



Received  
Planning Division  
02/07/2024

September 19, 2023

UrbanLens Planning  
Attn: Robin Scholetzky, AICP  
2744 SW 34<sup>th</sup> Avenue  
Portland, OR 97202

Subject: Pre-Application Summary Notes for North Transmission Line Intertie (PA2023-00552)

Dear Robin Scholetzky,

Thank you for attending the Pre-Application Conference held on September 6, 2023. We are pleased to provide you with the following notes prepared in response to your proposal.

Comments prepared by staff are reflective of the proposal considered at the Pre-App. A copy of your proposal was also sent to other members of staff who did not attend the Pre-App. Please feel free to contact anyone who provided comments. Contact names, telephone number and e-mail addresses are listed herein.

Following every Pre-App, staff understands that there may be changes to the plan or use considered. If these changes effectively re-design the site plan or involve a change to a use not discussed, please be advised that such change could require different land use application(s) than were identified by staff at the Pre-App. It's also possible that different issues or concerns may arise from such change. In these cases, we highly encourage applicants to request a second Pre-App for staff to consider the change and provide revised comments accordingly.

In part, the Pre-App is intended to assist you in preparing plans and materials for staff to determine your application(s) to be "complete" as described in Section 50.25 of the City Development Code. For your application(s) to be deemed complete on the first review, you must provide everything required as identified on the Application Checklist(s) (provided at the Pre-App) in addition to any materials or special studies identified in the summary notes hereto. If you have questions as to the applicability of any item on the checklist(s) or within this summary, please contact me directly.

On behalf of the staff who attended the Pre-App, we thank you for sharing your proposal with us. Please do not hesitate to contact us if you have any questions.

Sincerely,

Brittany Gada  
Associate Planner  
Phone (cell): 971-724-0517  
E-mail: [bgada@beavertonoregon.gov](mailto:bgada@beavertonoregon.gov)

# PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for

North Transmission Line Intertie PA2023-00552

The following pre-application notes have been prepared pursuant to Section 50.20 of the Beaverton Development Code. All applicable standards, guidelines and policies from the City Development Code, Comprehensive Plan and Engineering Design Manual and Standard Drawings identified herein are available for review on the City's web site at: [www.beavertonoregon.gov](http://www.beavertonoregon.gov). Copies of the Development Code and Comprehensive Plan are also available for review at the City's Customer Service Kiosk located within the Community Development Department. Copies of these documents are also available for purchase.

The following is intended to identify applicable code sections, requirements and key issues for your proposed development application. Items checked are to be considered relevant to your proposed development.

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**PRE-APPLICATION CONFERENCE DATE:** September 6, 2023

## PROJECT INFORMATION:

Project Name: **North Transmission Line Intertie CIP Project**

Project Description: City of Beaverton Capital Improvement Program (CIP) project to construct Segment 1 of a 6.4-mile-long 24-inch water transmission pipeline.

Property/Deed Owner: Multiple – City of Beaverton Right of Way, Franciscan Missionary Sisters (Our Lady of Peace Retreat, Tax Lot 1S1080001400), Tualatin Hills Park and Recreation District (Tualatin Hills Nature Park, Tax Lot 1S1080000504), and Elmonica Group LLC (Elmonica Mixed Use Development Site, Tax Lot 1S106DB02500)

Tax Map and Lots: **1S1080001400, 1S1080000504, and 1S106DB02500**

Zoning: Multi-Unit Residential (MR) and Station Community – Multiple Use (SC-MU)

Comp Plan Designation: High Density Neighborhoods (HDN) and Station Community (SC)

## APPLICANT INFORMATION:

Applicant's Representative: UrbanLens Planning  
Attn: Robin Scholetzky, AICP  
2744 SW 34<sup>th</sup> Avenue  
Portland, OR 97202  
[robin@urbanlensplanning.net](mailto:robin@urbanlensplanning.net)

Applicant: City of Beaverton  
Attn: Brion Barnett  
[bbarnett@beavertonoregon.gov](mailto:bbarnett@beavertonoregon.gov)

## PREVIOUS LAND USE HISTORY:

### Site 1: Our Lady of Peace Retreat (Tax Lot 1S1080001400)

- Multiple land use applications have been approved for the subject site for landscaping and other site improvements associated with Our Lady of Peace. Two of these applications approved signage and landscaping in the area to be affected by the NTLI project. Please see additional information below.
  - S2009-0134 – Our Lady of Peace Retreat Freestanding Sign
  - DR2009-0079 – Our Lady of Peace Retreat House Landscaping Modifications

### Site 2: Tualatin Hills Nature Park (Tax Lot 1S1080000504)

- Multiple land use applications have been approved for the subject site related to trail improvements and trees. Staff identified one previous land use application that affected the portion of the site included in the NTLI scope of work.
  - Cedar Mill Creek Sanitary & Stormwater Modifications (DR2020-0102 / TP2020-0007) – This project does not impact the NTLI work. However, it provides an example of a project that impacted the Significant Grove on the subject site. Staff recommends reviewing the [Tree Plan Two findings](#) in the staff report in addition to the plan set and tree inventory linked below which may be helpful when preparing application materials.

[Staff Report](#)  
[Plan Set](#)  
[Tree Inventory](#)

### Site 3: Elmonica Mixed Use Development (Tax Lot 1S106DB02500)

- A multiple use development has recently been approved on this site, known as the Elmonica Mixed Use project (casefile numbers [DR2022-0139 / TP2022-0015 / LD2022-0018 / LLD2023-0003](#)).

## SECTION 50.25 (APPLICATION COMPLETENESS):

The completeness process is governed by Section 50.25 of the Development Code. The applicant is encouraged to contact staff to ask any questions or request clarification of any items found on the application checklists that were provided to the applicant at the time of the Pre-Application Conference. In addition, the applicant should be aware that staff is not obligated to review any material submitted 14 days or later from the time the application has been deemed “complete” that is not accompanied with a continuance to provide staff the necessary time to review the new material.

## APPLICATION FEES:

Based on the plans and materials provided, the identified application fees (land use only) are as follows. The City charges a 5% technology fee in addition to the base application fees. Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee, and 75% of the remaining application fees. The fees below do not include the technology fee or the application bundling fee reduction but are the independent application fees. The Planning Division Fee Schedule can be found on our website: <https://www.beavertonoregon.gov/777/Applications-Fees-Brochures>

<u>Application Type</u>	<u>Fees</u>	<u>Tech Fee/Total</u>
Tree Plan Two	\$5,403.00	\$5,673.15
Design Review Compliance Letter	\$454.00	\$476.70

<b>OR <u>Possible</u></b> Design Review Two	1.25% of project value Min. \$7,024 Max. \$27,015	*Tech fee and total are calculated based on the application fee calculated as a percentage of the project value
<b>OR <u>Possible</u></b> Design Review Three	1.25% of project value Min. \$10,806 Max. \$29,176	*Tech fee and total are calculated based on the application fee calculated as a percentage of the project value
<u>Possible</u> Temporary Use – Temporary Structure**	\$756.00	\$793.80
<u>Possible</u> Sign Permit	\$324.00	\$340.20

**See Key Issues/Considerations** for description of applications and associated process. Application fees are subject to increase. The fees in effect at the time a complete application is received will control.

\*Land use application project value is the total cost of all on-site improvements, inclusive of buildings and site area subject to land use review based on professional estimates by a licensed engineer, architect, landscape designer, or contractor. These estimates may include, but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. Not included are land costs, administrative and professional fees, and other government fees.

**\*\*Please note that staff reevaluated the applicability of the Public Transportation Facility application and found that work associated with a water delivery system is exempt from this application, even if stockpiling or staging of construction equipment occurs on private property. While a Public Transportation Facility application is not required, stockpiling or staging of construction materials or equipment on private property within City of Beaverton city limit will require a Temporary Use – Temporary Structure application. Please see more details below.**

For more information, please see the full fee schedule here: <https://content.civicplus.com/api/assets/e7c3660b-65cf-405f-9e32-d475a26d2b7a?cache=1800>

**SECTION 50.15 (CLASSIFICATION OF APPLICATIONS):**

Applications are subject to the procedure (Type) specified by the City Development Code. Per Section 50.15.3 of the Code, when an applicant submits more than one complete application for a given proposal, where each application addresses a separate set of code requirements and the applications are subject to different procedure types, all of the applications are subject to the procedure type of the application which requires the broadest notice and opportunity to participate. For example, a Type 2 application will be consolidated with a Type 3 application for the same proposal on the same site, in which case, the Type 2 application will be reviewed by the decision making authority of the Type 3 application. The decision-making authority's action on the Type 2 application will be based on the approval criteria governing the Type 2 application.

\*Please note that staff does not anticipate bundling of applications for this project since the scope of work varies across multiple properties under different ownership. Please consult staff if you believe there is an opportunity to bundle applications for this project.

**SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):**

If the proposal meets the thresholds for a Type 2 Procedure, then a Neighborhood Review Meeting is not required. If the proposal meets the thresholds for a Type 3 Procedure, then a Neighborhood Review Meeting is required. Please see the **Key Issues/Considerations** section of these notes for description of land use applications and associated notes.

The subject site is located in the **Five Oaks/Triple Creek Neighborhood Association Committee (NAC)**.  
Contact: David Kamin, NAC Chair, at [davidk@johnlscott.com](mailto:davidk@johnlscott.com)

Instructions for conducting or attending Neighborhood Review Meetings can be found in BDC Section 50.30 and in the following link:

<https://content.civicplus.com/api/assets/3f3d8e8e-bd25-4ed6-8102-2d198238db25?cache=1800>

The Request for Neighborhood Meeting Labels Form can be found here:

<https://content.civicplus.com/api/assets/1a02c228-0536-4277-8039-89550c936e56?cache=1800>

The Neighborhood Meeting may be held either in person or virtually. Mailing notices should provide a link to the virtual meeting and directions to provide the project team with comments and questions after viewing the virtual meeting. A copy of a sample letter describing a virtual meeting can be provided to you. The City requests that the summary of the meeting and sign-in sheet be submitted with the application packet and also emailed to [neighbor@mail@beavertonoregon.gov](mailto:neighbor@mail@beavertonoregon.gov) or mailed to the following address: City of Beaverton, Neighborhood Program, P.O. Box 4755, Beaverton, OR 97076

## CHAPTER 20 (LAND USES):

### Underlying Zoning Districts:

- Our Lady of Peace: Multi-Unit Residential (MR)
- Tualatin Hills Nature Park: Multi-Unit Residential (MR)
- Elmonica Mixed Use: Station Community – Multiple Use (SC-MU)

### Applicable Code Sections:

- Residential Land Use Districts (MR): 20.05.15 (Site Development Standards) and 20.05.20 (Land Uses)
- Multiple Use Land Use Districts (SC-MU): 20.20.15 (Site Development Standards) and 20.20.20 (Land Uses)

The proposed water transmission line is a Permitted use in all underlying zoning districts. Based on the plans submitted for the Pre-Application Conference, only the Our Lady of Peace site will include an above-ground structure on private property which is subject to the site development standards, including setbacks, of BDC 20.05.15. Please consult the site development standards of the underlying zoning district if above-ground structures will be proposed on other sites.

## CHAPTER 30 (NONCONFORMING USES):

Proposal subject to compliance to this chapter?

Yes

No

## CHAPTER 40 (PERMITS & APPLICATIONS):

Facilities Review Committee review required?

Yes

No

**Please Note: Section 40.03 (Facilities Review) is applicable to the possible Design Review Two or Design Review Three application that may be required for the Our Lady of Peace site.** If applicable, the applicant's written response to Section 40.03 should address each criterion separately. If the response to a criterion is "Not Applicable", please explain why the criterion is not applicable. **The applicant's written responses to Section 40.03**

should state how all critical and essential services will serve the site, proposed or existing. Critical and Essential Facilities are defined (Chapter 90) in the following way:

**Facilities, Critical.** [ORD 4224; September 2002] For the purposes of Facilities Review critical facilities and services shall include potable and non-potable public water, public sanitary sewer, storm water drainage, treatment, and detention, transportation, and fire protection. For the purposes of floodplain regulation and building construction hazard designations, critical facilities are defined as hospitals, significant medical care facilities, fire stations, police stations, storage of critical records, emergency community shelters, emergency operation centers, emergency management offices, and similar facilities.

**Facilities, Essential.** [ORD 4224; September 2002] Essential facilities and services shall include schools, transit improvements, police protection, and on-site pedestrian and bicycle facilities in the public right-of-way.

**Applicable Application Type(s):**

	<b><u>Application Description</u></b>	<b><u>Code Reference</u></b>	<b><u>Application Type</u></b>
1.	<b>Design Review Compliance Letter</b> (Threshold #1 – 1.j and 1.m, possible 1.f and 1.i)	<b>40.20.15.1</b>	<input checked="" type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
2.	<b>Tree Plan Two</b> (Threshold #3)	<b>40.90.15.2</b>	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
<b><u>Possible Applications</u></b>			
3.	<b>Design Review Two</b> (Threshold #7)	<b>40.20.15.2</b>	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
4.	<b>Design Review Three</b> (Threshold #8 or 9)	<b>40.20.15.3</b>	<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
5.	<b>Temporary Use – Temporary Structure</b> (Threshold #1)	<b>40.80.15.3</b>	<input checked="" type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
6.	<b>Sign Permit</b> (Threshold #1)	<b>40.60.15.1</b>	<input checked="" type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4

See **Key Issues/Considerations** for description of applications and associated process.

**Comments:** In order for your application(s) to be deemed complete, a written statement is necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narrative(s) will need to explain how and why the proposed application meets the applicable approval criteria for the land use applications identified above. Approval criteria and development regulations are subject to change.

**CHAPTER 60 (SPECIAL REGULATIONS):**

The following special requirements when checked are applicable to your development. You should consult these special requirements in the preparation of written and plan information for a formal application:

- Section 60.05 (Design Review Principles)**       **Section 60.07 (Drive-Up Window Facilities)**

**Standards and Guidelines)**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> <b>Section 60.10 (Floodplain Regulations)</b> | <input checked="" type="checkbox"/> <b>Section 60.15 (Land Division Standards – Grading Standards Only)</b> |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations)   | <input type="checkbox"/> Section 60.25 (Off-Street Loading)   |
| <input type="checkbox"/> Section 60.30 (Off-Street Parking)                       | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities)                                     |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development)                 | <input checked="" type="checkbox"/> <b>Section 60.40 (Sign Regulations)</b>                                 |
| <input type="checkbox"/> Section 60.55 (Transportation Facilities)                | <input checked="" type="checkbox"/> <b>Section 60.60 (Trees and Vegetation)</b>                             |
| <input checked="" type="checkbox"/> <b>Section 60.65 (Utility Undergrounding)</b> | <input checked="" type="checkbox"/> <b>Section 60.67 (Significant Natural Resources)</b>                    |
| <input type="checkbox"/> Section 60.70 (Wireless Communication)                   |   |

Comments: For the application(s) to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above.

**OTHER DEPARTMENT/AGENCY CONTACTS:**

Your project may require review by other City departments and outside agencies. Please plan to contact the following staff persons at the City of Beaverton or other agencies when their name is checked. In some instances, some or all of these staff persons may submit written comments for the pre-application conference. These comments may be discussed at the pre-application conference and will be attached to this summary:

Recommended contact for further information if checked <input checked="" type="checkbox"/>	Clean Water Services (CWS) regulates sanitary sewer, storm and surface water management within Washington County in coordination with the City of Beaverton. CWS also conducts environmental review for proposed development projects that are located in proximity to sensitive areas (generally wetlands, riparian areas and stream corridors). Staff recommends that applicants contact <u>CWS staff as early as possible in order to obtain a Service Provider Letter (SPL)</u> . For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in Chapter 3 of the <i>Design and Construction Standards</i> at: <a href="http://www.cleanwaterservices.org/permits-development/design-construction-standards">www.cleanwaterservices.org/permits-development/design-construction-standards</a>  If no sensitive areas exist on or within 200 feet of the project site, CWS can also issue a statement indicating no sensitive areas exist which the City will also accept as documentation under Section 50.25.1.F.  To start the environmental review process and obtain a SPL, complete the <u>pre-screening site assessment form</u> . Please visit this website for more information about CWS environmental review: <a href="http://cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/">http://cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/</a>
<input type="checkbox"/>	<b>Carl Werner</b> , Building, City of Beaverton (503) 526-2472 / <a href="mailto:cwerner@beavertonoregon.gov">cwerner@beavertonoregon.gov</a>

	<input checked="" type="checkbox"/> No Building Permits required.
<input checked="" type="checkbox"/>	<b>Kimberlee McArthur</b> , Floodplain Administrator, City of Beaverton (503) 526-2524 / kimberleemcarthur@beavertonoregon.gov <input checked="" type="checkbox"/> No written comments provided to date. <b>Please contact Kimberlee directly with questions or to set up a meeting for discussion of floodplain-related requirements for this project.</b>
<input type="checkbox"/>	<b>Steve Brennen</b> , Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov <input checked="" type="checkbox"/> No written comments provided to date / not expected.
<input type="checkbox"/>	<b>Hunter Jin</b> , Site Development, City of Beaverton (503) 350-4055 / hjin@beavertonoregon.gov <input checked="" type="checkbox"/> <b>No Site Development Permit is required based on the scope of work.</b> Please note that conditions of approval related to the floodplain may apply to the Tualatin Hills Nature Park site, depending on application(s) required for work in the floodplain. Please consult with Kimberlee McArthur for more information.
<input type="checkbox"/>	<b>Kate McQuillan</b> , Senior Transportation Planner, City of Beaverton (503) 526-2427 / kmcquillan@beavertonoregon.gov <input checked="" type="checkbox"/> No written comments provided. If a Public Transportation Facility application is required, please work with the project planner directly with any questions. The assigned project planner will coordinate with the Transportation team as needed.
<input checked="" type="checkbox"/>	<b>Naomi Vogel</b> , Associate Planner, Washington County (971) 294-8568 / Naomi_Vogel@washingtonty.or.gov <input checked="" type="checkbox"/> No written comments provided to date. Please contact Naomi Vogel directly to determine if any Washington County permits are required for work in County right of way.
<input checked="" type="checkbox"/>	<b>Marah Danielson</b> , Development Review Planner, ODOT (503) 731-8258 / marah.b.danielson@odot.oregon.gov <input checked="" type="checkbox"/> No written comments provided to date. Please contact Marah Danielson directly to determine if any ODOT permits are required for work in State right of way on SW Tualatin Valley Highway. Please also contact ODOT regarding removal of street trees within ODOT right of way.
<input type="checkbox"/>	<b>Peter Swinton</b> , Urban Planner II, THPRD (971) 724-8439 / pswinton@thprd.org <input checked="" type="checkbox"/> No written comments provided to date / not expected. Please contact Peter Swinton or another contact at THPRD to discuss work on THPRD property and compliance with THPRD requirements.

**KEY ISSUES/CONSIDERATIONS:**

Staff has identified the following key development issues, or design consideration or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

1. **Land Use Applications.** In review of the plans and materials submitted for consideration, staff has identified the following land use applications for the three private properties affected by the NTLI CIP project:
  - a. **Our Lady of Peace Retreat Site**



- i. **Design Review Compliance Letter:** A Design Review Compliance Letter will be required due to the removal of Landscape Trees and the installation of an above-ground utility structure on private property.

Based on the submitted site plan, the scope of work will result in the removal of three trees near the southwest corner of the property. Since these trees were a part of a Landscape Plan associated with Design Review Compliance Letter (DRCL) approval, DR2009-0079, the trees are defined as Landscape Trees per the Beaverton Development Code.

**Landscape Tree.** *A tree, other than a Significant Tree, Historic Tree, or Tree within a Significant Natural Resource Area, that has been preserved or planted as a component of an approved landscaping plan. In addition, Community Trees that are preserved trees shall also be classified as Landscape Trees.*

The removal of Landscape Trees requires a DRCL application, and mitigation is required pursuant to [BDC 60.60.25.9](#). Replacement trees may be planted anywhere on the subject property since the existing trees to be removed are not required to be in their existing locations to meet Design Standards. Please see the DR2009-0079 casefile which has been included in this Pre-Application Summary packet, including the approved Landscape Plan.

The proposed above-ground electric pedestal utility is considered a structure. If it is located on private property, it must meet the setback requirements of the underlying MR zone and the screening standards of [BDC 60.05.20.2](#).

- ii. **OR Design Review Three:** If the project is unable to comply with the screening Design Standards of BDC 60.05.20.2 for the above-ground utility structure, a Design Review Three will be required instead of a DRCL to address the corresponding Design Guidelines of [BDC 60.05.40.2](#).
- iii. **Possible Sign Permit:** Based on the submitted site plan, the project intends to leave the existing freestanding sign undisturbed. However, should the sign be affected, it must be replaced like-for-like in the same location on the property to comply with the approved Sign Permit from 2009. If the sign design, dimensions, or location are changed compared to existing conditions, a new Sign Permit will be required prior to installation of the modified freestanding sign. Please contact staff for a copy of the existing Sign Permit approval, if necessary for the project.

#### b. Tualatin Hills Nature Park/Beaverton Creek Crossing Site

- i. **Tree Plan Two:** The scope of work includes the removal of approximately 20 trees on private property with Significant Natural Resource Area 1 and Significant Grove G38. The removal of one or more Non-Exempt Surveyed Trees on private property will require Tree Plan Two approval, up to and including 75% of total DBH of Non-Exempt Surveyed Trees on the project site within the Significant Grove or any other Sensitive Area identified by Clean Water Services. Please see the definitions of Non-Exempt Surveyed Tree and Surveyed Tree below.

**Non-Exempt Surveyed Tree.** *Trees that fit within the definition of Surveyed Tree, with the exception of Nuisance Trees.*

**Surveyed Tree.** *Trees on a proposed development site that are required to be identified in a Tree Plan application. Trees required to be surveyed include all trees greater than or equal to ten (10) inches DBH (including nuisance trees) and the following trees greater than or equal to six (6) inches DBH: western hemlock (*Tsuga heterophylla*) or mountain hemlock (*Tsuga mertensiana*) trees, Pacific madrone (*Arbutus andrachne*) trees, and big-leaf maple (*Acer macrophyllum*) trees.*

Please note that removal of more than 75% of DBH of Non-Exempt Surveyed Trees on the site will require a Tree Plan Three. For this reason, staff recommends identifying Tax Lot 1S1080000504 as the site to ensure that the scope of work stays within the threshold for a Tree Plan Two application. **Please note that only Surveyed Trees within the area affected by the NTLI project must be surveyed and detailed in the application materials.**

- ii. **Possible Design Review Compliance Letter:** Based on the submitted plans for the Pre-Application Conference, a Design Review Compliance Letter is not required. However, if any permanent change to the existing grade will occur or if any above-ground structures will be added on private property, a DRCL will be required pursuant to the thresholds in [BDC 40.20.15.1.A.1.i](#) and m. Applicable grading standards of [BDC 60.15.10](#) and Design Standards of [BDC 60.05](#) must be met, or Design Review Three approval will be required.

c. **Elmonica Mixed Use Development Site**

- i. **Possible Design Review Compliance Letter:** The NTLI project may impact approved aspects of the approved Elmonica Mixed Use development. If permanent alterations to the site will occur compared to the recent land use approval, a Design Review Compliance Letter will be required if the changes meet one or more thresholds of a DRCL application (BDC 40.20.15.1.A). Potential changes include but are not limited to landscaping modifications compared to the approved Landscape Plan, permanent changes to the approved final grade, or the installation of any above-ground structure(s). Like-for-like replacements and temporary changes do not require a DRCL.

If the scope of work will cause permanent changes to the site, please also review the Design Review Two (BDC 40.20.15.2.A) and Design Review Three (BDC 40.20.15.3.A) thresholds to determine if the project will require a higher level of review than a DRCL.

Approved plans associated with the Elmonica Mixed Use development may be found on the [Development Projects](#) website. For additional records, please submit a [Public Records Request](#).

- d. **All Segment 1 Areas: A Temporary Use – Temporary Structure** application would be required if the project includes temporary construction staging areas or stockpiling of materials on private property within the City of Beaverton. This will be required even if the areas on private property are within construction easements. **Please be aware that Planning staff believes it will be challenging for the project to meet some approval criteria of this application and recommends that the project avoid staging on private property in Beaverton.** Specifically, Planning finds that the project may not be able to meet approval criterion 8 since no site development permit will be issued and approval criterion 9 since it may not be possible to locate the temporary materials on the site or on a lot abutting the activity ([BDC 40.80.15.3.C](#)). If the project team determines that it will be necessary to stage or stockpile materials on private property in Beaverton, please contact Planning staff to discuss the approval criteria in more detail and the potential to consolidate Temporary Structure applications. Planning staff also recommends contacting Washington County to determine if a permit is required for staging or stockpiling of materials or equipment on property within the County.

- 2. **Service Provider Letters (SPLs).** The City of Beaverton requires SPLs from special districts who provide services to the subject site. SPLs are required prior to your application being deemed complete in the land use process. City staff has identified the following SPL as applicable to your proposal:

- a. **Clean Water Services (CWS):** All development within the City requires a CWS SPL for environmental review and the scope of work on the Tualatin Hills Nature Park site impacts an identified Significant Natural Resource Area (SNRA). Please visit the Clean Water Services website for more information: <http://cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>.

- 3. **Beaverton Electronic Permitting System (BEPS).** All new Land Use Applications must be submitted through BEPS (<https://prod.buildinginbeaverton.org/>), which includes 24/7 access to an online portal with comprehensive project tracking and the ability to pay fees online. For more information, including instructions, visit: <https://www.beavertonoregon.gov/1543/Electronic-Permitting-System>

**CITY OF BEAVERTON  
CDD PLANNING**

**PROJECT NUMBER:** DR2009-0079

**PROJECT NAME:** OUR LADY OF PEACE RETREAT  
HOUSE LANDSCAPE MODS

**SITE ADDRESS:** 3600 SW 170TH

**ASSOC. FILES:**



**CITY OF BEAVERTON**  
 Community Development Department  
 Planning Division  
 4755 SW Griffith Drive  
 PO Box 4755  
 Beaverton, OR. 97076  
 Tel: (503) 526-2420  
 Fax: (503) 526-3720  
 www.beavertonoregon.gov

OFFICE USE ONLY	
FILE #:	DR 2009-0079
FILE NAME:	Our Lady of Peace Retreat House Landscape Mods
TYPE:	1
RECEIVED BY:	CP
FEE PAID:	\$111
CHECK/CASH:	Credit
SUBMITTED:	8/3/09
LWI DESIG:	BVH
LAND USE DESIG:	NR-HD
NAC:	Five Oaks / Triple Creek

**RECEIVED**

\$111.00

AUG 03 2009

City of Beaverton  
 Development Services

**DEVELOPMENT APPLICATION-**

**DESIGN REVIEW COMPLIANCE LETTER**

PROPERTY OWNER(S): FRANCISAN MISSIONARY SISTERS  
 ADDRESS: OF OUR LADY OF SORROWS  
3600 SW 170<sup>TH</sup> BEAVERTON, OR

PHONE: 503 649-7127  
 FAX: 503 259-9507  
 E-MAIL: SISTERS C OLP RETREAT.ORG

APPLICANT: SAME  
 ADDRESS: \_\_\_\_\_

PHONE: SAME  
 FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

SITE ADDRESS: 3600 SW 170<sup>TH</sup> AVE  
BEAVERTON, OR

MAP & TAX LOT #: 151080001400  
 ZONING DISTRICT: R1

As property owner or authorized agent, I hereby authorize the filing of this Design Review Compliance Letter application. I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application. As property owner or authorized agent, I hereby attest that the subject proposal meets each of the approval criteria for a Type 1 Design Review Compliance Letter.

Sister ANNE MARIE WARREN  
 Print Name

Sister Anne Marie Warren  
 Signature (Original Signature Required)

August 1, 2009  
 Date

Please provide a brief project description: ADD A ROUGHLY OVAL-SHAPED BERM APPROXIMATELY 41' X 31' BY 3' HIGH AT TOP OF BERM.

**DESIGN REVIEW PROJECT INFORMATION**

The following worksheet is intended to assist in the preparation and review of your application. Although it is not intended to be a comprehensive list, the below information will help determine which design standards (from Section 60.05) may be applicable and what additional information may be needed for the review of your project. For a complete listing of all design standards and code sections, please refer to the Beaverton Development Code (ORD 2050).

Please provide the following project information:

Existing site size	<u>22 ACRES</u>	Number of existing parking spaces	<u>N/A</u>
Existing building square footage	<u>N/A</u>	Number of total proposed parking spaces	<u>N/A</u>
Square footage of proposed building addition	<u>N/A</u>	Square footage of existing landscaped area	<u>20 ACRES</u>
		Square footage of proposed landscaped area (change)	<u>CHANGE APPROX 1000 FT<sup>2</sup></u>

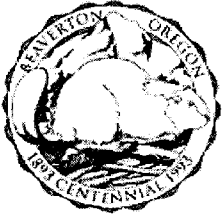
To help determine which design standards (from Section 60.05) are applicable to your project, please answer the following questions and provide the necessary information:

Please Circle

<p><b>Are modifications proposed to the exterior of an existing structure?</b> If yes, please list these modifications in your project description and show the modifications on the plans. It may also be helpful to provide an existing conditions and/or an existing elevations plan and/or photographs of the existing structure.</p>	Yes	No <input checked="" type="radio"/>
<p><b>Is new rooftop equipment proposed with this project?</b> If yes, a screening plan is required to show compliance with Section 60.05.15.5.</p>	Yes	No <input checked="" type="radio"/>
<p><b>Does the site abut a Major Pedestrian Route (see map in Section 60.05.55)?</b> If yes, please note that several design standards are applicable only when the site abuts a Major Pedestrian Route.</p>	Yes	No <input checked="" type="radio"/>
<p><b>Does the project involve new or changes to existing loading areas, solid waste facilities or exterior mechanical equipment?</b> If yes, please see Section 60.05.20.2 for applicable design standards.</p>	Yes	No <input checked="" type="radio"/>
<p><b>Does the project involve changes to the parking lot or pedestrian walkways?</b> If yes, please see Sections 60.05.20.3-8 for applicable design standards.</p>	Yes	No <input checked="" type="radio"/>
<p><b>Does the project involve changes to the existing landscaping or is new landscaping proposed?</b> If yes, please provide a landscape plan which clearly shows the landscaped area and specifies the planting materials, including species and planting size.</p>	Yes <input checked="" type="radio"/>	No
<p><b>Is a retaining wall, fence or wall proposed?</b> If yes, please see Sections 60.05.25.5-6 for specific design standards.</p>	Yes	No <input checked="" type="radio"/>
<p><b>Is grading of the site proposed?</b> <i>GRADING PERMIT # FC 2009-0123 ISSUED 7/27/09</i> If yes, please provide a grading plan. If the site is within or abuts a residential zone, please see Section 60.05.25.7 for specific grading standards.</p>	Yes <input checked="" type="radio"/>	No
<p><b>Is new lighting or a change to existing lighting proposed with this project?</b> If yes, lighting specifications and a lighting plan are required. Please see Section 60.05.30 and Table 60.05-1 of the Development Code.</p>	Yes	No <input checked="" type="radio"/>

To help determine whether the proposed project complies with the requirements of Chapter 60, please answer the following questions and provide the necessary information:

<p><b>Is a building addition or change to an existing loading area proposed?</b> If yes, please see Section 60.25 for off-street loading requirements. Please also complete the following information:</p>				Yes	No <input checked="" type="radio"/>
<b>Existing:</b>	Type of Use _____	Floor Area (s.f.) _____	Total Number of Existing Loading Berths _____		
<b>Proposed:</b>	Type of Use _____	Floor Area (s.f.) _____	Total Number of Loading Berths Proposed _____		
<p><b>Is a building addition or change to an existing parking area proposed?</b> If yes, please see Section 60.30 for off-street parking requirements. Please also complete the following information and attach additional information if necessary:</p>				Yes	No
<b>Existing:</b>	Type of Use _____	Floor Area (s.f.) _____	Existing Number of parking spaces _____		
<b>Proposed:</b>	Type of Use _____	Floor Area (s.f.) _____	Number of new spaces Total number of spaces _____		
<p><b>Are any trees proposed for removal?</b> If yes, please contact staff at (503) 526-2420 to determine whether the trees are Significant or Historic. If the trees are landscape trees, please see Section 60.60.25.9 and in your written statement please address how your proposal meets this section of the Development Code.</p>				Yes	No <input checked="" type="radio"/>



# File Copy

08/03/2009  
2:00:34PM

## City of Beaverton

4755 SW GRIFFITH DR  
BEAVERTON, OR 97076

Permit Number

**DR2009-0079**

Receipt Number

20093748

**Paid By** JEFF PETERSEN

**Contractor**

Site Address 3600 SW 170TH AVE

Description

Paid Date 08-03-2009

Pay Method Credit C

Check Number VISA

**Fee Description**

**Paid Amount**

**Account**

Development Services

\$111.00

0702-001-03-20-331

**Total Fees**

**111.00**

**NOTICE OF APPROVAL  
DESIGN REVIEW COMPLIANCE LETTER**

DATE: September 3, 2009

STAFF: Jason Turinsky, Assistant Planner

FILE NUMBER: DR2009-0079

FILE NAME: Our Lady of Peace Retreat Landscape Mods

SITE ADDRESS: 3600 SW 170th  
Map 1S10800, Tax Lot 01400

ZONING: R1 (Urban High Density)

APPLICANT: Jeff Petersen  
Franciscan Missionary Sisters of Our Lady of Sorrows  
3600 SW 170<sup>th</sup> Ave  
Beaverton, OR 97006

PROPERTY OWNER: Franciscan Missionary Sisters of Our Lady of Sorrows  
3600 SW 170<sup>th</sup> Ave  
Beaverton, OR 97006

**PROJECT DESCRIPTION:**

Bringing new soil onto the site near the corner of Tualatin Valley Highway and 170<sup>th</sup> Ave to raise the grade approximately 3-feet above existing grade at its highest point as well as new shrubs, trees and ground cover plants. The new soil berm will be approximately 40-feet in diameter.

Dear Mr. Petersen,

Staff has reviewed the above referenced application and finds that the proposal meets the threshold(s) for a Design Review Compliance Letter. Further, by meeting the conditions of approval marked on the attached document, the proposal will meet the approval criteria associated with this application. Please review these conditions of approval.

There is a standard twelve (12) day appeal period following this approval. Attached to this letter is an appeal waiver form. Should the waiver form not be completed, this approval shall not be valid until the appeal period has ended and no appeal has been received.

Sincerely,

City of Beaverton  
Development Services  
Planning Staff

Reviewed by: Jason Turinsky, Assistant Planner

Conditions of approval:  Attached  
 Not Attached

Date approval delivered \_\_\_\_\_  
Hand Delivery    Mail    Fax



## CONDITIONS OF APPROVAL

1. In accordance with Section 50.90.1 of the Development Code, Design Review approval shall expire after one year from the date of approval unless prior to that time a construction permit has been issued and substantial construction pursuant thereto has taken place, or an application for extension is filed pursuant to Section 50.93, or that authorized development has otherwise commenced in accordance with Section 50.90.3.B.
2. All construction and landscaping shall be carried out in accordance with the plans marked "Exhibit A", as approved by the Director. (On file at City Hall).
3. If required, the applicant must obtain a Building Permit through the City prior to building construction (please contact the Building Division @ (503)526-2593 for further information).
5. Prior to any on-site excavation or concrete installation, a 48-hour minimum notice to the One Call Utility Locating Center (Ph. (503) 246-6699) shall be given. The applicant shall resolve any utility conflicts prior to work commencing as proposed.
6. Prevent erosion from the site by installing erosion control measures that are designed to meet the requirements of the Clean Water Services District and Oregon Department of Environmental Quality.
7. Any and all signs must be applied for under a separate sign permit application.



**CITY OF BEAVERTON**

Community Development Department  
Development Services Division  
4755 SW Griffith Drive  
PO Box 4755  
Beaverton, OR. 97076  
Tel: (503) 526-2420  
Fax: (503) 526-3720  
www.beavertonoregon.gov

**TYPE 1 APPLICATION – APPEAL WAIVER**

Pursuant to Section 50.35.4 of the City of Beaverton Development Code, I, JEFF PETERSEN (PRINT NAME), as the applicant for DR2009-0079 – Our Lady of Peace Retreat Landscape Mods hereby announce my intention to not appeal the decision issued by the City of Beaverton Development Services Division for my Type 1 Application. In announcing this intention, and affixing my signature below, I indicate my full awareness and agreement that I am foregoing my twelve (12) day appeal opportunity as specified in Section 50.35.3.E of the City of Beaverton Development Code.

(Signature)\*

*Jeff Petersen*

(Date)

*09/09/09*

\*To be signed and dated in the presence of a Notary Public for the State of Oregon.

Subscribed and sworn to before me this 4 day of September, 2009

Notary Public for the State of Oregon

*Cathy Cutsforth*

My Commission expires: Aug 5, 2012



Design Review Compliance Letter

**RECEIVED**

Project: Our Lady of Peace Retreat House  
3600 SW 170<sup>th</sup> Ave  
Beaverton, OR 97006  
New berm for new sign

AUG 03 2009  
City of Beaverton  
Development Services

The project consists of bringing soil onto the site to the corner of the property at SW TV Highway and SW 170<sup>th</sup> Ave to raise the grade for a new sign to improve the sign's visibility.

The proposed berm site is currently all grass covered with scattered evergreen trees, all of which will remain. No trees are proposed to be removed.

The new berm will not affect existing drainage of the area as the existing slope falls toward SW TV Highway and then slopes east. The edge of the new berm is approximately 25' away from the fence line. All of the existing grass area at the berm site is from +/-1' to +/-3.5' below the nearest sidewalk and the berm at the high point is 3' above existing grade.

The berm will be covered with compost mulch cover. Assorted low ground cover plants will be placed in the front area of the berm along with about 10 assorted broadleaf evergreen plants. Three deciduous trees, 5-6' height, will be planted behind and to the sides of the new sign.

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# DESIGN REVIEW COMPLIANCE LETTER

## SUBMITTAL CHECKLIST

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### WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM, DESIGN REVIEW PROJECT INFORMATION AND CHECKLIST.**  
Provide **one (1) completed** application form, Design Review Project Information and checklist with original signature.
- B. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. Please include a description of the location of the proposed modifications, materials to be used, sizes, colors, and square footage as appropriate to the situation. You may include copies of illustrations from catalogs to *supplement* the narrative.

### PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale.

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

#### ***Include all of the following information:***

- A. SITE PLAN:** Submit **three (3) copies** of a site plan of the entire property. The site plan should clearly show all proposed site changes. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> abutting streets | <input type="checkbox"/> structures | <input type="checkbox"/> landscaped areas         |
| <input type="checkbox"/> property lines   | <input type="checkbox"/> parking    | <input type="checkbox"/> proposed square footages |
| <input type="checkbox"/> setbacks         | <input type="checkbox"/> driveways  |   |
- existing easements and utilities located within 25 feet of any proposed outside modifications  
 existing and approved vehicular, pedestrian, and bicycle connections

Also, if the proposal changes the amount of existing parking spaces or striping in any way, you must document how many spaces currently exist, how many are required for the existing/proposed use, and how the net result is not less than the minimum number of required spaces.

- B. ARCHITECTURAL ELEVATIONS:** Submit **three (3) copies** of drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the proposed materials, colors, and textures.

### OTHER

- A. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- B. OTHER WRITTEN & PLAN INFORMATION.** In addition to the above materials, submit **three (3) copies** of written and plan information that is required by the Design Review Project Information form.
- C. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** For projects involving a building addition or site modifications, written documentation from Clean Water Services is required stating that water quality will not be adversely affected by the subject proposal. For more information, please contact Chuck Buckallew, Site Assessment Coordinator, at (503) 681-3605 or [buckallewc@cleanwaterservices.org](mailto:buckallewc@cleanwaterservices.org).



**CITY OF BEAVERTON**  
Community Development Department  
Planning Division  
4755 SW Griffith Drive  
PO Box 4755  
Beaverton, OR 97076  
Tel: (503) 526-2420  
Fax: (503) 526-3720  
[www.beavertonoregon.gov](http://www.beavertonoregon.gov)

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## DESIGN REVIEW COMPLIANCE LETTER - APPROVAL CRITERIA

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**THE FOLLOWING IS A LIST OF THE APPROVAL CRITERIA FOR A DESIGN REVIEW COMPLIANCE LETTER, AS SPECIFIED IN SECTION 40.20.15.1.C OF THE DEVELOPMENT CODE.**

**STAFF WILL REVIEW YOUR PROPOSAL FOR COMPLIANCE WITH THESE APPROVAL CRITERIA AND THE RELEVANT CODE SECTIONS. A PROPOSAL MUST MEET ALL APPLICABLE APPROVAL CRITERIA IN ORDER TO HAVE AN APPROVABLE PROJECT.**

1. The proposal satisfies the threshold requirements for a Design Compliance Review Letter.
2. All City application fees related to the application under consideration by the decision making authority have been submitted.
3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
4. The proposal meets all applicable Site Development Requirements of Sections 20.05.50, 20.10.50, 20.15.50, and 20.20.50 of this Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.
5. The proposal, which is not an addition to an existing building, is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards).
6. If applicable, the proposed addition to an existing building, and only that portion of the building containing the proposed addition, complies with the applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) as they apply to the following:
  - a. Building articulation and variety (Section 60.05.15.1).
  - b. Roof forms (Section 60.05.15.2).
  - c. Primary building entrances (Section 60.05.15.3).
  - d. Building materials (Section 60.05.15.4).
  - e. Foundation landscaping requirements (Section 60.05.25.3.D).
  - f. Screening roof-mounted equipment requirements (Section 60.05.15.5).
  - g. Screening loading areas, solid waste facilities and similar improvements (Section 60.05.20.2).
  - h. Lighting requirements (Section 60.05.30).
  - i. Pedestrian circulation
7. The proposal complies with all applicable provisions in Chapter 60 (Special Regulations).
8. Except for conditions requiring compliance with approved plans, the proposal does not modify any conditions of approval of a previously approved Type 2 or Type 3 application.
9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

# TYPE 1 SHORT ROUTE SHEET

Return To: JF/JT



Don Gustafson

Kathy Gaona

John Dalby

Steve Brennan/ Pat Hoff

Brad Roast

Please review and comment by: 8/10/09

## PROJECT INFORMATION

Project Number: DR2009-0079 Project Type: 1

Project Name: Our Lady of Peace Retreat House Landscape Mods

Site Location: NE corner of 170th and Tualatin Valley Hwy

Site Address: 3600 SW 170th Ave

Zone: R1 Approximate # of acres: 20.36

Map & Tax lot #s: 1S1080001400

Owner/Applicant: Franciscan Missionary Sisters of Our Lady of Sorrows

## STAFF COMMENTS

Comments prepared by: JIM DUGGAN Phone: 2442

Complete

Incomplete

ALL SITE DEVELOPMENT CONCERNS HAVE BEEN ADDRESSED BY FC 2009-0123, A PERMIT FOR EROSION CONTROL & MINOR SITE GRADING.

3 AUGUST 09

# TYPE 1 SHORT ROUTE SHEET

Return To: JF/JT

Jim Duggan

Kathy Gaona

Steve Brennan/ Pat Hoff

Don Gustafson

John Dalby

[Redacted]

Please review and comment by: 8/10/09

## PROJECT INFORMATION

Project Number: DR2009-0079 Project Type: 1

Project Name: Our Lady of Peace Retreat House Landscape Mods

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Zone: R1 Approximate # of acres: 20.36

Map & Tax lot #s: 1S1080001400

Owner/Applicant: Franciscan Missionary Sisters of Our Lady of Sorrows

## STAFF COMMENTS

Comments prepared by: BRAD Phone: 2524

Complete

Incomplete

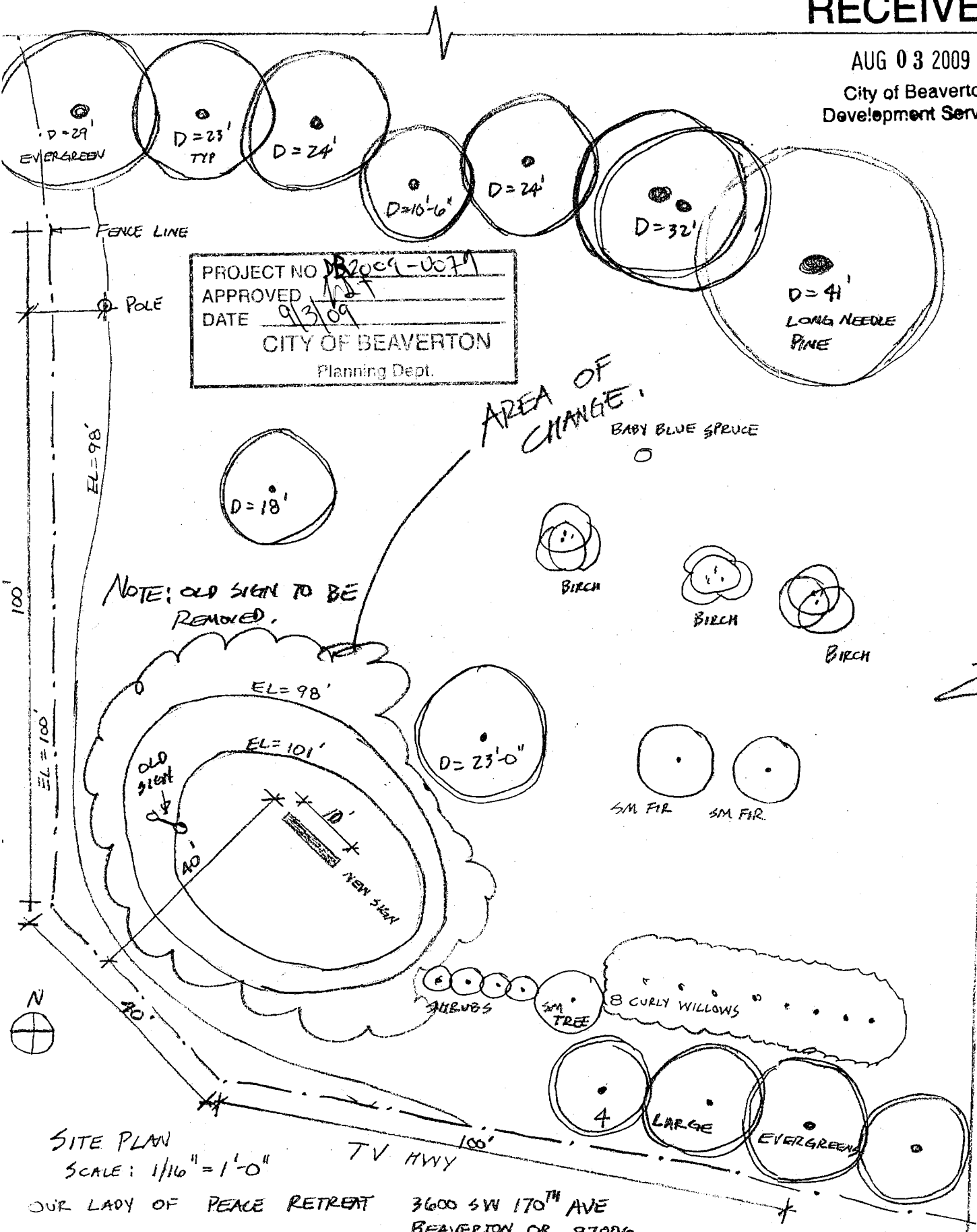
NONE

RECEIVED

AUG 03 2009

City of Beaverton  
Development Services

PROJECT NO	DB2009-0071
APPROVED	[Signature]
DATE	9/3/09
CITY OF BEAVERTON Planning Dept.	



NOTE: OLD SIGN TO BE REMOVED.

AREA OF CHANGE

SITE PLAN  
SCALE: 1/16" = 1'-0"

OUR LADY OF PEACE RETREAT 3600 SW 170<sup>TH</sup> AVE  
BEAVERTON, OR 97006

NEW SIGN FOR: FRANCISCAN MISSIONARY SISTERS OF OUR LADY OF SORROWS



SW 170<sup>TH</sup> AVE

EL=100 @ TOP OF EXISTING BLOCK WALL

EXISTING EL=98

FENCE LINE

PLAN VIEW  
SCALE: 1"=10'

SW TV HWY

ASSORTED LOW  
GROUND COVER  
PLANTS AT FRONT  
SIDE OF BERM

SMALL DECIDUOUS  
TREE X3

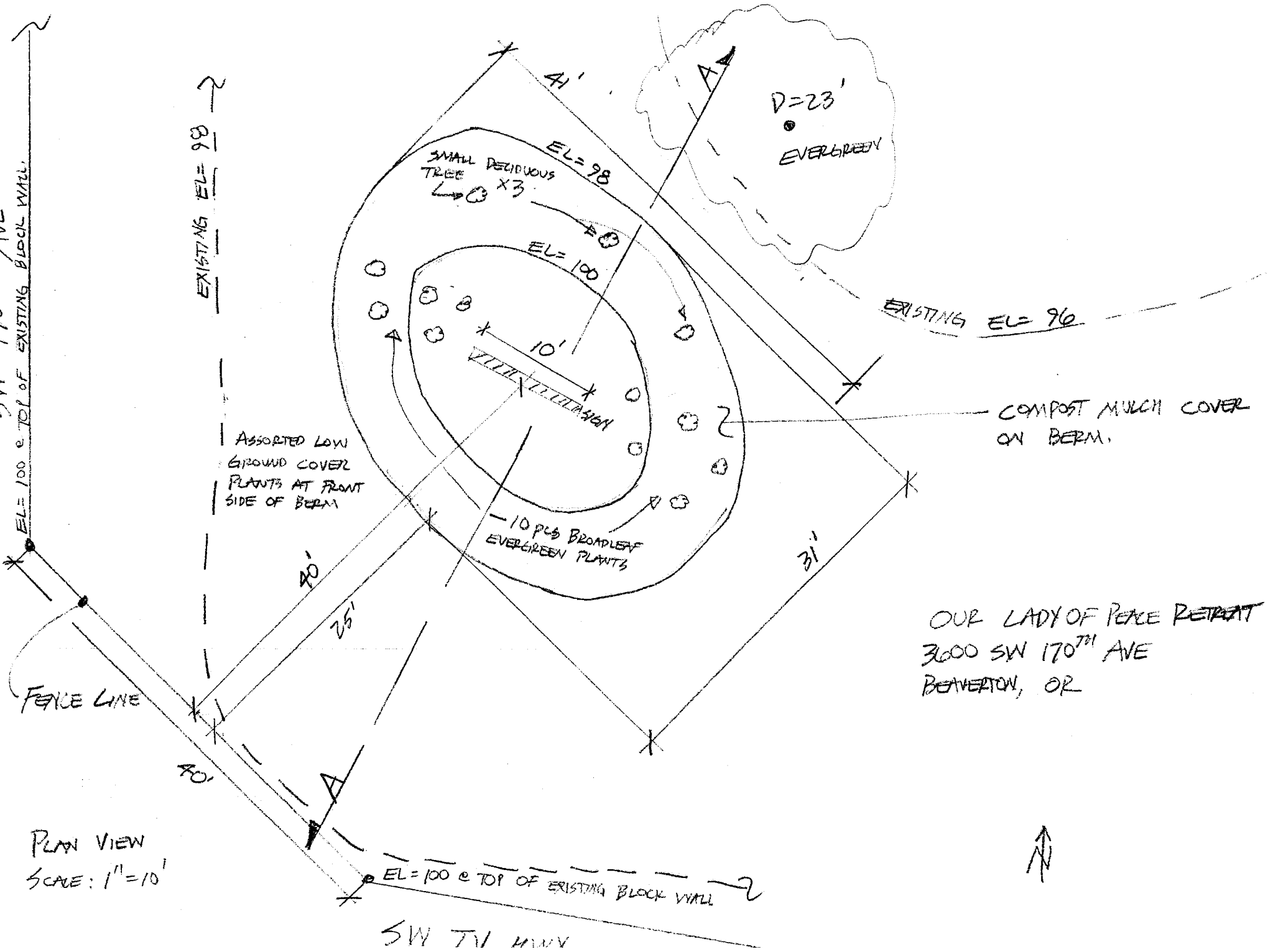
10 PCS BROADLEAF  
EVERGREEN PLANTS

D=23'  
EVERGREEN

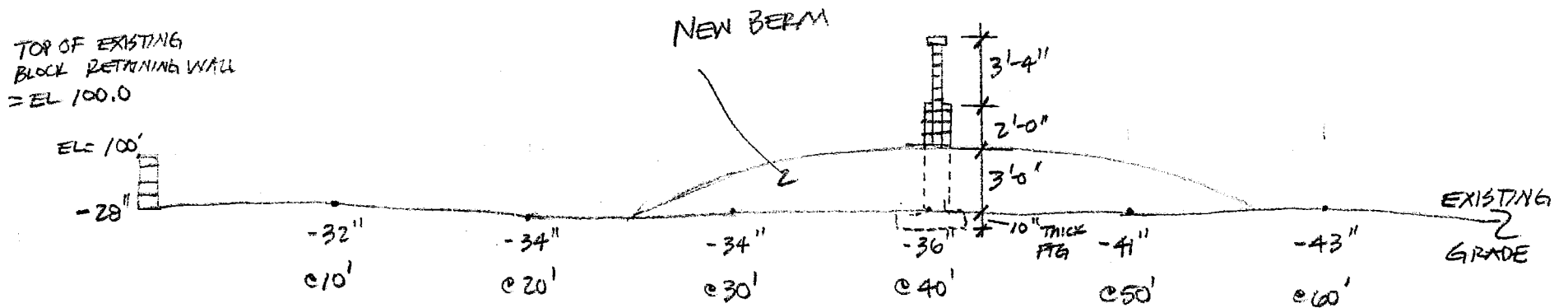
EXISTING EL=96

COMPOST MULCH COVER  
ON BERM

OUR LADY OF PEACE RETREAT  
3000 SW 170<sup>TH</sup> AVE  
BEAVERTON, OR



PROPOSED NEW BERM @ OUR LADY OF PEACE RETREAT  
 3600 SW 170<sup>TH</sup> AVE  
 BEAVERTON, OR

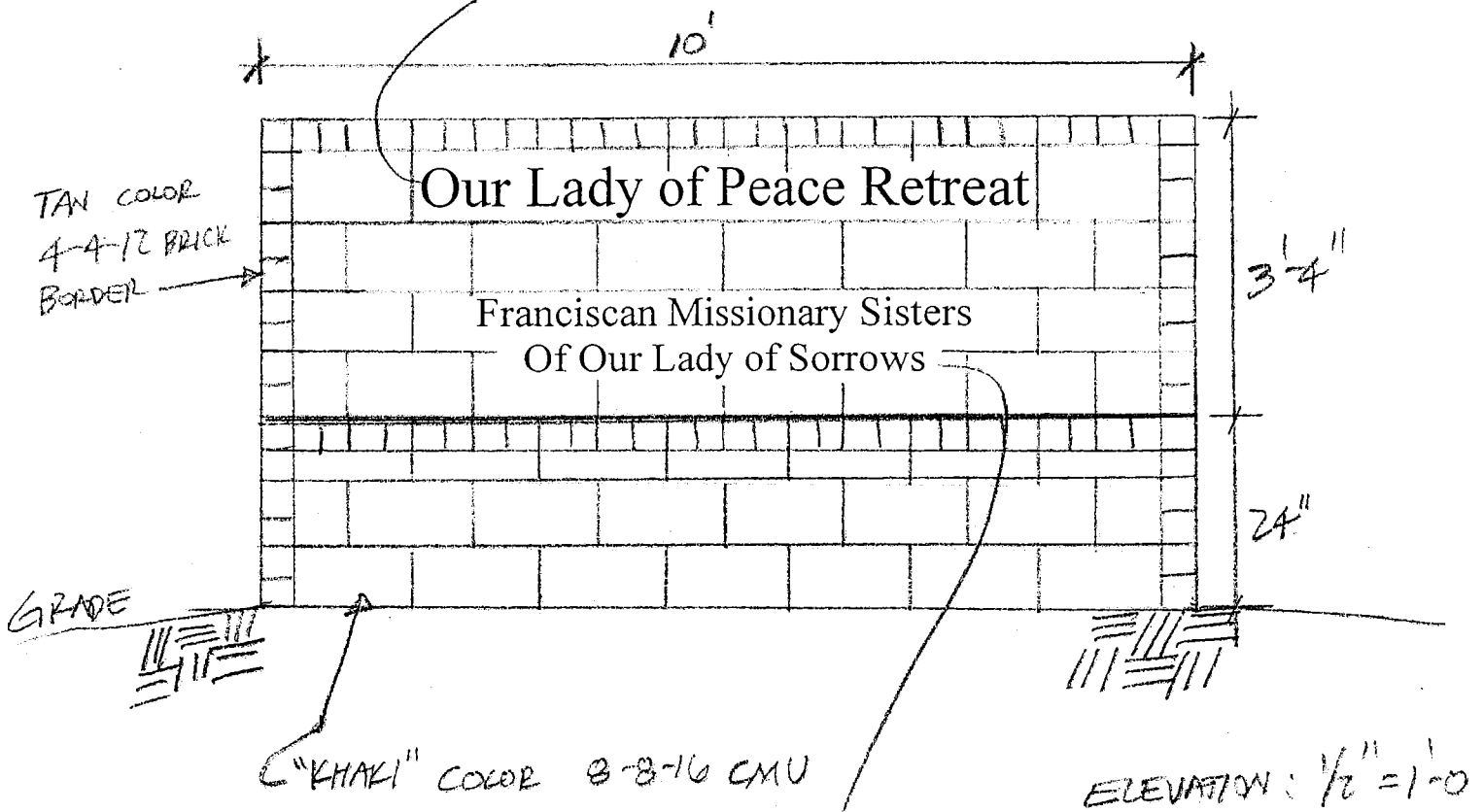


SCALE: 1/8" = 1'-0"

SECTION A-A

NOTE: SEPARATE SIGN PERMIT HAS BEEN ISSUED.

FONT = TIMES NEW ROMAN 8" HIGH LETTERS



FONT = TIMES NEW ROMAN  
5" HIGH LETTERS

