

**City of Sherwood, Oregon
Ordinance No. 2004-001**

**AN ORDINANCE APPROVING A PLAN MAP AMENDMENT, ESTABLISHING THE
GENERAL INDUSTRIAL ZONING DISTRICT FOR TAX LOT 500 WASHINGTON
COUNTY ASSESSORS MAP 2S 1 29D, CONSISTING OF 4.04 ACRES MORE OR LESS,
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the subject property was reviewed in response to a request for concomitant site plan approval and plan map amendment, changing the zoning district of the parcel to General Industrial for the purposes of establishing a self-storage business use; and

WHEREAS, the Sherwood Planning Commission conducted a public hearing on the proposed Site Plan application and Plan Map Amendment on December 2, 2003, and made findings granting approval of the site plan , and recommended approval of the plan map amendment with conditions to the City Council; and

WHEREAS, the Community Development and Zoning Code Section 4.203.02 specifies the criteria to approve a change in the Comprehensive Plan Map, and that the Sherwood City Council finds that the subject proposal complies based on the findings of the Planning Commission; and

WHEREAS, the Sherwood City Council has received the application materials, the City's Planning Staff report, the Planning Commission findings, and the Council reviewed the materials submitted and the facts of the proposal and conducted a public hearing on January 13, 2004.

NOW, THEREFORE, THE CITY ORDAINS AS FOLLOWS:

Section 1. Commission Review & Public Hearings. That the application for a Plan Map Amendment (city file No. PA 03-02) to establish the General Industrial District for Tax Lot 500 of WASHINGTON COUNTY ASSESSORS MAP 2S 1 29D was subject to full and proper review, and public hearings were held before the Planning Commission on December 2, 2003 and the City Council on January 13, 2004.

Section 2. Findings. That after full and due consideration of the application, the City Staff report, the record, findings, and of the evidence presented at the public hearing, the Council finds that the subject property is appropriate to rezone to General Industrial concomitant with, and restricted to, the site plan approval of Sherwood Self-Storage (city file No. SP03-05); and therefore, the Council adopts the findings of fact contained in the staff report dated January 5, 200 and the Planning Commission Notice of Decision of Site Plan Review dated December 2, 2003.

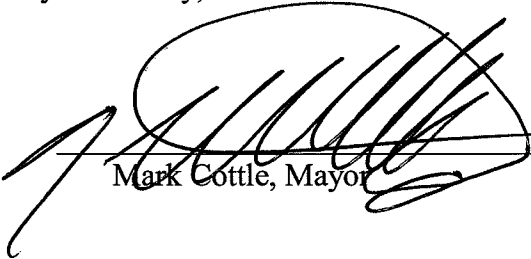
Section 3. Approval. That a request for a Plan Map Amendment is hereby **APPROVED** as stipulated in the Notice of Decision dated January 13, 2004 ; labeled "Exhibit A" and attached to this ordinance.

Section 4. Manager Authorized. The Planning Director is hereby directed to take such action as may be necessary to document this amendment, including preparation of a certified modification of the Official City Zoning Map, at such time as all conditions of the approval have been fully satisfied in accordance with City ordinances and regulations.

Section 5. Effective Date. This ordinance shall become effective the 5th day after its adoption by the City Council.

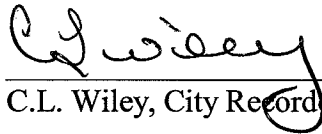
Duly passed by the City Council this 27th day of January, 2004.

Approved by the Mayor this 27th day of January, 2004.



Mark Cottle, Mayor

Attest:



C.L. Wiley, City Recorder

	AYE	NAY
Weislogel	<input checked="" type="checkbox"/>	___
Grant	<input checked="" type="checkbox"/>	___
Heironimus	<input checked="" type="checkbox"/>	___
Durrell	<input checked="" type="checkbox"/>	___
Mays	<input checked="" type="checkbox"/>	___
Fox	<input checked="" type="checkbox"/>	___
Cottle	<input checked="" type="checkbox"/>	___

Exhibit A: City Council Notice of Decision dated January 27, 2004.

Exhibit A
ORDINANCE NO. 2004-001

CITY COUNCIL
NOTICE OF DECISION

- A. Applicant:
Provident Development Group LLC
8312 W. Northview Street
Boise, ID 83704

Contact: Chip Gallagher

- B. Location: The site address is 1210 NE Oregon Street, located south of the railroad tracks and south of Rock Creek, north of the rail crossing of Oregon Street. Tax Map 2S129D, Tax Lot 500.

Existing Development and Site Characteristics: The site slopes slightly to the northeast , but is generally flat. An old building exists on the site but will be demolished prior to building the proposed storage facility.

- D. Request: The applicant is requesting approval of a concomitant plan map amendment, zone change, and site plan approval in order to construct a self-storage facility for commercial use, to store household items and recreational vehicles.

In order to construct the project, the applicant requested the Planning Commission approve the site plan and recommend approval of the plan map amendment and zone change to the City Council; the project could only be constructed if approval of the rezoning and plan map amendment is granted by City Council, as the use is currently not allowed in the LI zone. **The site plan review, application #SP-03-05 was approved by the Planning Commission December 2, 2003.**

- E. Zoning Classification and Comprehensive Plan Designation: the applicant is requesting to rezone the property from Light Industrial (LI) to General Industrial (GI).

- F. Adjacent Zoning and Land Use: Land to the west across the railroad tracks is zoned Light Industrial (LI) and is currently being farmed. Land to the south and east is zoned LI and is being redeveloped as a light industrial business park. Property north of the site is zoned LI and is currently vacant.

- G. Review Type Rezoning and plan map amendments are a Type V - Legislative review and requires a hearing before the Planning Commission who makes a recommendation to the City Council for a final decision.

- H. Public Notice and Hearing: Notice of the January 13, 2004 public hearing on this item was published in the Tigard/Tualatin Times as a “double notice” with that of the Plannign Commission hearing on December 2, 2003; posted on-site and mailed to property owners within 100 feet of the property in accordance with Section 3.202 and 3.203 of the Sherwood Zoning and Community Development Code.
- I. Required Findings for Approval: Required findings are listed in Section 4.203.02 (Map Amendment), and Section 5.102.04 (Site Plans) of the Sherwood Zoning and Community Development Code. Other sections of the code are applicable by reference, such as Chapter 2, Zoning; Chapter 6, Public Improvements; and Chapter 8, Environmental Resources.

II. PUBLIC COMMENTS

No written public comments were received as of the date of this report.

III. AGENCY COMMENTS

The City of Sherwood requested comments from affected agencies. All original documents are contained in the planning file and are a part of the official record on this case. The following information summarizes applicable agency comments:

- A. Sherwood Engineering Department
Terry Keyes, City Engineer, made the comments in a memo dated November 24, 2003 regarding engineering and design standards of the City of Sherwood, CWS, and TVWD. Additional requirements beyond that proposed by the applicant are detailed in the Site Plan SP 03-05 Notice of Decision, attached.
- B. Clean Water Services
A Service Provider letter (file #1363) dated February 19, 2002 was issued by Heidi K. Berg, Site Assessment Coordinator regarding sensitive areas on the site. This letter states that no vegetated corridor (wetland buffer) is being required, as all wetlands on the site are proposed to be eliminated, and the applicant is mitigating for wetland loss by enhancing .27 acres of wetland. A wetland mitigation permit was required for the previous land division of the site, and issued July 12, 2003 by Oregon State Division of State Lands.
- C. Tualatin Valley Fire and Rescue – Eric McMullen, Deputy Fire Marshal in a letter dated July 30, 2003 indicated that the required fire flow is 3000 gallons per minute at 20 pounds per square inch. Other requirements of this letter were made conditions of approval in the Site Plan review decision.

IV. PLAN MAP AMENDMENT - REQUIRED FINDINGS (SECTION 4.203.02)

A. The proposed amendment is consistent with the goals and policies of the Comprehensive Plan.

Findings: The applicant provided a response to Chapter 4 (Land Use), section K Industrial Planning Designations of the Sherwood Comprehensive Plan, adopted March 1991 (Attachment B).

Chapter 4 (Land Use)

K. Industrial Planning Designations

1. GENERAL OBJECTIVES

- a. To encourage the development of non-polluting industries in designated, well planned industrial areas.
- b. To locate industrial development so as to assure its compatibility with the natural environment and adjoining uses.
- c. To establish criteria for the location of designated classes of industrial uses.
- d. To promote diversification of the City's economic base by promoting business retention and expansion, business recruitment and marketing.
- e. To assure that public facilities are extended in a timely and economic fashion to areas having the greatest economic development potential.

Finding: The commercial self storage proposed as a component of this application for zone change is essentially non-polluting, and is proposed as part of a larger industrial park, a re-development of the old leather tannery site in Sherwood. The property chosen for this use is adjacent to the railroad tracks, away from the residential area south of Oregon Street, and should be compatible with both the neighborhood, and nearby industrial uses. The major drawback to this use in an economic sense, is the fact that it employs few people, and does not represent a significant increase in revenue to the local economy like other uses that will recycle profits throughout the community. That being said, businesses in Sherwood do need storage areas, as do residents, and the applicant is providing a solution to that need. A market analysis of the need for this use has been offered by the applicant, but no analysis was submitted.

2. POLICIES AND STRATEGIES

In order to address the above general objectives, the following policies for industrial development are established:

Policy 1 **Industrial uses will be located in areas where they will be compatible with adjoining uses, and where necessary services and natural amenities are favorable.**

Strategies:

- Only non-polluting industries meeting specific performance standards relating to noise, glare, vibration, water, air and land pollution will be allowed.
- Industrial uses will be subject to special design and site review standards including those assuring proper access, landscaping, buffers, setbacks and architectural design. Buffers shall be established between industrial uses and designated greenways, wetlands and natural areas.
- Industrial uses will be encouraged to locate in industrial planned unit developments.
- Industrial development will be restricted to those areas where adequate major roads, and/or rail, and public services can be made available.

Finding: The use as proposed should be generally non-polluting, and all landscaping, buffers and setbacks required by Section 5.100 of the zoning code would apply to this development.

Policy 2 **The City will encourage sound industrial development by all suitable means to provide employment and economic stability to the community.**

Strategies:

- The City will allocate land to meet current and future industrial space needs which will provide an appropriate balance to residential and commercial activities.
- The City will encourage clean capital and labor intensive industries to locate in Sherwood.

Finding: The proposal does not produce many jobs to the local economy; however, this use and re-development of the property adds to the economic stability of the community by eliminating a blighted area. The proposal also offers a service industry to the City's large residential population, and give residents another option for storing household goods, recreational vehicles, and small business storage.

L. Industrial Planning District Objectives

2. General Industrial (GI)

Minimum Site Standards: 20,000 sq. ft/site

This designation is intended to provide for the manufacturing, processing, or assembling of products from previously prepared or raw materials, excepting those processes which cause significant amounts of vibration, noise, glare, air, water and land pollution as defined and limited by DEQ. This designation is applicable in the following general areas:

- Where there are sites with suitable soil and terrain and of sufficient size to provide ample space for expansion, parking, landscaping and buffering.
- Where more intensive industrial uses may be accommodated in areas adequately separated from and not suitable for retail commercial, residential and related uses.
- Where a full range of urban services are available or can be provided in conjunction with development and where the provision of services to a future expanded industrial area is feasible.
- Where adequate major road and/or rail access is available to serve proposed uses.
- Where industrial uses will not unduly detract from existing environmental assets.

Finding: The commercial self-storage use proposed does not provide manufacturing, processing or assembly uses, and is generally not industrial in nature. These types of facilities are usually found in industrial areas however, and are considered an ancillary use to small businesses and residents. The soil on this site was contaminated in a previous industrial use, and the current owner is undertaking a remediation effort; the DEQ must sign off on that remediation effort before construction. While not promoting the purposes of the General Industrial zone, the use does not thwart the objectives of the zoning district.

Chapter 5 (Environmental Resources)

Environmental Quality POLICIES AND STRATEGIES

Policy 3 - Noise sources will be shielded from residential neighborhoods.

Strategies:

- Buffers along Highway 99W will be encouraged to minimize noise penetration.
- Residential noise will be controlled by city ordinance.
- Industrial and commercial noise will be controlled by DEQ standards.

Finding: The proposed self storage facility would be buffered from residents to the south by other light industrial development and the right-of-way of Oregon Street. The provision of a wall or buildings around most of the site should shield the neighborhood

from unwarranted off-site noise; the Planning Commission finds that the applicant has addressed the intent of this policy and would adequately mitigate impacts due to noise.

- B. There is an existing and demonstrable need for the particular uses and zoning proposed, taking into account the importance of such uses to the economy of the City, the existing market demand for any goods or services which uses will provide, the presence or absence of other such uses or similar uses in the area, and the general public good.**

Findings: The applicant points out that there is a need for this type of facility. The other examples of self-storage facilities in Sherwood are: one on Tualatin-Sherwood Road, in the LI zone, apparently approved for that site as a permitted use in the GC zoning district; and another on Cipole Road. Both are of similar size, and contacts with them reveal that they are at 80-90% capacity; the one closest to the proposed site is approximately 580 units of storage, with RV parking allowed. The applicant asserts that self-storage demand is underserved for RV storage in Sherwood. Sherwood's Code Compliance Officer Laura Pekarek has stated that in the course of regulating on-street parking of RVs in the City, it has become apparent to her that this type of facility is needed in town. Residents currently drive several miles to store their RV in another community. The project amenities include an RV wastewater dump, which is apparently unavailable at other sites in Sherwood. The Planning Commission finds that the proposed rezone and concomitant site plan would satisfy the intent of this policy.

- C. The proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve all potential uses in the zoning potential uses in the proposed zoning district.**

Findings: The proposal is timely because the Tannery site is being actively re-developed, the existing site cleaned up, and land division completed in order to lease or sell properties within the industrial park. Services such as water, sewer and stormwater are available to the site.

- D. Other lands in the City already zoned for the proposed uses are either unavailable or unsuitable for immediate development due to location, size or other factors**

Findings: The applicant indicated that there are no sites available that are similar in size in the GI zone. Staff concurs that this site would best support the use proposed, rather than other GI sites currently available, where more potential conflicts with traffic circulation and other industrial users are apparent. The LI zone does not allow these businesses, despite the business on Tualatin-Sherwood Road, in the LI zone.

Conclusion of Findings: Allowing the rezone from LI to GI would provide for this use to be located on this particular site. Given that the applicant has chosen to pursue a concomitant rezone, any other future development must be done to the Light Industrial zoning standards, and the zoning of the site would revert to that designation if not developed in this use according to an approved site plan.

V. DECISION: PLAN MAP AMENDMENT AND REZONE

Based on a review of the applicable code provisions, agency comments, staff review, and the accompanying concomitant site plan application, the City Council **APPROVES, with condition** PA 03-02 a proposal to rezone Tax Parcel 500 (4.04 acres) from Light Industrial (LI) to General Industrial (GI).

VI. CONDITION of APPROVAL FOR PA 03-02

1. Development of this parcel shall be in substantial conformance with and subject to, the approval of SP 03-05 Sherwood Self Storage Site Plan Review. Any subsequent use of the site not in conformance with the site plan review approval of SP 03-05 or amendments approved by the City of Sherwood, shall be subject to the Light Industrial (LI) zoning district standards.

VII. ATTACHMENTS

- A. Vicinity Map and Site Plan, dated June 25, 2003 by Byron Lee Smith, Architect
- B. Notice of Decision, Site Plan #SP 03-05.

Signed: _____
Dave Wechner, AICP
Planning Director



Home of the Tualatin River National Wildlife Refuge

Planning Commission Notice of Decision

TAX LOT: 500
MAP NO: 2S 1 29D
CASE NO: SP 03-05 Sherwood Self-Storage
DATE OF DECISION: December 2, 2003
DECISION TYPE: IV

Applicant / Owner

Provident Development Group LLC
8312 W. Northview Street
Boise, ID 83704

Contact: Chip Gallagher

I. DECISION

On December 2, 2003, the Planning Commission of the City of Sherwood, Oregon **APPROVED with conditions** SP 03-05 Sherwood Self-Storage site plan permit, a proposal to construct a commercial self-storage facility on a parcel currently zoned Light Industrial (LI); contingent on approval by the City Council of PA 03-02 Plan Map Amendment, a proposal to rezone Tax Lot 500 from Light Industrial (LI) to General Industrial (GI).

II. SITE PLAN REVIEW – REQUIRED FINDINGS (SECTION 5.102.04)

This decision was based on the findings of fact contained in the Staff Report addressed to the Planning Commission dated November 24, 2003 as well as the following additional findings and corrections made at the December 2, 2003 hearing:

- A. Required findings for a Site Plan Review are found in Section 5.102.04 of the Community Development Code. Section 5.102.04.A. requires the proposed development to meet the applicable zoning district standards and all provisions of Chapters 2, 5, 6, 8 and 9.**

Findings: The proposal meets or can be conditioned to meet the requirements of this section.

Chapter 2 Zoning

General Industrial (GI) Zoning District
2.112.02 Permitted Uses

Finding: The proposed use meets the definition of commercial storage and mini-warehousing, and therefore, is an allowed use in the (proposed) GI zone.

Chapter 5 Community Design

5.200 Landscaping

Finding: The applicant submitted a landscaping plan that does not provide adequate perimeter screening and buffering along the northern property boundary. The applicant proposed to screen the use with the building itself, and countered the perimeter landscaping issue with a proposal to provide a varied architectural face to the building, using textured concrete and a varied color palette, to provide a similar function as that of the landscaped perimeter. The Commission proposed to add a condition that states: "The applicant shall submit a final design for approval by the Planning Director showing architectural variations through use of color, materials or architectural features."

5.700 Signs

Finding: The applicant proposes a wall sign with the name of the business and phone number posted. As proposed, it is within the square-footage limits of the sign code.

Chapter 6 – Public Improvements

6.300 Streets and 6.303 Required Improvements

Finding: There are no public streets created with this proposal; it is part of a larger industrial development, and does not abut a public street.

6.400 Sanitary Sewers and 6.402 Design Standards

Finding: The applicant proposes to extend a sanitary sewer lateral through adjacent property to the east and connect to an existing sanitary lateral on that property. This proposal is unacceptable based on Section 4.04.2 of the *Design and Construction Standards* of Clean Water Services. The City Engineer cites that the applicant will need connect to the public sanitary sewer system in a way that meets local regulations, including those of Clean Water Services.

Sewer is available to the property in Oregon Street, so plans must be drawn to indicate the connection from the site to this existing sewer main. The applicant confirmed that this is feasible.

6.600 Storm Water and 6.603 Design Standards

Finding: The applicant proposes to collect storm runoff from the site, detain it in an underground system, treat it in a storm filter system, and then release it off-site into the Rock Creek wetlands. This approach appears to meet Clean Water Service standards and is acceptable.

6.800 Private Improvements
6.802 Underground Improvements

Finding: The applicant did not specify how electrical power will be brought to the site; City code requires that electrical lines be placed underground.

6.804 Private Streets

Finding: The minor land partition that created this lot for development was approved with private streets to access the individual industrial lots, and those proposed by the applicant are in conformance with the conditions of the plat.

Chapter 8 – Environmental Resources

8.300 Standards
8.301.02

Finding: The applicant has not yet provided a certification from a professional engineer that the project as proposed meets the standards of section 8.300. This is typically done prior to building permit. The soil on this site was contaminated in a previous industrial use, and the current owner is undertaking a remediation effort under an agreement with DEQ. DEQ has identified acceptable cleanup standards that must be met before the site can be developed. The site cannot be redeveloped without a determination from DEQ that the site is protective of human health and the environment.

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

Findings: No deficiencies in services have been determined. The applicant and City Engineer have submitted information demonstrating that adequate services can be provided. The extension to a private sewer lateral will not be allowed, as proposed by the applicant, but the existence of a sewer main nearby allows a connection in conformance with CWS standards.

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

Findings: No special agreements are necessary, other than easements for utility lines shown on the preliminary plans, and those required for sewer connection.

- D. The proposed development preserves significant natural features to the maximum feasible extent, including but not limited to natural drainageways, wetlands, trees, vegetation, scenic views and topographical features, and conforms to the applicable provisions of Chapters 5 and 8 of this Code.**

Findings: There are no sensitive areas on the site to be preserved. The applicant has obtained a Service Provider Letter from Clean Water Services, and the site developer obtained a fill permit for wetland fill from the Division of State Lands. The Service Provider Letter is the document that satisfies requirements for developing near sensitive areas.

- E. For a proposed site plan in the Neighborhood Commercial (NC), Office Commercial (OC), Office Retail (OR), Retail Commercial (RC), General Commercial (GC), Light Industrial (LI), and General Industrial (GI) zones, except in the Old Town Overlay Zone, the proposed use shall satisfy the requirements of Section 6.307 Highway 99W Capacity Allocation Program, unless excluded herein.**

Findings: The site if rezoned, would be located in the GI zone; the City Engineer did not specify whether a traffic analysis is required. The use will require a transportation capacity allocation certificate prior to development, but mitigation is not required.

III. CONDITIONS of APPROVAL for SP 03-05

Based on a review of the applicable code provisions, agency comments, staff review, and the and the accompanying concomitant site plan application, the Planning Commission **APPROVES with Conditions** SP 03-05 Sherwood Self Storage Preliminary Site Plan, subject to the following:

A. General Conditions:

The following applies throughout the development and occupancy of the site:

1. Compliance with the Condition of Approval is the responsibility of the developer.
2. This land use approval shall be limited to the submitted plans prepared by Byron Lee Smith, Architect dated June 25, 2003 except as indicated in the following conditions. Additional development or change of use may require a new development application and approval.
3. The developer is responsible for all costs associated with public facility improvements.
4. **This approval is valid for a period of two (2) years from the date of the decision notice.** Extensions maybe granted by the City as afforded by the Sherwood Zoning and Community Development Code.
5. Comply with the recommendations in the letter from Eric T. McMullen, Deputy Fire Marshal Tualatin Valley Fire and Rescue dated July 30, 2003.
6. Unless specifically exempted in writing by the final decision, the development shall comply with all applicable City of Sherwood and other applicable agency codes and standards except as modified below:

B. Prior to Proceeding With This Development Proposal

1. City Council shall approve the rezone and plan map amendment change of Tax Lot 2S129D00500 from Light Industrial (LI) to General Industrial (GI). If the City Council should deny the rezone request, the site plan approval shall become null and void.

C. Prior to Grading the site or the demolition of structures:

1. Obtain approval from the Oregon Department of Environmental Quality for the remediation project removing contaminated soils from the site.
2. Obtain City of Sherwood Building Division approval of grading plans and erosion control.
3. Any existing wells, septic systems and underground storage tanks shall be abandoned in accordance with Oregon state law.
4. A demolition permit shall be obtained from the Sherwood Building Department prior to demolishing any structures.

D. Prior to Development of the site and connection to public utilities:

1. Receive approval of engineering plans for all public improvements including the sewer and stormwater system from Sherwood Engineering Division, the water system from TVWD, and other improvements by the applicable agencies, including the Oregon Department of Environmental Quality. The plans shall conform with the Sherwood Public Works, Clean Water Services and other applicable standards. The plans shall be in substantial conformance with the approved site plans prepared by Byron Lee Smith dated June 25, 2003, except as modified below:
 - a. The sanitary sewer line shown to the north of the subject lot shall be re-directed to the Oregon Street right-of-way, within the easement of the private drive.
 - b. The water line shall be in conformance with the standards of the Tualatin Valley Water District in regards to the public and private portions of the system.

E. Prior to Final Site Plan Approval:

1. The applicant shall submit a final site plan application and fee. The final site plan shall include a response to these conditions of approval.
2. All public improvements shall be constructed and accepted unless otherwise covered by a performance bond, approved and accepted by the City Engineer, Clean Water Services, and Tualatin Valley Water District.
3. Fire hydrants and other fire safety required improvements shall be installed by the developer and approved by Tualatin Valley Fire & Rescue. Required improvements shall comply with the attached letter from Eric T. McMullen, Deputy Fire Marshal dated July 30, 2003.

4. The applicant shall submit a final design for approval by the Planning Director showing architectural variations through use of color, materials or architectural features.

F. Prior to building permit approval

1. The building, mechanical and plumbing plans shall substantially conform to the approved site plans and elevations prepared by Byron Lee Smith, dated June 25, 2003.
2. Building plans shall comply with the letter from Eric T. McMullen, Deputy Fire Marshal, Tualatin Valley Fire & Rescue dated July 30, 2003.
3. An approval letter from the Engineering Division accepting all public improvements shall be issued.
4. A compaction test shall be completed if required by the Building Official.

H. Prior to receiving an occupancy permit

1. The City Engineering Division must confirm all needed easements and access agreements have been recorded. In addition, the vacation process must be completed for any easements to be vacated.
2. All other appropriate agency conditions shall be met.

I. On-going Conditions

1. The continual operation of the property shall comply with the applicable requirements of the Sherwood Zoning and Community Development Code.
2. Decks, fences, sheds, building additions and other site improvements shall not be located within any easement.

IV. ATTACHMENTS

1. Vicinity Map and Site Plan, dated June 25, 2003 by Byron Lee Smith, Architect
2. Letter from Eric T. McMullen, Deputy Fire Marshal dated July 30, 2003.

Signed: _____
David L. Wechner, M.S. AICP
Planning Director

APPEAL

This decision shall become final within 14 days of the date of the mailing of this decision unless otherwise appealed to the Sherwood City Council. **This decision is final unless an appeal is received by 5:00 PM, December 29, 2003.** The appeal shall be submitted on forms provided by the Planning Department, include the appeal fee, and a *petition for review* as described in SZCDC Section 3.403.

STATE OF OREGON)
)
Washington County)

I, Roxanne Gibbons, Administrative Assistant for the Planning Department of the City of Sherwood, State of Oregon, in Washington County, do hereby certify that the Notice of Decision on Case No. SP 03-05 Sherwood Self-Storage Site Plan was placed in a U.S. Postal receptacle on December 15, 2003.

Planning Department
City of Sherwood

End Decision Notice