



*Home of the Tualatin River National Wildlife Refuge*

**City of Sherwood  
PLANNING COMMISSION  
Sherwood City Hall  
22560 SW Pine Street  
Sherwood, OR 97140  
February 22, 2011- 7PM**

**Business Meeting – 7:00**

- 1. Call to Order/Roll Call**
- 2. Agenda Review**
- 3. Consent Agenda:** Minutes – August 24, 2010 and January 11, 2011
- 4. Council Liaison Announcements**
- 5. Staff Announcements**
- 6. Community Comments**
- 7. Old Business: None**
- 8. New Business**

**a. Public Hearing PA 11-01 Code Clean-up Phase II**

Proposed code changes include: simplifying the residential use terms with readable tables and charts; changing the terminology of home occupations; allowing a limited number of chickens to be permitted in residents' backyards; altering the size, setbacks and dimensions of accessory structures; modifying the variance and adjustment section to allow a simpler process for minor adjustments; and clarifying the entire residential use and variance sections to make it easier to use and up to date.

**b. Follow up discussion on Tree Panel**

**9. Adjourn**

# CONSENT AGENDA

approved

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**City of Sherwood, Oregon**  
**Draft Planning Commission Minutes**  
**August 24, 2010**

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**Commission Members Present:**

Chair Allen  
Jean Lafayette  
Matt Nolan  
Raina Volkmer  
Russell Griffin  
Lisa Walker  
Michael Cary

**Staff:**

Julia Hajduk, Planning Manager  
Michelle Miller, Associate Planner  
Zoe Monahan, Recording Secretary  
Heather Austin, Senior Planner

**Commission Members Absent: none**

**Council Liaison – Mayor Mays not present**

**Call to Order/Roll Call – Chair Allen** called the meeting to order.

1. **Agenda Review** – Continued Tonquin Employment Area Concept Plan PA 09-03
2. **Consent Agenda – No items for review**
3. **Staff Announcements** Julia reminded the Commission that the OPI conference will be held in September. Some Commissioner's had expressed interest in attending. September 7<sup>th</sup> there will be a special Planning Commission Meeting to review the Cannery Plaza project. On September 14<sup>th</sup> there will be a listening session and September 21st there is a joint session scheduled with the City Council to discuss the code update and the Tonquin Employment Area. She also announced a Planning Commission seat vacancy, as Commissioner Nolan has submitted his letter of resignation as of September 15, 2010.  
**(Commissioner Cary arrived)**
4. **Community Comments – No community comments were given**
5. **Old Business – Chair Allen** re-opened the public hearing on PA 09-03 Tonquin Employment Area. Heather gave a staff update and reminded the Commission that at the last meeting they held a hearing and directed several changes that they wanted to see prior to forwarding a recommendation. She pointed out what has been changed in this packet compared to the packet from the last meeting.  
**(Commissioner Walker arrived).**  
Heather discussed the applicability of including the Tonquin Employment Area into the Urban Renewal District. The Commission discussed typographical errors that Commissioner Lafayette had identified.

Types of allowed uses were discussed; specifically the term “research and development”. It was determined to add the wording, “except as prohibited in section 16.31.040” to Section 16.31.020.B.

Commissioner Lafayette made a motion to recommend approval of PA 09-03 Tonquin Employment Area to the City Council. Commissioner Nolan seconded the motion. All Commissioners voted in favor and the motion carried.

**6. Comments from Commissioners – none given.**

**The next meeting is scheduled for September 7<sup>th</sup>, 2010.**

**Chair Allen** closed the public hearing and the Commission moved into work session.

End of minutes.

Approved  
Change

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**City of Sherwood, Oregon**  
**Draft Planning Commission Minutes**  
**January 11, 2011**

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**Commission Members Present:**

Chair Allen  
Jean Simson  
Matt Nolan  
Raina Volkmer  
Russell Griffin  
Michael Cary

Brad Albert

**Staff:**

Julia Hajduk, Planning Manager  
Zoe Monahan, Assistant Planner  
Karen Brown, Recording Secretary

**Commission Members Absent:**  
Lisa Walker

**Council Liaison – Mayor Mays**

1. **Call to Order/Roll Call** – Chair Allen called the meeting to order.
2. **Agenda Review** – Chair Allen noted that the Code Clean Up 1.5 is on the agenda and that the earlier work session discussed residential uses and accessory structures. He noted that after the business meeting the work session will reconvene and discuss parks and open spaces, tree removal and mitigation and commercial/industrial uses.
3. **Consent Agenda** – Minutes from August 10, September 7, September 28 and December 14. Commissioner Simson pointed out two scrivener errors on Sept. 7<sup>th</sup>, page 6 should include the continuation date of September 28<sup>th</sup>, 2010. On the September 28<sup>th</sup> minutes, page 2, fourth paragraph from the bottom, pattern is misspelled. Commissioner Simson made a motion to approve the revised consent agenda with the scrivener errors corrected. A vote was taken; all Commissioners present were in favor. The motion passed.
4. **City Council Comments** – none given,
5. **Staff Announcements** – There will be a Tree Panel Discussion February 8<sup>th</sup>. The panel will include developers and urban foresters. This discussion is not related to street trees but trees in general as the tree removal and mitigation review portion of the Code Cleanup begins.
6. **Community Comments** – none given
7. **Old Business** – Continuation of PA 10-03. Chair Allen reopened the public hearing. Commissioner Volkmer disclosed that she has had a conversation with a person in her neighborhood about trees and some of the issues they are causing, but does not feel that conversation will keep her from being fair.

Zoe Monahan gave the updated staff report. She pointed out that public comments had been received via e-mail from Neil Shannon which she explained will be labeled exhibit 3. (this was revised and they are now labeled exhibit C.) She reminded everyone that this was a continuation of the meeting that was held December 14, 2010 and that the public record had been left open during that meeting. She explained that based on the Planning Commission's comments the following have been done:

- Modifications have been made to fences.
- The Sound Wall criterion has been moved to both the residential and non-residential standards sections.
- The description of buffering has also been clarified and an example has been added.
- Street tree spacing has been clarified to explain the canopy spread measurement calculations.
- Previously there had been a two tiered process for Planning Commission review. A third tier has been added for those projects with trees under 5" dbh allowing them to be removed without a permit or review. Tier 2 is for trees measuring 5" to 10" dbh and will require a type I land use review and a 10 day waiting period. Tier 3 is for any tree over 10" dbh and will require a type II land use review and a 14 day waiting period and a letter from a certified arborist.
- An option was proposed that would allow Home Owners Associations (HOA) to take over the authorization process for trees in their neighborhoods. Public comment had been given on the process as well. The Planning Department's proposal includes a process to allow HOA's to be authorized to make decisions about trees as well as in Chapter 12 what guidelines would need to be added to the HOA's rules and creating an appeal process as well.

Zoe noted that the fees for trees would need to be reviewed by the Budget Committee and City Council and ultimately, if approved, be adopted with the fee schedule and adopted with the budget in July of 2011. Tier I would have no costs. Tier II would be approximately \$20.00; Tier III will require substantially more Staff time and needs to be able to fund itself without using General Funds. Those fees will be evaluated more in the future.

Staff's recommendations are to recommend approval by Council or recommend approval of modified code language.

Chair Allen opened the meeting up for public testimony.

**Neil Shannon 23997 SW Red Fern Drive, Sherwood Oregon**, reiterated his points made in his written testimony. He agrees with the Tier I and Tier II suggestions and thinks they are excellent. The Tier III plan causes him great concerns. He would suggest that a Tier III just be a slightly modified Tier II which would make the Arborists report required and that there will be an issue with the tree. Fees from \$500 to \$1,000 to replace a tree that obviously has issues will encourage people to work outside of the system. While he testified at the last meeting encouraging HOAs to get involved, he feels the plans for including their involvement are much too difficult and HOAs will not be able to pay the costs. He talked about the canopy spread and thinks it should be a goal not a requirement. He hopes the tree issues can be dealt with, but without the high costs

With no other citizens wanting to testify, Chair Allen closed the public testimony and asked for someone to speak more specifically about the structure for HOA's being given some authority regarding trees.

Chris Crean, the Attorney for the City of Sherwood, responded by saying that he has worked with Staff to design a process for HOA's to get involved. There are two things that must be included when a portion of the City's authority is delegated to a private organization; there has to be relatively clear guidelines for the exercise of that authority and there must be an appeals process. Another issue Chris and Staff discussed was avoiding HOA's making land use decisions. It was determined that if Home Owners Associations want to administer a street tree program, they need to come to the City and ask for authority to do so. They need to show substantially similar standards to the City's standards, the need to have amended by laws and several other items. If it is determined that the criteria has been met they can then proceed. The regulations for how the HOA's must proceed are covered in Chapter 12. Anything put into Chapter 16 is considered a land use regulation and if someone administers that regulation they are making land use decisions. Since they don't want the HOA's activities to fall under Chapter 16, it has been moved to Chapter 12.

Discussion continued between Staff and the Commission regarding the specific details between the different process types.

Chair Allen recapped the 4 issues being deliberated and obtained a consensus on:

1. the first being that they would like a reference to measuring DBH being an "industry standard" description.
2. One of the questions that arose during that discussion was who would be responsible for paying for the arborist's report. The Commissioner's all agreed that it would be the responsibility of the applicant to obtain the arborists report.
3. Regarding the process for trees over 10" DBH they decided that they would fall under the Type 2 land use process with the addition of a mandatory arborist's report and having to post notice prior to removal.
4. It was also decided to leave the type IV HOA process be left in.

Commissioner Simson made a motion to recommend approval to the City Council of PA 10-03 based on the adoption of the Staff Report, findings of fact, public testimony, Staff recommendations, agency comments, applicant comments and code language as revised. Commissioner Albert seconded the motion. A vote was taken and all Commissioners present were in favor. The motion passed.

**Chair Allen** closed the public hearing and the Commission moved into work session.

End of minutes.

Signature:   
**Michelle Miller, AICP**  
**Associate Planner**

**Proposal:** Amendments to the Development Code on this phase of the “Code Clean-Up” project modify the variance and adjustment sections to allow a simpler process for very minor adjustments; clarify the residential use terms with easier to understand tables and charts; change the terminology of home occupations; allow a limited number of chickens to be permitted in residents’ backyards; and alter the size, setbacks and dimensions of accessory structures. Exhibit A is a copy of the proposed text amendments with all of the changes incorporated in one “clean copy” because the bulk of the changes include moving, combining or deleting sections of the code so it is easier to review. Exhibit B is a “track changes” version for help in identifying what text is new or modified.

## I. BACKGROUND

- A. Applicant: This is a City initiated text amendment; therefore the applicant is the City of Sherwood.
- B. Location: The proposed amendment is to the text of the Development Code and therefore applies citywide.
- C. Review Type: The proposed text amendment requires a Type V review that involves public hearings before the Planning Commission and also the City Council. The Planning Commission will make a recommendation to the City Council who will make the final decision. Any appeal of the City Council decision relating to Chapter 16 updates would go directly to the Land Use Board of Appeals.
- D. Public Notice and Hearing: Notice of the February 22, 2011 Planning Commission hearing on the proposed amendment was published in *The Times* on February 10 and 17, 2011. In addition, as a courtesy notice was placed in the February edition of the Gazette. Notice was posted in five public locations around town and on the web site on February 1, 2011. Regular updates were provided in the City newsletter.

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 January 5, 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, address local issues and in response to applications. Overtime, the disjointed modifications resulted in the need to conduct a comprehensive audit and update of the Code to ensure cross references are correct, standards are clear, and typographical errors are fixed. In addition, over time the trends



and values have changed to the extent that it became important to evaluate the standards to ensure they address the needs of the community. To that end, the Council, Planning Commission and staff identified the importance of a comprehensive update of the Development Code. The Code Update project has been broken into phases to allow manageable portions to be reviewed and adopted prior to moving on to another phase. Phase 1 was adopted in October of 2010; Phase 1.5 is currently under review with a decision anticipated by the City Council at the February 15, 2011 Council meeting.

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

### Agencies:

The City sent an e-mail request for comments to agencies on January 28, 2011. DLCD received notice on January 5, 2011 and had no specific comments on the proposed regulations. The City received the following response.

*Sherry Oeser, at Metro*, inquired whether the change in residential uses would result in any reduction in housing capacity in the city of Sherwood. (Metro Code 3.07 Urban Growth Management Functional Plan Title 1 Housing Capacity).

*Staff response:* The density will remain the same for each residential designation and there is no impact to the housing capacity.

### Public:

The City and Commission has received input from the public during informal listening sessions and via public surveys which helped guide the proposed amendments under review.

## III. REQUIRED FINDINGS FOR A PLAN TEXT AMENDMENT

The applicable Plan Text Amendment review criteria are 16.80.030.1 and 3.

### **16.80.030.1 - 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.**

As discussed briefly above, the proposed Code amendments under Phase II were identified to clarify and create greater flexibility for the sections that residential property owners use most frequently. The Planning Commission held a series of work sessions to discuss the proposed changes and considered public input before the modifications were recommended. The following discussion separates the chapters that have been amended within the Development Code.

### *Division II. Chapter 16.12-16.20 Very Low Density to High Density Residential*

The primary updates occur in *Division II.*, Chapters 16.12-16.20-Residential Land Uses. This includes replacing the existing language that had previously been divided into separate land use designations by chapter into a table with the permitted and conditional uses. Another table describes the dimensional standards with the specific zones.

Based on citizens' comments and inquiries and revised Oregon statutory regulations, the recommended changes include new permitted uses for allowing a limited number of chickens and permitting amateur radio towers within residential land use zones. State statutory requirements have also changed with respect to the number of children allowed in family daycare. The

proposed Development Code language keeps the numbers the same as state statutory language and therefore in compliance with state mandates. (ORS § 657A.440.)

Some of the land uses within specific districts have been clarified in order to meet the changing needs of the community. This would include changing the description and names of public uses, utilities, special care facilities and gathering places. This will provide both clarity and flexibility where the Code had previously been silent, ambiguous or without a clear distinction between a particular land use.

#### Chapter 16.42-Home Occupations

Historically, there have been two different classifications for Home Occupations: Type I and Type II. This has caused confusion, because there are also different 'types' of land use applications found in Chapter 16.72. For example, a 'Type II Home Occupation' followed a 'Type I' land use process. The types have been renamed "Class I and II" instead, for clarification purposes. Also, if the applicant can show that adequate off-street parking is available, a total of two employees are allowed to work onsite as opposed to the current limitation of one employee or volunteer. This allows more flexibility for home businesses to have part-time employees or employees working different hours when the impact is minimal to the surrounding property owners.

#### Chapter 16.50-Accessory Structures, Architectural Features and Decks

Accessory Structure Code language changes include reducing the total size and dimensions of structures and reducing the setbacks of smaller accessory structures. The new Oregon Building Code regulations no longer require any separation between primary or accessory structures when a building permit is not required and the proposed Development Code provisions reflect that change. Definitional provisions along with exceptions to the standards provide staff with more direction to enforce and reflect this community design standard. Reorganizing this Chapter will also make it easier to find the specific information that property owners are often looking for within the Development Code.

As property develops within the community, residential lots have been shrinking and house sizes and building footprints have grown. This has left smaller rear yards and homes that are in closer proximity to each other. The proposed accessory structure changes allow neighbors to continue to enjoy their property without disrupting their neighbors' privacy. The building mass and height reduction also ensures that a large structure will not block a neighbor's view on their own property. As a structure's height increases, the structure's setback from the rear property line will be reduced to take into account. This allows for flexibility while still being mindful of a neighbor's own privacy needs.

#### Chapter 16.58 Clear Vision Areas

The changes provide for a uniform site distance regardless of zoning parameters in conformance with engineering standards of twenty feet. Additional language was added to adjust the foliage minimum clearance on a street side to ten feet. This section also includes adding a diagram for ease of use to visualize the requirements of the clear vision areas.

#### Chapter 16.84 Variances

The proposed provisions allow for greater flexibility in the range of allowed variances while still maintaining the purposes and intent of the Code. Depending upon the extent of the criteria that the applicant requests to alter, the variance will fall into one of three categories with separate process for each: Adjustments, Class I Variance, and Class II Variance.

The current Code standards for processing variances fall into two types: general and administrative. The land use process for a 'General Variance' is a Type III (a Hearing Officer decision), but specified to be heard by the Planning Commission and an 'Administrative Variance' is a Type II process with a decision by staff. The current criteria for granting a variance have been hard to administer over time and found to be very subjective. Property owners have decried the

stringent and confusing process for even a modest change to the Code standards. The applicant must also demonstrate that there are 'exceptional and extraordinary circumstances that do not apply to other properties.'

As a result, the proposed Code language offers a wider range of flexibility for variances. Adjustments allow for consistent objective criteria for minor alterations to the standards, while a Class II Variance provides for more stringent criterion when the deviation from the standard is greater and a subjective decision is required. This greater flexibility will encourage 'common sense' to prevail when a property owner is faced with a standard that does not fit the situation based on the constraints of the site to ensure the best developability of the property.

Upon review of the Comprehensive Plan, the following policies or strategies relate to all or some of the proposed amendments:

**Chapter 4, Section E, Residential Planning Designations:**

**General Objectives:**

- *See to provide housing which meets local needs with regard to style, price, density, quality and energy efficiency.*
- *Specify the purpose and density requirements for residential land use classifications used in the Comprehensive Plan.*

**Policy 1:**

- *Residential areas will be developed in a manner which will insure that the integrity of the community is preserved and strengthened.*
- *Buffering Techniques shall be used to prevent adverse effects of one use upon another. These techniques may include varying densities and types of residential use, design features and special construction standards.*

Accessory Structure language has undergone the most updating within the residential land use section. Policy 1 of the Comprehensive Plan identifies buffering techniques to prevent adverse effects of uses. The proposed changes include reducing the overall size and height of accessory structures which are compatible with preventing adverse effects of uses upon another. Allowing smaller structures to abut the property line also minimizes the adverse impacts of properties that are close together. Overall, the proposed code updates reflect the community design standards for the residential planning designations by recognizing the changing needs of the community and balancing the privacy needs of individual property owners within neighborhoods. The proposed code amendments satisfy the Comprehensive Plan policies and objectives listed above.

**Applicable Regional (Metro) standards**

There are no known Metro standards that this proposed amendment would conflict with.

**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 conflicts with this text change. Further, there are no known state goals or standards that the proposed amendment would conflict with.

As a whole, the amendments are consistent with and support Goal 2 (land use planning) by providing clearer standards. The Code language is in conformance with state and federal plans. The proposed language will continue to be used city wide.

The process used to develop and review the proposed amendment is consistent with the Goal 2 requirements (and the Development Code):

- The Commission held multiple work sessions on residential uses and variances;

- The web site was updated regularly to provide opportunity for people to get information and provide feedback on the project as a whole as well as input on specific topics;
- Non-scientific surveys were solicited and forty-seven surveys from individuals helped inform the process;
- Staff attended community events and home owner association meetings in order to get feedback about the proposed changes;
- Flyers announcing the project were developed and made available throughout the City; and
- The Planning Commission held a “Listening Session” to hear comments from interested citizens on issues of residential livability.

In addition to the public outreach provided before the proposed changes were developed and the public hearing set, formal notice was also published in the newspaper for two weeks prior to the hearing, published in the February issue of the Gazette, posted around town, placed in the library and on the web site. Courtesy notices were also provided on the web site, in the City Newsletter (the Archer), to the interested parties list and the most current list of HOA contacts.

**FINDING:** As discussed above in the analysis, there is a need for the proposed amendments and the 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 amendment will not result in a change of uses otherwise permitted and will have no impact on the amount of traffic on the 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 11-01 to the City Council.

#### **V. EXHIBITS**

- Proposed Development Code changes Clean Copy Version
- Proposed Development Code changes Track Changes Version
- Comments from Joyce and Bill Osborne regarding Chickens

**DATE: February 15, 2011**

**\*\*Editor's note: Sections 16.12-16.20 are combined into one new section.**

**CLEAN COPY**

**Chapter 16.12**

**RESIDENTIAL LAND USE DISTRICTS**

The residential districts are intended to promote the livability, stability and improvement of the City's neighborhoods.

**SECTION:**

**16.12.010. Purpose and Density Requirements**

**16.12.020. Allowed Residential Land Uses**

**16.12.030 Residential Land Use Development Standards**

**16.12.040 Community Design**

**16.12.050 Flood Plain**

**16.12.060 Chickens**

**16.12.070 Amateur "Ham" Radio Towers/Facilities**

**16.12.010. Purpose and Density Requirements**

**A. Very Low Density Residential (VLDR)**

The VLDR zoning district provides for low density, larger lot single-family housing and other related uses in natural resource and environmentally sensitive areas warranting preservation, but otherwise deemed suitable for limited development, with a density of 0.7 to 1 dwelling unit per acre.

1. If developed through the Planned Unit Development (PUD) process, as per Chapter 16.40, and if all floodplain, wetlands, and other natural resource areas are dedicated or remain in common open space, the permitted density of 1.4 to two (2) dwelling units per acre may be allowed. Minor land partitions shall be exempt from the minimum density requirement.

**2. Special Density Allowances**

Housing densities up to two (2) units per acre, and minimum lot sizes of 10,000 square feet, may be allowed in the VLDR zone when:

- a. The housing development is approved as a PUD, as per Chapter 16.40; and
- b. The following areas are dedicated to the public or preserved as common open space: floodplains, as per Section 16.134.020 (Special Resource Zones); natural resources areas, per the Natural Resources and Recreation Plan Map, attached as Appendix C, or as specified in Chapter 5 of the Community Development Plan, and wetlands defined and regulated as per current Federal regulation and Division VIII of this Code; and
- c. The Review Authority determines that the higher density development would better preserve natural resources as compared to one (1) unit per acre design.

**B. Low Density Residential (LDR)**

The LDR zoning district provides for single-family housing and other related uses with a density of 3.5 to 5 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirement.

**C. Medium Density Residential (MDRL)**

The MDRL zoning district provides for single-family and two-family housing, manufactured housing and other related uses with a density of 5.6 to 8 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirements.

**D. Medium Density Residential High (MDRH)**

The MDRH zoning district provides for a variety of medium density housing, including single-family, two-family housing, manufactured housing multi-family housing, and other related uses with a density of 5.5 to 11 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirement.

**E. High Density Residential (HDR)**

The HDR zoning district provides for higher density multi-family housing and other related uses with density of 16.8 to 24 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirement.

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## 16.12.020. Allowed Residential Land Uses

### A. Residential Land Uses

The table below identifies the land uses that are allowed in the Residential Districts. The specific land use categories are described and defined in Chapter 16.10.

USES	VLDR	LDR	MDRL	MDRH	HDR
<b>RESIDENTIAL</b>					
• Single-Family Attached or Detached Dwellings	P	P	P	P	P
• Two Family Dwelling Units	N	N	P	P	P
• Multi-family Dwellings	N	N	N	P	P
• Townhomes-subject to Chapter 16.44	N	N	P	P	P
• Planned Unit Developments (PUDs)-subject to Chapter 16.40	P	P	P	P	P
• Manufactured Homes-subject to Chapter 16.46	P	P	P	P	P
• Accessory Dwelling Unit-subject to Chapter 16.52	P	P	P	P	P
• Group Homes <sup>1</sup>	P	P	P	P	P
• Government-Assisted housing <sup>2</sup>	P	P	P	P	P
<b>ACCESSORY USES</b>					
• Home Occupations-subject to Chapter 16.42	P	P	P	P	P
• Amateur "Ham" Radios	P	P	P	P	P
• Four or Fewer Chickens-subject to Chapter 16.12.060	P	P	P	P	P
• Temporary Uses-subject to Chapter 16.86	P	P	P	P	P
• Family Daycare Providers	P	P	P	P	P
<b>COMMERCIAL</b>					
• Agricultural Uses <sup>3</sup>	P	P	P	P	P
• Residential Care Facilities	P	P	P	P	P
• Special Care Facilities (such as hospitals, sanitariums, and specialized living facilities)	C	C	C	C	P
• Plant Nurseries <sup>4</sup>	C	C	C	C	C
• Public and Private Schools	C	C	C	C	C
• Daycare Facilities	C	C	C	C	C
• Any business, service, processing, storage, or display not conducted entirely within an enclosed building that is essential or incidental to any permitted or conditional use	C	C	C	C	C
• Raising of Animals other than Household Pets unless otherwise permitted within the residential use classification	C	C	C	C	C

<sup>1</sup> Group homes not to exceed five (5) unrelated persons in residence

<sup>2</sup> Provided such facilities are substantially identical, in the city's determination, in physical form to other types of housing allowed in the zoning district.

<sup>3</sup> Includes truck farming and horticulture, but excludes commercial building or structures or the raising of animals except as otherwise permitted by this code.

<sup>4</sup> Includes other agricultural uses and associated commercial buildings and structures



CIVIC					
• <b>Public Recreational Facilities<sup>5</sup></b>	P	P	P	P	P
• <b>Religious Institutions, Private Fraternal Organizations and Lodges, Country clubs or other similar clubs</b>	C	C	C	C	C
• <b>Cemeteries and crematory mausoleums</b>	C	C	C	N	N
• <b>Civic Buildings-(such as police and fire stations, post office)</b>	C	C	C	C	C
• <b>Public Use Buildings-(such as libraries, and community centers)</b>	C	C	C	C	C
• <b>Golf Courses</b>	C	C	C	C	C
• <b>Basic Utilities (such as electric substations, public works yard)</b>	C	C	C	C	C
• <b>Radio and communications stations, on lots with a minimum width and depth equal to the height of any tower in conformance</b>	C	C	C	C	C
Whereas P=Permitted, C=Conditional, N=Not Allowed					

B. Any use not otherwise listed that can be shown to be consistent or associated with the permitted uses or conditionally permitted uses identified in the residential zones or contribute to the achievement of the objectives of the residential zones will be allowed or conditionally permitted using the procedure under Chapter 16.88 (Interpretation of Similar Uses).

C. Any use that is not permitted or conditionally permitted under this zone that cannot be found to be consistent with the allowed or conditional uses identified as in B. is prohibited in the residential zone using the procedure under Chapter 16.88 (Interpretation of Similar Uses).

**16.12.030 Residential Land Use Development Standards**

A. Generally

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions, area, setbacks or other requirements, except as permitted by Chapter 16.84. (Variance and Adjustments)

B. Development Standards

Except as modified under Chapter 16.68 (Infill Development), Section 16.144.030 (Wetland, Habitat and Natural Areas) Chapter 16.44 (Townhomes), or as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table.

<sup>5</sup> Includes, but is not limited to parks, playfields, sports and racquet courts, but excludes golf courses



**C. Development Standards per Residential Zone**

<b>Development Standard by Residential Zone-</b>	<b>VLDR</b>	<b>VLDR-PUD</b>	<b>LDR</b>	<b>MDRL</b>	<b>MDRH</b>	<b>HDR</b>
<b>Minimum Lot areas: (in square ft.)</b>						
• Single-Family Detached	40,000	10,000	7,000	5,000	5,000	5,000
• Single Family Attached	40,000	10,000	7,000	5,000	4,000	4,000
• Two or Multi-Family: • for the first 2 units	X	X	X	10,000	8,000	8,000
• Multi-Family: each additional unit after first 2	X	X	X	X	3,200	1,500
<b>Minimum Lot width at front property line: (in feet)</b>	25	25	25	25	25	25
<b>Minimum Lot width at building line<sup>6</sup>: (in feet)</b>						
• Single-Family	None	None	60	50	50	50
• Two-Family	X	X	X	60	60	60
• Multi-family	X	X	X	X	60	60
<b>Lot Depth</b>	None	None	80	80	80	80
<b>Maximum Height<sup>7</sup> (in feet)</b>	30 or 2 stories	30 or 2 stories	30 or 2 stories	30 or 2 stories	35 or 2.5 stories	40 or 3 stories
• Amateur Radio Towers	70	70	70	70	70	70
• Chimneys, Solar or Wind Devices, Radio and TV aerials <sup>8</sup>	50	50	50	50	55	60
<b>Setbacks (in feet)</b>						
• <b>Front yard</b>	20	20	20	20	20	20
• <b>Interior side yard</b>						
• Single-Family Detached	5	5	5	5	5	5
• Single-Family Attached	20	20	20	10	5	5
• Two Family	X	X	X	5	5	5
• Multi-Family						
• 18 ft. or less in height	X	X	X	X	5	5
• Between 18-24 ft. in height	X	X	X	X	7	7
• If over 24 ft. in height	X	X	X	X	§16.68 Infill	§ 16.68 Infill
• <b>Corner lot street side</b>						
• Single Family <i>or 2-family</i>	20	20	20	15	15	15
• Multi-Family	X	X	X	X	20	30
• <b>Rear yard</b>	20	20	20	20	20	20

<sup>6</sup> Minimum lot width at the building line on cul-de-sac lots may be less than that required in this Code if a lesser width is necessary to provide for a minimum rear yard.

<sup>7</sup> Maximum height is the lessor of feet or stories

<sup>8</sup> Some accessory structures, such as chimneys, stacks, water towers, radio or television antennas, etc. may exceed these height limits with a conditional use permit, per Chapter 16.62(Chimneys, Spires, Antennas and Similar Structures).

### 16.12.040 Community Design

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

### 16.12.050 Flood Plain

Except as otherwise provided, Section 16.134.020 shall apply.

### 16.12.060 Chickens

A. Purpose: Residents of the City shall be allowed to keep chickens, subject to the requirements of this Chapter.

#### B. Location Requirements

1. Chickens shall only be kept on property which is occupied by a detached single family dwelling.
2. Chickens shall only be kept upon property which is the principal residence of the owner of the chicken.
3. Chickens and chicken enclosures shall not be located in any area between the primary dwelling and the front property line.
4. Chicken enclosures must be at least ten feet from the property line.

#### C. Number of Chickens Permitted

1. No more than four (4) hens may be kept on any one property within the City.
2. No roosters may be kept within the City.
3. Chicks up to 12 weeks old may be kept indoors as household pets and are not subject to the limitations of 1 and 2 above.

#### D. Criteria and Prohibitions

##### 1. Chicken Enclosures

a. Chickens shall be kept within a secure enclosure, <sup>b</sup>and allowing chickens to enter adjoining properties is prohibited.

<sup>✓</sup>b. Enclosures shall be kept clean, dry, free of noticeable odors and in good repair.

<sup>d</sup>c. Enclosures shall prevent the entry of rodents and predators.

2. Chickens shall be kept for personal, non-commercial use only. No person shall sell eggs or engage in chicken breeding or fertilizer production for commercial purposes.

3. The keeping of chickens in such a manner as to cause a nuisance, as defined in Chapter 9 of the Municipal Code or under applicable law, including the criteria in this code, is prohibited. Violations shall be enforced per the abatement process of Chapter 9.44.060.

#### E. Procedure

1. In a residential zone, a resident who wants to raise chickens per the requirements of this section must obtain a permit and demonstrate compliance with the above criteria, (D.) and pay a processing fee. This is a Type I decision with appeal to the Planning Commission.
2. Tenants and renters of property may keep chickens only with the written permission of the property owner included with the permit request.

#### **16.12.070 Amateur "Ham" Radio Towers/Facilities**

##### A. All of the following are exempt from the regulations contained in this section of the Code:

1. Amateur radio facility antennas, or a combination of antennas and support structures seventy (70) feet or less in height as measured from the base of the support structure consistent with ORS § 221.295.
2. This includes antennas attached to towers capable of telescoping or otherwise being extended by mechanical device to a height greater than 70 feet so long as the amateur radio facility is capable of being lowered to 70 feet or less. This exemption applies only to the Sherwood Development Code and does not apply to other applicable city, state, and federal regulations. Amateur radio facilities not meeting the requirements of this exemption are considered non-exempt, and must comply with the height requirements.

##### B. Definitions

1. *Amateur ("Ham") Radio Services*: Radio communication services, including amateur-satellite service and amateur service, which are for the purpose of self-training, intercommunication, and technical investigations carried out by duly licensed amateur radio operators solely for personal aims and without pecuniary interest, as defined in Title 47, Code of Federal Regulations, Part 97 and regulated there under.
2. *Amateur Radio Facilities*: The external, outdoor structures associated with an operator's amateur radio service. This includes antennae, masts, towers, and other antenna support structures.

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### **Chapter 16.42 HOME OCCUPATIONS**

#### **Sections:**

**16.42.010 Purpose**

**16.42.020 Authority**

**16.42.030 Exemptions**

**16.42.040 Class I and Class II Home Occupations**

**16.42.050 General Definition and Criteria for Home Occupations**

**16.42.060 Class I Home Occupation Criteria Defined**

**16.42.070 Class II Home Occupation Permit Criteria Defined**

**16.42.080 Prohibited Uses**

**16.42.090 Permit Procedures for Class II Home Occupations**

**16.42.100 Expiration and Revocation of Home Occupation Permits**

**16.42.110 Appeals**

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

#### **16.42.010 Purpose**

It is the purpose of this chapter to permit residents an opportunity to use their homes to engage in small-scale business ventures. Home occupations are regulated to ensure that they do not alter the residential character of the neighborhood, nor infringe upon the rights of nearby residents to the peaceful enjoyment of their neighborhood and homes.

#### **16.42.020 Authority**

The provisions of this Code are intended to apply to those entities required to obtain a Sherwood business license under the provisions of the Sherwood Municipal Code Chapter 5.04. No person shall carry on a home occupation, or permit such use to occur on property, which that person owns or is in lawful control, contrary to the provisions of this ordinance. A person must first determine if a permit, for such use in the manner provided by this section, is required.

#### **16.42.030 Exemptions**

- A. For-profit production of produce or other food products grown on the premises. This may include temporary or seasonal sale of produce or other food products grown on the premises.
- B. Short-term sales from a residence shall not be deemed to fall under the regulations for home occupations. Such sales shall not exceed one (1) week in duration and a two (2) week period in any given calendar year. Examples of such uses are, but not limited to, garage sales, estate sales, rummage and craft sales.

#### **16.42.040 Class I and Class II Home Occupations**

- A. Home occupations or professions shall be carried on wholly within the principal building and clearly secondary, in the City's determination, to the use of the building as a dwelling. All home occupations shall be administered as either Class I or II, distinguished by the potential impacts they represent to the neighborhood. Both Class I and Class II Home Occupations are required to apply for and maintain a City of Sherwood business license.
- B. Class I home occupations are exempt from the permitting process and defined by the listed criteria.

#### **16.42.050 General Definition and Criteria for Home Occupations**

- A. Home occupations or professions are businesses carried on wholly within a residential building requiring a City business license. Home occupations are clearly incidental and accessory to the use of the property as a dwelling, and they are not detrimental or disruptive in terms of appearance or operations to neighboring properties and residents. The occupation or profession does not require additional off-street parking nor upset existing traffic patterns in the neighborhood. All home occupations shall be in accordance with the following general criteria:
  - 1. All business operations shall comply with the current City of Sherwood noise ordinance and shall not produce any offensive vibration, smoke, dust, odors, heat, glare or electrical interference detectable to normal sensory perception at the property line.
  - 2. No exterior remodeling which alters the residential character of the structure shall be permitted.
  - 3. The occupation or profession shall not occupy more than twenty-five percent (25%) of the total floor area of all habitable buildings on the property, including customary

accessory buildings. Home Occupations in the Old Town Overlay may occupy up to fifty percent (50%) of the entire floor area of all buildings on a lot per section 16.162.060.D.

4. There shall be no storage and/or distribution of toxic or flammable materials and spray painting or spray finishing operations that involve toxic or flammable materials which in the judgment of the Fire Marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals who are engaged in home occupations shall make available to the Fire Marshal for review the Material Safety Data Sheets which pertain to all potentially toxic and/or flammable materials associated with the use.
5. There shall be no exterior storage of vehicles of any kind used for the business with the exception of one commercially licensed vehicle of not more than one ton gross vehicle weight (GVW) that may be parked outside of a structure or screened area.

**16.42.060 Class I Home Occupation Criteria Defined**

A. Class I home occupations shall be conducted in accordance with the following defined criteria:

1. Only the principal occupant(s) of a residential property may undertake home occupations.
2. Storage of materials is confined to the interior of the residence with no exterior indication of a home occupation.
3. No exterior signs that identify the property as a business location.
4. No clients or customers to visit the premises for any reason.
5. The address of the home shall not be given in any advertisement, including but not limited to commercial telephone directories, newspapers, magazines, off-premises signs, flyers, radio, television and any other advertising media.
6. Deliveries to the residence by suppliers may not exceed three per week and shall be prohibited on weekends.

**16.42.070 Class II Home Occupation Permit Criteria Defined**

A. Class II home occupations require a permit and shall be conducted in conformance with the following criteria:

1. One non-illuminated exterior sign, not to exceed one (1) square foot. In addition to signs permitted for home occupations, one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation in the Old Town Overlay per section 16.162.070.E.
2. The number of customers and clients shall not exceed 5 visits per day. Customers and clients may not visit the business between the hours of 10:00 PM and 7:00 AM, Monday through Friday and between 7:00 PM and 8:00 AM, Saturday and Sunday.
3. Storage of materials on the premises shall be screened entirely from view of neighboring properties by a solid fence. Exterior/outside storage of materials shall not exceed five percent (5%) of the total lot area and shall not encroach upon required setback areas of the zone.
4. Commercial pick-up and deliveries shall be limited to one (1) per day on weekdays and shall be prohibited on weekends.
5. Number of Employees or Volunteers:



- a. One volunteer or one FTE (full time equivalent) employee who does not live at the residence; or
- b. If it can be shown that adequate off-street parking is available to accommodate both the homeowners and the employees a total of two (2) FTE employees or volunteers will be permitted.

#### **16.42.080 Prohibited Uses**

A. Because of the potential adverse impacts they pose to residential neighborhoods, the following uses are not allowed as home occupations and must be conducted as allowed in a commercial or industrial zone:

1. Auto body repair, restoration and painting.
2. Commercial auto repair (auto repair for other than the property owners/tenants personal vehicles).
3. Junk and salvage operations.
4. Storage and/or sale of fireworks.

#### **16.42.090 Permit Procedures for Class II Home Occupations**

A. An application for a Class II Home Occupation Permit shall be filed according to the application procedures of Chapter 16.72, in conjunction with a City business license, accompanied by the appropriate fee as per Section 16.74.010.

B. The application shall identify the type of use and address the conditions contained in this chapter and other applicable sections of this Code.

C. The City Manager or designee may impose additional conditions upon the approval of Class II home occupation permits to ensure compliance with the requirements of this Chapter.

D. The action of the City Manager or designee may be appealed as per Chapter 16.76 (Appeals).

#### **16.42.100 Expiration and Revocation of Home Occupation Permits**

A. Class II Home Occupation Permit Expiration

A Class II home occupation permit shall be valid for a period of one (1) year. Renewal of the permit shall be accomplished in the same manner as an application for a new permit under this section.

B. Grounds for Revocation

The City Manager or designee may revoke a home occupation permit at any time for the following reasons:

1. A violation of any provision of this Chapter.
2. A violation of any term or condition of the permit.
3. Failure to pay the City of Sherwood Business License fee in a timely manner.  
When a Class II home occupation permit has been revoked, a new Class II home occupation permit will not be issued to the applicant or other persons residing with the applicant for a period of up to twenty-four (24) months.

#### **16.42.110 Appeals**

The action of the City Manager or designee may be appealed per the provisions of Chapter 16.76.

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**Chapter 16.50**  
**ACCESSORY STRUCTURES, ARCHITECTURAL FEATURES AND DECKS**

**Sections:**

- 16.50.010 Standards and Definition**
- 16.50.020 Conditional Uses**
- 16.50.030 Conflicts of Interpretation**
- 16.50.040 Accessory Structure Exemptions**
- 16.50.050 Architectural Features**
- 16.50.060 Decks**

**16.50.010 Standards and Definition**

**A. Definition**

Accessory Building or Structure: A structure whose use is incidental and subordinate to the main use of property, is located on the same lot as the main use, and is freestanding or is joined to the primary structure solely by non-habitable space as defined by the State Building Code.

**B. Generally**

For uses located within a residential zoning district, accessory uses, buildings, and structures shall comply with all requirements for principal uses, buildings, and structures except where specifically modified below; and shall also comply with the City of Sherwood Building Code as amended. Where this Code and the Building Code conflict, the most stringent shall apply.

**C. Dimension and Setback Requirements**

1. Any accessory building shall have not more than six hundred (600) square feet of ground floor area and shall be no taller than 15 feet in height.
2. No accessory building or structure over three (3) feet in height shall be allowed in any required front yard. Accessory buildings may be allowed in required side and rear building setbacks as described below.
3. When a Building Permit is not required and the structure is less than 100 square of ground floor area feet and less than six feet tall, no rear or side yard setbacks are required and the structure may abut the rear or side property line.
4. When a Building Permit is not required and the structure is over 100 square feet, but under 200 square feet:
  - a. Detached accessory structures shall maintain a minimum 3-foot distance from any side or rear property line.
  - b. Attached accessory structures shall be setback a minimum of three (3) feet from any side property line and ten (10) feet from a rear property line.
5. When a Building Permit is required:
  - a. No accessory building or structure over three (3) feet in shall be located closer than five (5) feet to any side property line and ten (10) feet from any rear property line.

- b. Any accessory building or structure attached by a common wall or permanent roof or foundation to the principal building or structure must comply with all setbacks for the principal building or structure.

D. No accessory building or structure shall encroach upon or interfere with the use of any adjoining property or public right-of-way, including but not limited to streets, alleys, and public and/or private easements.

**16.50.020 Conditional Uses**

Any accessory use and/or structure associated with a conditional use shall be allowed only after approval in accordance with Chapter 16.82.

**16.50.030 Conflicts of Interpretation**

A conflict of interpretation concerning whether a use or structure is an accessory use or structure shall be resolved in accordance with the provisions of Chapter 16.88.

**16.50.040 Accessory Structure Exemptions**

The following are not considered accessory structures for the purposes of this section:

- A. Pergolas, arbors and trellises
- B. Play structure and swing sets
- C. Flag poles limited to 20 feet
- D. Temporary and seasonal above ground pools
- E. Structures that are considered Accessory Dwelling Units and fall under the provisions of 16.52 Accessory Dwelling Units.

**16.50.050 Architectural Features**

Architectural features such as cornices, eaves, canopies, sunshades, gutters, signs, chimneys, and flues may project up to five (5) feet into a front or rear required yard setback and two and one half (2 ½ ) into the required side yard setback.

**16.50.060 Decks**

- A. Uncovered decks which are no more than 30 inches above grade may project into the required rear yard, but shall not be closer than five feet from the property line. If the ground slopes away from the edge of the deck, the deck height shall be measured at a point five feet away from the edge of the deck. Decks shall not be allowed in the required front or side yard setbacks.
- B. Uncovered decks 30 inches above grade that require abuilding permit placed on properties adjacent to wetland or open space tracts that are publicly dedicated or in public ownership, may project into the required rear yard, but shall not be closer than ten (10) feet from the rear property line. All other decks will comply with the required setbacks for the underlying zoning district.

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**16.52-16.56 No Changes to the Code**

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## 16.58 CLEAR VISION AND FENCE STANDARDS

### SECTIONS

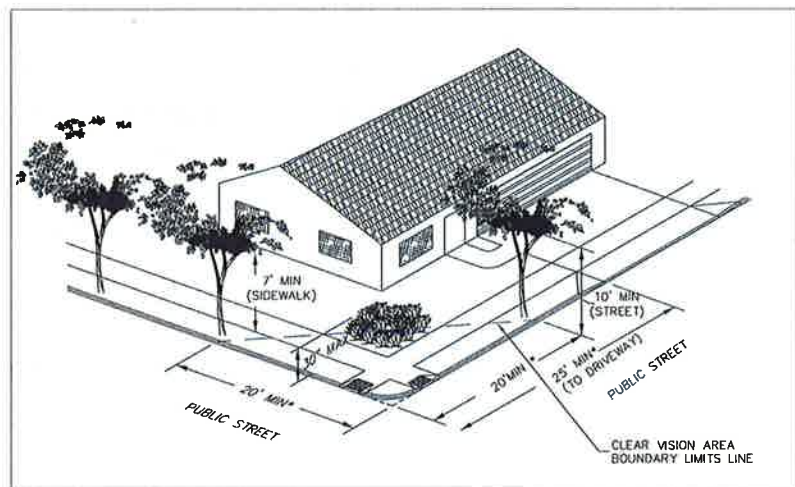
#### 16.58.010 Clear Vision Areas

#### 16.58.020 Fences, Walls and Hedges

- A. A clear vision area shall be maintained on the corners of all property at the intersection of two (2) streets, intersection of a street with a railroad, or intersection of a street with an alley or private driveway.
- B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.
- C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2- 1/2) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side.

The following requirements shall govern clear vision areas:

1. In all zones, the minimum distance shall be twenty (20) feet.
2. In all zones, the minimum distance from corner curb to any driveway shall be twenty-five (25) feet.
3. Where no setbacks are required, buildings may be constructed within the clear vision area.



## Chapter 16.60 YARD REQUIREMENTS \*

Sections:

### 16.60.010 Through Lots

Exhibit A-Clean Copy of Code Language  
PA 11-01 Development Code Clean Up Phase II  
Staff Report

- 16.60.020 Corner Lots
- 16.60.030 Yards
- 16.60.040 Lot sizes and Dimensions

**16.60.010 Through Lots**

On a through lot the front yard requirements of the zone in which such a lot is located shall apply to the street frontage where the lot receives vehicle access; except where access is from an alley, the front yard requirements shall apply to the street opposite the alley.

**16.60.020 Corner Lots**

On a corner lot, or a reversed corner lot of a block oblong in shape, the short street side may be used as the front of the lot provided:

- A. The front yard setback shall not be less than twenty-five (25) feet; except where otherwise allowed by the applicable zoning district and subject to vision clearance requirements.
- B. The side yard requirements on the long street side shall conform to the front yard requirement of the zone in which the building is located.

**16.60.030 Yards**

- A. Except for landscaping, every part of a required yard (also referred to as minimum setback) shall be open and unobstructed from its lowest point to the sky, except that architectural features such as awnings, fire escapes, open stairways, chimneys, or accessory structures permitted in accordance with Chapter 16.50 (Accessory Structures) may be permitted when so placed as not to obstruct light and ventilation.
- B. Where a side or rear yard is not required, and a primary structure is not erected directly on the property line, it shall be set back at least three (3) feet.

**16.60.040 Lot Sizes and Dimensions**

- A. If a lot or the aggregate of contiguous lots or parcels recorded, or platted, prior to the effective date of this Code, has an area or dimension which does not meet the requirements of this Code, the lot of aggregate lots may be put to a use permitted outright, subject to the other requirements of the zone in which the property is located, except that a residential use shall be limited to a single-family dwelling, or to the number of dwelling units consistent with the density requirements of the zone. However, no dwelling shall be built on a lot with less area than thirty-two hundred (3,200) square feet, except as provided in Chapter 16.68 (Infill Development).
- B. Exceptions  
Yard requirements of the underlying zone may be modified for infill developments as provided in Chapter 16.68 (Infill).

## Chapter 16.72

### PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS

#### 16.72.010 Generally

##### A. Classifications

Except for Final Development Plans for Planned Unit Developments, which are reviewed per Section 16.40.030, all quasi-judicial development permit applications and legislative land use actions shall be classified as one of the following:

##### 1. Type I

The following quasi-judicial actions shall be subject to a Type I review process:

- a. Signs
- b. Property Line Adjustments
- c. Interpretation of Similar Uses
- d. Temporary Uses
- e. Final Subdivision Plats
- f. Final Site Plan Review
- g. Time extensions of approval, per Sections 16.90.020; 16.124.010
- h. Class II Home Occupation Permits
- i. Interpretive Decisions by the City Manager or his/her designee
- j. Tree Removal Permit – a street trees over five (5) inches DBH, per Section 16.142.050.B.2 and 3. – proposed to be added in PA 10-03.
- k. Chickens
- l. Adjustments

##### 2. Type II

The following quasi-judicial actions shall be subject to a Type II review process:

- a. Land Partitions
- b. Expedited Land Divisions - The Planning Director shall make a decision based on the information presented, and shall issue a development permit if the applicant has complied with all of the relevant requirements of the Zoning and Community Development Code. Conditions may be imposed by the Planning Director if necessary to fulfill the requirements of the adopted Comprehensive Plan, Transportation System Plan or the Zoning and Community Development Code.
- c. "Fast-track" Site Plan review, defined as those site plan applications which propose less than 15,000 square feet of floor area, parking or seating capacity of public, institutional, commercial or industrial use permitted by the underlying zone, or up to a total of 20% increase in floor area, parking or seating capacity for a land use or structure subject to conditional use permit, except as follows: auditoriums, theaters, stadiums, and those applications subject to Section 16.72.010.4, below.
- d. "Design Upgraded" Site Plan review, defined as those site plan applications which propose between 15,001 and 40,000 square feet of floor area, parking or seating capacity and which propose a minimum of eighty percent (80%) of the total possible points of design criteria in the "Commercial Design Review Matrix" found in Section 16.90.020.4.G.4.
- e. Industrial "Design Upgraded" projects, defined as those site plan applications which propose between 15,001 and 60,000 square feet of floor area, parking or seating capacity and which meet all of the criteria in 16.90.020.4.H.1.
- f. Class B Variance

### 3. Type III

The following quasi-judicial actions shall be subject to a Type III review process:

#### a. Conditional Uses

b. Site Plan Review -- between 15,001 and 40,000 square feet of floor area, parking or seating capacity except those within the Old Town Overlay District, per Section 16.72.010.4, below.

c. Subdivisions -- Less than 50 lots.

### 4. Type IV

The following quasi-judicial actions shall be subject to a Type IV review process:

a. Site Plan review and/or "Fast Track" Site Plan review of new or existing structures in the Old Town Overlay District.

b. All quasi-judicial actions not otherwise assigned to a Hearing Authority under this section.

c. Site Plans -- Greater than 40,000 square feet of floor area, parking or seating capacity.

d. Site Plans subject to Section 16.90.020.4.G.6.

e. Industrial Site Plans subject to Section 16.90.020.4.H.2.

f. Subdivisions -- More than 50 lots.

g. Class A Variance

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## Chapter 16.84 VARIANCES

### SECTIONS

16.84.010 Purpose

16.84.020 Applicability

16.84.030 Types of Variances

#### 16.84.010 Purpose

This Chapter provides standards and procedures for variances, which are modifications to land use or development standards that are not otherwise permitted elsewhere in this Code as exceptions to Code standards. This Chapter provides flexibility, while maintaining the purposes and intent of the Code. No variances shall be granted to allow the use of property for a purpose not authorized within the zone in which the proposed use is located. In granting a variance, conditions may be imposed when necessary to protect the best interests of surrounding properties and neighborhoods, and otherwise achieve the purposes of the adopted Comprehensive Plan, the Transportation System Plan, and other Code provisions.

#### 16.84.020 Applicability

##### A. Exceptions and Modifications versus Variances

A code standard or approval criterion may be modified without approval of a variance if the applicable code section expressly allows exceptions or modifications. If the code provision does not expressly provide for exceptions or modifications then a variance is required to modify that code section and the provisions of Chapter 16.84 apply.

##### B. Combining Variances with Other Approvals; Permit Approvals by Other Agencies.

Variance requests may be combined with and reviewed concurrently by the City approval body with other land use and development applications (e.g., development review, site plan review, subdivision, conditional use, etc.); however, some variances may be subject to approval by other permitting agencies, such as ODOT in the case of State Highway access.

### **16.84.030 Types of Variances**

As provided in this Section, there are three types of variances: Adjustments, Class A variance and Class B variance; the type of variance required depends on the extent of the variance request and the discretion involved in the decision making process.

#### **A. Adjustments**

1. **Applicability:** The following variances are reviewed using a Type I procedure, as governed by Chapter 16.72, using the approval criteria in Subsection 2, below:
  - a. **Front yard setbacks** Up to a 10 percent change to the front yard setback standard in the land use district.
  - b. **Interior setbacks** Up to a 10 percent reduction of the dimensional standards for the side and rear yard setbacks required in the base land use district so long as the three foot setback is maintained based on Building Code requirements where applicable.
  - c. **Landscape area** Up to a 10% reduction in landscape area (overall area or interior parking lot landscape area).
  - d. A 5% reduction in other Code standards or dimensions not otherwise specifically identified in this section and not applicable at the time of the subdivision or partition approval.
2. **Approval Criteria:** Adjustments shall be granted if the applicant demonstrates compliance with all of the following criteria:
  - a. The adjustment requested is required due to the lot configuration, or other conditions of the site;
  - b. The adjustment does not result in the removal of trees, or it is proposed in order to preserve trees, if trees are present in the development area;
  - c. The adjustment will not result in violation(s) of any other adopted ordinance or code standard; each code standard to be modified shall require a separate adjustment request.
  - d. An application for an adjustment is limited to one lot or parcel per application.
  - e. No more than three adjustments may be approved for one lot or parcel in 12 months.

#### **B. Class B Variances**

1. **Applicability:** Class B variance requests are those meet the criteria in a-e, below:
  - a. The Class B variance standards apply to individual platted and recorded lots only.
  - b. A variance shall not be approved that would vary the "permitted uses" or "prohibited uses" of a land use zoning district.
  - c. **Front yard setbacks.** Up to a 20 percent change to the front yard setback standard in the land use district.

- d. Interior setbacks. Up to a 20 percent reduction of the dimensional standards for the side and rear yard setbacks required in the base land use district so long as the three foot setback is maintained if required by the Building Code requirements.
  - e. A 25% or less reduction in other Code standards or dimensions not otherwise specifically identified in this section.
2. Approval Process: Class B variances shall be reviewed using a Type II procedure. In addition to the application requirements contained in Chapter 16.72.010, the applicant shall provide a written narrative describing the reason for the variance, why it is required, alternatives considered, and compliance with the criteria in subsection 3.
3. Approval Criteria: ~~Class B variances shall meet the following criteria:~~ *replace with same language C.3...*
- a. The variance requested is required due to the lot configuration, or other conditions of the site;
  - b. The variance does not result in the removal of trees, or it is proposed in order to preserve trees, if trees are present in the development area;
  - c. The variance will not result in violation(s) of any other adopted ordinance or code standard; each code standard to be modified shall require a separate variance request.
  - d. An application for a Class B variance is limited to three or fewer lots per application and cannot be part of a subdivision application.
  - e. The variance will have minimal impact to the adjacent properties.
  - f. The variance is the minimum needed to achieve the desired result and the applicant has considered alternatives.

### C. Class A Variances

- 1. Generally
  - a. The Class A variance procedure may be used to modify a standard for three (3) or fewer lots, including lots yet to be created through a partition process.
  - b. An applicant who proposes to vary a standard for lots yet to be created through a subdivision process may not utilize the Class A variance procedure. Approval of a Planned Unit Development shall be required to vary a standard for lots yet to be created through a subdivision process, where a specific code section does not otherwise permit exceptions.
  - c. A Class A Variance shall not be approved that would vary the “permitted, conditional or prohibited uses” of a land use district.
- 2. Approval Process:
  - a. Class A Variances shall be processed using a Type IV procedure, as governed by Chapter 16.84, using the approval criteria in subsection 3, below.
  - b. In addition to the application requirements contained in Chapter 16.72.010, the



applicant shall provide a written narrative describing the reason for the variance, why it is required, alternatives considered, and compliance with the criteria in subsection 3.

3. Approval Criteria: The City shall approve, approve with conditions, or deny an application for a Class A Variance based on the following criteria:
  - a. The proposed variance will not be materially detrimental to the purposes of this Code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;
  - b. A hardship to development exists which is peculiar to the lot size or shape, topography, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);
  - c. The use proposed will be the same as permitted under this title and City standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;
  - d. Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject Code standard;
  - e. The hardship is not self-imposed; and
  - f. The variance requested is the minimum variance that would alleviate the hardship.

**Division VI. Public Improvements**

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**16.108 STREETS\***

**16.108.010 GENERALLY**

**16.108.030 REQUIRED IMPROVEMENTS**

**16.108.040 LOCATION AND DESIGN**

*Only change to this section:* **16.108.040 Location and Design**

**D. Additional Setbacks**

Generally Additional setbacks apply when the width of a street right-of-way abutting a development is less than the standard width under the functional classifications in Section VI of the Community Development Plan. Additional setbacks are intended to provide unobstructed area for future street right-of-way dedication and improvements, in conformance with Section VI. Additional setbacks shall be measured at right angles from the centerline of the street.

TABLE INSET:

	Classification	Additional Setback
1.	Major Arterial	61 feet
2.	Minor Arterial	37 feet
3.	Collector	29 feet
4.	Local	26 feet

DATE: February 15, 2011

**\*\*Editor's note: Sections 16.12-16.20 are combined into one new section. Re-formatting is not shown in track changes, however all other changes are shown with new text in blue underline, deleted text in ~~red strike-through~~ and moved text in green with double underline or ~~strikethrough~~ (underline when moved to a section, strikethrough when moved from a section.)**

Chapter

## 16.12

### RESIDENTIAL LAND USE DISTRICTS

The residential districts are intended to promote the livability, stability and improvement of the City's neighborhoods.

#### SECTION:

16.12.010. Purpose and Density Requirements

16.12.020. Allowed Residential Land Uses

16.12.030 Residential Land Use Development Standards

16.12.040 Community Design

16.12.050 Flood Plain

16.12.060 Chickens

16.12.070 Amateur "Ham" Radio Towers/Facilities

#### 16.12.010. Purpose and Density Requirements

##### A. Very Low Density Residential (VLDR)

The VLDR zoning district provides for low density, larger lot single-family housing and other related uses in natural resource and environmentally sensitive areas warranting preservation, but otherwise deemed suitable for limited development, with a density of 0.7 to 1 dwelling unit per acre.

1. If developed through the Planned Unit Development (PUD) process, as per Chapter 16.40, and if all floodplain, wetlands, and other natural resource areas are dedicated or remain in common open space, the permitted density ~~exceed two (2) dwelling units per acre and a density not less than 1.4 dwelling units per acre may be allowed~~ of 1.4 to two (2) dwelling units per acre may be allowed. Minor land partitions shall be exempt from the minimum density requirement.

##### 2. Special Density Allowances (formerly 16.12.070)

Housing densities up to two (2) units per acre, and minimum lot sizes of 10,000 square feet, may be allowed in the VLDR zone when:

a. The housing development is approved as a PUD, as per Chapter 16.40; and

b. The following areas are dedicated to the public or preserved as common open space: floodplains, as per Section 16.134.020 (Special Resource Zones); natural resources areas, per the Natural Resources and Recreation Plan Map, attached as Appendix C, or as specified in Chapter 5 of the Community Development Plan, and wetlands defined and



regulated as per current Federal regulation and Division VIII of this Code;  
and

c. The Review Authority determines that the higher density development would better preserve natural resources as compared to one (1) unit per acre design.

**B. Low Density Residential (LDR)**

The LDR zoning district provides for single-family housing and other related uses with a density of 3.5 to 5 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirement.

**C. Medium Density Residential (MDRL)**

The MDRL zoning district provides for single-family and two-family housing, manufactured housing ~~on individual lots and in manufactured home parks,~~ and other related uses with a density of 5.6 to 8 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirements.

**D. Medium Density Residential High (MDRH)**

The MDRH zoning district provides for a variety of medium density housing, including single-family, two-family housing, manufactured housing ~~on individual lots,~~ multi-family housing, and other related uses with a density of 5.5 to 11 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirement.

**E. High Density Residential (HDR)**

The HDR zoning district provides for higher density multi-family housing and other related uses with density of 16.8 to 24 dwelling units per acre. Minor land partitions shall be exempt from the minimum density requirement.

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16.12.020. **Residential Districts**-Allowed Residential Land Uses

**A. Residential Land Uses**

The table below identifies the land uses that are allowed in the Residential Districts. The specific land use categories are described and defined in Chapter 16.10.

USES	VLDR	LDR	MDRL	MDRH	HDR
<b>RESIDENTIAL</b>					
• Single-Family Attached or Detached Dwellings	P	P	P	P	P
• Two Family Dwelling Units	<u>N</u>	<u>N</u>	P	P	P
• Multi-family Dwellings <b>including boarding and rooming houses.</b>	<u>N</u>	<u>N</u>	<u>N</u>	P	P
• Townhomes-subject to Chapter 16.44	<u>N</u>	<u>N</u>	P	P	P
• Planned Unit Developments (PUDs)-subject to Chapter 16.40	P	P	P	P	P
• <b>Manufactured Homes – on individual lots</b> subject to Chapter 16.46.010	P	P	P	P	P
• Accessory Dwelling Unit-subject to Chapter 16.52	P	P	P	P	P
• Group Homes, <sup>1</sup>	P	P	P	P	P
• Government-Assisted Housing <sup>2</sup>	P	P	P	P	P
<b>ACCESSORY USES</b>					
• Home Occupations-subject to Chapter 16.42	P	P	P	P	P
• <u>Amateur “Ham” Radios</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
• <u>Four or Fewer Chickens-subject to Chapter 16.12.060</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
• Temporary Uses <b>including but not limited to portable construction and real estate sales offices,</b> subject to Chapter 16.86	P	P	P	P	P
• Family Daycare Providers	P	P	P	P	P
<b>COMMERCIAL</b>					
• Agricultural Uses <sup>3</sup>	P	P	P	P	P
• Residential Care Facility <u>ies</u>	P	P	P	P	P
• Special Care Facilities, <b>including but not limited (such as hospitals, sanitariums and convalescent homes specialized living facilities)</b>	C	C	C	C	P
• Plant Nurseries <sup>4</sup>	C	C	C	C	C
• Public and Private Schools <b>providing education at the preschool level or higher, but excluding commercial trade schools which are prohibited.</b>	C	C	C	C	C
• Daycare Facilities <b>other than family day care providers which are permitted outright</b>	C	C	C	C	C
• Any business, service, processing, storage, or display not conducted entirely within an enclosed building that is	C	C	C	C	C

<sup>1</sup> Group homes not to exceed five (5) unrelated persons in residence

<sup>2</sup> Provided such facilities are substantially identical, in the city’s determination, in physical form to other types of housing allowed in the zoning district.

<sup>3</sup> Includes truck farming and horticulture, but excludes commercial building or structures or the raising of animals **other than household pets** except as otherwise permitted by this code.

<sup>4</sup> Includes other agricultural uses and associated commercial buildings and structures

essential or incidental to any permitted or conditional use					
• Raising of Animals other than Household Pets <u>unless otherwise permitted within the residential use classification</u>	C	C	C	C	C
<b>CIVIC</b>					
• Public Recreational Facilities <sup>5</sup>	P	P	P	P	P
• <del>Churches and parsonages</del> Religious Institutions, Private Fraternal Organizations and Lodges, Country Clubs or other similar <del>c</del> Clubs	C	C	C	C	C
• Cemeteries and crematory mausoleums	C	C	C	N	N
• <del>Civic Buildings-Government Offices included but not limited to postal stations, administrative offices (such as police and fire stations, post office)</del>	C	C	C	C	C
• Public Use Buildings- <del>including but not limited to (such as libraries museums, and community centers and senior centers)</del>	C	C	C	C	C
• <u>Public Golf Courses</u>	C	C	C	C	C
• <del>Basic Public and Private Utilities including but not limited to telephone exchanges, (such as electric substations, gas regulator stations, sewage treatment plans, water wells, and public works yard)</del>	C	C	C	C	C
• Radio and communications stations, on lots with a minimum width and depth equal to the height of any tower <del>and</del> in conformance <del>with Chapter 16.62</del>	C	C	C	C	C
Whereas P=Permitted, C=Conditional, N=Not Allowed					

B. Any use not otherwise listed that can be shown to be consistent or associated with the permitted uses or conditionally permitted uses identified in the residential zones or contribute to the achievement of the objectives of the residential zones will be permitted or conditionally permitted using the procedure under Chapter 16.88 (Interpretation of Similar Uses).

C. Any use that is not permitted or conditionally permitted in this zone that cannot be found to be consistent with the permitted or conditional uses identified as in B. is prohibited in the residential zone using the procedure under Chapter 16.88 (Interpretation of Similar Uses).

**16.12.030 Residential Land Use Development Dimensional Standards**

**A. Generally**

No lot area, setback, yard, landscaped area, open space, off-street parking or loading area, or other site dimension or requirement, existing on, or after, the effective date of this Code shall be reduced below the minimum required by this Code. Nor shall the conveyance of any portion of a lot, for other than a public use or right-of-way, leave a lot or structure on the remainder of said lot with less than minimum Code dimensions, area, setbacks or other requirements, except as permitted by Chapter 16.84. (Variance and Adjustments)

**B. Development Standards Lot Dimensions**

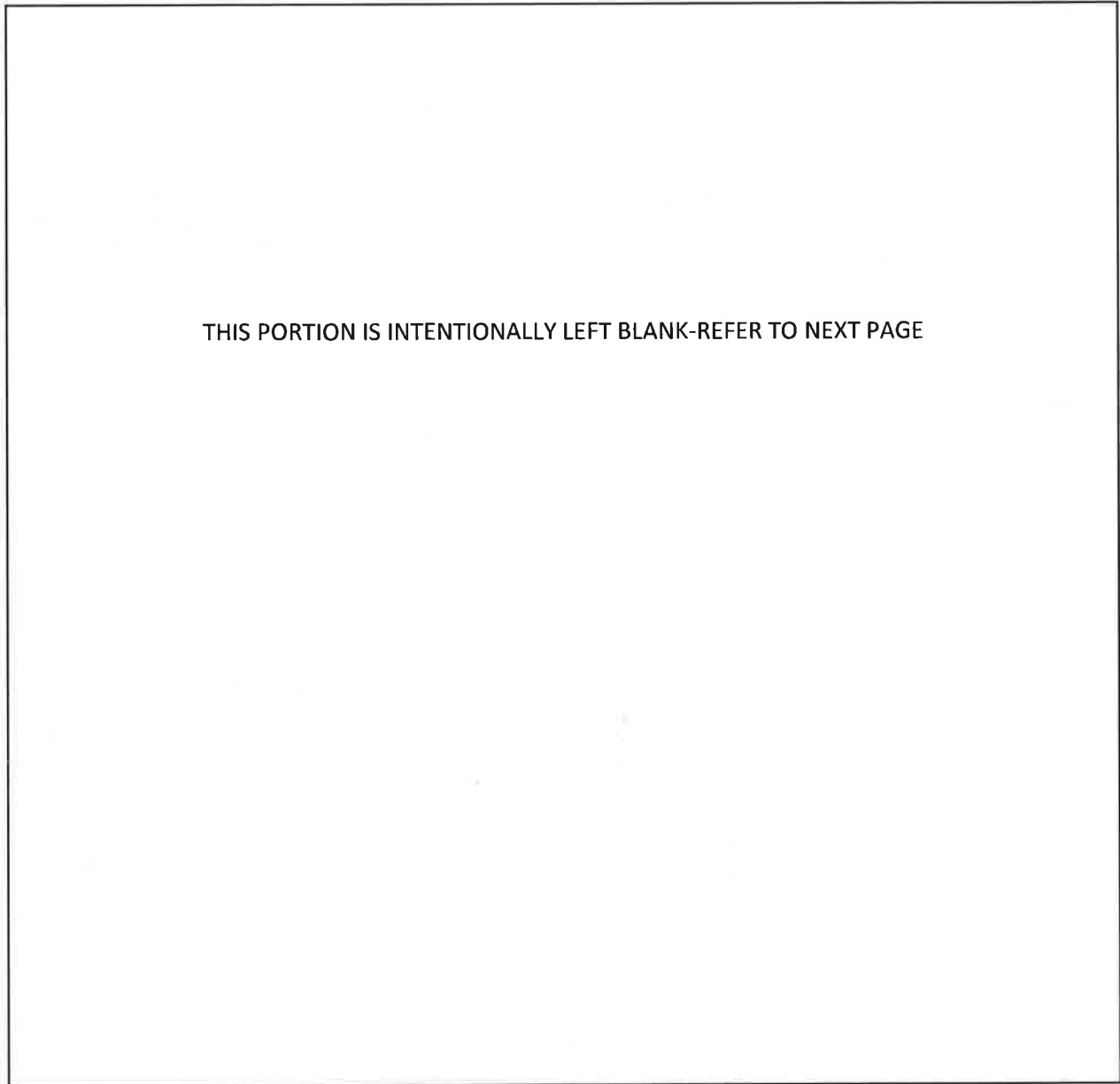
<sup>5</sup> Includes, but is not limited to parks, playfields, sports and racquet courts, but excludes golf courses ~~which are permitted conditionally.~~



Except as modified under Chapter 16.68 (Infill Development), Section 16.144.030 (Wetland, Habitat and Natural Areas) Chapter 16.44 (Townhomes), or as otherwise provided, required minimum lot areas, dimensions and setbacks shall be provided in the following table.

**C. Height**

~~Except as otherwise provided for accessory structures, and for infill development under Chapter 16.68, the maximum height of structures shall be two 2 stories or thirty feet, whichever is less. Chimneys, solar and wind energy devices, radio and TV aerials, and similar structures attached to residential dwellings or to accessory buildings, may exceed this height limitation by up to twenty (20) feet. Some accessory structures, such as chimneys, stacks, water towers, radio or television antennas, etc. may exceed these height limits with a conditional use permit, per Chapter 16.62.~~



**C. Table XX: Development Standards per Residential Zone**

Development Standard by Residential Zone-	VLDR	VLDR-PUD	LDR	MDRL	MDRH	HDR
<b>Minimum Lot areas: (in square ft.)</b>						
• Single-Family Detached	40,000	10,000	7,000	5,000	5,000	5,000
• Single Family Attached	40,000	10,000	7,000	5,000	4,000	4,000
• Two or Multi-Family: • for the first 2 units	X	X	X	10,000	8,000	8,000
• Multi-Family: each additional unit after first 2	X	X	X	X	3,200	1,500
<b>Minimum Lot width at front property line: (in feet)</b>	25	25	25	25	25	25
<b>Minimum Lot width at building line<sup>6</sup>: (in feet)</b>						
• Single-Family	None	None	60	50	50	50
• Two-Family	X	X	X	60	60	60
• Multi-family	X	X	X	X	60	60
<b>Lot Depth</b>	None	None	80	80	80	80
<b>Maximum Height<sup>7</sup> (in feet)</b>	30 or 2 stories	30 or 2 stories	30 or 2 stories	30 or 2 stories	35 or 2.5 stories	40 or 3 stories
• Amateur Radio Towers	70	70	70	70	70	70
• <u>Chimneys, Solar or Wind Devices, Radio and TV aerials</u> <sup>8</sup>	50	50	50	50	55	60
•						
<b>Setbacks (in feet)</b>						
• <b>Front yard</b>	20	20	20	20	20	20
• <b>Interior side yard</b>						
• Single-Family Detached	5	5	5	5	5	5
• Single-Family Attached	20	20	20	10	5	5
• Two Family	X	X	X	5	5	5
• Multi-Family						
• 18 ft. or less in height	X	X	X	X	5	5
• Between 18-24 ft. in height	X	X	X	X	7	7
• If over 24 ft. in height	X	X	X	X	\$16.68 Infill	\$ 16.68 Infill
• <b>Corner lot street side</b>						
• Single Family	20	20	20	15	15	15
• Multi-Family	X	X	X	X	20	30
• <b>Rear yard</b>	20	20	20	20	20	20

<sup>6</sup> Minimum lot width at the building line on cul-de-sac lots may be less than that required in this Code if a lesser width is necessary to provide for a minimum rear yard. (Moved from 16.60.040)

<sup>7</sup> Maximum height is the lessor of feet or stories

<sup>8</sup> Some accessory structures, such as chimneys, stacks, water towers, radio or television antennas, etc. may exceed these height limits with a conditional use permit, per Chapter 16.62 (Chimneys, Spires, Antennas and Similar Structures).

### **16.12.040 ~~16.12.050~~ - Community Design**

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

### **16.12.050 ~~16.12.060~~ Flood Plain**

Except as otherwise provided, Section 16.134.020 shall apply.

### **16.12.060 Chickens**

**A. Purpose:** Residents of the City shall be allowed to keep chickens, subject to the requirements of this Chapter.

#### **B. Location Requirements**

1. Chickens shall only be kept on property which is occupied by a detached single family dwelling.
2. Chickens shall only be kept upon property which is the principal residence of the owner of the chicken.
3. Chickens and chicken enclosures shall not be located in any area between the primary dwelling and the front property line.
4. Chicken enclosures must be at least ten feet from the property line.

#### **C. Number of Chickens Permitted**

1. No more than four (4) hens may be kept on any one property within the City.
2. No roosters may be kept within the City.
3. Chicks up to 12 weeks old may be kept indoors as household pets and are not subject to the limitations of (1) and (2) above.

#### **D. Criteria and Prohibitions**

1. Chicken Enclosures
  - a. Chickens shall be kept within a secure enclosure and allowing chickens to enter adjoining properties is prohibited.
  - b. Enclosures shall be kept clean, dry, and free of noticeable odors and in good repair.
  - c. Enclosures shall prevent the entry of rodents and predators.
2. Chickens shall be kept for personal, non-commercial use only. No person shall sell eggs or engage in chicken breeding or fertilizer production for commercial purposes.



3. The keeping of chickens in such a manner as to cause a nuisance, as defined in Chapter 9 of the Municipal Code or under applicable law, including the criteria in this code, is prohibited. Violations shall be enforced per 9.44.060.

#### **E. Procedure**

1. In a residential zone, a resident who wants to raise chickens per the requirements of this section must obtain a permit and demonstrate compliance with the above criteria, (D.) and pay a processing fee. This is a Type I decision with appeal to the Planning Commission.

2. Tenants and renters of property may keep chickens only with the written permission of the property owner included with the permit request.

#### **16.12.070 Amateur "Ham" Radio Towers/Facilities**

##### **A. All of the following are exempt from the regulations contained in this section of the Code:**

1. Amateur radio facility antennas, or a combination of antennas and support structures seventy (70) feet or less in height as measured from the base of the support structure consistent with ORS § 221.295.
2. This includes antennas attached to towers capable of telescoping or otherwise being extended by mechanical device to a height greater than 70 feet so long as the amateur radio facility is capable of being lowered to 70 feet or less. This exemption applies only to the Sherwood Development Code and does not apply to other applicable city, state, and federal regulations. Amateur radio facilities not meeting the requirements of this exemption are considered non-exempt, and must comply with Chapter 16.12.030.C.

##### **B. Definitions**

1. Amateur ("Ham") Radio Services: Radio communication services, including amateur-satellite service and amateur service, which are for the purpose of self-training, intercommunication, and technical investigations carried out by duly licensed amateur radio operators solely for personal aims and without pecuniary interest, as defined in Title 47, Code of Federal Regulations, Part 97 and regulated there under.
2. Amateur Radio Facilities: The external, outdoor structures associated with an operator's amateur radio service. This includes antennae, masts, towers, and other antenna support structures.

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**Chapters 16.14-16.20 have been deleted and incorporated into Chapter 16.12 in its entirety**

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#### **Chapter 16.42**

**HOME OCCUPATIONS\*---all ~~Type I~~ and ~~Type II~~ have been replaced with Class Type I and Class Type II**

**SECTIONS:**

**16.42.010 Purpose**

**16.42.020 Authority**

**16.42.030 Exemptions**

**16.42.040 Class Type I and Class Type II Home Occupations**

**16.42.050 General Definition and Criteria for Home Occupations**

**16.42.060 Class Type I Home Occupation Criteria Defined**

**16.42.070 Class Type II Home Occupation Permit Criteria Defined**

**16.42.080 Prohibited Uses**

**16.42.090 Permit Procedures for Class Type II Home Occupations**

**16.42.100 Expiration and Revocation of Home Occupation Permits**

**16.42.110 Appeals-**

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

**16.42.010 Purpose**

It is the purpose of this chapter to permit residents an opportunity to use their homes to engage in small-scale business ventures. Home occupations are regulated to ensure that they do not alter the residential character of the neighborhood, nor infringe upon the rights of nearby residents to the peaceful enjoyment of their neighborhood and homes.

(Ord. 2002-1130 § 3; 86-851)

**16.42.020 Authority**

The provisions of this Code are intended to apply to those entities required to obtain a Sherwood business license under the provisions of the Sherwood Municipal Code Chapter 5.04. No person shall carry on a home occupation, or permit such use to occur on property, which that person owns or is in lawful control, contrary to the provisions of this ordinance. A person must first determine if a permit, for such use in the manner provided by this section, is required.

(Ord. 2002-1130 § 3; 86-851)

**16.42.030 Exemptions**

A. For-profit production of produce or other food products grown on the premises. This may include temporary or seasonal sale of produce or other food products grown on the premises.

B. Short-term sales from a residence shall not be deemed to fall under the regulations for home occupations. Such sales shall not exceed one (1) week in duration and a two (2) week period in any given calendar year. Examples of such uses are, but not limited to, garage sales, estate sales, rummage and craft sales.

(Ord. 2002-1130 § 3; 86-851)

**16.42.040 Class Type I and Class Type II Home Occupations**

A. Home occupations or professions shall be carried on wholly within the principal building and clearly secondary, in the City's determination, to the use of the building as a dwelling. All home occupations shall be administered as either Class Type I or II, distinguished by the potential impacts they represent to the neighborhood. Both Class Type I and Class Type II Home Occupations are required to apply for and maintain a City of Sherwood business license.

B. Class Type I home occupations are exempt from the permitting process and defined by the listed criteria.

(Ord. 2002-1130 § 3; 86-851)



#### **16.42.050 -General Definition and Criteria for Home Occupations**

A. Home occupations or professions are businesses carried on wholly within a residential building requiring a City business license. Home occupations are clearly incidental and accessory to the use of the property as a dwelling, and they are not detrimental or disruptive in terms of appearance or operations to neighboring properties and residents. The occupation or profession does not require additional off-street parking nor upset existing traffic patterns in the neighborhood. All home occupations shall be in accordance with the following general criteria:

1. All business operations shall comply with the current City of Sherwood noise ordinance and shall not produce any offensive vibration, smoke, dust, odors, heat, glare or electrical interference detectable to normal sensory perception at the property line.
2. No exterior remodeling which alters the residential character of the structure shall be permitted.
3. The occupation or profession shall not occupy more than twenty-five percent (25%) of the total floor area of all habitable buildings on the property, including customary accessory buildings. Home Occupations in the Old Town Overlay may occupy up to fifty percent (50%) of the entire floor area of all buildings on a lot per section 16.162.060.D.
4. There shall be no storage and/or distribution of toxic or flammable materials and spray painting or spray finishing operations that involve toxic or flammable materials which in the judgment of the Fire Marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals who are engaged in home occupations shall make available to the Fire Marshal for review the Material Safety Data Sheets which pertain to all potentially toxic and/or flammable materials associated with the use.
5. There shall be no exterior storage of vehicles of any kind used for the business with the exception of one commercially licensed vehicle of not more than one ton gross vehicle weight (GVW) that may be parked outside of a structure or screened area.

#### **16.42.060 Class Type I Home Occupation Criteria Defined**

A. Class Type-I home occupations shall be conducted in accordance with the following defined criteria:

1. Only the principal occupant(s) of a residential property may undertake home occupations.
2. Storage of materials is confined to the interior of the residence with no exterior indication of a home occupation.
3. No exterior signs that identify the property as a business location.
4. No clients or customers to visit the premises for any reason.
5. The address of the home shall not be given in any advertisement, including but not limited to commercial telephone directories, newspapers, magazines, off-premises signs, flyers, radio, television and any other advertising media.

6. Deliveries to the residence by suppliers may not exceed three per week and shall be prohibited on weekends.

(Ord. 2002-1130 § 3)

#### **16.42.070 ~~Type Class~~ II Home Occupation Permit Criteria Defined**

A. ~~Type Class~~ II home occupations require a permit and shall be conducted in conformance with the following criteria:

1. One non-illuminated exterior sign, not to exceed one (1) square foot. In addition to signs permitted for home occupations, one (1) non-illuminated, attached, exterior sign, up to a maximum of nine (9) square feet in surface area, may be permitted for each approved home occupation in the Old Town Overlay per section 16.162.070.E.
2. The number of customers and clients shall not exceed 5 visits per day. Customers and clients may not visit the business between the hours of 10:00 PM and 7:00 AM, Monday through Friday and between 7:00 PM and 8:00 AM, Saturday and Sunday.
3. Storage of materials on the premises shall be screened entirely from view of neighboring properties by a solid fence. Exterior/outside storage of materials shall not exceed five percent (5%) of the total lot area and shall not encroach upon required setback areas of the zone.
4. Commercial pick-up and deliveries shall be limited to one (1) per day on weekdays and shall be prohibited on weekends.
5. Number of Employees or Volunteers:
  - a. ~~A maximum of one volunteer or one on-site employee, who is not a principal resident of the premises.~~ One volunteer or one FTE (full time equivalent) employee who does not live at the residence; or
  - b. If it can be shown that adequate off-street parking is available to accommodate both the homeowners and the employees, a total of two (2) FTE employees or volunteers will be permitted.

#### **16.42.080 Prohibited Uses**

A. Because of the potential adverse impacts they pose to residential neighborhoods, the following uses are not allowed as home occupations and must be conducted as allowed in a commercial or industrial zone:

1. Auto body repair, restoration and painting.
2. Commercial auto repair (auto repair for other than the property owners/tenants personal vehicles).
3. Junk and salvage operations.
4. Storage and/or sale of fireworks.

(Ord. 2002-1130 § 3; 86-851)

#### **16.42.090 Permit Procedures for ~~Type Class~~ II Home Occupations**

A. An application for a ~~Type Class~~ II Home Occupation Permit shall be filed according to the application procedures of Chapter 16.72, in conjunction with a City business license, accompanied by the appropriate fee as per Section 16.74.010.

B. The application shall identify the type of use and address the conditions contained in this chapter ~~Chapter 16.42~~ and other applicable sections of this Code.

C. The City Manager ~~Planning Director~~ or his designee may impose additional conditions upon the approval of Class-Type II home occupation permits to ensure compliance with the requirements of this Chapter.

D. The action of the City Manager ~~Planning Director~~ or designee may be appealed as per Chapter 16.76 (Appeals).  
(Ord. 2002-1130 § 3)

#### **16.42.100 Expiration and Revocation of Home Occupation Permits**

##### **A. Type-Class II Home Occupation Permit Expiration.**

A Class-Type II home occupation permit shall be valid for a period of one (1) year. Renewal of the permit shall be accomplished in the same manner as an application for a new permit under this section.

##### **B. Grounds for Revocation.**

The City Manager or designee ~~Planning Director~~ may revoke a home occupation permit at any time for the following reasons:

1. A violation of any provision of this Chapter.
2. A violation of any term or condition of the permit.
3. Failure to pay the City of Sherwood Business License fee in a timely manner.

When a Type-Class II home occupation permit has been revoked, a new Type-Class II home occupation permit will not be issued to the applicant or other persons residing with the applicant for a period of up to twenty-four (24) months.

(Ord. 2002-1130 § 3)

#### **16.42.110 Appeals.**

The action of the City Manager ~~Planning Director~~ or designee may be appealed per the provisions of Chapter 16.76 (Appeals).  
(Ord. 2002-1130 § 3)

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### **Chapter 16.50**

## **ACCESSORY ~~USES~~ STRUCTURES, ARCHITECTURAL FEATURES AND DECKS**

### **SECTIONS:**

**16.50.010 Standards and Definition**

**16.50.020 Conditional Uses**

**16.50.030 Conflicts of Interpretation**

**16.50.040 Accessory Structure Exemptions**

**16.50.050 Architectural Features**

**16.50.060 Decks**

#### **16.50.010 Standards and Definition**

##### **A. Definition**

**Accessory Building or Structure: A structure whose use is incidental and subordinate to the main use of property, is located on the same lot as the main use, and is freestanding or is joined to the primary structure solely by non-habitable space as defined by the State Building Code.**

##### **B. Generally Standards**

For uses located within a residential zoning district, accessory uses, buildings, and structures, ~~excluding decks which are subject to Section 16.60.050~~ shall comply with all requirements for



principal uses, buildings, and structures except where specifically modified below; and shall also comply with the City of Sherwood Building Code as amended. Where this Code and the Building Code conflict, the most stringent shall apply.

### C. Dimension and Setback Requirements

1. Any accessory building shall have not more than ~~six~~ **seven**-hundred (600) ~~and twenty~~ square feet of ground floor area and shall be no taller than ~~15~~ **25** feet in height. 10'  
2008
2. No accessory building or structure over three (3) feet in height shall be allowed in any required front yard ~~or side yard~~. Accessory buildings may be allowed in required side and rear building setbacks as described below.
3. When a Building Permit is not required and the structure is less than 100 square of ground floor area feet and less than six feet tall, no rear or side yard setbacks are required and the structure may abut the rear or side property line.
4. When a Building Permit is not required and the structure is over 100 square feet, but under 200 square feet:
  - a. ~~C.~~ Detached accessory structures ~~that do not require a building permit per the Building Code~~ shall maintain a minimum 3-foot distance from any side or rear property line. ~~and must be a minimum of 6 (six) feet from an accessory or primary structure.~~
  - b. Attached accessory structures ~~that do not require a building permit per the Building Code~~ shall be setback a minimum of three (3) feet from any side property line and ~~ten (10) fifteen (15)~~ feet from a rear property line.
5. When a Building Permit is required:
  - ~~D.~~ a. No accessory building or structure over three (3) feet in ~~height that requires a building permit per the Building Code~~ shall be located closer than five (5) feet to any side ~~or rear~~ property line and ~~ten (10) six (6)~~ feet from any ~~accessory or primary structure rear property line.~~
  - b. Any accessory building or ~~structure that requires a building permit per the Building Code~~ attached by a common wall or permanent roof or foundation to the principal building or structure must comply with all setbacks for the principal building or structure.
- ~~F.~~ D. No accessory building or structure shall encroach upon or interfere with the use of any adjoining property or public right-of-way, including but not limited to streets, alleys, and public and/or private easements.

#### **16.50.020 Conditional Uses**

Any accessory use and/or structure associated with a conditional use shall be allowed only after approval in accordance with Chapter 16.82.

#### **16.50.030 Conflicts of Interpretation**

A conflict of interpretation concerning whether a use or structure is an accessory use or structure shall be resolved in accordance with the provisions of Chapter 16.88.

#### **16.50.040 Accessory Structure Exemptions**

The following are not considered accessory structures for the purposes of this section:

- A. Pergolas, arbors and trellises
- B. Play structure and swing sets
- C. Flag poles limited to 20 feet
- D. Temporary and seasonal above ground pools
- E. Structures that are considered Accessory Dwelling Units and fall under the provisions of 16.52 Accessory Dwelling Units.

#### **16.50.50 Architectural Features-Moved from 16.60.040**

Architectural features such as cornices, eaves, canopies, sunshades, gutters, signs, chimneys, and flues may project up to five (5) feet into a front or rear required yard setback and two and one half (2 ½) into a required side yard setback.

#### **16.50.060 Decks – Moved from 16.50.050**

Uncovered decks which are no more than 30 inches above grade may project into the required rear yard, but shall not be closer than five feet from the property line. If the ground slopes away from the edge of the deck, the deck height shall be measured at a point five feet away from the edge of the deck. Decks shall not be allowed in the required front or side yard setbacks. Uncovered decks 30 inches above grade that require a building permit placed on properties adjacent to wetland or open space tracts that are publicly dedicated or in public ownership, may project into the required rear yard, but shall not be closer than ten (10) feet from the rear property line. All other decks will comply with the required setbacks for the underlying zoning district.

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#### **16.52-16.56 No Changes to the Code**

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#### **16.58**

#### **CLEAR VISION AND FENCES-SUPPLEMENTARY STANDARDS**

SECTIONS:

#### **16.58.010 CLEAR-VISION-AREAS**

~~16.58.020-ADDITIONAL-SETBACKS:~~Moved To Public Improvements

16.58.030 FENCES, WALLS AND HEDGES

~~16.58.040 LOT SIZES AND DIMENSIONS:~~ Moved to Yard Requirements

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

#### **16.58.010 Clear Vision Areas**

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

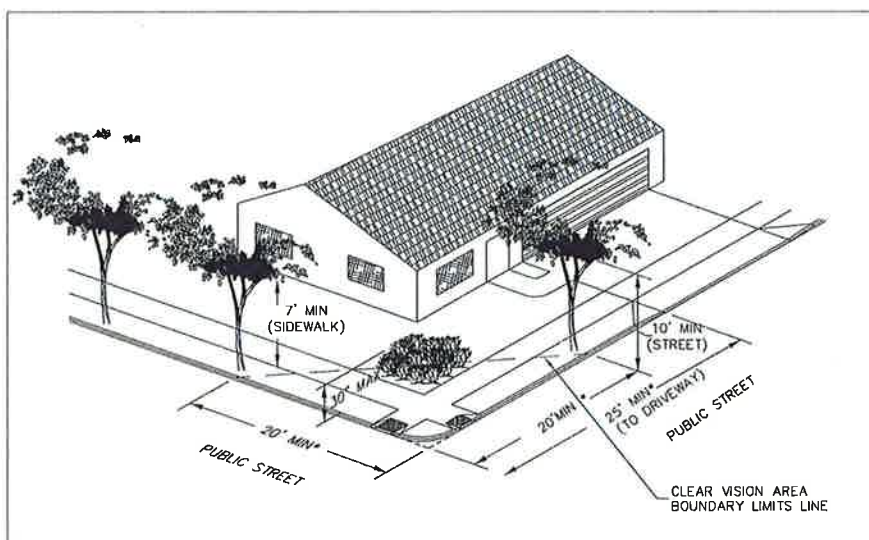
B. A clear vision area shall consist of a triangular area, two (2) sides of which are lot lines measured from the corner intersection of the street lot lines for a distance specified in this



regulation; or, where the lot lines have rounded corners, the lot lines extended in a straight line to a point of intersection, and so measured, and the third side of which is a line across the corner of the lot joining the non-intersecting ends of the other two (2) sides.

C. A clear vision area shall contain no planting, sight obscuring fence, wall, structure, or temporary or permanent obstruction exceeding two and one-half (2- 1/2) feet in height, measured from the top of the curb, or where no curb exists, from the established street center line grade, except that trees exceeding this height may be located in this area, provided all branches and foliage are removed to the height of seven (7) feet above the ground on the sidewalk side and ten (10) feet on the street side. The following requirements shall govern clear vision areas:

1. In all ~~residential~~ zones, the minimum distance shall be twenty (20) thirty (30) feet.
2. In all zones, the minimum distance from corner curb to any driveway shall be twenty five (25) feet.
3. ~~In commercial and industrial zones, the minimum distance shall be fifteen (15) feet, or at intersections including an alley, ten (10) feet, except that when the angle of intersection between streets, other than an alley, is less than thirty (30) degrees, the distance shall be twenty-five (25) feet.~~ Where no setbacks ~~yards~~ are required, buildings may be constructed within the clear vision area.



~~16.58.020 ADDITIONAL SETBACKS~~ Moved to 16.108.040

Generally

~~Additional setbacks apply when the width of a street right-of-way abutting a development is less than the standard width under the functional classifications in Section VI of the Community Development Plan. Additional setbacks are intended to provide unobstructed area for future street right-of-way dedication and improvements, in conformance with Section VI. Additional setbacks shall be measured at right angles from the centerline of the street.~~

~~TABLE INSET:~~

<del>—</del>	<del>Classification —</del>	<del>Additional Setback —</del>
<del>4 —</del>	<del>Major Arterial —</del>	<del>61 feet —</del>

<del>2.</del>	<del>Minor Arterial</del>	<del>37 feet</del>
<del>3.</del>	<del>Collector</del>	<del>29 feet</del>
<del>4.</del>	<del>Local</del>	<del>26 feet</del>

**16.58.030 Fences Walls and Hedges – addressed separately under Phase 1.5**

**~~16.58.040 LOT SIZES AND DIMENSIONS~~ Moved to 16.60.040 and 16.12.030.C**

~~A. Generally~~

~~If a lot or the aggregate of contiguous lots or parcels recorded, or platted, prior to the effective date of this Code, has an area or dimension which does not meet the requirements of this Code, the lot or aggregate lots may be put to a use permitted outright, subject to the other requirements of the zone in which the property is located, except that a residential use shall be limited to a single family dwelling, or to the number of dwelling units consistent with the density requirements of the zone. However, no dwelling shall be built on a lot with less area than thirty-two hundred (3,200) square feet, except as provided in Chapter 16.68, Infill Development.~~

~~B. Cul-de-sacs~~

~~Minimum lot width at the building line on cul-de-sac lots may be less than that required in this Code if a lesser width is necessary to provide for a minimum rear yard.~~

~~C. Infill Development~~

~~Lot sizes and dimensions shall conform to the underlying zone district except as modified under Chapter 16.68, Infill Development.~~

(Ord. 2006-021)

**Chapter 16.60**

**YARD DIMENSIONAL REQUIREMENTS \***

SECTIONS:

16.60.010 Through Lots

16.60.020 Corner Lots

16.60.030 Yards

16.60.040 Lot sizes and Dimensions

~~16.60.040 Exceptions~~ Moved to 16.50

~~16.60.050 Decks~~ Moved to 16.50

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

**16.60.010 Through Lots**

On a through lot the front yard requirements of the zone in which such a lot is located shall apply to the street frontage where the lot receives vehicle access; except where access is from an alley, the front yard requirements shall apply to the street opposite the alley.

(Ord. 2006-021; 86-851 § 3)

**16.60.020 Corner Lots**

On a corner lot, or a reversed corner lot of a block oblong in shape, the short street side may be used as the front of the lot provided:

- A. The front yard setback shall not be less than twenty-five (25) feet; except where otherwise allowed by the applicable zoning district and subject to vision clearance requirements.



B. The side yard requirements on the long street side shall conform to the front yard requirement of the zone in which the building is located.

### 16.60.030 Yards

A. Except for landscaping, every part of a required yard (also referred to as minimum setback) shall be open and unobstructed from its lowest point to the sky, except that [architectural features](#) such as awnings, fire escapes, open stairways, chimneys, or ~~and~~ accessory structures permitted in accordance with Chapter 16.50 ([Accessory Structures](#)) may be permitted when so placed as not to obstruct light and ventilation.

B. Where a side or rear yard is not required, and a primary structure is not erected directly on the property line, it shall be set back at least three (3) feet.

### 16.60.040 ~~16.58.040~~ Lot Sizes And Dimensions Moved from 16.58.040

A. If a lot or the aggregate of contiguous lots or parcels recorded, or platted, prior to the effective date of this Code, has an area or dimension which does not meet the requirements of this Code, the lot of aggregate lots may be put to a use permitted outright, subject to the other requirements of the zone in which the property is located, except that a residential use shall be limited to a single-family dwelling, or to the number of dwelling units consistent with the density requirements of the zone. However, no dwelling shall be built on a lot with less area than thirty-two hundred (3,200) square feet, except as provided in Chapter 16.68, Infill Development.

#### B. Exceptions

~~A. Architectural features such as cornices, eaves, canopies, sunshades, gutters, signs, chimneys, and flues may project up to two and one half (2 ½) feet into a required yard.~~  
Yard requirements of the underlying zone may be modified for infill developments, as provided in Chapter 16.68 ([Infill](#)).

### ~~16.60.050 Decks Moved to 16.50.060~~

~~Uncovered decks which are no more than 30 inches above grade may project into the required rear yard, but shall not be closer than five feet from the property line. If the ground slopes away from the edge of the deck, the deck height shall be measured at a point five feet away from the edge of the deck. Decks shall not be allowed in the required front or side yard setbacks. Uncovered decks 30 inches above grade that require a building permit placed on properties adjacent to wetland or open space tracts that are publicly dedicated or in public ownership, may project into the required rear yard, but shall not be closer than ten (10) feet from the rear property line. All other decks will comply with the required setbacks for the underlying zoning district.~~

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## Chapter 16.72

### PROCEDURES FOR PROCESSING DEVELOPMENT PERMITS

#### 16.72.010 Generally

##### A. Classifications

Except for ~~Administrative Variances, which are reviewed per Section 16.84.020, and~~ Final Development Plans for Planned Unit Developments, which are reviewed per Section 16.40.030, all quasi-judicial development permit applications and legislative land use actions shall be classified as one of the following:



1. Type I

The following quasi-judicial actions shall be subject to a Type I review process:

- a. Signs
- b. Property Line Adjustments
- c. Interpretation of Similar Uses
- d. Temporary Uses
- e. Final Subdivision Plats
- f. Final Site Plan Review
- g. Time extensions of approval, per Sections 16.90.020; 16.124.010
- h. ~~Type Class~~ II Home Occupation Permits
- i. Interpretive Decisions by the City Manager or his/her designee
- j. Tree Removal Permit – a street trees over five (5) inches DBH, per Section 16.142.050.B.2 and 3– proposed to be added in PA 10-03
- k. Chickens
- l. Adjustments

2. Type II

The following quasi-judicial actions shall be subject to a Type II review process:

- a. Land Partitions
- b. Expedited Land Divisions - The Planning Director shall make a decision based on the information presented, and shall issue a development permit if the applicant has complied with all of the relevant requirements of the Zoning and Community Development Code. Conditions may be imposed by the Planning Director if necessary to fulfill the requirements of the adopted Comprehensive Plan, Transportation System Plan or the Zoning and Community Development Code.
- c. "Fast-track" Site Plan review, defined as those site plan applications which propose less than 15,000 square feet of floor area, parking or seating capacity of public, institutional, commercial or industrial use permitted by the underlying zone, or up to a total of 20% increase in floor area, parking or seating capacity for a land use or structure subject to conditional use permit, except as follows: auditoriums, theaters, stadiums, and those applications subject to Section 16.72.010.4, below.
- d. "Design Upgraded" Site Plan review, defined as those site plan applications which propose between 15,001 and 40,000 square feet of floor area, parking or seating capacity and which propose a minimum of eighty percent (80%) of the total possible points of design criteria in the "Commercial Design Review Matrix" found in Section 16.90.020.4.G.4.
- e. Industrial "Design Upgraded" projects, defined as those site plan applications which propose between 15,001 and 60,000 square feet of floor area, parking or seating capacity and which meet all of the criteria in 16.90.020.4.H.1.
- f. Class B Variance

3. Type III

The following quasi-judicial actions shall be subject to a Type III review process:

- a. Conditional Uses
- b. ~~Variiances, including Administrative Variiances if a hearing is requested per Seciton 16.84.020.~~
- b e. Site Plan Review -- between 15,001 and 40,000 square feet of floor area, parking or seating capacity except those within the Old Town Overlay District, per Section 16.72.010.4, below.
- c d. Subdivisions -- Less than 50 lots.

4. Type IV

The following quasi-judicial actions shall be subject to a Type IV review process:

- a. Site Plan review and/or "Fast Track" Site Plan review of new or existing structures in the Old Town Overlay District.
- b. All quasi-judicial actions not otherwise assigned to a Hearing Authority under this section.
- c. Site Plans -- Greater than 40,000 square feet of floor area, parking or seating capacity.
- d. Site Plans subject to Section 16.90.020.4.G.6.
- e. Industrial Site Plans subject to Section 16.90.020.4.H.2.
- f. Subdivisions -- More than 50 lots.
- g. Class A Variance

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**Editor's note: This section replaces existing 16.84 in its entirety.**

## **Chapter 16.84 VARIANCES**

### **SECTIONS**

- 16.84.010     Variances - Purpose
- 16.84.020     Variances - Applicability
- 16.84.030     Types of Variances

#### **16.84.010 Purpose**

This Chapter provides standards and procedures for variances, which are modifications to land use or development standards that are not otherwise permitted elsewhere in this Code as exceptions to Code standards. This Chapter provides flexibility, while maintaining the purposes and intent of the Code. No variances shall be granted to allow the use of property for a purpose not authorized within the zone in which the proposed use is located. In granting a variance, conditions may be imposed when necessary to protect the best interests of surrounding properties and neighborhoods, and otherwise achieve the purposes of the adopted Comprehensive Plan, the Transportation System Plan, and other Code provisions.

#### **16.84.020 Variances- Applicability**

##### **A. Exceptions and Modifications versus Variances**

A code standard or approval criterion may be modified without approval of a variance if the applicable code section expressly allows exceptions or modifications. If the code provision does not expressly provide for exceptions or modifications then a variance is required to modify that code section and the provisions of Chapter 16.84 apply.

##### **B. Combining Variances with Other Approvals; Permit Approvals by Other Agencies.**

Variance requests may be combined with and reviewed concurrently by the City approval body with other land use and development applications (e.g., development review, site plan review, subdivision, conditional use, etc.); however, some variances may be subject to approval by other permitting agencies, such as ODOT in the case of State Highway access.

**16.84.030 Types of Variances** As provided in this Section, there are three types of variances: Adjustments, Class A variance and Class B variance; the type of variance required depends on the extent of the variance request and the discretion involved in the decision making process.

#### **A. Adjustments**



1. **Applicability:** The following variances are reviewed using a Type I procedure, as governed by Chapter 16.72, using the approval criteria in Subsection 2, below:

a. **Front yard setbacks** Up to a 10 percent change to the front yard setback standard in the land use district.

b. **Interior setbacks** Up to a 10 percent reduction of the dimensional standards for the side and rear yard setbacks required in the base land use district so long as the three foot setback is maintained based on Building Code requirements where applicable.

c. **Landscape area** Up to a 10% reduction in landscape area (overall area or interior parking lot landscape area).

d. **A 5% reduction in other Code standards or dimensions not otherwise specifically identified in this section and not applicable at the time of the subdivision or partition approval.**

2. **Approval Criteria:** Adjustments shall be granted if the applicant demonstrates compliance with all of the following criteria:

a. **The adjustment requested is required due to the lot configuration, or other conditions of the site;**

b. **The adjustment does not result in the removal of trees, or it is proposed in order to preserve trees, if trees are present in the development area;**

c. **The adjustment will not result in violation(s) of any other adopted ordinance or code standard; each code standard to be modified shall require a separate adjustment request.**

d. **An application for an adjustment is limited to one lot or parcel per application.**

e. **No more than three adjustments may be approved for one lot or parcel in 12 months.**

## **B. Class B Variances**

1. **Applicability:** Class B variance requests are those meet the criteria in a-e, below:

a. **The Class B variance standards apply to individual platted and recorded lots only.**

b. **A variance shall not be approved that would vary the "permitted uses" or "prohibited uses" of a land use zoning district.**

c. **Front yard setbacks. Up to a 20 percent change to the front yard setback standard in the land use district.**

d. Interior setbacks. Up to a 20 percent reduction of the dimensional standards for the side and rear yard setbacks required in the base land use district so long as the three foot setback is maintained if required by the Building Code requirements.

e. A 25% or less reduction in other Code standards or dimensions not otherwise specifically identified in this section.

**2. Approval Process:** Class B variances shall be reviewed using a Type II procedure. In addition to the application requirements contained in Chapter 16.72.010, the applicant shall provide a written narrative describing the reason for the variance, why it is required, alternatives considered, and compliance with the criteria in subsection 3.

**3. Approval Criteria:** Class B variances shall meet the following criteria:

a. The variance requested is required due to the lot configuration, or other conditions of the site;

b. The variance does not result in the removal of trees, or it is proposed in order to preserve trees, if trees are present in the development area;

c. The variance will not result in violation(s) of any other adopted ordinance or code standard; each code standard to be modified shall require a separate variance request.

d. An application for a Class B variance is limited to three or fewer lots per application and cannot be part of a subdivision application.

e. The variance will have minimal impact to the adjacent properties.

f. The variance is the minimum needed to achieve the desired result and the applicant has considered alternatives.

## **C. Class A Variances**

### **1. Generally**

a. The Class A variance procedure may be used to modify a standard for three (3) or fewer lots, including lots yet to be created through a partition process.

b. An applicant who proposes to vary a standard for lots yet to be created through a subdivision process may not utilize the Class A variance procedure. Approval of a Planned Unit Development shall be required to vary a standard for lots yet to be created through a subdivision process, where a specific code section does not otherwise permit exceptions.

c. A Class A Variance shall not be approved that would vary the "permitted, conditional or prohibited uses" of a land use district.

### **2. Approval Process:**



a. Class A Variances shall be processed using a Type IV procedure, as governed by Chapter 16.84, using the approval criteria in subsection 3, below.

b. In addition to the application requirements contained in Chapter 16.72.010, the applicant shall provide a written narrative describing the reason for the variance, why it is required, alternatives considered, and compliance with the criteria in subsection 3.

**3. Approval Criteria:** The City shall approve, approve with conditions, or deny an application for a Class A Variance based on the following criteria:

a. The proposed variance will not be materially detrimental to the purposes of this Code, to any other applicable policies and standards, and to other properties in the same land use district or vicinity;

b. A hardship to development exists which is peculiar to the lot size or shape, topography, or other similar circumstances related to the property over which the applicant has no control, and which are not applicable to other properties in the vicinity (e.g., the same land use district);

c. The use proposed will be the same as permitted under this title and City standards will be maintained to the greatest extent that is reasonably possible while permitting reasonable economic use of the land;

d. Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject Code standard;

e. The hardship is not self-imposed; and

f. The variance requested is the minimum variance that would alleviate the hardship.

~~Chapter 16.84 VARIANCES\*~~

~~Sections:~~

~~16.84.010 Generally~~

~~16.84.020 Administrative Variance~~

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

~~16.84.010 Generally~~

~~A. Authorization~~

~~The Commission may authorize variances from the standard requirements of this Code where it can be shown that, owing to special and unusual circumstances related to a specific property, strict application of this Code would cause undue or unnecessary hardship. No variances shall be granted to allow the use of property for a purpose not authorized within the zone in which the proposed use is located. In granting a variance, the Commission may attach conditions which it finds necessary to protect the best interests of surrounding properties and neighborhoods, and otherwise achieve the purposes of the adopted Comprehensive Plan, the Transportation System Plan, and this Code.~~



## ~~B.—Approval Criteria~~

~~No variance request shall be granted unless each of the following is found:~~

- ~~1.—Exceptional and extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, legally existing prior to the effective date of this Code, topography, or other circumstances over which the applicant has no control.~~
- ~~2.—The variance is necessary for the preservation of a property right of the applicant substantially the same as owners of other property in the same zone or vicinity.~~
- ~~3.—The authorization of the variance will not be materially detrimental to the purposes of this Code, or to other property in the zone or vicinity in which the property is located, or otherwise conflict with the goals, objectives and policies of the Comprehensive Plan.~~
- ~~4.—The hardship is not self-imposed and the variance requested is the minimum variance which would alleviate the hardship.~~
- ~~5.—The hardship does not arise from a violation of this Code.~~

## ~~C.—Application Content~~

~~An application for a variance shall be filed with the City and accompanied by a fee, as determined by Section 16.74.010. The application shall be accompanied by a site plan, drawn to scale, showing the dimensions and arrangement of the proposed development. The applicant is responsible for submitting a complete application which addresses the review criteria of this Chapter and other applicable sections of this Code. Except for Administrative variance requests, the variance request shall be subject to public notice and hearing as per Chapter 16.72.~~

## ~~D.—Time Limits~~

~~Authorization of a variance shall be void after two (2) years or such lesser time as the approval may specify unless substantial construction in the City's determination has taken place. The Hearing Authority may extend authorization for an additional period not to exceed one (1) year upon a written request from the applicant showing adequate cause for such extension, and payment of an extension application fee as per Section 16.74.010.~~

## ~~E.—Revocation~~

~~Any departure from approved plans not authorized by the Hearing Authority shall be cause for revocation of applicable building and occupancy permits. Furthermore if, in the City's determination, a condition or conditions of variance approval are not or cannot be satisfied, the variance or building and occupancy permits, shall be revoked.  
(Ord. No. 2010-015, § 2, 10-5-2010; Ord. 2003-1148, § 3; Ord. 92-943 § 3; 91-922; Ord. 86-851, § 1)~~

## ~~16.84.020 Administrative Variance~~

### ~~Authorization to Grant or Deny Variances to on-site requirements~~

~~The City Manager or his or her designee may authorize a variance from the standards of this Code relating to dimensional and on-site requirements, except lot area. Provided, however, that no variance under this section shall be greater than 25% of the requirement from which the variance is sought.~~

## ~~A.—Criteria~~

- ~~1.—In the case of a yard or other dimensional variance, except lot area, the applicant shall address the criteria in Section 16.84.010 as well as show the approval will result in:
  - ~~a.—More efficient use of the site.~~
  - ~~b.—Preservation of natural features, where appropriate.~~
  - ~~c.—Adequate provisions of light, air and privacy to adjoining properties.~~~~



~~d.—Adequate access.~~

~~2.—In the case of a variance to the dimensional standards for off-street parking spaces or the minimum required number of off-street parking spaces, the applicant shall show that approval will provide adequate off-street parking in relation to user demand. The following factors may be considered in granting such an exception:~~

~~a.—Special characteristics of users which indicate low demand for off-street parking (e.g. low income, elderly).~~

~~b.—Opportunities for joint use of nearby off-street parking facilities.~~

~~c.—Availability of public transit.~~

~~d.—Natural features of the site (topography, vegetation and drainage) which would be adversely affected by application of required parking standards.~~

~~B.—Procedures~~

~~1.—An administrative variance shall be decided by the City Manager or his or her designee unless an individual entitled to notice under subsection (2) requests a hearing. If a hearing is requested, the proposal shall be decided by the Planning Commission. If a hearing is requested, the variance must be processed as a regular variance and requires the full fee. The administrative variance fee shall be credited against the regular variance fee in such circumstances. If the applicant then decides to withdraw the request, the original fee is non-refundable.~~

~~2.—The City shall notify the applicant and all property owners within one hundred (100) feet of the proposal by mailed notice. Any property owner or person present may present written comments to the City which address the relevant criteria and standards. Such comments must be received by the City within ten (10) calendar days from the date on the notice.~~

~~3.—If a property owner or a person residing or doing business within the one hundred (100) feet of the proposal presents written comments as described in subsection (2), that individual may also request that a public hearing be held by the Planning Commission on the proposal. A request for a hearing must be submitted in writing and received within ten (10) calendar days from the date on the notice.~~

~~4.—If no public hearing is requested as described in subsection (3), the Manager shall make a decision based on the information presented, and shall issue a development permit if the applicant has complied with all the relevant variance requirements. The applicant may appeal this decision to the Planning Commission.~~

~~5.—If a public hearing is requested as provided in subsection (3) or the Manager's decision is appealed as provided in subsection (4), the hearing shall be conducted pursuant to Chapter 16.72 of the Code.~~

~~6.—The decision of the Planning Commission may be appealed to the City Council by a party to the hearing in accordance with Chapter 16.76 and shall be a review of the record supplemented by oral arguments relevant to the record presented by the parties.~~

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**Division VI. Public Improvements**

**16.108 STREETS**

**SECTIONS:**

**16.108.010 GENERALLY**

**16.108.030 REQUIRED IMPROVEMENTS**

**16.108.040 LOCATION AND DESIGN**

***Only change to this section:***

**16.108.040 Location and Design**

**D. Additional Setbacks Moved from 16.58.020**

Generally Additional setbacks apply when the width of a street right-of-way abutting a development is less than the standard width under the functional classifications in Section VI of the Community Development Plan. Additional setbacks are intended to provide unobstructed area for future street right-of-way dedication and improvements, in conformance with Section VI. Additional setbacks shall be measured at right angles from the centerline of the street.

**TABLE INSET:**

<u>  </u>	<u>Classification</u>	<u>Additional Setback</u>
<u>1.</u>	<u>Major Arterial</u>	<u>61 feet</u>
<u>2.</u>	<u>Minor Arterial</u>	<u>37 feet</u>
<u>3.</u>	<u>Collector</u>	<u>29 feet</u>
<u>4.</u>	<u>Local</u>	<u>26 feet</u>

**NEW BUSINESS A**

## Michelle Miller

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**From:** Michelle Miller  
**Sent:** Tuesday, February 15, 2011 1:50 PM  
**To:** Michelle Miller  
**Subject:** FW: Chickens

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**From:** Joyce Osborne [mailto:osbornejoy@comcast.net]  
**Sent:** Tuesday, February 08, 2011 11:12 AM  
**To:** Planning Commission  
**Cc:** City Council  
**Subject:** Chickens

Planning Commission

Re: Chickens in residents' backyards

As you are preparing for your next meeting, we hope you will give thought and consideration to the proposed code change regarding chickens. We do not know what the whole code change specifically says. If available, please let us know where we can access information.

We lived for years in another town with a chicken coop next door. It was a 4-H project that never went away as the child grew up and lost interest. We loved the family, but the chickens were a real problem. If you decide to recommend chickens in Sherwood, **you need to clearly state and have ability to enforce rules regarding building coop, cleaning of the chicken coop and removal of waste!** We had ongoing problems with flies on our patio and the waste attracted rodents and raccoons, etc. year round because coop it wasn't cleaned up and waste containers were not covered or emptied on a regular basis. Also, there was no law in place about how close the chicken coop could be to our property. When it came time to move to Oregon, we had difficulty selling our home because of the chickens next door.

Following site I found online from another state health department has some helpful suggestions about codes for chickens:

[http://gocolumbiamo.com/Health/Documents/Ord20549\\_Chickens.pdf](http://gocolumbiamo.com/Health/Documents/Ord20549_Chickens.pdf)

Chickens a growing trend - Sunset Magazine

<http://oneblockdiet.sunset.com/2009/05/backyard-chickens-is-the-trend-real-or-fake.html>

Once Sherwood allows chickens, it will be hard to rescind the law. Our preference would be no chickens in the city residential neighborhoods.

Sincerely,

Joyce & Bill Osborne  
23650 SW Platanus Place  
Sherwood, OR

Exhibit C



**NEW BUSINESS B**



Home of the Tualatin River National Wildlife Refuge

## MEMORANDUM

City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140  
Tel: 503-625-6522  
Fax: 503-625-5524  
[www.ci.sherwood.or.us](http://www.ci.sherwood.or.us)

Mayor  
Keith Mays

Council President  
Dave Grant

Councilors  
Linda Henderson  
Robyn Folsom  
Bill Butterfield  
Matt Langer  
David Luman

City Manager  
Jim Patterson

**DATE:** February 15, 2011  
**TO:** Planning Commission  
**FROM:** Zoe Monahan, Assistant Planner  
**SUBJECT:** Tree Panel Discussion Recap

At the February 22, 2011 meeting we will discuss your thoughts on the February 8<sup>th</sup> panel discussion to get your feedback on the event and what the commission took away. We will briefly discuss the timeline and next steps for this portion of the code clean up.

Thanks to the Commissioners who were able to attend and participate in the discussion. For those of you unable to attend, we encourage you to view the panel discussion prior to the meeting on the 22<sup>nd</sup> as it was taped and is available on the City's website. If you are interested, we can also arrange to show the meeting at 5:45 prior to the meeting on the 22<sup>nd</sup>. Please let me know if you would like to do this.





**In any City forum or meeting:**

- 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.

\*\*\*\*\*

*I have read and understood the Rules for Meetings in the City of Sherwood.*

Date: 3/22 Agenda Item: CITIZEN COMMENTS - CEDAR CREEK

Please mark your position/interest on the agenda item

Applicant: \_\_\_\_\_ Proponent: \_\_\_\_\_ Opponent: \_\_\_\_\_ Other X

Name: Neil Shannon

Address: 25897 S.W. Red Fern Drive

City/State/Zip: Sherwood

Email Address: Neilshnn@msn.com

I represent: X 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.**

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\*\*\*\*\*

*I have read and understood the Rules for Meetings in the City of Sherwood.*

Date: 2/22 Agenda Item: Public Hearing - Code Cleanup

Please mark your position/interest on the agenda item  
Applicant:      Proponent:  Opponent:      Other     

Name: Neil Shannon

Address: 23997 S.W. Red Fern Dr.

City/State/Zip: Sherwood OR

Email Address: Neilshnn@msn.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**

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**City of Sherwood, Oregon**  
**Planning Commission Minutes**  
**February 22, 2011**

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**Commission Members Present:**

Chair Allen  
Jean Simson  
Brad Albert  
Russell Griffin  
Michael Cary

**Staff:**

Julia Hajduk, Planning Manager  
Michelle Miller, Associate Planner  
Zoe Monahan, Assistant Planner  
Karen Brown, Recording Secretary

**Commission Members Absent:**

Lisa Walker  
Raina Volkmer

**Council Liaison – Councilman Luman**

1. **Call to Order/Roll Call** – Vice Chair Simson called the meeting to order.
2. **Agenda Review** – Due to late arrivals, the order of A & B under new business will be switched.
3. **Consent Agenda** – includes minutes from August 24<sup>th</sup>, 2010 and January 11, 2011. Julia Hajduk noted that in the January 11<sup>th</sup> minutes, Matt Nolan’s name was included and should not have been. Brad Albert’s name was not included and should have been. Motion to approve the consent agenda as corrected made by Commissioner Griffin. Motion seconded by Commissioner Carey. A vote was taken and all present were in favor. The motion passed.
4. **City Council Comments** – none given,
5. **Staff Announcements** – Julia advised that she had received a letter of resignation from Commissioner Volkmer. She also noted that Commissioner Simson’s term will end the last part of March and she has chosen not to ask to be reappointed. The two chairs will be filled as soon as possible.

The City Council has passed the Code update I.V, which includes the street tree amendment and fences and hedges and will be effective March 17, 2011.

Arbor Day is set to be celebrated April 22<sup>nd</sup> this year in a large open space near Inkster Drive. There have been trees planted in this area in the past that could be planted in someone’s name in dedication.

The Commissioners were asked to bring their code books to the next meeting so they may be updated with current updates.



Lastly, there have been a few neighborhood meetings held as a result of the Phase I code updates including a meeting for the Stella Olsen Memorial Park Restrooms. As an example of the new notice provisions; 217 were mailed to residents. Another current application in process is for a change to the GI Joes' property and that will include 300 notices mailed.

Council Liaison Dave Luman arrived. Commissioner Simson asked that it be pointed out what changes the Council made regarding hedges, trees and fences in their final decision on the Code Clean Up. Julia stated that the Council decided that they did not want to remove hedges from the definition of fences. Hedges are now allowed to be as tall as 8' in residential zones and 12' tall in commercially and industrially zoned areas.

6. **Community Comments – Neil Shannon 23997 SW Red Fern Drive, Sherwood, OR** spoke and presented a power point presentation about a wetland area within the Brookman Road development area. He would like to bring this area, “a jewel” in his words, to the Commission’s attention. He stated that it is his understanding that the pedestrian access off of Red Fern will be used as an access road, but the commitment has been made to repair any damage done to the path by the large equipment. He showed examples of the existing large trees and existing forestation. He feels the biggest challenges of the work being done are the marshes at the south end of the creek. He would like to urge that work proceed with care and caution of the area and its natural habitat and forests. He does not want to stop the project, but rather educate the crews to the sensitive nature of the area.

(Recording Secretary note: Chair Allen arrived during Mr. Shannon’s testimony.)

7. **Old Business – none**

8. **New Business – PA 11-01 Code Clean-up Phase II**

Chair Allen opened the public hearing.

Michelle Miller began by giving an overview of the contents of the Staff Report. The development code has not had a comprehensive update in quite some time. In April of 2010 a multi-phased process began to evaluate different code provisions. Phase I included: application submittal requirements, public notices and other simple fixes. Phase II includes: Residential Uses and Variances, Home Occupations, Accessory Structures, Architectural Features and Clear Vision Areas. She reviewed the proposed changes and the staff recommendation.

(Recording Secretary note: Commissioner Walker arrived.)

**Neil Shannon 23997 SW Red Fern Drive, Sherwood OR** testified that while he has never raised chickens, it is not a problem; however needing a \$1,000 plus variance is very expensive. His main focus is on the HAM radio antennas. He is a radio operator that works with a group called A.R.E.S. (Amateur Radio Emergency Services) and wanted to remind everyone that in emergency situations how important HAM Radio operations can be. He pointed out that in State Statute there is the recommendation of antenna height being allowed to 70', with some exceptions. The one suggestion he had would be to remove the term HAM

from the code language as this is a slang term and the Amateur Radio Operator would suffice.

Michelle gave closing thoughts including more detailed information regarding feedback received about chickens and the difference in waste produced by different types of chickens; egg laying vs. chickens raised for consumption.

There were scrivener's errors and editing comments that were noted, discussed and corrected. Chair Allen closed the public hearing and opened the project up for deliberation. He noted that discussion was needed on whether Townhomes are permitted or not and if the format of the numbering in the Home Occupations language should be changed to be consistent with other language.

Commission Simson pointed out further inconsistencies with the code language regarding chapter 16.4 6 regarding manufactured home placement.

Julia suggested changing the wording in 16.4 6 010 by deleting the specific zoning MDRL and MDRH. The Commission will consider that amendment.

Deliberation continued regarding, pergolas, arbors, and trellises with Commissioner Simson wanting to follow recommendations she heard from the City Council to keep the code "neighbor friendly". Height requirements, setbacks and separations were discussed and how the regulations of Building Codes fit with what is proposed. Commissioner Simson concluded that what she is suggesting is that, more permanent structures of a certain height would need to comply with the setback requirements.

Chair Allen suggested the wording be: pergolas, arbors, trellises and similar structures without closed sides, under 10' in height would not be required to meet setbacks.

Moving forward, Commissioner Simson recommended adding changes that would state "applicability for doing a variance would not apply to a modified PUD standard."

Addressing a redundancy in the variance language on page 18, item 3. d. Julia suggested deleting the portion of the code that states "and cannot be part of a subdivision application." The Commission agreed.

Also on page 18, Commissioner Simson, recommended changing the 25% reduction talked about in item E to be changed to 20% to maintain consistency in variances throughout the code. The Commission agreed.

Commissioner Griffin suggested formatting the tables to maintain headings that would allow ease of understanding for customers at the counter.

The Commission discussed chicken enclosures and recommended making minor formatting corrections and specify what the definition of a "nuisance" is and what can be abated.

As it had been discussed earlier, on page 3 under residential uses in the MDRL column, townhomes should be changed to an N (not permitted) and in a later code change be looked at more closely.

Chair Allen suggested that rather than seeing this issue back at a Planning Commission meeting just to view the corrections and changes made, forwarding it on to City Council with all of the changes noted.

Commissioner Simson made a motion to recommend for approval to the City Council PA 11-01 Code Clean Up Phase II based on the adoption of the staff report, findings of fact, public testimony, staff recommendations, agency comments, applicant comments and conditions and code language as revised to be heard tentatively at the April 5 City Council meeting. Commissioner Walker seconded motion. All commissioners present were in favor and the motion carried.

After a short recess Chair Allen reconvened the meeting and asked Zoe to proceed with her tree panel follow up.

Zoe gave a brief recap of a Tree Panel discussion that was held on the 8<sup>th</sup>, that included Kristen Ramsted from the Oregon Department of Forestry, Todd Prager from the City of Tigard and developers Ted Eagon and Randy Sabastion. Tree preservation value, removal and mitigation were among the topics they discussed.

Commissioner Simson gave her feedback on the discussion including how exciting it was that the developers, foresters and arborists were all so close in their comments about the value of trees in the community, and that it really does economically and ecologically enhance the community. They talked about the benefits of good quality tree canopies and not necessarily saving all trees. Another item they discussed was offering incentives to preserve cohesive stands of trees and encouraging wider planter strips to enhance the tree presence. They all preferred the tree for tree idea of replacement rather than inch per inch replacement.

Commissioner Albert pointed out that one of the issues the arborist had discussed was looking at the types of canopies that are being removed and the quality of those canopies. As far as the replacement trees, asking if the new trees will provide a canopy as good as what was there and what will it look like years down the road.

Julia encouraged everyone to watch the meeting and pointed out the option of making trees an asset rather than a penalty to developers.

Zoe explained the timeline for this topic: On March 8<sup>th</sup> she will have a concept framing memo prepared for the Commission to discuss goals and objectives. Tentatively on April 26<sup>th</sup> the goals and objectives will be finalized and hopefully on May 24<sup>th</sup>, discussion on the first draft language at a work session.

Chair Allen closed the meeting.

End of minutes.