to Streets**

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

#### **E. Maintenance of Required Improvements**

Required ingress, egress and circulation improvements shall be kept clean and in good repair.



**F. Access to Major Roadways**

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

1. Single and two-family uses and manufactured homes on individual residential lots developed after the effective date of this Code shall not be granted permanent driveway ingress or egress from Highway 99W and arterial roadways. If alternative public access is not available at the time of development, provisions shall be made for temporary access which shall be discontinued upon the availability of alternative access.
2. Other private ingress or egress from Highway 99W and arterial roadways shall be minimized. Where alternatives to Highway 99W or arterials exist or are proposed, any new or altered uses developed after the effective date of this Code shall be required to use the alternative ingress and egress.
3. All site plans for new development submitted to the City for approval after the effective date of this Code shall show ingress and egress from existing or planned local or collector streets, consistent with the Transportation Plan Map and Section VI of the Community Development Plan.

**G. Service Drives**

Service drives shall be provided pursuant to Section 16.94.030.

(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2006-021; Ord. 2005-009, § 6; Ord. 86-851)

**16.96.020 Minimum Residential Standards**

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

**A. Driveways**

1. Single-Family: One (1) driveway improved with hard surface pavement with a minimum width of ten (10) feet, not to exceed a grade of 14%. Permeable surfaces and planting strips between driveway ramps are encouraged in order to reduce stormwater runoff.
2. Two-Family: One (1) shared driveway improved with hard surface pavement with a minimum width of twenty (20) feet; or two (2) driveways improved with hard surface pavement with a minimum width of ten (10) feet each. Permeable surfaces and planting strips between driveway ramps are encouraged in order to reduce stormwater runoff.
3. Multi-Family: Improved hard surface driveways are required as follows:

TABLE INSET:

Number of Units	Number of Driveways	One Way Drive Width (Pair)	Two Way Drive Width
3-49	1	15 feet	24 feet
50 or more	2	15 feet	24 feet

## **B. Sidewalks, Pathways and Curbs**

1. Single, Two-Family, and Manufactured Home on Individual Residential Lot: No on-site sidewalks and curbs are required when not part of a proposed partition or subdivision.
2. Multi-family:
  - a. A system of private pedestrian sidewalks/pathways extending throughout the development site shall connect each dwelling unit to vehicular parking areas, common open space, storage areas, recreation facilities, adjacent developments, transit facilities within five hundred (500) feet of the site, and future phases of development. Main building entrances shall also be connected to one another.
  - b. Required private pathways/sidewalks shall extend from the ground floor entrances or the ground floor landing of stairs, ramps or elevators, on one side of approved driveways connecting to the public sidewalk or curb of the public street that provides required ingress and egress. Curbs shall also be required at a standard approved by the Review Authority.
  - c. Private Pathway/Sidewalk Design. Private pathway surfaces shall be concrete, brick/masonry pavers, or other durable surface, at least 5 feet wide and conform to ADA standards. Where the system crosses a parking area, driveway or street, it shall be clearly marked with contrasting paving materials or raised crosswalk (hump).
  - d. Exceptions Private pathways/sidewalks shall not be required where physical or topographic conditions make a connection impracticable, where buildings or other existing development on adjacent lands physically preclude a connection now or in the future considering the potential for redevelopment; or pathways would violate provisions of leases, restrictions or other agreements.

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## **End of Proposed Code Amendments**

Signed:   
Brad Kilby, AICP Senior Planner

**Proposal:** A proposal to amend the Sign Code. Specifically, the proposal would divide the existing sign code into two separate chapters within the development code. Chapter 16.100 would include all sign-related definitions and regulate permanent signage, Chapter 16.102 would regulate temporary, portable, and banner signs. The primary purpose of this effort is to clearly regulate the “time, place, and manner,” of temporary signage based on prescriptive size, placement, and duration limitations for temporary, portable, and banner signs. The proposed amendments are attached to this report as Exhibit A.

## I. BACKGROUND

- A. Applicant: This is a City initiated text amendment.
  
- B. Location: The proposed amendment is to the text of the development code and, applies citywide.
  
- C. Review Type: The proposed text amendment requires a Type V review, which involves public hearings before the Planning Commission and City Council. The Planning Commission is scheduled to consider the matter on February 28, 2012. At the close of their hearing, they will forward a recommendation to the City Council who will consider the proposal, and make the final decision whether to approve, modify, or deny the proposed language. Any appeal of the City Council’s decision relating to this matter will be considered by the Oregon Land Use Board of Appeals.
  
- D. Public Notice and Hearing: Notice of the February 28, 2012 Planning Commission hearing on the proposed amendment was published in *The Times* on 2/16/12, and published in the February edition of the Gazette. Notice was also posted in five public locations around town and on the web site on 2/16/12. A courtesy mass mailer was also sent to all commercial and Industrial property owners around town.

While this does apply citywide, it does not affect the permissible uses of any property; therefore “Measure 56” notice was not required or provided. DLCD notice was sent November 21, 2011.

- E. Review Criteria:  
The required findings for the Plan Amendment are identified in Section 16.80.030 of the Sherwood Zoning and Community Development Code (SZCDC).
  
- F. Background:  
The City underwent periodic review in 1989-1991 and the Zoning and Community Development Code was comprehensively reviewed and updated as part of that process. Since that time, there have been a number of updates to comply with regional and state laws, and to address local issues, but over time, the changes have been inconsistent with other language in the Code, or have often times put different sections of the code at odds

with other sections. Beginning in late 2009, City staff and the Planning Commission began to review and identify issues with the development code that needed to be amended, and/or clarified. The City Council, Planning Commission and staff identified the need to conduct a comprehensive update of the Development Code. As a result, a number of Code “clean-up” items were identified and placed into a work program for review and consideration.

This particular update focuses on signs within the City of Sherwood, and while the process focused primarily on temporary signs, portable signs, banner signs, and murals, it has evolved into a broader, yet minor review of the permanent sign code as well. Changes to the permanent sign code have been very limited in scope. The desire to review the existing temporary and portable sign language stems from past complaints that the sign code is complex and difficult to understand and administer. There have also been complaints regarding the visual clutter that temporary signs create, and a perception that the current wall sign provisions may have unintended consequences.

The proposed language is a result of extensive opportunities for public comment as discussed later in this report, and are grounded in a solid understanding of signs as protected free speech under the first and fourteenth amendments to the US Constitution and Article one of the Oregon Constitution. The proposed language remains content neutral and in the public interest. The proposed language does not place limitations on the contents of any signage that is proposed to be regulated, but does advance a legitimate public purpose by regulating for aesthetic and public safety purposes. The proposed language is limited to regulating the time, manner, and place of proposed signage within the City of Sherwood city limits.

The current code language resides in Division V. Community Design of the Sherwood Zoning and Community Development Code (SZCDC), and more specifically within Chapter 16.102. In preparation for the sign code review and update, staff surveyed the following literature and sign codes from around the country:

### **Literature**

- *A Framework for On-premise Sign Regulations - 2009*
- *On-Premise Signs as Storefront Marketing Devices and Systems – 2005*
- *The Signage Sourcebook: A Signage Handbook – 2003*
- *Updating Sign Ordinances –1991*
- *Sign Regulation for Small and Midsize Communities: Planning Advisory Service Report –1989*

### **Sign Codes**

- Yonkers, NY Sign Code
- Flagstaff, AZ Sign Code
- Lake Oswego, OR Sign Code
- City of Tigard, OR Sign Code
- City of Beaverton, OR Sign Code
- City of Wilsonville, OR Sign Code
- City of Tualatin, OR Sign Code
- Bainbridge Island, WA Sign Code
- Portland, OR Sign Code
- ODOT Temporary Sign Rules

Finally, City staff identified concerns with the language as it is currently written in that it is complex and requires considerable staff time to administer. Further, the Code Enforcement Officer, a half time position, is charged with investigating and processing, not only sign violations, but all violations, of the municipal code. Understandably, the more serious

violations warrant more of his time, which in turn leads to a perception of inconsistent enforcement.

The planning department works closely with the Code Enforcement Officer to ensure that his understanding of the code is consistent with what the planners tell the public at the front counter. Currently, the Code Enforcement Officer spends about 10-20% of his code enforcement time working with temporary sign violations. At the outset of this project our primary goal was to make the proposed language clear, objective, and easy to understand. As a result, staff is proposing that the sign code be split into two distinct Chapters. Chapter 16.100 would include all sign related definitions, and list the regulations for permanent signage within the City. Chapter 16.102 would only list the regulations for temporary, portable, and banner signs within the City.

## **II. AFFECTED AGENCY, PUBLIC NOTICE, AND PUBLIC COMMENTS**

### Agencies:

The City sent a request for comments to potentially affected agencies on December 13, 2011. DLCD notice was sent on November 21, 2011. The City has not received any agency comments to date on the proposed amendments.

### Public:

There has been extensive public outreach and opportunities for the public to provide their personal opinions and comments on sign regulation over the past six months. This outreach began with an initial meeting with identified stakeholders. Stakeholders identified and invited included business owners, the Sherwood Chamber of Commerce Executive director, citizens who had applied for temporary sign permits in the past, citizens who had been subject to code enforcement actions regarding signs in the past, citizens who had filed complaints about signage in the past, and a member of the Planning Commission. Not everyone who was invited attended. The purpose of the meeting was to ascertain their perceptions of the existing code.

Generally, members felt that the code was clear but only selectively enforced, and that certain individuals or businesses were treated more favorably than others. There was discussion about finding ways to be more consistent in the City's enforcement of the code.

There was a concern that the cost of the sign permits were too high, and one of the stakeholders indicated that many businesses simply forego the cost of the permit, and are comfortable with taking the risk that the code enforcement officer will pull their signs. A few folks felt that the materials used to make the signs were cheap and often end up as litter on the side of the road.

The information gathered from the meeting along with discussions related to sign regulation were discussed with the Planning Commission in work sessions on September 27<sup>th</sup>, 2011, and November 8<sup>th</sup>, 2011.

The ideas crafted over the course of the two work sessions with the Planning Commission were presented to the public in an Open House format on November 17, 2011. Staff provided the same information in the lobby of City Hall, and at the Community Development counter along with comment cards and contact information for City staff until the first part of February.

Staff refined and drafted the proposed language based on discussions with the Planning Commission on December 13, 2011, and in a joint work session with the Planning Commission and City Council on January 17, 2012.

The initially proposed language was circulated to everyone who had provided comments or attended a public event over the previous months on January 27, 2012. Those same folks were invited to meet with staff on February 2, 2012 to provide further input.

Following that meeting, staff refined the language into the proposal that is the subject of this staff report. The proposed language was provided in its most current iteration to the same folks that the previous version was mailed to on February 13<sup>th</sup>, and posted on the City's website along with the public notice.

Specific concerns raised by Daryl Winand, the Governmental Affairs Liaison for the Portland Metro Association of Realtors, Charles Jagow, a trustee with St. Paul Lutheran Church and School, and Matt Grady, a project manager with Gramor Development are addressed below:

**Daryl Winand – Governmental Affairs Liaison** for the Portland Metro Association of Realtors raised had concerns regarding:

- Proposed limitations on height and width of Temporary signs within residential areas
- A requirement for any portable signs located within the right-of-way to obtain a permit
- The elimination of the Tuesday and Thursday-Sunday exemption for portable signs within the right-of-way
- Realtors would not want to put stickers onto their signs when placed within the right-of-way

**Staff Response:** After meeting with Mr. Winand and listening to his concerns staff refined the height and width limitations for temporary signs that could be placed within the right-of-way in residential zones. His insight to the typical “colonial” or “post” sign that realtors typically used assisted us in making that determination. Regarding the location of signs within the public right-of-way, staff has advocated for this provision as a way to track the number and location of signs within the right-of-way, as well as an opportunity to educate folks about the regulations pertaining to signage placed within the right-of-way. This would also aid code enforcement staff in identifying signs that are or are not permitted within the right-of-way.

Currently, there is an exemption for portable signs located within the right-of-way on Tuesdays, and Thursday evenings until Sunday evenings, essentially making the code effective only two and a half days out of the week. The exemption was written with the real estate industry in mind, but has been used repeatedly as a defense for folks who have had their signs pulled by the code enforcement officer on days when signs are not exempt claiming that the exemption is confusing. We certainly realize the importance to realtors and home buyers and sellers of directing folks to open houses, but unfortunately, we cannot regulate content, and do not intend to favor one group over another. Because the exemption is a confusing component of the current code, staff would strongly recommend that it be eliminated or modified.

One option to consider might be to allow A-frames, or another agreed upon sign type within the right-of-way without a permit provided they were only located within the right-of-way for the duration of whatever event or business they are promoting. As an alternative, the code could be written in a manner that places a maximum time limit for the sign in the right-of-way to ensure that they are only placed when necessary, and are not intended to replace permanent signage. One of these options may address two of Mr. Winand's concerns in that the sign would not require a sticker if it did not require a permit.

**Charles Jagow, a trustee with St. Paul Lutheran Church and School** has met with staff on two separate occasions, and provided written comments by way of a letter dated January 17, 2012. Mr. Jagow is concerned about the proposed limitations on banner signs. According to

Mr. Jagow, "The realignment of Sherwood-Scholl's [AKA Roy Rogers] Road resulted in limited visibility of St. Paul. As a result, St. Paul installed two wooden signs with metal supports extending above to display banners for various church and school events..." The Church relies on the banners for outreach to the community. Mr. Jagow adds that the landscaping along Roy Rogers Road should be considered in limiting height. Finally, Mr. Jagow requests that the fees be nominal and permits bundled when possible.

**Staff Response:** It should be noted that the existing banner signs are currently not permitted by the code, and could not have been permitted by staff given that they are in the County right-of-way and Washington County does not allow temporary signs within their rights-of-way. According to Steve Conway, Senior Planner with Washington County, the County does not permit banner signs anywhere within the county. This particular instance may not have been enforced because there have not been any complaints filed, and the County would not enforce it, because it's in the City limits. The current code requires banner signs to be attached to a building, so both signs with the banner posts are violating the current code language. Staff has not identified proposed language that would allow them to hang a banner as desired, but welcomes suggested solutions from the Commission or Council that would be acceptable to meet the community values.

The Planning Commission and Council could exempt non-profit organizations from sign standards, but that would favor one group over another, and the code is intended to fair and treat people equitable. Because they are temporary signs, staff would recommend against treating them as non-conforming signs as that would potentially open the flood gates to other claims as they pertain to temporary, portable, or banner signs. In addition, it is not likely that they are legal non-conforming signs given that the permit for the permanent sign was issued in 2002.

Mr. Jagow's concern regarding fees is noted, and will be discussed with the Council once the final language is decided upon.

**Matt Grady, a project manager with Gramor Development** has met and discussed the proposed language with staff at the open house in November, and again at the counter. Mr. Grady submitted written comments in the form of a letter dated February 6, 2012. In his letter, Mr. Grady sought clarification of some of the existing standards, as well as, raised concerns related to projecting signs, signs on vacant lands, the proposed awning sign language, and the 20-foot spacing requirement for projecting signs.

**Staff Response:** Specifically, Mr. Grady wanted some clarification as to whether or not pole signs and signs on vacant property were intended to be prohibited in the sign code. Pole signs are expressly prohibited in the current as well as the proposed language. With the exception of temporary and portable signs, and consistent with the existing language, permanent signage is not permitted on vacant land within the City. Mr. Grady proposed that the awning signs be increased from 4 square feet to 6 square feet in size. After speaking with him, it became apparent that he thought a projecting sign and the awning sign were the same sign type. Staff proposed some minor edits to clarify that standard. Finally, Mr. Gramor requested language that would eliminate the 20-foot spacing requirement, and replace it with one projecting sign per business, per storefront space. His reasoning for the request is that it has been his experience that businesses want projecting signs over their doors, and that the doors are not always spaced 20-feet apart. Staff felt that the request was reasonable, and have proposed that change as part of this request.

The two letters provided by Mr. Jagow and Mr. Grady are attached to this report as exhibits 3 and 4.

### III. REQUIRED FINDINGS FOR A PLAN TEXT AMENDMENT

The applicable Plan Text Amendment review criteria are 16.80.030.A and C

#### 16.80.030.A - Text Amendment Review

**An amendment to the text of the Comprehensive Plan shall be based upon the need for such an amendment as identified by the Council or the Commission. Such an amendment shall be consistent with the intent of the Comprehensive Plan, and with all other provisions of the Plan and Code, and with any applicable State or City statutes and regulations.**

While this specific proposal does not include changes to the text of the Comprehensive Plan, it is a proposal that would amend language of a document that implements the Comprehensive Plan and is reviewed in that light. There are no specific standards other than ensuring that the language is consistent with the existing Comprehensive Plan and any applicable State or City Statutes and regulations. The proposed changes would accomplish the following objectives:

- Separate the language for temporary, portable, and banner signs from the permanent sign language to clearly differentiate the standards that apply to each.
- Clarify the time, manner, and place for temporary, portable, and banner signs by limiting their size, height, location, and clearly indicating when a permit is required.
- Provides language that is clear, objective, and easy to understand.

Upon review of the Comprehensive Plan, the only policy that specifically relates to this proposal would be Policy 3 in Community Design. That policy states, "The natural beauty and unique visual character of Sherwood will be conserved." The policy is accompanied by a strategy that states, "Adopt a sign ordinance which regulates the number, size and quality of signs and graphics. Standardize and improve the quality of public signs and traffic signalization." This code promotes the policy by implementation of the strategy. There do not appear to be any comprehensive plan requirements that would conflict with the proposed code language.

#### Applicable Regional (Metro) Standards

There are no known Metro standards that would conflict with the proposed language. Metro is silent to signage.

#### Consistency with Statewide Planning Goals

Because the comprehensive plan policies and strategies are not changing and the comprehensive plan has been acknowledged by the State, there are no known conflicts with this text change. Staff is not aware of any other state or local regulations that the proposed amendment would conflict with. The language has been drafted in a manner that strives to remove conflicts in the code, and to provide clarity. The Code does not limit the ability of people to exercise free speech, but rather limits the time, place, and manner in which the speech is provided so that it does not infringe on others pursuits of their rights as spelled out in both the Oregon and US Constitutions.

As discussed previously, the proposed amendments have been discussed in several public venues, and provided in several venues available to the public. Staff has always been available to discuss the proposed changes, and have invited comments throughout the course of the discussion. As a whole, the proposed amendments are consistent with Goal 1 (Citizen Participation) and Goal 2 (land use planning).



Formal notice was also published in the newspaper two weeks prior to the hearing, published in the February issue of the Gazette, has been posted around town in several conspicuous places, and is provided on the City's website.

- A courtesy notice of the hearing were also provided to all property owners of Commercial and Industrially Zoned property, and was published in the City Newsletter (the Archer).

**FINDING:** As discussed above in the analysis, there is a need for the proposed amendments in order to clarify the language, and to reflect the communities' desire as it relates to signage. The proposed amendments are consistent with the Comprehensive Plan and applicable City, regional and State regulations and policies.

#### **16.80.030.3 – Transportation Planning Rule Consistency**

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

**FINDING:** The proposed amendments are not tied to any one development application and do not affect the functional classification of any street. Rather, the proposed amendments are provided to clarify existing language within the existing development code. The proposed amendments will not result in a change of uses otherwise permitted and will have no measurable impacts on the amount of traffic on the existing transportation system; therefore this policy is not applicable to the proposed amendment.

#### **IV. RECOMMENDATION**

Based on the above findings of fact, and the conclusion of law based on the applicable criteria, staff recommends Planning Commission forward a recommendation of approval of PA 11-07 to the City Council.

- V. EXHIBITS**
1. Proposed development code changes – Clean format
  2. Proposed development code changes – Track changes format
  3. Letter dated January 17, 2012 from Charles Jagow
  4. Letter dated February 6, 2012 from Matt Grady
  5. Existing Code Language

## Chapter 16.100

### PERMANENT SIGNS\*

#### Sections:

**16.100.010 Common Regulations**

**16.100.020 Prohibited Signs**

**16.100.030 Sign Regulations by Zone**

\* Editor's Note: Some sections may not contain a history.

#### **16.100.010 Common Regulations**

##### A. Sign Permits

1. Except as otherwise provided in this Section and in Chapter 16.102, a person may not construct, install, structurally alter or relocate any sign without first obtaining an administrative sign permit from the City as required by Chapter 16.72, including payment of the fee required by Section 16.74.010. In addition, all permitted illuminated signs are subject to the provisions of the State Electrical Code and any applicable permit fees. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2002-1132)

##### B. Sign Application.

1. Application for a sign permit shall be made upon forms provided by the City and shall include the following information:
  - a. Name, address and telephone number of the applicant. Name, address, telephone number and signature of the property owner.
  - b. Location of the building structure, lot or parcel to which or upon which the sign is to be attached or erected.
  - c. A scaled drawing showing sign design including colors, dimensions, sign size, height above ground, method of attachment, construction and materials, type, source and intensity of illumination and the relationship to any building to which the sign will be attached.
  - d. A plot plan drawn to scale indicating the location of all buildings, property lines, existing signs, street lights, easements, and overhead power lines on the same premises.
  - e. Name, address and telephone number of the person or firm who will erect, construct and maintain the sign. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2004-006 § 3; Ord. 86-851)

##### C. Exceptions

1. The following signs do not require a permanent sign permit but shall conform to all other applicable provisions of this Chapter:
  - a. Traffic signs installed per the Manual of Uniform Traffic Control Devices and other federal, state and local traffic sign regulations.
  - b. Nameplates not exceeding one (1) square foot in area.
  - c. Changes to the copy of a legally erected, painted or printed advertising sign, theater marquee or similar sign specifically designed for the use of replaceable copy that does not alter the dimensions of the sign.
  - d. On-site painting, repainting, cleaning and normal maintenance and repair of a sign.
  - e. Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.
  - f. A sign that is accessory to a construction site and construction activities that does not exceed thirty-two (32) square feet in area, provided that such sign is removed within thirty (30) days from date of issuance of the final occupancy permit or within two (2) years, whichever is less.
  - g. Portable/temporary signs allowed per Chapter 16.102.
  - h. Public utility signs and other signs required by law.
  - i. Signs on private property three (3) square feet or less per sign face and under three (3) feet tall when freestanding and installed to be readable on private property. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2002-1132 §3; Ord. 86-851)

#### D. Violations

1. The City may order the removal of any sign erected or maintained in violation of the provisions of this Chapter. If the City orders the removal of a sign under this Section, the City shall give ninety (90) days written notice to the owner of the sign or, if the owner of the sign cannot be notified, to the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring it into compliance. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City will be a lien against the land or premises on which the sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851 §3)

#### E. Nonconforming Signs

1. Signs that do not conform to the provisions of this Chapter are regarded as non-conforming signs and shall be brought into compliance with this Code's standards.

2. Except as exempted in subsection four (4) below, a nonconforming sign in existence on the effective date of Ordinance 2005-002, shall be brought into compliance within five (5) years of the effective date of Ordinance 2005-002. A nonconforming sign erected after the effective date of Ordinance 2005-002 or made non-conforming by subsequent sign ordinance amendments, shall be brought into compliance within five (5) years of the issuance of a building permit to construct the sign or adoption of the ordinance creating the non-conformity. A nonconforming sign that is not brought into compliance within five (5) years shall be removed at the expense of the sign owner or, at the City's discretion, the owner of the property upon which it is located.
3. Except as exempted in subsection 4 below, a nonconforming sign that is structurally altered, relocated or replaced shall immediately be brought into compliance.
4. A sign that is forty five (45) feet tall or less and that is three hundred (300) square feet or less in size is exempt from the requirement to come into compliance within five (5) years and may remain until: a.) structurally altered, relocated or replaced, or b.) until such time as the property on which it is located goes through a major re-development as determined by the Commission as part of a Type IV land use application. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2004-006)

#### F. Abandoned Signs

A person who owns or leases a sign shall remove the sign when the business advertised is discontinued or moves. The City shall give the owner of the building, structure or premises upon which an abandoned sign is located ninety (90) days written notice to remove the sign. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City may be a lien against the land or premises on which such sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)

#### G. Reserved (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)

#### H. Construction and Maintenance

Except as otherwise provided in this Code, the construction of all signs or sign structures shall conform to applicable provisions of the Uniform Building Code. All signs, supports, braces, guys and anchors and sign sites shall be kept in good repair and maintained in a clean, safe condition. (Ord. 86-851, § 3)

#### I. Definitions

1. Animated Signs: Signs that are animated by a person or animal using, carrying, or wearing a sign.
2. Area, Sign Face: The area of the sign shall be measured as follows if the sign is

composed of one or more individual cabinets or sides:

- a. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos.
  - b. If the sign is composed of more than two (2) sign cabinets, sign faces, or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.
3. Awning or Canopy Sign: A sign attached or applied to a building awning, porch, canopy, or other roof-like structure.
4. Banner Sign: Signs made of lightweight fabric or other non-rigid material characteristically supported by two (2) or more points, and hung only on a permanent structure such as a building, fence, or wall.
5. Commercial Center: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.
6. Commercial Plaza: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off-premise sign on the site must comply with the provisions of this Chapter.
7. Electronic Message Signs: Consistent with 16.100.020.E.and F., electronic message signs may not change more than once every thirty (30) seconds. In addition, the change may not involve movement or flashing. Electronic message signs are limited to no more than thirty-five (35) percent of the total allowable sign area per sign face. (Ord. 2004-006 § 3) (Ord. No. 2009-003, § 2, 2-17-2009)
8. Flag sign: A sign constructed of lightweight material designed to wave or move in the wind to attract attention to a particular location. For the purposes of this code an example would be a vertical banner. Flag signs are sometimes referred to as teardrop or feather banners.
9. Free-Standing Signs:
  - a. Monument Sign: A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover the support poles to within four (4) inches of the grade. Each free-standing monument sign shall have no more than two (2) faces.
  - b. Column Sign: A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of twenty-four (24) inches or a single

square column with a minimum width of thirty-six (36) inches.

- c. Pole Sign: A free-standing sign mounted on one (1) vertical support less than thirty-six (36) inches wide.
10. Mural – An image located on the side of a wall, deemed to have artistic merit as commissioned and/or approved by the City Council via resolution.
11. Off-Premise Sign: A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.
12. Over-Right-of-Way Banner Sign: A banner sign, usually associated with a community-wide event, placed over a public right of way for a limited period of time.
13. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single-family detached, duplex or townhome subdivision or Planned Unit Development (PUD). (Ord. 2005-002 § 5; 2004-006)
14. Portable A-Frame Sign: A double-faced portable sign with an A-shaped frame, composed of two (2) sign boards attached at the top and separated at the bottom, and not supported by a structure in the ground.
15. Portable Sign: Small movable signs used for a temporary period of time. Portable signs include stand-alone signs, not attached to a building or any other permanent structure. Examples include A-frame signs, political signs, real estate open house signs, and other similar signage.
16. Projecting Sign: A projecting sign is a sign which projects from and is supported by a wall or parapet of a building with the display surface of the sign in a plane that is generally perpendicular to the wall.
17. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.
18. Rotating or Revolving Signs: Signs that rotate or turn in motion by electrical or mechanical means in a circular pattern
19. Single Business Site: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.
20. Snipe Sign: Any sign of any size, made of any material, including paper, cardboard, wood and metal, when such sign is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, fences or other objects, and the advertising matter appearing thereon is not applicable to the premises upon which said sign is located.
21. Temporary Sign: Signs that are firmly affixed to a temporary structure that is placed into

the ground and designed to be temporary. Characteristics of a temporary sign include signs constructed of a rigid material attached to wood or metal posts which do not require permanent footings. Examples of temporary signs include, but are not limited to residential and commercial real estate signs.

22. Vehicle Sign: A sign that is attached to a vehicle, on or above the vehicle that is parked in a location for the primary purpose of advertising.

23. Wall Sign: A sign attached to, erected against or painted on a wall of a building.

### **16.100.020 Prohibited Signs**

#### **A. Unsafe or Unmaintained Signs**

All signs and sign structures must be constructed, erected and maintained to withstand the wind, seismic and other loads as specified in the Uniform Building Code. No sign shall be constructed, erected or maintained in violation of the maintenance provisions of this Chapter. (Ord. 86-851, § 3)

#### **B. Signs on Streets**

No sign shall substantially obstruct free and clear vision along streets or by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic signal or device. No sign shall use the words "stop", "look", "danger", or any other similar word, phrase, symbol or character that interferes with or misleads motorists, pedestrians or bicyclists. (Ord. 86-851, § 3)

#### **C. Obstructing Signs**

No sign or sign structure shall be located or constructed so that it obstructs access to any fire escape, exit doorway or other means of egress from a building. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that will substantially limit access to the building in case of fire. (Ord. 86-851, § 3)

#### **D. Rotating or Revolving Signs**

Rotating or revolving signs are prohibited. (Ord. 86-851, § 3)

#### **E. Illuminated Signs**

Flashing signs, exposed reflective type bulbs, strobe lights, rotary beacons, par spots, zip lights and similar devices are prohibited. No exposed incandescent lamp which exceeds twenty-five (25) watts shall be used on the exterior surface of any sign so as to expose the face of such bulb or lamp to a public street. All permitted signs shall bear an approved Underwriters Laboratory label or equivalent third party product safety testing and certification organization. (Ord. 86851 § 3)

#### F. Changing Image Signs

Any sign that through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, resulting in movement, the appearance of movement or change of sign image or message are prohibited. Changing image signs do not include otherwise static signs where illumination is turned off and back on at a maximum of once every thirty (30) seconds and such change does not involve movement or flashing. (Ord. 2003-1153, § 1)

#### G. Pole Signs, over six (6) feet in height (Ord. 2004-006 § 3)

#### H. Signs on Vacant Land

Any sign on unimproved property, unless allowed as a portable or temporary sign under Chapter 16.102 shall be prohibited. (Ord. 2004-006 § 3)

#### I. Permanent Residential Development Signs (Ord. 2005-002 § 5; 2004-006)

#### J. Roof Signs (Ord. 2004-006 § 3) (Ord. No. 2009-003, § 2, 2-17-2009)

### **16.100.030 Sign Regulations By Zone**

#### A. Residential Zones

No permanent sign requiring a permit shall be allowed in residential zones except for the following:

##### 1. Public/Semi-Public Uses

For churches, schools and other public uses located within a residential or institutional public zone:

- a. One (1) wall sign not exceeding thirty-six (36) square feet shall be permitted on a maximum of two (2) building elevations. Wall signs must be attached flat against the building face.
- b. One (1) free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. A minimum setback of fifteen (15) feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base.

##### 2. Multi-Family Development Signs

- a. One (1) non-illuminated free-standing sign per street frontage not exceeding



thirty-six (36) square feet per sign face shall be permitted, the maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base. (Ord. 2005-002 § 5; 2004-006)

### 3. Non-Residential Signs

- a. One (1) monument sign not more than sixteen (16) square feet in area identifying a permitted use in a residential zone shall be allowed. (Ord. 2005-002 § 5; 2004-006; 2002-1132)

## B. Commercial Zones

No permanent sign requiring a sign permit shall be allowed in commercial zones except for the following:

### 1. Free-Standing Signs

- a. Number Permitted: Except as otherwise provided in (1-3) below, one (1) multi-faced, free-standing sign designating the principal goods or services available on the premises shall be permitted per lot. Any off-premise free-standing sign legally located on a site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.
  - (1) Where the total street frontage exceeds three-hundred (300) feet in length, one (1) additional free-standing sign is permitted. Except as otherwise permitted in (2) or (3) below, no more than one (1) free-standing sign per street frontage shall be permitted. Where two (2) or more signs are allowed due to multiple frontages, each sign shall be oriented to face a different direction or street frontage.
  - (2) One (1) additional free-standing monument sign may be provided for fueling stations to provide required pricing information.
  - (3) A Commercial Center or Commercial Plaza with at least two (2) stand-alone businesses may have one (1) additional free-standing sign provided the site has more than three hundred (300) feet of frontage
- b. Height Limit: The maximum sign height shall not exceed six (6) feet in all commercial zones except that in the locations identified in (1-5) below, the height, for no more than one (1) sign per single business site, commercial center or plaza, may be increased to no more than twenty (20) feet to allow for the construction of a column sign only. The exception locations are identified as:
  - (1) On or within one hundred (100) feet of Pacific Highway,
  - (2) Tualatin-Sherwood Road between 99W and SW Olds Place,

(3) Roy Rogers Road between 99W and Borchers

(4) Sherwood Boulevard between 99W and Century Boulevard, and

(5) Edy Road between 99W and Borchers.

The height of the sign shall be measured from the average grade of the building footprint located on site to the highest point of the sign. For sites with more than one (1) building, the average grade of the building closest to the location of the sign shall be used.

- c. Clearance: Signs are prohibited over a driveway or parking area.
- d. Area: The maximum sign area for all commercial zones shall not exceed thirty-six (36) square feet per sign face with a maximum of two (2) sign faces permitted except that in those areas identified in 16.100.030.B.1.b.1-5, the sign area for one (1) sign may be increased up to one hundred (100) square feet for a commercial center or up to one hundred fifty (150) square feet for a commercial plaza.
- e. Location: No free-standing sign or any portion of any free-standing sign shall be located within a public right-of-way. Free-standing signs must comply with the Clear Vision Area requirements of Section 16.58.010.
- f. Off-Premise Signs: Sign area will be calculated as part of the permitting business's total square footage requirements as described in subsection (1)(d) above. Any off-premise free-standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.
  - (1) All off-premise signs oriented to be viewed from State Highway 99W shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the City and the State, the more restrictive standards or requirements shall apply.

## 2. Wall Signs

- a. Wall signs in combination with projecting signs shall not exceed twenty percent (20%) of the gross area face of the building to which the sign is attached. Signs placed on or within one (1) foot of display windows and designed to be viewed from the exterior of the building shall be included in determining the amount of signage. A minimum of thirty (30) square feet is guaranteed and the maximum shall be two-hundred fifty (250) square feet. Wall signs may not project more than one and one-half (1 1/2) feet from the wall to which they are attached.

### 3. Projecting Signs

- a. Projecting signs supported by a wall of a building or structure shall be permitted under the following conditions:
  - (1) Only one (1) projecting sign will be permitted per store front with wall signs.
    - (a) In addition, businesses within commercial districts with a porch or awning, will be permitted to have one (1) additional awning sign that is perpendicular to the building and oriented to pedestrians provided that they are:
      - (i) Hung from the roof of the porch or awning;
      - (ii) Less than four (4) square feet in area; and
      - (iii) The bottom of the sign is at least eight (8) feet above the grade of the sidewalk.
  - (2) No projecting sign shall be permitted on the same premises where there is a free-standing sign.
  - (3) No projecting sign shall extend more than three (3) feet above the roof line at the wall or the top of a parapet wall, whichever is higher.
  - (4) No projecting sign shall be located within twenty (20) feet of another projecting sign in the same horizontal plane.
  - (5) When a projecting sign is used no angle irons guy wires or braces shall be visible except those that are an integral part of the overall design such as decorative metals or woods or unless they are required for safety.
  - (6) No sign shall project to within two (2) feet of the curb of a public street or beyond five (5) feet from the building face, whichever is less.

### 4. Directional Signs

- a. The requirements of subsection C shall apply. (Ord. 2004-006 § 3; 2002-1132)

## C. Industrial Zones

No permanent sign requiring a permit shall be allowed in industrial zones except for the following:

### 1. Free Standing Signs

- a. Industrial zoned properties that have an approved PUD and approval for permitted commercial uses, shall apply requirements in Section 16.102.030.B.1-5.

- b. Other than allowed under (1) above, industrial zones shall be permitted to have one (1) multi-faced free-standing sign designating the principal uses of the premise per street frontage provided the height does not exceed six (6) feet and the sign face does not exceed thirty-six (36) square feet per sign face for a maximum of seventy-two (72) square feet.

## 2. Directional Signs

- a. The requirements of subsection 3 below shall apply. (2004-006 § 3; 2002-1132)

## 3. Wall Signs

- a. The requirements of Section 16.100.030.B.2, Commercial Signs shall apply. (Ord. No. 2009-003, § 2, 2-17-2009)

## Chapter 16.102

### TEMPORARY, PORTABLE AND BANNER SIGNS\*

#### Sections

**16.102.010 Temporary and Portable Signs - Purpose**

**16.102.020 Temporary and Portable Signs General Regulations**

**16.102.030 Temporary Signs**

**16.102.040 Portable Signs**

**16.102.050 Banner Signs**

**16.102.060 Violations**

\* Editor's Note: Some sections may not contain a history.

#### **16.102.010 Temporary and Portable Signs - Purpose**

Temporary, portable, and banner signs regulated by this code are intended to allow the City of Sherwood citizens to exercise their right to free speech while ensuring that the City's streets remain clear of visual clutter and safe for travel. Signs that are not clearly regulated by the provisions of this chapter are subject to the standards for permanent signs in Chapter 16.100. Definitions for permanent, temporary, and portable signs can be found in Section 16.100.010.I. All temporary, portable, and banner signs are subject to the time, place, and manner regulations of this chapter

#### **16.102.020 Temporary and Portable Signs General Regulations**

A. Temporary and portable signs are prohibited in the following locations:

1. Within any ODOT right-of-way, including but not limited to Highway 99.
2. Within any Washington County right-of-way, including but not limited to Roy Rogers Road, Edy Road, and Tualatin-Sherwood Road.
3. Within any clear vision area as defined in Section 16.58.010

B.

The following temporary, portable, and banner signs are exempt from the provisions of this chapter.

1. Public notice signs as required by Section 16.72.020, or by any federal, state or local law.
2. Federal, state, and other flags not exceeding twenty-four (24) square feet in all residential zones, and forty (40) square feet in all other zones.
3. Signs that have been approved in association with a City of Sherwood Special Event Permit.
4. Public necessity signs such as safety/ instructional, for public facilities and parks, City sponsored community events, warnings, information kiosks at trail heads, bus

stops, no parking, and street name signs installed by or with permission of the City of Sherwood are exempt from permit requirements.

- C. Temporary and portable signs on private property do not require a permit, but are subject to all of the applicable standards within this section.
- D. Signs shall not be placed on private property without the express permission of the property owner.
- E. Signs shall not be illuminated and may not include pennant strings, balloons, streamers, spinners, propellers, search lights, or other items that involve motion to attract attention.
- F. Signs shall not obstruct vehicular or pedestrian traffic.
- G. It is the responsibility of the person posting a temporary or portable sign to remove it.
- H. In the event that a sign is requested by a business whose regular access is blocked due to road construction and/or road closures, signs may be permitted to remain in the public right-of-way, at an approved location, until construction is completed. Such signs do not require a permit. Such signs may be located in ODOT, City of Sherwood or Washington County right-of-ways if approved by these agencies.

#### **16.102.030 Temporary Sign Regulations**

- A. The following regulations apply to all temporary signs as defined in Section 16.100.I.21.
  - 1. Temporary signs on properties zoned VLDR, LDR, and MDRL, may be double sided, but are limited to a maximum height of six (6) feet, and a maximum sign width of three (3) feet. The actual sign face of each side of the sign shall not exceed six (6) square feet.
  - 2. Temporary signs in all other zones may be double sided, and are limited to a maximum height of six (6) feet, and a maximum width of four (4) feet. The actual sign face of each side of the sign shall not exceed twenty-four (24) square feet.
  - 3. No more than one (1) temporary sign is permitted on any one (1) lot unless the property fronts more than one (1) street or has more than three hundred (300) feet of frontage along a street. In these limited cases up to two (2) temporary signs may be allowed.
  - 4. Where multiple temporary signs are placed on the same property, as authorized above, the signs shall be spaced at least fifty (50) feet apart.
  - 5. Temporary signs are not permitted in the public right-of-way.

#### **16.102.040 Portable sign Regulations**

- A. The following regulations apply to all portable signs as defined in Section 16.100.I.15 in all zones.
  - 1. Portable signs, in all zones are limited to four (4) feet in height with a sign face no larger than six (6) square feet.
  - 2. No more than four (4) portable signs are allowed on any residentially zoned lot.
  - 3. No more than (1) portable sign per business is allowed in all other zones.
  - 4. No portable sign shall be placed in any publicly owned right-of-way without a permit unless exempt per B, below or 16.102.020.B above.
  - 5. Permits for portable signs placed within the public right-of-way are valid for thirty

(30) days and must meet the following criteria:

Signs placed in public rights-of-way must meet the following standards in order to obtain and maintain a valid permit:

- a. Because maintenance of the right-of-way in front of a single-family home is the responsibility of the homeowner, signs may only be placed within the right-of-way adjacent to attached and detached single-family and two-family homes after the property owner has been notified and provided with the sign owner's contact information.
- b. Signs shall not create a traffic safety or maintenance problem, and the City may remove and dispose of any signs that constitute a problem.
- c. Signs shall be freestanding and shall not be attached to any structure or vegetation such as utility poles, traffic signs, street signs, trees, or similar items.
- d. Signs within the public right-of-way shall be either an A-frame design or shall be attached to a wood or wire h-frame stake driven into the ground well clear of tree roots, irrigation lines, and any other underground utility that could be damaged by such stakes.

B. The following regulations apply to all portable signs located within the Old Town Overlay District

1. Businesses who have a valid City of Sherwood business license and are physically located within the Old Town Overlay District, may display two (2) portable signs, without a permit, on private property or within the public right-of-way in the Old Town Overlay District.
2. Each portable sign shall be a maximum of six (6) square feet per sign face. If a business wishes to place a portable sign on the sidewalk in front of someone else's property that business must receive written permission from the property owner whose property is adjacent to where the sign is placed. Signs shall be sited per Section 16.102.040.

**16.102.050 Banner Sign Regulations**

A. The following banner signs are exempt from these regulations:

1. Banner signs not intended to be viewed from a public street. (Ord. 2002-1132 § 3)
2. Signs that meet any of the provisions of section 16.102.020(B)

B. The following regulations apply to all banner signs as defined in Section 16.100.I.4 and over the right-of-way banner signs in 16.100.I.12 in all zones.

1. Except for banner signs approved as over the right-of-way banner signs, banner signs shall be firmly attached to the side of a building, fence, or wall only. No banner sign shall be attached to building roofs, vehicles, trailers, or anything else.
2. Banner signs shall not cover building windows.
3. Banner signs shall be maintained in good condition. They shall not droop, have frayed ends, and shall be graphically clear and readable. Sun-faded, weather-damaged banner signs are prohibited.
4. Banner signs shall be made of all-weather material. (Ord. 2002-1132 § 3)

C. Permitted Locations

1. Commercial, Industrial, and Institutional Public Zoning Districts.

- a. Each business having a valid City of Sherwood business license and who's business is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Retail Commercial (RC), General Commercial (GC), General Industrial (GI), Light Industrial (LI) or Institutional Public (IP) zoning district may display one (1) banner sign on private property.
  - b. Banner signs shall be no larger than thirty-two (32) square feet in size.
2. Residential Zoning Districts.
    - a. One (1) banner sign not exceeding thirty-two (32) square feet per tax lot. (Ord. 2002-1132 § 3)
  3. Signs proposed to be located over a public right-of-way are subject to the following provisions:
    - a. An applicant may be approved for one (1) temporary over-the-right-of-way banner sign to be attached to power poles. Over-the-right-of-way banner signs shall be installed only after receiving a permit from Portland General Electric (PGE) or its successor. Once a PGE permit is obtained, the applicant is required to receive a right-of-way permit from the City Engineer.
    - b. Over-the-right-of-way banner signs are allowed at the following locations:
      - (1) Over North Sherwood Boulevard, north of the south property line of Sherwood Middle School and south of the north property line of Hopkins Elementary School.

#### D. Review Process

1. No banner sign, except signs exempt by the provisions of sections 16.102.020.B, and 16.102.050.A shall be placed anywhere within the City without a permit.
2. Requests for permits shall be processed through a Type I administrative review and are subject to the standards listed above.
3. Permits for banner signs within the City shall be valid for a period of thirty (30) days.
4. Permits may be reissued on the same property a maximum of three (3) times in any calendar year.
5. If an owner wishes to have a banner sign permanently affixed to a wall, the process and dimensional limitations for a permanent wall sign will apply.

#### **16.102.070 Violations to temporary, portable and banner sign standards**

1. Fines shall be set by City Council resolution. (Ord. 2002-1132 § 3)
  - A. First Violation –Written warning stating corrective action required to bring the portable sign into conformance is provided to the property owner.
  - B. Second Violation -- Fine.
  - C. Third Violation -- Sign removed and held for thirty (30) calendar days. During this period the sign will be returned to the owner subject to payment equal to twice the original fine.
  - D. Fourth Violation -- The business loses temporary and portable sign privileges for one (1) year. City can remove signs and fine for each offense during this one (1)



year probation period. (Ord. 2006-021; 2005-002 § 5; 2002-1132)

- E. The City is not responsible for any signs not collected by the owner after the thirty (30) day hold period expressed in C above. Such signs shall be properly disposed of by the City in the event that the signs are not collected by the owner within five (5) days after the hold period expires.

**Chapter 16.100**

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**Permanent Signs\***

RESERVED Sections:

**16.100.010 Common Regulations**

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**16.100.020 Prohibited Regulations**

**16.100.030 Sign Regulations by Zone**

\*Editor's Note: Some sections may not contain a history.

**16.100.010 Common Regulations**

**A. Sign Permits**

1. Except as otherwise provided in this Section and Sections Chapter 16.102.040 through 16.102.070, a person may not construct, install, structurally alter or relocate any sign without first obtaining an administrative sign permit from the City as required by Chapter 16.72, including payment of the fee required by Section 16.74.010. In addition, all permitted illuminated signs are subject to the provisions of the State Electrical Code and any applicable permit fees. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2002-1132)

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2B. Sign Application.

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3. 1. Application for a sign permit shall be made upon forms provided by the City and shall include the following information:

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5. Aa. Name, address and telephone number of the applicant. Name, address, telephone number and signature of the land property owner.

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6.

7. Bb. Location of the building structure, lot or parcel to which or upon which the sign is to be attached or erected.

8.

9. ~~\_\_\_\_\_Cc.~~ A scaled drawing showing sign design including colors, dimensions, sign size, height above ground, method of attachment, construction and materials, type, source and intensity of illumination and the relationship to any building to which the sign will be attached.

10. \_\_\_\_\_

11. ~~\_\_\_\_\_Dd.~~ A plot plan drawn to scale indicating the location of all buildings, property lines, existing signs, street lights, easements, and overhead power lines on the same premises.

12. \_\_\_\_\_

13. ~~\_\_\_\_\_Ee.~~ Name, address and telephone number of the person or firm who will erect, construct and maintain the sign. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2004-006 § 3; Ord. 86-851)

### 3C. Exceptions

1. The following signs do not require a sign permit but shall conform to all other applicable provisions of this Chapter:

~~—Aa.~~ Traffic signs installed per the Manual of Uniform Traffic Control Devices and other federal, state and local traffic sign regulations.

~~—Bb.~~ Nameplates not exceeding one (1) square foot in area.

~~—Cc.~~ Changes to the copy of Aa legally erected, painted or printed advertising sign, theater marquee or similar sign specifically designed for the use of replaceable copy **that does not alter the dimensions of the sign.**

~~—Dd.~~ On-site painting, repainting, cleaning and normal maintenance and repair of a sign.

~~—Ee.~~ Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.

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F. A sign that is accessory to a construction site and construction activities that does not exceed thirty-two (32) square feet in area, provided that such sign is removed within thirty (30) days from date of issuance of the final occupancy permit or within two (2) years, whichever is less.

G. Portable/temporary signs allowed per Sections ~~Chapter~~ 16.102.040 through 16.102.070.

H. Public utility signs and other signs required by law.

I. Signs on private property three (3) square feet or less per sign face and under three (3) feet tall when freestanding and installed to be readable on private property. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2002-1132 §3; Ord. 86-851)

#### 4D. Violations

1. The City may order the removal of any sign erected or maintained in violation of the provisions of this Chapter. If the City orders the removal of a sign under this Section, the City shall give ninety (90) days written notice to the owner of the sign or, if the owner of the sign cannot be notified, to the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring it into compliance. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City will be a lien against the land or premises on which the sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851 §3)

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#### 5E. Nonconforming Signs

a1. Signs that do not conform to the provisions of this Chapter are regarded as non-conforming signs and shall be brought into compliance with this Code's standards.

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b2. Except as exempted in ~~subsection four (4)~~ below, a nonconforming sign in existence on the effective date of Ordinance 2005-002, shall be brought into compliance within five (5) years of the effective date of Ordinance 2005-002. A nonconforming sign erected after the effective date of Ordinance 2005-002 or made non-conforming by subsequent sign ordinance amendments, shall be brought into compliance within five (5) years of the issuance of a building permit to construct the sign or adoption of the ordinance creating the non-conformity. A nonconforming sign that is

not brought into compliance within five (5) years shall be removed at the expense of the sign owner or, at the City's discretion, the owner of the property upon which it is located.

~~e~~3. Except as exempted in ~~d~~subsection four (4) below, a nonconforming sign that is structurally altered, relocated or replaced shall immediately be brought into compliance.

~~d~~4. A sign that is forty-five (-45) feet tall or less and that is three hundred (300) square feet or less in size is exempt from the requirement to come into compliance within five (5) years and may remain until: a.) structurally altered, relocated or replaced, or b.) until such time as the property on which it is located goes through a major re-development as determined by the Commission as part of a Type IV land use application. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2004-006)

#### 6F. Abandoned Signs

1. A person who owns or leases a sign shall remove the sign when the business advertised is discontinued or moves. The City shall give the owner of the building, structure or premises upon which an abandoned sign is located ninety (90) days written notice to remove the sign. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City may be a lien against the land or premises on which such sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)

#### 7G. Reserved (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)

#### 8H. Construction and Maintenance

1. Except as otherwise provided in this Code, the construction of all signs or sign structures shall conform to applicable provisions of the Uniform Building Code. All signs, supports, braces, guys and anchors and sign sites shall be kept in good repair and maintained in a clean, safe condition.

(Ord. 86-851, § 3)

#### 9I. Definitions

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1. Animated Signs: Signs that are animated by a person or animal using, carrying, or wearing a sign.

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2. Sign Face Area: The area of the sign shall be measured as follows if the sign is composed of one or more individual cabinets or sides:

a. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos.

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b. If the sign is composed of more than two (2) sign cabinets, sign faces, or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.

3. Awning or Canopy Sign: A sign attached or applied to a building awning, porch, canopy, or other roof-like structure.

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4. Banner Sign: Signs made of lightweight fabric or other non-rigid material characteristically supported by two (2) or more points and hung only on a permanent structure such as a building, fence, or wall.

5. Commercial Center: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.

6. Commercial Plaza: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off-premise sign on the site must comply with the provisions of this Chapter.

7. Electronic Message Signs: Consistent with 16.100.020.E. and F., electronic message signs may not change more than once every thirty (30) seconds. In addition, the change may not involve movement or flashing. Electronic message signs are limited to no more than thirty-five (35) percent of the total allowable sign area per sign face. (Ord. 2004-006 § 3) (Ord. No. 2009-003, § 2, 2-17-2009)

8. Flag sign: A sign constructed of lightweight material designed to wave or move in the wind to attract attention to a particular location. For the purposes of this code an example would be a vertical banner. Flag signs are sometimes referred to as teardrop or feather banners.

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9. Free-Standing Signs:

a. Monument Sign: A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover the support poles to

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within four (4) inches of the grade. Each free-standing monument sign shall have no more than two (2) faces.

b. Column Sign: A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of twenty-four (24) inches or a single square column with a minimum width of thirty-six (36) inches.

c. Pole Sign: A free-standing sign mounted on one (1) vertical support less than thirty-six (36) inches wide.

10. Mural: An image located on the side of a wall, deemed to have artistic merit as commissioned and/or approved by the City Council via resolution.

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11. Off-Premise Sign: A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.

12. Over-Right-of-Way Banner Sign: A banner sign, usually associated with a community-wide event, placed over a public roadway for a limited period of time. (Ord. 2002-1132 § 3)

13. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single-family detached, duplex or townhome subdivision or Planned Unit Development (PUD). (Ord. 2005-002 § 5; 2004-006)

14. Portable A-Frame Sign: A double-faced portable sign with an A-shaped frame, composed of two (2) sign boards attached at the top and separated at the bottom, and not supported by a structure in the ground.

15. Portable Sign: Small movable signs used for a temporary period of time. Portable signs include stand-alone signs, not attached to a building or any other permanent structure. Examples include A-frame signs, political signs, real estate open house signs, and other similar signs.

16. Projecting Sign: A projecting sign is a sign which projects from and is supported by a wall or parapet of a building with the display surface of the sign in a plane that is generally perpendicular to the wall.

17. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.

18. Rotating or Revolving Signs: Signs that rotate or turn in motion by electrical or mechanical means in a circular pattern

19. Single Business Site: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.

20. Snipe Sign: Any sign of any size, made of any material, including paper, cardboard, wood and metal, when such sign is tacked, nailed, posted, pasted, glued, or otherwise attached to trees, poles, fences or other objects, and the advertising matter appearing thereon is not applicable to the premises upon which said sign is located.

21. Temporary Sign: Signs that are firmly affixed to a temporary structure that is placed into the ground and designed to be temporary. Characteristics of a temporary sign include signs constructed of a rigid material attached to wood or metal posts which do not require permanent footings. Examples of temporary signs include, but are not limited to residential and commercial real estate signs.

22. Vehicle Sign: A sign that is attached to a vehicle, on or above the vehicle that is parked in a location for the primary purpose of advertising.

23. Wall Sign: A sign attached to, erected against or painted on a wall of a building.

#### 16.100.020 Prohibited Signs

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##### A. Unsafe or Unmaintained Signs

1. All signs and sign structures must be constructed, erected and maintained to withstand the wind, seismic and other loads as specified in the Uniform Building Code. No sign shall be constructed, erected or maintained in violation of the maintenance provisions of this Chapter. (Ord. 86-851, § 3)

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##### B. Signs on Streets

1. No sign shall substantially obstruct free and clear vision along streets or by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic signal or device. No sign shall use the words "stop", "look", "danger", or any other similar word, phrase, symbol or character that interferes with or misleads motorists, pedestrians or bicyclists. (Ord. 86-851, § 3)

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##### C. Obstructing Signs

1. No sign or sign structure shall be located or constructed so that it obstructs access to any fire escape, exit doorway or other means of egress from a building. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that will substantially limit access to the building in case of fire. (Ord. 86-851, § 3)

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##### D. Rotating or Revolving Signs

1. Rotating or revolving signs are prohibited. (Ord. 86-851, § 3)

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##### E. Illuminated Signs



1. Flashing signs, exposed reflective type bulbs, strobe lights, rotary beacons, par spots, zip lights and similar devices are prohibited. No exposed incandescent lamp which exceeds twenty-five (25) watts shall be used on the exterior surface of any sign so as to expose the face of such bulb or lamp to a public street. All permitted signs shall bear an approved Underwriters Laboratory label or equivalent third party product safety testing and certification organization. (Ord. 86851 § 3)

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#### F. Changing Image Signs

1. Any sign that through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, resulting in movement, the appearance of movement or change of sign image or message are prohibited. Changing image signs do not include otherwise static signs where illumination is turned off and back on at a maximum of once every thirty (30) seconds and such change does not involve movement or flashing. (Ord. 2003-1153, § 1)

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#### G. Pole Signs, over six (6) feet in height (Ord. 2004-006 § 3)

#### H. Signs on Vacant Land

1. Any sign on unimproved property, unless allowed as a portable or temporary sign under Chapter 16.102 shall be prohibited. (Ord. 2004-006 § 3)

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#### I. Permanent Residential Development Signs (Ord. 2005-002 § 5; 2004-006)

#### J. Roof Signs (Ord. 2004-006 § 3)

(Ord. No. 2009-003, § 2, 2-17-2009)

### 16.100.030 Sign Regulations by Zone

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#### A. Residential Zones

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No sign requiring a permit shall be allowed in residential zones except for the following:

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##### 1. Public/Semi-Public Uses

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For churches, schools and other public uses located within a residential or institutional public zone:

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a. One (1) wall sign not exceeding thirty-six (36) square feet shall be permitted on a maximum of two (2) building elevations. Wall signs must be attached flat against the building face.

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b. One (1) free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. A minimum setback of fifteen (15) feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base.

2. Multi-Family Development Signs

a. One (1) non-illuminated free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted; the maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base. (Ord. 2005-002 § 5; 2004-006)

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3. Non-Residential Signs

a. One (1) monument sign not more than sixteen (16) square feet in area identifying a permitted use in a residential zone shall be allowed. (Ord. 2005-002 § 5; 2004-006; 2002-1132)

4. Temporary/Portable Signs

a. The requirements of Chapter 16.102 shall apply. (Ord. 2004-006 § 3) ~~A. Off-Premise Sign: A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.~~

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B. Commercial Zones

No permanent sign requiring a sign permit shall be allowed in commercial zones except for the following:

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1. Free-Standing Signs

a. Number Permitted: Except as otherwise provided in (1-3) below, one (1) multi-faced, free-standing sign designating the principal goods or services available on the premises shall be permitted per lot. Any off-premise free-standing sign legally located on a site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.

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(1) Where the total street frontage exceeds three-hundred (300) feet in length, one (1) additional free-standing sign is permitted. Except as otherwise permitted in (2) or (3) below, no more than one (1) free-standing sign per street frontage shall be permitted. Where two (2) or more signs are allowed due to multiple frontages, each sign shall be oriented to face a different direction or street frontage.

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(2) One (1) additional free-standing monument sign may be provided for fueling stations to provide required pricing information.

(3) A Commercial Center or Commercial Plaza with at least two (2) stand-alone businesses may have one (1) additional free-standing sign provided the site has more than three hundred (300) feet of frontage.

b. Height Limit: The maximum sign height shall not exceed six (6) feet in all commercial zones except that in the locations identified in (1-5) below, the height, for no more than one (1) sign per single business site, commercial center or plaza, may be increased to no more than twenty (20) feet to allow for the construction of a column sign only. The exception locations are identified as:

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- (1) On or within one hundred (100) feet of Pacific Highway,
- (2) Tualatin-Sherwood Road between 99W and SW Olds Place,
- (3) Roy Rogers Road between 99W and Borchers
- (4) Sherwood Boulevard between 99W and Century Boulevard, and
- (5) Edy Road between 99W and Borchers.

The height of the sign shall be measured from the average grade of the building footprint located on site to the highest point of the sign. For sites with more than one (1) building, the average grade of the building closest to the location of the sign shall be used.

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c. Clearance: Signs are prohibited over a driveway or parking area.

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d. Area: The maximum sign area for all commercial zones shall not exceed thirty-six (36) square feet per sign face with a maximum of two (2) sign faces permitted except that in those areas identified in 16.100.030.B.1.b.(1)-(5), the sign area for one (1) sign may be increased up to one hundred (100) square feet for a commercial center or up to one hundred fifty (150) square feet for a commercial plaza.

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e. Location: No free-standing sign or any portion of any free-standing sign shall be located within a public right-of-way. Free-standing signs must comply with the Clear Vision Area requirements of Section 16.58.010.

f. Off-Premise Signs: Sign area will be calculated as part of the permitting business's total square footage requirements as described in subsection (1)(d). Any off-premise free-standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.

- (1) All off-premise signs oriented to be viewed from State Highway 99W shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the City and the State, the more restrictive standards or requirements shall apply.

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## 2. Wall Signs

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a. Wall signs in combination with projecting signs, shall not exceed twenty percent (20%) of the gross area face of the building to which the sign is attached. Signs placed on or within one (1) foot of display windows and designed to be viewed from the exterior of the building shall be included in determining the amount of signing. A minimum of thirty (30) square feet is guaranteed and the maximum shall be two-hundred fifty (250) square feet. Wall signs may not project more than one and one-half (1 1/2) feet from the wall to which they are attached.

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### 3. Projecting Signs

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a. Projecting signs supported by a wall of a building or structure shall be permitted under the following conditions:

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(1) Only one (1) projecting sign will be permitted per store front with wall signs.

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(a) In addition, businesses within commercial districts with a porch or awning, are permitted to have one (1) awning sign that is perpendicular to the building and oriented to pedestrians provided that they are:

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(i) Hung from the roof of the porch or awning;

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(ii) Less than four (4) square feet in area; and

(iii) The bottom of the sign is at least eight (8) feet above the grade of the sidewalk.

(2) No projecting sign shall be permitted on the same premises where there is a free-standing sign.

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(3) No projecting sign shall extend more than three (3) feet above the roof line at the wall or the top of a parapet wall, whichever is higher.

(4) No projecting sign shall be located within twenty (20) feet of another projecting sign in the same horizontal plane.

(5) When a projecting sign is used no angle irons guy wires or braces shall be visible except those that are an integral part of the overall design such as decorative metals or woods or unless they are required for safety.

(6) No sign shall project to within two (2) feet of the curb of a public street or beyond five (5) feet from the building face, whichever is less.

### C. Industrial Zones

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No permanent sign requiring a permit shall be allowed in industrial zones except for the following:

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#### 1. Free Standing Signs

**Comment [BK1]:**

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a. Industrial zoned properties that have an approved PUD and approval for permitted commercial uses, shall apply requirements in Section 16.100.030.B.1.a-f.

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b. Other than allowed under (a) above, industrial zones may have one (1) multi-faced free-standing sign designating the principal uses of the premise shall be permitted per street frontage provided the height does not exceed six (6) feet and the sign face does not exceed thirty-six (36) square feet per sign face for a maximum of seventy-two (72) square feet.

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## 2. Directional Signs

a. The requirements of subsection C shall apply. (2004-006 § 3; 2002-1132)

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## 3. Wall Signs

a. The requirements of Section 16.100.030.B.2, Commercial Signs shall apply. (Ord. No. 2009-003, § 2, 2-17-2009)

Comment [BK2]: See prior comment regarding directional signs

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B. Sign Face Area: The area of the sign shall be measured as follows if the sign is composed of one or more individual cabinets or sides:

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1. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos:

2. If the sign is composed of more than two sign cabinets, sign faces, or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.

C. Single Business Site: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.

D. Commercial Center: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.

E. Commercial Plaza: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off premise sign on the site must comply with the provisions of this Chapter.

F. Free Standing Signs:

1. Monument Sign: A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover the support poles to within four (4) inches of the grade. Each free standing monument sign shall have no more than two (2) faces.

2. Column Sign: A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of twenty four (24) inches or a single square column with a minimum width of thirty six (36) inches.

3. Pole Sign: A free standing sign mounted on one (1) vertical support less than 36 inches wide.

G. Wall Sign: A sign attached to, erected against or painted on a wall of a building.

H. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single family detached, duplex or townhome subdivision or Planned Unit Development (PUD). (Ord. 2005-002 § 5; 2004-006)

I. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.

J. Electronic Message Signs: Consistent with 16.102.020.6, electronic message signs may not change more than once every 30 seconds. In addition, the change may not involve movement or flashing. Electronic message signs are limited to no more than thirty five (35) percent of the total allowable sign area per sign face. (Ord. 2004-006 § 3)

(Ord. No. 2009-003, § 2, 2-17-2009)

**Chapter 16.102**

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**TEMPORARY, PORTABLE, AND BANNER SIGNS\***

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Sections:

**16.102.010 ~~Generally~~Temporary and Portable Signs - Purpose**

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**16.102.020 ~~Prohibited Signs~~Temporary and Portable Signs General Regulations**

**16.102.030 ~~Sign Regulations by Zone~~Temporary Signs**

**16.102.040 ~~Temporary~~Portable Signs**

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**16.102.060 ~~Temporary/Portable Signs/Over Roadway Signs~~Violations**

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\* Editor's Note: Some sections may not contain a history.

**16.102.010 ~~Generally~~Temporary and Portable Signs - Purpose**

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Temporary, portable, and banner signs regulated by this code are intended to allow the City of Sherwood citizens to exercise their right to free speech while ensuring that the City's streets remain clear of visual clutter and safe for travel. Signs that are not clearly regulated by the provisions of this chapter are subject to the standards for permanent signs in Chapter 16.100. Definitions for permanent, temporary, and portable signs can be found in Section 16.100.010.I. All temporary, portable, and banner signs are subject to the time, place, and manner regulations of this chapter

**1. Sign Permits**

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~~A. Except as otherwise provided in this Section and Sections 16.102.040 through 16.102.070, a person may not construct, install, structurally alter or relocate any sign without first obtaining an administrative sign permit from the City as required by Chapter 16.72, including payment of the fee required by Section 16.74.010. In addition, all permitted illuminated signs are subject to the provisions of the State Electrical Code and any applicable permit fees. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2002-1132)~~

### ~~2- Sign Application:~~

~~Application for a sign permit shall be made upon forms provided by the City and shall include the following information:~~

~~A. Name, address and telephone number of the applicant. Name, address, telephone number and signature of the landowner.~~

~~B. Location of the building structure, lot or parcel to which or upon which the sign is to be attached or erected.~~

~~C. A scaled drawing showing sign design including colors, dimensions, sign size, height above ground, method of attachment, construction and materials, type, source and intensity of illumination and the relationship to any building to which the sign will be attached.~~

~~D. A plot plan drawn to scale indicating the location of all buildings, property lines, existing signs, street lights, easements, and overhead power lines on the same premises.~~

~~E. Name, address and telephone number of the person or firm who will erect, construct and maintain the sign. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2004-006 § 3; Ord. 86-851)~~

### ~~3- Exceptions~~



~~The following signs do not require a sign permit but shall conform to all other applicable provisions of this Chapter:~~

~~A. Traffic signs installed per the Manual of Uniform Traffic Control Devices and other federal, state and local traffic sign regulations.~~

~~B. Nameplates not exceeding one (1) square foot in area.~~

~~C. A legally erected, painted or printed advertising sign, theater marquee or similar sign specifically designed for the use of replaceable copy.~~

~~D. On site painting, repainting, cleaning and normal maintenance and repair of a sign.~~

~~E. Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.~~

~~F. A sign that is accessory to a construction site and construction activities that does not exceed thirty two (32) square feet in area, provided that such sign is removed within thirty (30) days from date of issuance of the final occupancy permit or within two (2) years, whichever is less.~~

~~G. Portable/temporary signs allowed per Sections 16.102.040 through 16.102.070.~~

~~H. Public utility signs and other signs required by law.~~

~~I. Signs on private property three (3) square feet or less per sign face and under three (3) feet tall when freestanding and installed to be readable on private property. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2002-1132 §3; Ord. 86-854)~~

#### ~~4. Violations~~

~~The City may order the removal of any sign erected or maintained in violation of the provisions of this Chapter. If the City orders the removal of a sign under this Section, the City shall give ninety (90) days written notice to the owner of the sign or, if the owner of the sign cannot be notified, to the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring it into compliance. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City will be a lien against the land or premises on which the sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851 §3)~~

#### ~~5. Nonconforming Signs~~

~~a. Signs that do not conform to the provisions of this Chapter are regarded as non-conforming signs and shall be brought into compliance with this Code's standards.~~

~~b. Except as exempted in d below, a nonconforming sign in existence on the effective date of Ordinance 2005-002, shall be brought into compliance within five (5) years of the effective date of Ordinance 2005-002. A nonconforming sign erected after the effective date of Ordinance 2005-002 or made non-conforming by subsequent sign ordinance amendments, shall be brought into compliance within five (5) years of the issuance of a building permit to construct the sign or adoption of the ordinance creating the non-conformity. A nonconforming sign that is not brought into compliance within five (5) years shall be removed at the expense of the sign owner or, at the City's discretion, the owner of the property upon which it is located.~~

~~c. Except as exempted in d below, a nonconforming sign that is structurally altered, relocated or replaced shall immediately be brought into compliance.~~

~~d. A sign that is 45 feet tall or less and that is 300 square feet or less in size is exempt from the requirement to come into compliance within 5 years and may remain until: a.) structurally altered, relocated or replaced, or b.) until such time as the property on which it is located goes through a major re-development as determined by the Commission as part of a Type IV land use application. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2004-006)~~

~~6. Abandoned Signs~~

~~A person who owns or leases a sign shall remove the sign when the business advertised is discontinued or moves. The City shall give the owner of the building, structure or premises upon which an abandoned sign is located ninety (90) days written notice to remove the sign. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City may be a lien against the land or premises on which such sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)~~

~~7. Reserved (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)~~

~~8. Construction and Maintenance~~

~~Except as otherwise provided in this Code, the construction of all signs or sign structures shall conform to applicable provisions of the Uniform Building Code. All signs, supports, braces, guys and anchors and sign sites shall be kept in good repair and maintained in a clean, safe condition.~~

~~(Ord. 86-851, § 3)~~

~~9. Definitions~~

~~A. Off Premise Sign: A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.~~

~~B. Sign Face Area: The area of the sign shall be measured as follows if the sign is composed of one or more individual cabinets or sides:~~

~~1. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos.~~

~~2. If the sign is composed of more than two sign cabinets, sign faces, or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.~~

~~C. Single Business Site: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.~~

~~D. Commercial Center: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.~~

~~E. Commercial Plaza: Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off-premise sign on the site must comply with the provisions of this Chapter.~~

~~F. Free Standing Signs:~~

~~1. Monument Sign: A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover the support poles to within four (4) inches of the grade. Each free standing monument sign shall have no more than two (2) faces.~~

~~2. Column Sign: A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of twenty four (24) inches or a single square column with a minimum width of thirty six (36) inches.~~

~~3. Pole Sign: A free-standing sign mounted on one (1) vertical support less than 36 inches wide.~~

~~G. Wall Sign: A sign attached to, erected against or painted on a wall of a building.~~

~~H. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single-family detached, duplex or townhome subdivision or Planned Unit Development (PUD). (Ord. 2005-002 § 5; 2004-006)~~

~~I. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.~~

~~J. Electronic Message Signs: Consistent with 16.102.020.6, electronic message signs may not change more than once every 30 seconds. In addition, the change may not involve movement or flashing. Electronic message signs are limited to no more than thirty-five (35) percent of the total allowable sign area per sign face. (Ord. 2004-006 § 3)~~

~~(Ord. No. 2009-003, § 2, 2-17-2009)~~

## **16.102.020 Prohibited Signs**

### **1. Unsafe or Unmaintained Signs**

**All signs and sign structures must be constructed, erected and maintained to withstand the wind, seismic and other loads as specified in the Uniform Building Code. No sign shall be constructed, erected or maintained in violation of the maintenance provisions of this Chapter. (Ord. 86-851, § 3)**

### **2. Signs on Streets**

~~No sign shall substantially obstruct free and clear vision along streets or by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic signal or device. No sign shall use the words "stop", "look", "danger", or any other similar word, phrase, symbol or character that interferes with or misleads motorists, pedestrians or bicyclists. (Ord. 86-851, § 3)~~

### ~~3. Obstructing Signs~~

~~No sign or sign structure shall be located or constructed so that it obstructs access to any fire escape, exit doorway or other means of egress from a building. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that will substantially limit access to the building in case of fire. (Ord. 86-851, § 3)~~

### ~~4. Rotating or Revolving Signs~~

~~Rotating or revolving signs are prohibited. (Ord. 86-851, § 3)~~

### ~~5. Illuminated Signs~~

~~Flashing signs, exposed reflective type bulbs, strobe lights, rotary beacons, par spots, zip lights and similar devices are prohibited. No exposed incandescent lamp which exceeds twenty five (25) watts shall be used on the exterior surface of any sign so as to expose the face of such bulb or lamp to a public street. All permitted signs shall bear an approved Underwriters Laboratory label or equivalent third party product safety testing and certification organization. (Ord. 86851 § 3)~~

### ~~6. Changing Image Signs~~

~~Any sign that through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, resulting in movement, the appearance of movement or change of sign image or message are prohibited. Changing image signs do not include otherwise static~~

~~signs where illumination is turned off and back on at a maximum of once every 30 seconds and such change does not involve movement or flashing. (Ord. 2003-1153, § 1)~~

~~7. Pole Signs, over six (6) feet in height (Ord. 2004-006 § 3)~~

#### ~~8. Signs on Vacant Land~~

~~Any sign on unimproved property, unless allowed as a temporary sign under Sections 16.102.040 through 16.102.070 shall be prohibited. (Ord. 2004-006 § 3)~~

~~9. Permanent Residential Development Signs (Ord. 2005-002 § 5; 2004-006)~~

~~10. Roof Signs (Ord. 2004-006 § 3)~~

~~(Ord. No. 2009-003, § 2, 2-17-2009)~~

#### ~~16.102.030 Sign Regulations By Zone~~

##### ~~1. Residential Zones~~

~~No sign requiring a permit shall be allowed in residential zones except for the following:~~

~~\_\_\_\_\_ A. \_\_\_\_\_ Public/Semi Public Uses~~

~~For churches, schools and other public uses located within a residential or institutional public zone:~~

~~\_\_\_\_\_ 1. \_\_\_\_\_ One (1) wall sign not exceeding thirty six (36) square feet shall be permitted on a maximum of two (2) building elevations. Wall signs must be attached flat against the building face.~~

~~2. One (1) free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. A minimum setback of fifteen (15) feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base.~~

~~B. Multi-Family Development Signs~~

~~One (1) non-illuminated free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted, the maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base. (Ord. 2005-002 § 5; 2004-006)~~

~~C. Non-Residential Signs~~

~~One (1) monument sign not more than sixteen (16) square feet in area identifying a permitted use in a residential zone shall be allowed. (Ord. 2005-002 § 5; 2004-006; 2002-1132)~~

~~D. Temporary/Portable Signs~~

~~The requirements of Sections 16.102.040 through 16.102.070 shall apply. (Ord. 2004-006 § 3)~~

~~2. Commercial Zones~~

~~No sign requiring a sign permit shall be allowed in commercial zones except for the following:~~

~~A. Free-Standing Signs~~



~~1. Number Permitted: Except as otherwise provided in a. c. below, one (1) multi-faced, free-standing sign designating the principal goods or services available on the premises shall be permitted per lot. Any off-premise free-standing sign legally located on a site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.~~

~~a. Where the total street frontage exceeds three hundred (300) feet in length, one (1) additional free-standing sign is permitted. Except as otherwise permitted in b. or c. below, no more than one (1) free-standing sign per street frontage shall be permitted. Where two (2) or more signs are allowed due to multiple frontages, each sign shall be oriented to face a different direction or street frontage.~~

~~b. One additional free-standing monument sign may be provided for fueling stations to provide required pricing information.~~

~~c. A Commercial Center or Commercial Plaza with at least two (2) stand-alone businesses may have one additional free-standing sign provided the site has more than three hundred (300) feet of frontage~~

~~2. Height Limit: The maximum sign height shall not exceed six (6) feet in all commercial zones except that in the locations identified in (a) – (d) below the height, for no more than one sign per single business site, commercial center or plaza, may be increased to no more than 20 feet to allow for the construction of a column sign only. The exception locations are identified as:~~

~~a. on or within one hundred (100) feet of Pacific Highway,~~

~~b. Tualatin Sherwood Road between 99W and SW Olds Place,~~

~~c. Roy Rogers Road between 99W and Borchers~~

~~d. Sherwood Boulevard between 99W and Century Boulevard, and~~

~~e. Edy Road between 99W and Borchers.~~

~~The height of the sign shall be measured from the average grade of the building footprint located on site to the highest point of the sign. For sites with more than one (1) building, the average grade of the building closest to the location of the sign shall be used.~~

~~3. Clearance: Signs are prohibited over a driveway or parking area.~~

~~4. Area: The maximum sign area for all commercial zones shall not exceed thirty six (36) square feet per sign face with a maximum of two (2) sign faces permitted except that in those areas identified in 16.102.030.2.A.2(a)-(e), the sign area for one sign may be increased up to one hundred (100) square feet for a commercial center or up to one hundred fifty (150) square feet for a commercial plaza.~~

~~5. Location: No free-standing sign or any portion of any free-standing sign shall be located within a public right-of-way. Free-standing signs must comply with the Clear Vision Area requirements of Section 16.58.010.~~

~~6. Off-Premise Signs: Sign area will be calculated as part of the permitting business's total square footage requirements as described in subsection (A)(4). Any off-premise free-standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.~~

~~All off-premise signs oriented to be viewed from State Highway 99W shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the City and the State, the more restrictive standards or requirements shall apply.~~

~~B. Wall Signs~~

~~Wall signs in combination with banner and projecting signs placed per Section 16.102.070 and defined in Section 16.102.040C, shall not exceed twenty percent (20%) of the gross area face of the building to which the sign is attached. Signs placed on or within one (1) foot of display windows and designed to be viewed from the exterior of the building shall be included in determining the amount of signing. A minimum of thirty (30) square feet is guaranteed and the maximum shall be two hundred fifty (250) square feet. Wall signs may not project more than one and one half (1 1/2) feet from the wall to which they are attached.~~

~~C. Projecting Signs~~

~~Projecting signs supported by a wall of a building or structure shall be permitted under the following conditions:~~

~~1. Only one (1) projecting sign will be permitted on the same business frontage with wall signs.~~

~~2. No projecting sign shall be permitted on the same premises where there is a free-standing sign or roof sign.~~

~~3. A projecting sign shall be used solely to identify a business and shall not be used to advertise services or products sold on the premises.~~

~~4. No projecting sign shall extend more than three (3) feet above the roof line at the wall or the top of a parapet wall, whichever is higher.~~

~~5. No projecting sign shall be located within twenty (20) feet of another projecting sign in the same horizontal plane.~~

~~6. No projecting sign shall be supported by a frame, commonly known as an "A frame" or other visible frame located on the roof of a building.~~

~~7. No sign shall project to within two (2) feet of the curb of a public street or beyond five (5) feet from the building face, whichever is less.~~

~~D. Directional Signs~~

~~The requirements of subsection C shall apply. (Ord. 2004-006 § 3; 2002-1132)~~

~~E. Temporary/Portable Signs~~

~~The requirements of Sections 16.102.040 through 16.102.070 shall apply. (Ord. 2004-006 § 3; 2002-1132)~~

**3. Industrial Zones**

~~No sign requiring a permit shall be allowed in industrial zones except for the following:~~

~~A. Free Standing Signs~~

~~1. Industrial zoned properties that have an approved PUD and approval for permitted commercial uses, shall apply requirements in Section 16.102.030.2.A (a)-(c), 2, 3, 4, 5, 6, B, C, D and E.~~

~~2. Other than allowed under (1) above, industrial zones may have one (1) multi faced free standing sign designating the principal uses of the premise shall be permitted per street frontage provided the height does not exceed six (6) feet and the sign face does not exceed thirty six (36) square feet per sign face for a maximum of seventy two (72) square feet.~~

~~B. Directional Signs~~

~~The requirements of subsection C shall apply. (2004-006 § 3, 2002-1132)~~

~~C. Temporary/Portable Signs~~

~~The requirements of Sections 16.102.040 through 16.102.070 shall apply.~~

~~D. Wall Signs~~

~~The requirements of Section 16.102.030.2, Commercial Signs shall apply.~~

~~(Ord. No. 2009-003, § 2, 2-17-2009)~~

**16.102.040-020 Temporary ~~/~~ and Portable Signs General Regulations**

~~A. 1. Temporary and portable signs are prohibited in the following Locations:~~

~~Temporary/Portable and Over the Roadway Banner Signs are prohibited in the following locations, unless otherwise approved due to road construction and/or closure per subsection C:~~

~~A1. ODOT right-of-way, including but not limited to Highway 99W.~~

~~B2. Within any Washington County right-of-way, including but not limited to Roy Rogers Road, Edy Road and Tualatin-Sherwood Road.~~

~~(Ord. 2002-1132 § 3)~~

~~3. Within any clear vision area as defined in section 16.58.010~~

**2B. Temporary/Portable Sign Exemptions**

~~The following temporary, portable, and banner signs are exempt from the provisions of this chapter.~~

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A. Four (4) off site temporary/portable signs not exceeding six (6) square feet each per sign face may be displayed without permit from Thursday at 6:00 PM until Sunday at 8:00 PM and on Tuesday.

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B1. Public notice signs as required by Section 16.72.020, or by any federal, state or local law.

2. Federal, state, and other flags not exceeding twenty-four (24) square feet in all residential zones, and forty (40) square feet in all other zones.

3. Signs that have been approved in association with a City of Sherwood Special Event Permit.

4. Public necessity signs such as safety/ instructional, for public facilities and parks, City sponsored community events, warnings, information kiosks at trail heads, bus stops, no parking, and street name signs installed by or with permission of the City of Sherwood are exempt from permit requirements.

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C. Temporary and portable signs on private property do not require a permit, but are subject to all of the applicable standards within this section.

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D. Signs shall not be placed on private property without the express permission of the property owner.

E. Signs shall not be illuminated and may not include pennant strings, balloons, streamers, spinners, propellers, search lights, or other items that involve motion to attract attention.

F. Signs shall not obstruct vehicular or pedestrian traffic.

G. It is the responsibility of the person posting a temporary or portable sign to remove it.

H. In the event that the temporary sign is requested by a business whose regular access is blocked due to road construction and/or road closures, signs may be permitted to remain in the public right-of-way, at an approved location, until construction is completed. Such signs do not require a permit. These signs may be located in ODOT, City of Sherwood or Washington County right-of-ways if approved by these agencies.

### 16.102.030 Temporary Sign Regulations

A. The following regulations apply to all temporary signs as defined in Section 16.100.I.21.

1. Temporary signs on properties zoned VLDR, LDR, and MDRL, may be double sided, but are limited to a maximum height of six (6) feet, and a maximum sign width of three (3) feet. The actual sign face of each side of the sign shall not exceed six (6) square feet.

2. Temporary signs in all other zones may be double sided, and are limited to a maximum height of six (6) feet, and a maximum width of four (4) feet. The actual sign face of each side of the sign shall not exceed twenty-four (24) square feet.

- 3. No more than one (1) temporary sign is permitted on any one (1) lot unless the property fronts more than one (1) street or has more than three hundred (300) feet of frontage along a street. In these limited cases up to two (2) temporary signs may be allowed.
- 4. Where multiple temporary signs are placed on the same property, as authorized above, the signs shall be spaced at least fifty (50) feet apart.
- 5. Temporary signs are not permitted in the public right-of-way.

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**16.102.040 Portable Sign Regulations**

A. The following regulations apply to all portable signs as defined in Section 16.100.I.15 in all zones.

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- 1. Portable signs, in all zones are limited to four (4) feet in height with a sign face no larger than six (6) square feet.
- 2. No more than four (4) portable signs are allowed on any residentially zoned lot.
- 3. No more than (1) portable sign per business is allowed in all other zones.
- 4. No portable sign shall be placed in any publicly owned right-of-way without a permit unless exempt per B, below or 16.102.020.B above.
- 5. Permits for portable signs placed within the public right-of-way are valid for thirty (30) days and must meet the following criteria:

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- a. Because maintenance of the right-of-way in front of a single-family home is the responsibility of the homeowner, signs may only be placed within the right-of-way adjacent to attached and detached single-family and two-family homes after the property owner has been notified and provided with the sign owner's contact information.
- b. Signs shall not create a traffic safety or maintenance problem, and the City may remove and dispose of any signs that constitute a problem.
- c. Signs shall be freestanding and shall not be attached to any structure or vegetation such as utility poles, traffic signs, street signs, trees, or similar items.
- d. Signs within the public right-of-way shall be either an A-frame design or shall be attached to a wood or wire h-frame stake driven into the ground well clear of tree roots, irrigation lines, and any other underground utility that could be damaged by such stakes.

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B. The following regulations apply to all portable signs located within the Old Town Overlay District

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- 1. Businesses who have a valid City of Sherwood business license and are physically located within the Old Town Overlay District, may display two (2) portable signs, without a permit, on private property or within the public right-of-way in the Old Town Overlay District.

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~~2. Each portable sign shall be a maximum of six (6) square feet per sign face. If a business wishes to place a portable sign on the sidewalk in front of someone else's property that business must receive written permission from the property owner whose property is adjacent to where the sign is placed. Signs shall be sited per Section 16.102.040. (Ord. 2002-1132 § 3)~~

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### ~~16.102.050 Banner Sign Regulations~~

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~~C. Tenants and property owners may display temporary/portable signs a maximum of eight (8) square feet per sign face without permit on private residential property where the tenant or owner resides.~~

~~D. Signs shall be sited per Section 16.102.040.  
(Ord. 2002-1132 § 3)~~

#### ~~1. Definitions~~

~~The following sign types are termed Temporary/Portable for the purposes of this Code.~~

~~A. Portable A-Frame Sign—a double faced portable sign with an A-shaped frame, composed of two sign boards attached at the top and separated at the bottom, and not supported by a structure in the ground.~~

~~B. Temporary/Portable Sign—small movable sign used for a temporary period of time (A-frame signs are considered a Temporary Portable Sign when used for a limited time period as specified by this Code).~~

~~C. Banner Sign—a sign made of lightweight fabric or other non-rigid material characteristically supported by two or more points and hung on the side of a building.~~

~~D. Temporary Over-Roadway Banner Sign—banner signs placed over a public roadway for a limited period of time.~~



~~(Ord. 2002-1132 § 3)~~

## ~~2. Placement Requirements~~

~~———— A. ——— Temporary/Portable signs must remain movable by hand and shall not be attached or anchored in any way to trees, vehicles, trailers, utility poles, pavement or any public property.~~

~~———— B. ——— Temporary/Portable signs shall not obstruct pedestrian and disabled accessible ADA routes of travel, including but not limited to, transit stop areas, disabled parking spaces, disabled access ramps, building entrances and fire escapes.~~

~~———— C. ——— Temporary/Portable signs shall not create a traffic hazard by blocking vehicular sight distance or be placed within a vehicular travel lane.~~

~~———— D. ——— Temporary/Portable signs shall be kept in good condition and shall not be rusty, faded or splintered.~~

~~(Ord. 2002-1132 § 3)~~

## ~~16.102.050 Portable A-Frame Signs~~

### ~~1. Prohibited Locations~~

~~———— A. ——— Industrial Zoning Districts~~

~~To preserve industrial zoning districts as employment-based manufacturing areas and to encourage retail uses and retail signage in commercial zones, portable A-frame signs are prohibited in industrial zones, including General Industrial (GI) and Light Industrial (LI) zones.~~

~~\_\_\_\_\_ B. \_\_\_\_\_ Temporary/Portable signs are permitted per Section 16.102.060.  
(Ord. 2002-1132 § 3)~~

## ~~2. Permitted Locations~~

### ~~\_\_\_\_\_ A. \_\_\_\_\_ Commercial and Institutional Public Zoning Districts~~

~~Each business having a valid City of Sherwood business license which is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC) or Institutional Public (IP) zoning district may display one (1) portable A frame sign on private property within 25 feet of the main entrance to the business.~~

~~Each portable sign shall be a maximum of six (6) square feet per sign face.~~

~~Signs shall be sited per Section 16.102.040.~~

### ~~\_\_\_\_\_ B. \_\_\_\_\_ Multi-family zoning districts including High Density Residential (HDR) and Medium Density Residential High (MDRH).~~

~~One (1) portable A frame sign on private property.~~

~~Each portable sign shall be a maximum of six (6) square feet per sign face.~~

~~Signs shall be sited per Section 16.102.040.~~

### ~~\_\_\_\_\_ C. \_\_\_\_\_ Old Town Overlay District~~

~~Businesses who have a valid City of Sherwood business license and are physically located within the Old Town Overlay District, may display two (2) portable signs on private property or within the public right-of-way in the Old Town Overlay District.~~

~~Each portable sign shall be a maximum of six (6) square feet per sign face. If a business wishes to place a portable sign on the sidewalk in front of someone else's property that business must receive written permission from the property owner whose property is adjacent to where the sign is placed. Signs shall be sited per Section 16.102.040.~~

~~{Ord. 2002-1132 § 3}~~

#### ~~16.102.060 Temporary/Portable Signs/Over Roadway Signs~~

##### ~~1. Prohibited Locations~~

~~Temporary/Portable and Over the Roadway Banner Signs are prohibited in the following locations, unless otherwise approved due to road construction and/or closure per subsection C:~~

~~A. ODOT right of way, including but not limited to Highway 99W.~~

~~B. Washington County right of way, including but not limited to Roy Rogers Road, Edy Road and Tualatin Sherwood Road.~~

~~{Ord. 2002-1132 § 3}~~

##### ~~2. Temporary/Portable Sign Exemptions~~

~~A. Four (4) off-site temporary/portable signs not exceeding six (6) square feet each per sign face may be displayed without permit from Thursday at 6:00 PM until Sunday at 8:00 PM and on Tuesday.~~

~~B. Public notice signs as required by Section 16.72.020.~~

~~C. Tenants and property owners may display temporary/portable signs a maximum of eight (8) square feet per sign face without permit on private residential property where the tenant or owner resides.~~

~~D. Signs shall be sited per Section 16.102.040.~~

~~{Ord. 2002-1132 § 3}~~

### 3. Permits Required

A. Temporary/Portable sign users that are not exempt per this Section shall obtain a permit from the City of Sherwood. Permits shall be issued by the Planning Director without public notice of public hearing per Section 16.72.010A, Type I review action.

B. A temporary/portable sign user may be permitted to display temporary signs a total of four (4) times in one (1) calendar year for a period of two (2) weeks prior to an event. The signs shall be removed two (2) days following the event. As an alternative to four, two-week periods, signs may be permitted for a two-month period per calendar year for seasonal, temporary events.

C. In the event that the temporary sign is requested by a business whose regular access is blocked due to road construction and/or road closures, temporary/portable signs may be permitted to remain until construction is completed. These signs may be located in ODOT, City of Sherwood or Washington County right-of-ways if approved by these agencies.

~~D. Signs shall be sited per Section 16.102.040.~~

~~{Ord. 2002-1132 § 3}~~

### 4. Permit Forms

All temporary sign users requiring permits per this code shall make application on forms provided by the City. Such forms shall be created and maintained by the City Manager or his or her designee. A permit fee may be charged and set out in a City Council resolution. When placing signs on private property, an owner's signature granting permission to place the sign on their property is required.

(Ord. 2002-1132 § 3)

### 5. Permit Types

Temporary sign permits are classified as follows:

#### ~~\_\_\_\_\_ A. \_\_\_\_\_~~ General Temporary Sign Permit

The sign user may display no more than one (1) temporary sign at up to ten (10) approved locations throughout the City. Temporary signs are limited to six (6) square feet per sign face and shall be spaced a minimum of ten (10) feet apart. Applications must be submitted to the City four (4) weeks prior to the requested date of sign placement.

A temporary sign may be permitted to be larger than six (6) square feet, if one or more of the following criteria is met:

~~\_\_\_\_\_ 1. \_\_\_\_\_~~ The location where the sign is proposed is on a high-speed roadway, 35 mph or greater, that warrants a larger sign making the sign readable and improving traffic safety.

~~\_\_\_\_\_ 2. \_\_\_\_\_~~ Installing a larger sign would eliminate the need for several smaller signs reducing visual clutter.

~~\_\_\_\_\_ 3. \_\_\_\_\_~~ The proposed event for which the sign is being permitted is expected to attract a larger number of people and would require closing roads.

~~B. Temporary Over the Roadway Banner Signs~~

~~A. The following banner signs are exempt from these regulations~~

~~A.1. Banner signs not intended to be viewed from a public street.~~

~~(Ord. 2002-1132 § 3)~~

~~2. Signs that meet any of the provisions of section 16.102.020(B)~~

~~B. The following regulations apply to all banner signs as defined in Section 16.100.I.4 and over the right-of-way banner signs in 16.100.I.12 in all zones.~~

~~1. Except for banner signs approved as over the right-of-way banner signs, banner signs shall be firmly attached to the side of a building, fence, or wall only. No banner sign shall be attached to building roofs, vehicles, trailers, or anything else.~~

~~2. Banner signs shall not cover building windows.~~

~~3. Banner signs shall be maintained in good condition. They shall not droop, have frayed ends, and shall be graphically clear and readable. Sun-faded, weather-damaged banner signs are prohibited.~~

~~4. Banner signs shall be made of all-weather material. (Ord. 2002-1132 § 3)~~

~~C. Permitted Locations~~

~~1. Commercial, Industrial, and Institutional Public Zoning Districts.~~

~~a. Each business having a valid City of Sherwood business license and who's business is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Retail Commercial (RC), General Commercial (GC), General Industrial (GI), Light Industrial (LI), or Institutional Public (IP) zoning district may display one (1) banner sign on private property.~~

~~b. Banner signs shall be no larger than thirty-two (32) square feet in size.~~

~~2. Residential Zoning Districts.~~

~~a. One banner sign not exceeding 32 square feet per tax lot. (Ord. 2002-1132 § 3)~~

~~3. Signs proposed to be located over a public right-of-way are subject to the following provisions:~~

~~a. An applicant may be approved for one (1) temporary over-the-right-of-way banner sign to be attached to power poles. Over-the-right-of-way banner signs shall be installed only after receiving a permit from Portland General Electric (PGE) or its successor. Once a PGE permit is obtained, the applicant is required to receive a right-of-way permit from the City Engineer.~~

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b. Over-the-roadway banner signs are allowed at the following locations:

- (1) Over North Sherwood Boulevard, north of the south property line of Sherwood Middle School and south of the north property line of Hopkins Elementary School.

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~~An applicant may be approved for one (1) temporary over the roadway banner sign to be attached to power poles. Over the roadway banner signs shall be installed only after receiving a permit from Portland General Electric (PGE) or its successor. Once a PGE permit is obtained, the applicant is required to receive a right of way permit from the City Engineer.~~

~~Over the roadway banner signs are allowed at the following locations:~~

- ~~1. North Sherwood Boulevard, north of the south property line of Sherwood Middle School and south of the north property line of Hopkins Elementary School.~~

-D. Review Process

1. No banner sign, except signs exempt by the provisions of sections 16.102.020.B, and 16.102.050.A shall be placed anywhere within the City without a permit.
2. Requests for permits shall be processed through a Type I administrative review and are subject to the standards listed above.
3. Permits for banner signs within the City shall be valid for a period of thirty (30) days.
4. Permits may be reissued on the same property a maximum of three (3) times in any calendar year.
5. If an owner wishes to have a banner sign permanently affixed to a wall, the process and dimensional limitations for a permanent wall sign will apply. C. Pre-approved Temporary Portable Sign Permits

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~~Temporary sign permits may be renewed for reoccurring annual events without submitting for a new permit to the City. However, over the roadway banner signs require a new permit from Portland General Electric (PGE). A new permit from the City is required if changes are made to the existing permit.~~

~~{Ord. 2002-1132 § 3}~~

~~16.102.070 Banner Signs~~

~~1. PLACEMENT REQUIREMENTS~~

~~A. Except for banner signs exempted by this Section, banner signs shall be firmly attached to the side of a building only. No banner sign shall be attached to building roofs, fences, vehicles, trailers, or anything else that is not the side or part of the side of a building.~~

~~B. Banner signs shall not cover building windows.~~

~~C. Banner signs shall be maintained in good condition. They shall not droop, have frayed ends, and shall be graphically clear and readable. Sun-faded, weather-damaged banner signs are prohibited.~~

~~D. Banner signs shall be made of all-weather material.~~

~~{Ord. 2002-1132 § 3}~~

~~2. Prohibited Locations~~

~~A. Banner signs are prohibited in all residential and industrial zoning districts.~~

~~{Ord. 2002-1132 § 3}~~

~~3. Exemptions~~

~~A. Banner signs not intended to be viewed from a public street.~~

~~{Ord. 2002-1132 § 3}~~



~~4. Permitted Locations~~

~~A. Commercial and Institutional Public Zoning Districts.~~

~~Each business having a valid City of Sherwood business license and who's business is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC) or Institutional Public (IP) zoning district may display banner signs on private property.~~

~~Banner sign size shall be regulated per Section 16.102.030B.~~

~~Signs shall be displayed per this Section.~~

~~B. Multi-family zoning districts, including High Density Residential (HDR) and Medium Density Residential High (MDRH).~~

~~One banner sign not exceeding 32 square feet per tax lot.~~

~~Signs shall be displayed per this Section.~~

~~{Ord. 2002-1132 § 3}~~

~~16.102.080-070 Violations to Temporary, Portable, and banner Sign Violation standards~~

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~~A. Fines shall be set in a City Council resolution.~~

~~(Ord. 2002-1132 § 3)~~

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~~Temporary/Portable Signs, Banner Signs and Over the Roadway Banner Signs~~

Individuals in violation shall be subject to the sign being removed and a fine for the first offense and the fine doubled for each subsequent offense.

(Ord. 2002-1132 § 3)

#### 1. Portable A-frame Signs

—~~A~~1. First Violation -- Written warning stating corrective action required to bring the ~~portable~~ sign into conformance is provided to the property owner.

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—~~B~~2. Second Violation -- Fine.

—~~C~~3. Third Violation -- Portable sign removed and held for thirty (30) calendar days. During this period the sign will be returned to the owner subject to payment equal to twice the original fine. ~~After 30 days the City is no longer responsible for returning the sign.~~

—~~D~~4. Fourth Violation -- The business loses temporary, portable, and banner sign privileges for one (1) year. City can remove signs and fine for each offense during this one (1) year probation period.

(Ord. 2006-021; 2005-002 § 5; 2002-1132)

5. The City is not responsible for any signs not collected by the owner after the thirty (30) day hold period expressed in C above. Such signs shall be properly disposed of by the City in the event that the signs are not collected by the owner within five (5) days after the hold period expires.

#### APPENDIX G-MINIMUM PARKING STANDARDS

GRAPHIC UNAVAILABLE: [Click here](#)

Angle of Parking	Direction of Parking	Aisle Width		"A"	"B"		
Stall Width	Stall Width	Stall Width	Stall Width	Stall Width	Stall Width		
g'	g'	g'	g'	g'	g'		
30°	Drive In	12.5	12.5	17.8	18.2	18.0	19.0
45°	Drive In	12.5	12.5	20.5	20.9	12.7	13.4
60°	Drive In	19.0	18.0	21.8	22.1	10.4	11.0
60°	Back In	17.0	17.0	21.8	22.1	10.4	11.0
90°	Drive In	23.0	23.0	20.0	20.0	9.0	9.6
90°	Back In	22.0	22.0	20.0	20.0	9.0	9.6

# St. Paul Lutheran Church & S

Declaring & Teaching – Jesus is Lord!

January 17, 2012

**City of Sherwood**

Attn: Council Members  
22560 SW Pine St.  
Sherwood, Oregon 97140



**Re: Proposed Revisions to the City Sign Code**

Dear Council Members:

St. Paul Lutheran Church and School (St. Paul) is writing to provide some input to the City Council regarding the changes that it is considering to the sign code. It is our understanding that the City may institute restrictions on the use of temporary signage including banners and that permits may become required for all banners to be displayed within the City.

**Background**

St. Paul has been at its current location off of Roy Rogers since 1878. The realignment of Sherwood-Schools Road resulted in limited visibility of St. Paul. As a result, St. Paul installed two wooden signs with metal supports extending above to display banners for various church and school events. Some of these events include summer activities such as Vacation Bible School (VBS), Mission Festival and outdoor worship services. In addition, we currently use banners to publicize special Easter and Christmas services, and to provide information for our annual school registration.

We have relied on these banners for outreach to the community for many years and would appreciate the council taking this into consideration when drafting any new signage code for Sherwood. Possible consideration could be allowed for existing signs that utilize banners and signs used by non-profit organizations. Specifically, height restrictions should take into consideration city or county owned landscaping such as exists along Roy Rogers. As a non-profit dedicated to serving members of the community, we would request that any proposed fees for displaying temporary signs in the future would be nominal. Our publicity is mostly a volunteer effort so it would be most helpful if any required permits could be bundled or grouped on a single permit according to an agreed schedule of display. We appreciate your consideration in this matter.

Sincerely,

Charles Jagow - Trustee  
St. Paul Lutheran Church and School

cc: Brad Kilby – Sherwood Planning Department

Pastors: Donald Richard, Richard Kiessling      Principal: Axel Gruen  
Administrative Assistant: Jennifer Kuckartz  
17500 SW Cedarview Way Sherwood, OR 97140  
Phone: 503-625-6648 Fax: 503-625-8976 Email: office@stpaulclms.net  
Website: www.stpaulclms.net



February 6, 2012

Planning Commission  
**City of Sherwood**  
22560 SW Pine Street  
Sherwood, Oregon 97140  
Attention: Brad Kilby, AICP, Senior Planner

**RE: Comments on Proposed Changes to Chapter 16.102 - Signs  
City of Sherwood Code**

Dear Brad:

We thank you for the opportunity to participate in the proposed changes, which we largely support. In our review we have a few observations that if addressed, would strengthen what is already a solid set of proposals.

**Section 16.102.020.**

Prohibited Signs, subsection 8. Signs on Vacant Land, are listed. We question how this relates to properties that are listed for sale with a real estate sign. The real estate sign would fall under the "Temporary Sign" in section 16.102.050 subsection G. 1 – 6. If the land on which the sign was placed is termed "not vacant" then a sign could be placed on it, subject to the regulations? If the property was farmed with a crop, yet no habitation on it, would a sign be prohibited?

Pole signs over six (6) feet in height are prohibited. This regulation is effectively eliminating all pole signs, as it is also precluded from being applied to the height exception in Section 16.102.030 2.A.2. We assume that this is the intent of the code.

**Section 16.102.030.2.C. Projecting Signs.**

We fully support projecting signs and try to incorporate these signs for each tenant within a commercial project, which by the code definitions fall under the "Commercial Plaza" definition. As written, only one projecting sign is permitted on the same business frontage with wall signs. The new language expands this to one per business if it contains a porch or awning. We suggest adding on to this "or storefront" so that a tenant within a multi-tenanted building could also have a projecting sign.

Subsection "1.a" states that the signs are to be hung from the roof of the porch or awning. We suggest adding on "or mounted with brackets from the building". This would allow another option for mounting aside from being related to the porch or awning.

Subsection "1.b" calls for the projecting sign to be less than 4 square feet. We feel this is just a bit too small based on extensive experience with reviewing, approving and incorporating such signs in our commercial centers. We suggest allowing 6 square feet. Attached are some examples that fall in this size category.

Subsection 4, calls for the locations of projecting signs to be spaced 20 feet apart if on the same horizontal plane. Typical store fronts within multi-tenant buildings are spaced about 20 feet on center, therefore this minimum spacing requirement would seem reasonable. But given the reality of where tenants place their doors within the 20-foot wide storefront varies, such that two businesses side-by-side may have main doors spaced less than 20 feet apart. In which case it would be prudent to lessen this 20 foot distance or perhaps delete it altogether, and let "one projecting sign per business, per storefront space", regulate this spacing requirement.

We look forward to talking with you more on this code update.

Sincerely,  
**Langer Gramor LLC**



Matt Grady, AICP  
Senior Project Manager

MG:kw  
attachment: blade sign examples



PROJECTING SIGN EXAMPLE – UNDER CANOPY MOUNTED SIGNS



PROJECTING SIGN EXAMPLE – SIGN BRACKET MOUNTED TO FACE OF BUILDING





PROJECTING SIGN EXAMPLE – SIGN BRACKET MOUNTED TO CORNER OF BUILDING

## Chapter 16.102

## SIGNS\*

## Sections:

- 16.102.010 Generally**
- 16.102.020 Prohibited Signs**
- 16.102.030 Sign Regulations by Zone**
- 16.102.040 Temporary/Portable Signs**
- 16.102.050 Portable A-Frame Signs**
- 16.102.060 Temporary/Portable Signs/Over Roadway Signs**
- 16.102.070 Banner Signs**
- 16.102.080 Temporary/Portable Sign Violations**

\* Editor's Note: Some sections may not contain a history.

**16.102.010 Generally****1. Sign Permits**

A. Except as otherwise provided in this Section and Sections 16.102.040 through 16.102.070, a person may not construct, install, structurally alter or relocate any sign without first obtaining an administrative sign permit from the City as required by Chapter 16.72, including payment of the fee required by Section 16.74.010. In addition, all permitted illuminated signs are subject to the provisions of the State Electrical Code and any applicable permit fees. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2002-1132)

**2. Sign Application.**

Application for a sign permit shall be made upon forms provided by the City and shall include the following information:

- A. Name, address and telephone number of the applicant. Name, address, telephone number and signature of the landowner.
- B. Location of the building structure, lot or parcel to which or upon which the sign is to be attached or erected.
- C. A scaled drawing showing sign design including colors, dimensions, sign size, height above ground, method of attachment, construction and materials, type, source and intensity of illumination and the relationship to any building to which the sign will be attached.
- D. A plot plan drawn to scale indicating the location of all buildings, property lines, existing signs, street lights, easements, and overhead power lines on the same premises.
- E. Name, address and telephone number of the person or firm who will erect, construct and maintain the sign. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2004-006 § 3; Ord. 86-851)

**3. Exceptions**

The following signs do not require a sign permit but shall conform to all other applicable provisions of this Chapter:

- A. Traffic signs installed per the Manual of Uniform Traffic Control Devices and other federal, state and local traffic sign regulations.
- B. Nameplates not exceeding one (1) square foot in area.

- C. A legally erected, painted or printed advertising sign, theater marquee or similar sign specifically designed for the use of replaceable copy.
- D. On-site painting, repainting, cleaning and normal maintenance and repair of a sign.
- E. Memorial signs or tablets, names of buildings and date of erection when cut into any masonry surface or when constructed of bronze or other noncombustible materials.
- F. A sign that is accessory to a construction site and construction activities that does not exceed thirty-two (32) square feet in area, provided that such sign is removed within thirty (30) days from date of issuance of the final occupancy permit or within two (2) years, whichever is less.
- G. Portable/temporary signs allowed per Sections 16.102.040 through 16.102.070.
- H. Public utility signs and other signs required by law.
- I. Signs on private property three (3) square feet or less per sign face and under three (3) feet tall when freestanding and installed to be readable on private property. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2002-1132 §3; Ord. 86-851)

#### **4. Violations**

The City may order the removal of any sign erected or maintained in violation of the provisions of this Chapter. If the City orders the removal of a sign under this Section, the City shall give ninety (90) days written notice to the owner of the sign or, if the owner of the sign cannot be notified, to the owner of the building, structure or premises on which such sign is located, to remove the sign or to bring it into compliance. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City will be a lien against the land or premises on which the sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851 §3)

#### **5. Nonconforming Signs**

- a. Signs that do not conform to the provisions of this Chapter are regarded as non-conforming signs and shall be brought into compliance with this Code's standards.
- b. Except as exempted in d below, a nonconforming sign in existence on the effective date of Ordinance 2005-002, shall be brought into compliance within five (5) years of the effective date of Ordinance 2005-002. A nonconforming sign erected after the effective date of Ordinance 2005-002 or made non-conforming by subsequent sign ordinance amendments, shall be brought into compliance within five (5) years of the issuance of a building permit to construct the sign or adoption of the ordinance creating the non-conformity. A nonconforming sign that is not brought into compliance within five (5) years shall be removed at the expense of the sign owner or, at the City's discretion, the owner of the property upon which it is located.
- c. Except as exempted in d below, a nonconforming sign that is structurally altered, relocated or replaced shall immediately be brought into compliance.
- d. A sign that is 45 feet tall or less and that is 300 square feet or less in size is exempt from the requirement to come into compliance within 5 years and may remain until: a.) structurally altered, relocated or replaced, or b.) until such time as the property on which it is located goes through a major re-development as determined by the Commission as part of a Type IV land use application. (Ord. 2009-002, § 2, 4-21-2009; Ord. 2005-002 § 5; 2004-006)

#### **6. Abandoned Signs**

A person who owns or leases a sign shall remove the sign when the business advertised is discontinued or moves. The City shall give the owner of the building, structure or premises upon which an abandoned sign is located ninety (90) days written notice to remove the sign. After ninety (90) days the City may remove the sign at cost to the owner of the building, structure or premises. All costs incurred by the City may be a lien against the land or premises on which such sign is located and may be collected or foreclosed in the same manner as similar liens. (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)

7. **Reserved** (Ord. 2009-002, § 2, 4-21-2009; Ord. 86-851, § 3)

**8. Construction and Maintenance**

Except as otherwise provided in this Code, the construction of all signs or sign structures shall conform to applicable provisions of the Uniform Building Code. All signs, supports, braces, guys and anchors and sign sites shall be kept in good repair and maintained in a clean, safe condition. (Ord. 86-851, § 3)

**9. Definitions**

- A. **Off-Premise Sign:** A sign placed at a location other than on the lot or property where the business or event being advertised or otherwise promoted is located.
- B. **Sign Face Area:** The area of the sign shall be measured as follows if the sign is composed of one or more individual cabinets or sides:
  - 1. The area around and enclosing the perimeter of each cabinet, sign face or module shall be summed and then totaled to determine total area. The perimeter of measurable area shall include all written advertising copy, symbols or logos.
  - 2. If the sign is composed of more than two sign cabinets, sign faces, or modules, the area enclosing the entire perimeter of all cabinets and/or modules within a single, continuous geometric figure shall be the area of the sign.
- C. **Single Business Site:** Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or any other recorded document, having a single legally permitted business on the site.
- D. **Commercial Center:** Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having at least two (2) but no more than three (3) legally permitted businesses on the site.
- E. **Commercial Plaza:** Any lot, or combination of lots legally bound together by a deed restriction, restrictive covenant or other recorded document, having four (4) or more legally permitted businesses on the site. Any legally permitted off-premise sign on the site must comply with the provisions of this Chapter.
- F. **Free-Standing Signs:**
  - 1. **Monument Sign:** A sign constructed so that it is erected on grade or set into a hillside. If the monument sign is supported by poles, the sign shall extend to cover the support poles to within four (4) inches of the grade. Each free-standing monument sign shall have no more than two (2) faces.
  - 2. **Column Sign:** A sign supported by two square columns covered by wood, brick, metal or stone with a minimum width of twenty-four (24) inches or a single square column with a minimum width of thirty-six (36) inches.
  - 3. **Pole Sign:** A free-standing sign mounted on one (1) vertical support less than 36 inches wide.
- G. **Wall Sign:** A sign attached to, erected against or painted on a wall of a building.

- H. Permanent Residential Development Sign: Any sign erected in association with a single-family attached, single-family detached, duplex or townhome subdivision or Planned Unit Development (PUD). (Ord. 2005-002 § 5; 2004-006)
- I. Roof Signs: Signs erected in or directly above a roof or parapet of a building or structure.
- J. Electronic Message Signs: Consistent with 16.102.020.6, electronic message signs may not change more than once every 30 seconds. In addition, the change may not involve movement or, flashing. Electronic message signs are limited to no more than thirty-five (35) percent of the total allowable sign area per sign face. (Ord. 2004-006 § 3)  
(Ord. No. 2009-003, § 2, 2-17-2009)

### **16.102.020 Prohibited Signs**

#### **1. Unsafe or Unmaintained Signs**

All signs and sign structures must be constructed, erected and maintained to withstand the wind, seismic and other loads as specified in the Uniform Building Code. No sign shall be constructed, erected or maintained in violation of the maintenance provisions of this Chapter. (Ord. 86-851, § 3)

#### **2. Signs on Streets**

No sign shall substantially obstruct free and clear vision along streets or by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic signal or device. No sign shall use the words "stop", "look", "danger", or any other similar word, phrase, symbol or character that interferes with or misleads motorists, pedestrians or bicyclists. (Ord. 86-851, § 3)

#### **3. Obstructing Signs**

No sign or sign structure shall be located or constructed so that it obstructs access to any fire escape, exit doorway or other means of egress from a building. No sign or supporting structure shall cover, wholly or partially, any window or doorway in any manner that will substantially limit access to the building in case of fire. (Ord. 86-851, § 3)

#### **4. Rotating or Revolving Signs**

Rotating or revolving signs are prohibited. (Ord. 86-851, § 3)

#### **5. Illuminated Signs**

Flashing signs, exposed reflective type bulbs, strobe lights, rotary beacons, par spots, zip lights and similar devices are prohibited. No exposed incandescent lamp which exceeds twenty-five (25) watts shall be used on the exterior surface of any sign so as to expose the face

of such bulb or lamp to a public street. All permitted signs shall bear an approved Underwriters Laboratory label or equivalent third party product safety testing and certification organization. (Ord. 86851 § 3)

#### **6. Changing Image Signs**

Any sign that through the use of moving structural elements, flashing or sequential lights, lighting elements, or other automated method, resulting in movement, the appearance of movement or change of sign image or message are prohibited. Changing image signs do not include otherwise static signs where illumination is turned off and back on at a maximum of once every 30 seconds and such change does not involve movement or flashing. (Ord. 2003-1153 § 1)

**7. Pole Signs**, over six (6) feet in height (Ord. 2004-006 § 3)

#### **8. Signs on Vacant Land**

Any sign on unimproved property, unless allowed as a temporary sign under Sections 16.102.040 through 16.102.070 shall be prohibited. (Ord. 2004-006 § 3)

**9. Permanent Residential Development Signs** (Ord. 2005-002 § 5; 2004-006)

**10. Roof Signs** (Ord. 2004-006 § 3)

(Ord. No. 2009-003, § 2, 2-17-2009)

### **16.102.030 SIGN REGULATIONS BY ZONE**

#### **1. Residential Zones**

No sign requiring a permit shall be allowed in residential zones except for the following:

##### **A. Public/Semi-Public Uses**

For churches, schools and other public uses located within a residential or institutional public zone:

1. One (1) wall sign not exceeding thirty-six (36) square feet shall be permitted on a maximum of two (2) building elevations. Wall signs must be attached flat against the building face.
2. One (1) free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted. A minimum setback of fifteen (15) feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base.

##### **B. Multi-Family Development Signs**

One (1) non-illuminated free-standing sign per street frontage not exceeding thirty-six (36) square feet per sign face shall be permitted, the maximum height of any portion of a free-standing sign shall be limited to six (6) feet from ground level at its base. (Ord. 2005-002 § 5; 2004-006)

##### **C. Non-Residential Signs**

One (1) monument sign not more than sixteen (16) square feet in area identifying a permitted use in a residential zone shall be allowed. (Ord. 2005-002 § 5; 2004-006; 2002-1132)

##### **D. Temporary/Portable Signs**

The requirements of Sections 16.102.040 through 16.102.070 shall apply. (Ord. 2004-006 § 3)

#### **2. Commercial Zones**

No sign requiring a sign permit shall be allowed in commercial zones except for the following:

A. Free-Standing Signs

1. Number Permitted: Except as otherwise provided in a.-c. below, one (1) multi-faced, free-standing sign designating the principal goods or services available on the premises shall be permitted per lot. Any off-premise free-standing sign legally located on a site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.
  - a. Where the total street frontage exceeds three-hundred (300) feet in length, one (1) additional free-standing sign is permitted. Except as otherwise permitted in b. or c. below, no more than one (1) free-standing sign per street frontage shall be permitted. Where two (2) or more signs are allowed due to multiple frontages, each sign shall be oriented to face a different direction or street frontage.
  - b. One additional free-standing monument sign may be provided for fueling stations to provide required pricing information.
  - c. A Commercial Center or Commercial Plaza with at least two (2) stand alone businesses may have one additional free-standing sign provided the site has more than three hundred (300) feet of frontage
2. Height Limit: The maximum sign height shall not exceed six (6) feet in all commercial zones except that in the locations identified in (a)—(d) below the height, for no more than one sign per single business site, commercial center or plaza, may be increased to no more than 20 feet to allow for the construction of a column sign only. The exception locations are identified as:
  - a. on or within one hundred (100) feet of Pacific Highway,
  - b. Tualatin-Sherwood Road between 99W and SW Olds Place,
  - c. Roy Rogers Road between 99W and Borchers
  - d. Sherwood Boulevard between 99W and Century Boulevard, and
  - e. Edy Road between 99W and Borchers.

The height of the sign shall be measured from the average grade of the building footprint located on site to the highest point of the sign. For sites with more than one (1) building, the average grade of the building closest to the location of the sign shall be used.
3. Clearance: Signs are prohibited over a driveway or parking area.
4. Area: The maximum sign area for all commercial zones shall not exceed thirty-six (36) square feet per sign face with a maximum of two (2) sign faces permitted except that in those areas identified in 16.102.030.2.A.2(a)—(e), the sign area for one sign may be increased up to one hundred (100) square feet for a commercial center or up to one hundred fifty (150) square feet for a commercial plaza.
5. Location: No free-standing sign or any portion of any free-standing sign shall be located within a public right-of-way. Free-standing signs must comply with the Clear Vision Area requirements of Section 16.58.010.
6. Off-Premise Signs: Sign area will be calculated as part of the permitting business's total square footage requirements as described in subsection (A)(4). Any off-premise free-

standing sign legally located on a single business site shall be considered the sole free-standing sign allowed on the site and shall comply with the provisions of this Chapter.

All off-premise signs oriented to be viewed from State Highway 99W shall be subject to the standards and requirements of the Oregon Administrative Rules and Oregon Revised Statutes administered and enforced by the Oregon Department of Transportation (ODOT). Where there is a conflict between the standards or requirements of the City and the State, the more restrictive standards or requirements shall apply.

#### B. Wall Signs

Wall signs in combination with banner and projecting signs placed per Section 16.102.070 and defined in Section 16.102.040C, shall not exceed twenty percent (20%) of the gross area face of the building to which the sign is attached. Signs placed on or within one (1) foot of display windows and designed to be viewed from the exterior of the building shall be included in determining the amount of signing. A minimum of thirty (30) square feet is guaranteed and the maximum shall be two-hundred fifty (250) square feet. Wall signs may not project more than one and one-half (1½) feet from the wall to which they are attached.

#### C. Projecting Signs

Projecting signs supported by a wall of a building or structure shall be permitted under the following conditions:

1. Only one (1) projecting sign will be permitted on the same business frontage with wall signs.
2. No projecting sign shall be permitted on the same premises where there is a free-standing sign or roof sign.
3. A projecting sign shall be used solely to identify a business and shall not be used to advertise services or products sold on the premises.
4. No projecting sign shall extend more than three (3) feet above the roof line at the wall or the top of a parapet wall, whichever is higher.
5. No projecting sign shall be located within twenty (20) feet of another projecting sign in the same horizontal plane.
6. No projecting sign shall be supported by a frame, commonly known as an "A frame" or other visible frame located on the roof of a building.
7. No sign shall project to within two (2) feet of the curb of a public street or beyond five (5) feet from the building face, whichever is less.

#### D. Directional Signs

The requirements of subsection C shall apply. (Ord. 2004-006 § 3; 2002-1132)

#### E. Temporary/Portable Signs

The requirements of Sections 16.102.040 through 16.102.070 shall apply. (Ord. 2004-006 § 3; 2002-1132)

### 3. Industrial Zones



No sign requiring a permit shall be allowed in industrial zones except for the following:

**A. Free Standing Signs**

1. Industrial zoned properties that have an approved PUD and approval for permitted commercial uses, shall apply requirements in Section 16.102.030.2.A (a)—(c), 2, 3, 4, 5, 6, B, C, D and E.
2. Other than allowed under (1) above, industrial zones may have one (1) multi-faced free-standing sign designating the principal uses of the premise shall be permitted per street frontage provided the height does not exceed six (6) feet and the sign face does not exceed thirty-six (36) square feet per sign face for a maximum of seventy-two (72) square feet.

**B. Directional Signs**

The requirements of subsection C shall apply. (2004-006 § 3; 2002-1132)

**C. Temporary/Portable Signs**

The requirements of Sections 16.102.040 through 16.102.070 shall apply.

**D. Wall Signs**

The requirements of Section 16.102.030.2, Commercial Signs shall apply.  
(Ord. No. 2009-003, § 2, 2-17-2009)

**16.102.040 TEMPORARY/PORTABLE SIGNS**

**1. Definitions**

The following sign types are termed Temporary/Portable for the purposes of this Code.

- A. **Portable A-Frame Sign** — a double-faced portable sign with an A-shaped frame, composed of two sign boards attached at the top and separated at the bottom, and not supported by a structure in the ground.
- B. **Temporary/Portable Sign** — small movable sign used for a temporary period of time (A-frame signs are considered a Temporary Portable Sign when used for a limited time period as specified by this Code).
- C. **Banner Sign** — a sign made of lightweight fabric or other non-rigid material characteristically supported by two or more points and hung on the side of a building.
- D. **Temporary Over-Roadway Banner Sign** — banner signs placed over a public roadway for a limited period of time. (Ord. 2002-1132 § 3)

**2. Placement Requirements**

- A. Temporary/Portable signs must remain movable by hand and shall not be attached or anchored in any way to trees, vehicles, trailers, utility poles, pavement or any public property.
- B. Temporary/Portable signs shall not obstruct pedestrian and disabled accessible ADA routes of travel, including but not limited to, transit stop areas, disabled parking spaces, disabled access ramps, building entrances and fire escapes.
- C. Temporary/Portable signs shall not create a traffic hazard by blocking vehicular site distance or be placed within a vehicular travel lane.
- D. Temporary/Portable signs shall be kept in good condition and shall not be rusty, faded or splintered. (Ord. 2002-1132 § 3)

**16.102.050 PORTABLE A-FRAME SIGNS****1. Prohibited Locations****A. Industrial Zoning Districts**

To preserve industrial zoning districts as employment-based manufacturing areas and to encourage retail uses and retail signage in commercial zones, portable A-frame signs are prohibited in industrial zones, including General Industrial (GI) and Light Industrial (LI) zones.

B. Temporary/Portable signs are permitted per Section 16.102.060. (Ord. 2002-1132 § 3)

**2. Permitted Locations****A. Commercial and Institutional Public Zoning Districts**

Each business having a valid City of Sherwood business license which is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC) or Institutional Public (IP) zoning district may display one (1) portable A-frame sign on private property within 25-feet of the main entrance to the business.

Each portable sign shall be a maximum of six (6) square feet per sign face.

Signs shall be sited per Section 16.102.040.

B. Multi-family zoning districts including High Density Residential (HDR) and Medium Density Residential High (MDRH).

One (1) portable A-frame sign on private property.



Each portable sign shall be a maximum of six (6) square feet per sign face.  
Signs shall be sited per Section 16.102.040.

C. **Old Town Overlay District**

Businesses who have a valid City of Sherwood business license and are physically located within the Old Town Overlay District, may display two (2) portable signs on private property or within the public right-of-way in the Old Town Overlay District.

Each portable sign shall be a maximum of six (6) square feet per sign face. If a business wishes to place a portable sign on the sidewalk in front of someone else's property that business must receive written permission from the property owner whose property is adjacent to where the sign is placed. Signs shall be sited per Section 16.102.040.

(Ord. 2002-1132 § 3)

**16.102.060 TEMPORARY/PORTABLE SIGNS/OVER ROADWAY SIGNS**

**1. Prohibited Locations**

Temporary/Portable and Over-the-Roadway Banner Signs are prohibited in the following locations, unless otherwise approved due to road construction and/or closure per subsection C:

- A. ODOT right-of-way, including but not limited to Highway 99W.
- B. Washington County right-of-way, including but not limited to Roy Rogers Road, Edy Road and Tualatin-Sherwood Road.

(Ord. 2002-1132 § 3)

**2. Temporary/Portable Sign Exemptions**

- A. Four (4) off-site temporary/portable signs not exceeding six (6) square feet each per sign face may be displayed without permit from Thursday at 6:00 PM until Sunday at 8:00 PM and on Tuesday.
- B. Public notice signs as required by Section 16.72.020.
- C. Tenants and property owners may display temporary/portable signs a maximum of eight (8) square feet per sign face without permit on private residential property where the tenant or owner resides.
- D. Signs shall be sited per Section 16.102.040.

(Ord. 2002-1132 § 3)

**3. Permits Required**

- A. Temporary/Portable sign users that are not exempt per this Section shall obtain a permit from the City of Sherwood. Permits shall be issued by the Planning Director without public notice of public hearing per Section 16.72.010A, Type I review action.
- B. A temporary/portable sign user may be permitted to display temporary signs a total of four (4) times in one (1) calendar year for a period of two (2) weeks prior to an event. The signs shall be removed two (2) days following the event. As an alternative to four, two-week periods, signs may be permitted for a two-month period per calendar year for seasonal, temporary events.
- C. In the event that the temporary sign is requested by a business whose regular access is blocked due to road construction and/or road closures, temporary/portable signs may be permitted to remain until construction is completed. These signs may be located in ODOT, City of Sherwood or Washington County right-of-ways if approved by these agencies.

16.102.060

D. Signs shall be sited per Section 16.102.040. (Ord. 2002-1132 § 3)

**4. Permit Forms**

All temporary sign users requiring permits per this code shall make application on forms provided by the City. Such forms shall be created and maintained by the City Manager or his or her designee. A permit fee may be charged and set out in a City Council resolution. When placing signs on private property, an owner's signature granting permission to place the sign on their property is required. (Ord. 2002-1132 § 3)

**5. Permit Types**

Temporary sign permits are classified as follows:

**A. General Temporary Sign Permit**

The sign user may display no more than one (1) temporary sign at up to ten (10) approved locations throughout the City. Temporary signs are limited to six (6) square feet per sign face and shall be spaced a minimum of ten (10) feet apart. Applications must be submitted to the City four (4) weeks prior to the requested date of sign placement.

A temporary sign may be permitted to be larger than six (6) square feet, if one or more of the following criteria is met:

1. The location where the sign is proposed is on a high-speed roadway, 35 mph or greater, that warrants a larger sign making the sign readable and improving traffic safety.
2. Installing a larger sign would eliminate the need for several smaller signs reducing visual clutter.
3. The proposed event for which the sign is being permitted is expected to attract a larger number of people and would require closing roads.

**B. Temporary Over-the-Roadway Banner Signs**

An applicant may be approved for one (1) temporary over-the-roadway banner sign to be attached to power poles. Over-the-roadway banner signs shall be installed only after receiving a permit from Portland General Electric (PGE) or its successor. Once a PGE permit is obtained, the applicant is required to receive a right-of-way permit from the City Engineer.

Over-the-roadway banner signs are allowed at the following locations:

1. North Sherwood Boulevard, north of the south property line of Sherwood Middle School and south of the north property line of Hopkins Elementary School.

**C. Pre-approved Temporary Portable Sign Permits**

Temporary sign permits may be renewed for reoccurring annual events without submitting for a new permit to the City. However, over-the-roadway banner signs require a new permit from Portland General Electric (PGE). A new permit from the City is required if changes are made to the existing permit.

(Ord. 2002-1132 § 3)

**16.102.070 BANNER SIGNS**

**1. PLACEMENT REQUIREMENTS**

- A.** Except for banner signs exempted by this Section, banner signs shall be firmly attached to the side of a building only. No banner sign shall be attached to building roofs, fences, vehicles, trailers, or anything else that is not the side or part of the side of a building.

- B. Banner signs shall not cover building windows.
  - C. Banner signs shall be maintained in good condition. They shall not droop, have frayed ends, and shall be graphically clear and readable. Sun-faded, weather-damaged banner signs are prohibited.
  - D. Banner signs shall be made of all-weather material.
- (Ord. 2002-1132 § 3)

**2. Prohibited Locations**

- A. Banner signs are prohibited in all residential and industrial zoning districts. (Ord. 2002-1132 § 3)

**3. Exemptions**

- A. Banner signs not intended to be viewed from a public street. (Ord. 2002-1132 § 3)

**4. Permitted Locations**

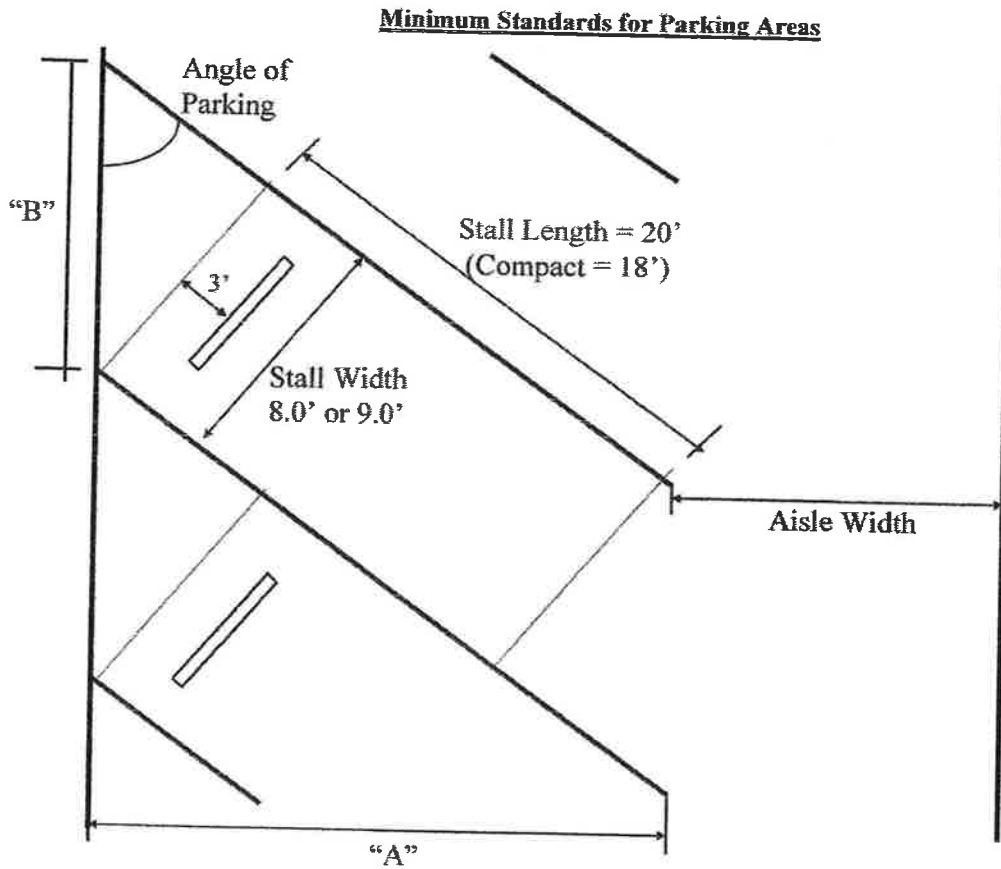
- A. Commercial and Institutional Public Zoning Districts.  
Each business having a valid City of Sherwood business license and who's business is physically located in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC) or Institutional Public (IP) zoning district may display banner signs on private property.  
Banner sign size shall be regulated per Section 16.102.030B.  
Signs shall be displayed per this Section.
- B. Multi-family zoning districts, including High Density Residential (HDR) and Medium Density Residential High (MDRH).  
One banner sign not exceeding 32 square feet per tax lot.  
Signs shall be displayed per this Section.

(Ord. 2002-1132 § 3)

**16.102.080 TEMPORARY/PORTABLE SIGN VIOLATIONS**

- A. Fines shall be set in a City Council resolution. (Ord. 2002-1132 § 3)  
Temporary/Portable Signs, Banner Signs and Over-the-Roadway Banner Signs  
Individuals in violation shall be subject to the sign being removed and a fine for the first offense and the fine doubled for each subsequent offense. (Ord. 2002-1132 § 3)
  - 1. Portable A-frame Signs**
  - A. First Violation — Written warning stating corrective action required to bring the portable sign into conformance.
  - B. Second Violation — Fine.
  - C. Third Violation — Portable sign removed and held for 30 calendar days. During this period the sign will be returned to the owner subject to a fine. After 30 days the City is no longer responsible for returning the sign.
  - D. Fourth Violation — The business loses portable sign privileges for one year. City can remove signs and fine for each offense during this one year probation period.
- (Ord. 2006-021; 2005-002 § 5; 2002-1132)

**APPENDIX G MINIMUM PARKING STANDARDS**



Angle of Parking	Direction of Parking	Aisle Width		"A"		"B"	
		Stall Width		Stall Width		Stall Width	
		8'	9'	8'	9'	8'	9'
30°	Drive-In	12.5	12.5	17.8	18.2	18.0	19.0
45°	Drive-In	12.5	12.5	20.5	20.9	12.7	13.4
60°	Drive-In	19.0	18.0	21.8	22.1	10.4	11.0
60°	Back-In	17.0	17.0	21.8	22.1	10.4	11.0
90°	Drive-In	23.0	23.0	20.0	20.0	9.0	9.6
90°	Back-In	22.0	22.0	20.0	20.0	9.0	9.6







Home of the Tualatin River National Wildlife Refuge

City of Sherwood  
22500 SW Pine St.  
Sherwood, OR 97140  
Tel 503-625-5522  
Fax 503-625-5524  
www.sherwoodoregon.gov

February 21, 2012

To: Planning Commission

Mayor  
Keith Mays

From: Michelle Miller, AICP Associate Planner

Council President  
Dave Grant

Re: Exhibit E to Staff Report PA 11-05, Comment from Keith Jones

Councilors  
Linda Henderson  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
David Luman

Attached, please find an additional public comment since the last hearing on January 24, 2012 from Keith Jones, HHPR.

City Manager  
Jim Patterson



2009 Top Ten Selection



2007 18<sup>th</sup> Best Place to Live

Sherwood

2006

All-America City Finalist

## Michelle Miller

---

**From:** Keith Jones <KeithJ@hhpr.com>  
**Sent:** Wednesday, February 15, 2012 10:19 AM  
**To:** Zoe Monahan  
**Cc:** Michelle Miller; Bradley Kilby  
**Subject:** Landscaping Standards for Old Town

Hi Zoe,

Thanks to you and Michelle for meeting with us yesterday to discuss the proposed changes to the parking landscaping. I think it was a beneficial meeting. As I had stated in the meeting I am concerned about how the new landscaping standards would impact limited opportunities for providing parking in Old Town. I understand downtowns should be walkable places. To that end I think getting the most parking out of every square foot available in vacant areas that are appropriate for surface parking is an important objective. Parking is important to a downtown, but sprawling out parking can be damaging. I believe parking should be buffered but with limited perimeter screening that could include more hardscape and narrow landscaping consistent with an urban area. Further most parking lots in Old Town due to constraints are going to be small in size.

One question I have is whether the Cannery Square PUD has vesting under the standards that it was approved under or whether the new code would apply to future phases of the development that require approval of a final development plan / site plan review? I agree with including special more urban parking and screening standards in the Old Town District but concerned about if and when this is adopted and how it would might impact the approved preliminary development plan.

Thanks

Keith

**Keith B. Jones, AICP, LEED AP ND**

Senior Planner

**HARPER HOUF PETERSON RIGHELLIS INC.**

205 SE Spokane Street | Suite 200 | Portland, OR | 97202  
p: 503.221.1131 | f: 503.221.1171 | [keithj@hhpr.com](mailto:keithj@hhpr.com) | [hhpr.com](http://hhpr.com)

CIVIL ENGINEERS :: STRUCTURAL ENGINEERS :: PLANNERS :: LANDSCAPE ARCHITECTS :: SURVEYORS



**In any City forum or meeting:**

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- Comment time is 4 minutes with a Commission-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in their judgment, the best interests of the City would be served.

(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

**Persons who violate these rules** may be asked to stop their comments by any member of the body. Community Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

\*\*\*\*\*

***I have read and understood the Rules for Meetings in the City of Sherwood.***

Date: 2/28/12 Agenda Item: PA 11-05 AND PA 11-07

Please mark your position/interest on the agenda item  
Applicant:      Proponent:  Opponent:      Other     

Name: MATT GRADY

Address: 19767 SW 72<sup>ND</sup> AVE., SUITE 100

City/State/Zip: TUALATIN, OR 97062

Email Address: matt@gramer.com

I represent:      Myself  Other GRAMER DEVELOPMENT

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

**Please give this form to the Recording Secretary prior to you addressing Planning Commission. Thank you.**

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\*\*\*\*\*

*I have read and understood the Rules for Meetings in the City of Sherwood.*

Date: 3/25/12 Agenda Item: 7-a

Please mark your position/interest on the agenda item

Applicant:  Proponent:  Opponent:  Other

Name: R J. CLARK

Address: Sherwood

City/State/Zip: N/A

Email Address: \_\_\_\_\_

I represent:  Myself  Other

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\*\*\*\*\*

***I have read and understood the Rules for Meetings in the City of Sherwood.***

Date: 2/28 Agenda Item: Citizen Comments

Please mark your position/interest on the agenda item

Applicant:  Proponent:  Opponent:  Other

Name: Rachelle Gillespie

Address: 14850 SW Smock St

City/State/Zip: Sherwood

Email Address: \_\_\_\_\_

I represent:  Myself  Other (Spouse)

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

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\*\*\*\*\*

*I have read and understood the Rules for Meetings in the City of Sherwood.*

Date: 2-28-12 Agenda Item: \_\_\_\_\_

Please mark your position/interest on the agenda item

Applicant: \_\_\_\_\_ Proponent: \_\_\_\_\_ Opponent:  Other \_\_\_\_\_

Name: JEFFREY ZIMEL

Address: 21840 SW FULLER DR

City/State/Zip: TUALATIN OR

Email Address: JZIMEL@MERCURYDEV.COM

I represent: \_\_\_\_\_ Myself  Other MERCURY DEVELOPMENT

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- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes with a Commission-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in their judgment, the best interests of the City would be served.

(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules may be asked to stop their comments by any member of the body. Community Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

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***I have read and understood the Rules for Meetings in the City of Sherwood.***

Date: 2/28/10 Agenda Item: Sign Code

Please mark your position/interest on the agenda item  
Applicant:  Proponent:  Opponent:  Other

Name: Gary Surgeon - Commercial Realty Advisors

Address: 733 SW 2nd Ave, Suite 200

City/State/Zip: Portland, OR 97204

Email Address: gary@cra-nw.com

I represent:  Myself  Other

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

**Please give this form to the Recording Secretary prior to you addressing Planning Commission. Thank you.**



# **APPROVED MINUTES**



**SHERWOOD PLANNING COMMISSION MINUTES**  
**February 28, 2012 - WORK SESSION**

**WORK SESSION**

1. **CALL TO ORDER:** Chair Allen opened the meeting at 6:10 p. m.
2. **COMMISSION MEMBERS PRESENT:** Commissioner Griffin, Commissioner Clifford, Commissioner Allen, Commissioner Walker, Commissioner Carey
3. **STAFF AND LEGAL COUNSEL PRESENT:** Julia Hajduk, Michelle Miller, Brad Kilby, Tom Pessemier, Councilor Clark
4. **TOPICS DISCUSSED:**
  - A. **Survey of Old Town** Cara Kaser with SHPO gave a presentation on survey results in Sherwood Old Town. PowerPoint presentation copy provided.
  - B. **SW Corridor.** Karen Winthrow presented a summary of the SW Corridor Plan. Copy of the presentation is provided.
5. **ADJOURNED:** Chair Allen adjourned the Work Session at 7:10.

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**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**February 28, 2012**

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**Commission Members Present:**

Chair Allen  
Commissioner Griffin  
Commissioner Cary  
Commissioner Walker  
Commissioner Clifford

**Staff:**

Julia Hajduk, Planning Manager  
Michelle Miller, Associate Planner  
Brad Kilby, Senior Planner

**Commission Members Absent:**

Commissioner Copfer  
Commissioner Albert

**Council Liaison – Councilor Clark**

1. **Call to Order/Roll Call** – Chair Allen called the meeting to order.
2. **Agenda Review** – The agenda consists of a continued Public Hearing PA 11-05 Parking Lot Landscape and Configuration and a new business item PA 11-07 Temporary and Portable Sign Code Clean-Up. In light of the number of people present for the public hearing regarding the sign code clean-up, Chair Allen changed the format of this meeting and will hear the new business first.
3. **Consent Agenda** – the consent agenda items include Planning Commission minutes from January 10<sup>th</sup> and January 24<sup>th</sup>, 2012. Commissioner Griffin clarified the question he had asked on page 3 of the January 24, 2012 meeting was about the URA administration costs. Commissioner Griffin made a motion to adopt the consent agenda. Commissioner Walker seconded the motion. A vote was taken, all were in favor. The consent agenda passed.
4. **City Council Comments** – Councilor Clark reported that at there was a great turn out for the City Council meeting and they were able to get through 2 of the 3 agenda items in their 5.5 hour meeting. One item discussed was the Denali PUD that the Planning Commission had forwarded to Council. The City Attorney recommended that staff work more on the resolution to apply it to the code, so Council could vote on it at a later meeting. The other item discussed was to increase maximum indebtedness and was passed unanimously.
5. **Staff Announcements** – Julia had no staff announcements at this time.
6. **Community Comments** – Rachelle Gillespie 14850 SW Smock Street, Sherwood OR wanted to comment on proposed light rail coming to Sherwood. Generally she and her husband are against allowing light rail in Sherwood. She has lived in other areas that have allowed light rail and feels there are significant dangers and concerns that come to a community with the train system. She would like to ask that the statistics be reviewed at such time the light rail projects are reviewed.

7. **New Business** – PA 11-07 Temporary and Portable Sign Code Clean-Up. Commissioner Griffin declared that he is a business owner in Old Town and whether or not that should preclude him from making a decision on the hearing was discussed. Per Julia and the City's Attorney; as part of the Code Clean-up it was determined that in legislative matters, as long as decisions are made with all the businesses best interest and not just a commission member's they can all participate. Brad presented information in addition to the Staff Report. The attempt is being made to make the code language clear, objective and understood by all and to fix any discrepancies or deficiencies with regard to visual clutter or enforcement issues in the language. Staff started with a work group comprised of a variety of contributors including: staff, code compliance officers, business owners, temporary and portable sign applicants, citizens that have filed complaints as well as people that have had enforcement action against them. Public outreach has also been a priority with this project including several public work session, mailers being sent to all commercial and industrial property owners and a public open house. Information was also sent to the Portland Metro Association of Realtors, the Sherwood School District, the Sherwood Chamber of Commerce and the Commercial Association of Realtor. The amendment focus primarily on portable signs, banner signs and temporary signs. One of the goals is to separate the code into two sections; permanent signage under Chapter 16.100 and temporary, portable, and banner signage under 16.102. Brad continued by giving dimensions and details of proposed allowed signs. He also reviewed comments received from citizens and organizations. Commissioner Griffin asked questions with hypothetical situations to try to understand what would be allowed.

Gary Surgeon, 733 SW 2<sup>nd</sup> Ave., Suite 200, Portland OR 97204. Mr. Surgeon is with Commercial Realty Advisors. His main concern is the size of the commercial temporary signs. He believes it is an industry standard to use a full sheet of plywood, which come 4' x 8'. Limiting the sign to a 4' x 6' would mean creating 2' of wasted wood material for each sign. The art work and marketing materials are all geared to use a 4' x 8' pieces of material.

Robert James Claus, 22211 SW Pacific Hwy, Sherwood OR 97140. Mr. Claus stated that he intends to take this code to LUBA. He does not believe the sign code is time, place and manner or content neutral, name plates are not defined. He notes that memorial signs and tablets, names of buildings, dates of erection when cut into masonry surface are unlimited, yet a name plate is limited to one square foot. He does not feel this is not content neutrality. He submitted information to the Commission for their review. He feels this all part of a giant effort to restrain trade.

Matt Grady 19767 SW 72<sup>nd</sup> Ave., Suite 100, Tualatin OR 97062 submitted a letter with four points of interest. Mr. Grady suggests differentiating in the definition section between canopies and awnings. He recommends allowing the sign size of 6 sq. ft. rather than limiting signs to 4 sq. ft. He feels that allowing projecting sign as well as a free standing signs on a property suits tenants needs better and should be allowed. He also sees the practicality of allowing spacing closer than 20 feet between signs and provided some examples of layering signs.

Jeffrey Zimel 21840 SW Fuller Drive, Tualatin, OR representing Mercury Development (at one time one of the largest strip center developers in Oregon.) Mr. Zimel reiterated the opinion voiced earlier by Gary Surgeon that developer standard sign size be allowed to remain 4' x 8'. In his 38 years with the company they have never used a sign size other than 4' x 8'.

Eugene Stewart PO Box 534, Sherwood OR 97140 defended the placement of the Loaves and Fishes by saying it has to be in the public right of way, it is a public street that is used to access the

location and it is usually sitting on the sidewalk. He asked in general what the purpose of a good sign is and if all the signs will have to look alike. He would like to see some latitude in the sign style to encourage creativity, so the signs do what they are intended to do.

Chair Allen closed the public testimony portion of the meeting and referred to Brad for any final staff comments.

Commissioner Clifford asked about determining “right-of-way”. Brad gave two examples of generally how to determine “right-of-way” both with a planter strip and without.

Chair Allen asked for clarification of a question that was raised during public testimony regarding “carving” a date vs. a name or other lettering into a building and the legality of that. Brad will have to refer to City’s legal counsel.

During deliberation Chair Allen reviewed the list of items he had been tracking for discussion which included: comments from St. Paul Lutheran Church, the question of signs allowed per store front vs. per footage, the awning size issue, and 4x8 plywood signs vs. smaller sign requirements as well as the input from the residential Realtors. Discussion among the Commissioners included the idea of “planning permits” for temporary Realtor signs, possibly at no cost, but providing an opportunity to discuss with the sign holders what the regulations on placement will be. It was also discussed what the City Council direction was to the Commission which was basically fewer and smaller signs and improving/reducing visual clutter.

Councilor Clark reiterated what the City Council’s concerns are including business’s coming in from out of town, littering the city with signs for their painting company or whatever they may be selling and then never returning to retrieve the signs. She went on to say that the Council does not want to limit signs like Sherwood youth sports or local church event types of signs, or to prevent commerce in the city, but they do want a more concise application of the rules and times and dates that signs are allowed to be displayed.

Chair Allen recommended continuing meeting and having Brad come back with proposed changes suggested by Planning Commission, prior to sending the code to City Council. Chair Allen reviewed his list of issues again. Commissioner’s agreed with the list. Brad suggested continuing to a date certain, which would be March 13<sup>th</sup>, 2012. Commissioner Griffin made a motion to continue PA-11-07. Commissioner Walker seconded motion. All were in favor, the motion passed.

Chair Allen re-opened the public hearing PA 11-05 Parking Lot Landscape and Configuration. Michelle presented the Staff Report. Michelle recapped the Plan Amendments progress so far by saying; on January 24<sup>th</sup> the Planning Commission held a public hearing on plan amendments for landscaping, parking, loading and on-site circulation. After reviewing written and oral testimony the Commission directed staff to evaluate the proposed amendments and prepare a visual representation of how the proposed standards would apply to certain sites within the City and address citizen comments given previously. Staff met with Matt Grady and his Landscape Architect team and Keith Jones from HHPR, whom have both submitted comments for review. Minor revisions and reorganization of language within the chapters have been done. Staff has also prepared an Arial depiction of how the standards would apply to certain areas. The goals set include: increasing the amount of overall landscaping on sites to break up some of the wide expanses of pavement. Improve the overall quality of the landscape area to make them more

visually appealing, as well as creating a better environment for pedestrians.

Also the City's plan needed to be in compliance with the METRO Functional Plan. Michelle explained what aspects are reviewed with a Land Use application regarding landscaping; perimeter landscaping, visual corridor landscaping, street trees and parking area landscaping.

She then described the proposed changes to the standards including: the amount of required landscaping being based on the number of parking spaces rather than a set percentage of landscaping on the site. Increasing the size of the landscaping island from 64 sq. ft. to 90 sq. ft. and that the entire island be landscaped with shrubs, ground cover and a least one tree.

Michelle gave examples of types of trees that would be allowed. Credit will be given for preserving existing trees.

Using photos of the Albertson's Shopping Center as examples of how the code changes would affect the visual aspect of the landscaping.

Discussion between the Commission and Michelle regarding sizes and number of trees on a site continued. Tom Pessemier addressed the tree count issue by saying if Albertson's had 225 parking spaces with the proposed code changes, if the trees were split roughly between large and medium trees, they would need approximately 66 trees and currently they have 32. The site was chosen as an example because Planning Commission had identified that area as one they liked. Trying to obtain the desired canopy would require additional numbers of trees.

Michelle continued by listing the proposed changes for parking lot changes: clearer definitions for reducing the required number of parking spaces, new provisions for visitor parking in multi-family developments, new parking requirements for warehouses, reducing the number of parking required for churches, garages would be included in the off-street parking requirements, wheel-stops would not be required if there is additional landscaping or paving, inserting a table for the dimensional standards for angled parking stalls, bicycle parking requirements are modified to allowed uncovered bike parking where appropriate, and insuring that parking areas over one acre in size include pedestrian connections between the buildings.

Chair Allen opened the meeting for public testimony

Robert James Claus, 22211 SW Pacific Hwy, Sherwood OR 97140. In Mr. Claus's testimony he stated that with this plan, will be destroying \$5.00 a square foot in the retail areas. He feels if the City is going to be spending money on this issue, they should be spending it on planning the refuge instead. He believes that by requiring the trees being planted in retail areas, the property values are being lowered by destroying the visibility component. He is not suggesting no landscaping, but believes a series of options exist. He believes that the property values in Sherwood are dropping faster than in other towns due to raising taxes and fees and doing nothing to protect one of the principle assets of Sherwood that is the wildlife refuge system and riparian corridor. He would like to be allowed to use the visual corridor and be allowed to protect those corridors and the wildlife in them.

Matt Grady 19767 SW 72nd Avenue, Tualatin OR 97062. Mr. Grady referred to a letter he has submitted after looking at the proposed changes again and speaking with Staff. He feels they have a better understanding of perimeter landscaping vs. interior landscaping which

changed their opinion from their first letter. They would like to see that street trees be included in the tree count and that the definition of site area be changed to exclude the building footprint square feet in the area calculation. They also think the landscape manual should be more available to the public. They would also like to see some type of exclusion clause for trees under power-line easements. Screening of mechanical equipment is another issue they would like to see addressed and a definition added would be helpful. He also feels it would be helpful if zone A and zone B are identified in the parking standards. Lastly, van pool spaces are difficult to police and there is much mis-use of parking spaces. It was suggested that there be language that would allow the applicants to work with staff regarding acceptable ground mechanical equipment screening without needing to return to the Planning Commission.

Chair Allen closed public testimony and referred back to Michelle. Discussion was had about tying a definition to a specific date.

Chair Allen re-capped the issues he sees at this point: including the three issues raised by the Gramor letter from February 28<sup>th</sup>, there are two additional issues raised in testimony around power lines and retaining walls as well as the big question of the number of trees. With that in mind he asked if the Commission wanted to see this come back or if they felt they could address those issues now and make a decision. It was decided to continue the conversation now and make a decision.

First question: is the number of trees too many as written. The majority of Commissioners feel the number of required trees is acceptable.

Should street trees be included in the total tree count: The majority feels they should not be included in the tree count.

Regarding the tree and landscape manual availability it should be linked and referenced and is more of a communication issue than a code issue.

It was agreed that Michelle's proposed language regarding the ground level mechanical screening was acceptable.

A footnote will be added to the document regarding the definition of zones A and B.

Regarding power line easements there could be an eligible adjustment available.

It was determined that addressing retaining walls specifically in the code is not necessary and will be reviewed on a case by case basis.

Commissioner Clifford made a motion to recommend approval by City Council of PA 11-05 with modifications reviewed in discussion. Commissioner Walker seconded the motion. In discussion Commissioner Cary noted he was not in agreement with the number of the trees. A vote was taken. Commissioners Walker, Griffin, Clifford and Chair Allen were in favor, Commissioner Cary was not. The motion carried.

Chair Allen closed the meeting.