

**APPLICATION FOR A  
MAJOR MODIFICATION  
OF A  
CONDITONAL USE PERMIT  
AND  
DESIGN REVIEW**

***UPDATED TO REFLECT CHANGES  
FROM 3/23/18 COMPLETENESS LETTER***

**Presented by:**  
SW Bible Church and SW Christian School

**Presented to:**  
City of Beaverton

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**December 2017  
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## I. SUMMARY OF APPLICATION

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<b><u>Applicant:</u></b>	Senior Pastor Scott Gilchrist 14605 SW Weir Road Beaverton, OR 97007 Telephone: 503-524.7000 Email: <a href="mailto:sggilchrist@gmail.com">sggilchrist@gmail.com</a>
<b><u>Planner:</u></b>	Chris Hagerman, PhD The Bookin Group LLC 812 SW Washington Street, Suite 600 Portland, Oregon 97205 Telephone: 503.241.2423 E-mail: <a href="mailto:hagerman@bookingroup.com">hagerman@bookingroup.com</a>
<b><u>Location:</u></b>	14605 SW Weir Road
<b><u>State ID:</u></b>	1S129DD00100
<b><u>Property ID:</u></b>	W276633
<b><u>Site Size:</u></b>	24.883 acres <sup>1</sup>
<b><u>Footprint:</u></b>	60,096 square feet
<b><u>Building Area:</u></b>	93,676 square feet
<b><u>Zoning:</u></b>	R5 - Residential Urban Standard Density District 5,000
<b><u>Neighborhood:</u></b>	Sexton Mountain Neighborhood
<b><u>Request:</u></b>	A Type 3 Conditional Use Permit (CUP) modification of CUP 95024 to shift the location of the Phase IV expansion from the north side of the sanctuary to the southwest side, narrow the use to just religious education and increase the size by 11,530 gross square feet (gsf) was submitted on 12/5/17. A Type 2 Design Review (DR) for the Phase IV building has been added to be heard concurrently with the CUP modification.
<b><u>Summary:</u></b>	The Planning Commission approved a Conditional Use Permit (CUP 95024) as a seven-phased master plan approval in 1996, and subsequent development on the site was completed through Phase III, including associated parking. Phase IV was approved for an 18,400 sf addition for classroom and educational purposes located on the north side of the sanctuary and shared by the church and school. Now, SW Bible requests approval to shift the location of the addition to the

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<sup>1</sup> LD 17-0024, under Final Land Division review would create a 1.063 acre non-buildable tract to preserve a significant grove of trees. The campus boundary will remain the same.

southwest corner of the sanctuary, previously designated as the location for Phase V. The addition will be used solely for church-related activities and religious education (Sunday School). This request also includes an expansion of the approved size of the addition from 18,400 sf to 29,930 gsf and includes a reconfiguration of the existing adjacent parking lot with the result of a net decrease of 37 parking spaces. As the increase is more than 1,000 gsf over the approved floor area for Phase IV, a Type 3 Major Modification of the CUP is requested. This application also includes the required Type 2 Design Review to demonstrate that the proposed Sunday School Addition building can meet the Design Review Standards.

## II. EXISTING CONDITIONS

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**Introduction.** SW Bible Church and SW Christian School occupied the church on the site in 1988. Churches and Schools are allowed in the underlying Residential Urban Standard Density District (R5) with a Conditional Use Permit. A multi-phased master plan Conditional Use Permit and Tree Protection Plan were approved in 1996 and SW Bible has completed through Phase III of that plan. This application is to modify the development approved for Phase IV, an addition to the Sunday School. This chapter outlines the current operation of the church and school.

**Site.** As shown in Figure II-1, the approximately 24.883-acre lot is located in southwest Beaverton in the Sexton Mountain Neighborhood and contains multiple buildings associated with the church and school uses, a large parking lot and a sports field. A large riparian area is located west of the developed portion of the site and runs the length of the property from north to south. A coniferous forest is located on the northwest corner of the site. A separate land use review (LD 17-0024) proposes to divide the property into two parcels, a 1.063 acres non-buildable tract that contains the significant grove of trees, and a 23.82 acre parcel that will contain the remainder of the campus.

There have been three major phases of building construction associated with the church and school, now totaling 90,380 gsf as shown in Table II-1: Site Analysis, below. A maintenance shed was constructed in 1992. A large parking lot containing 554 parking spaces surrounds the buildings and a sports field is located in the northeast corner of the site. An archery range was established on the undeveloped side of the property away from adjacent properties and the developed church buildings. In addition, a small residence dating from the 1940s is located in the southwest corner of the site and takes access from SW Weir Road.

**TABLE II-1: SITE ANALYSIS FOR  
SW BIBLE CHURCH AND SW CHRISTIAN SCHOOL CAMPUS**

Site Characteristic	Amount
Area	24.883 acres (~1,083,900 sf)*
Building Area	93,676 gsf
Landscaping Area	827,337 sf (76%)*
Parking	554 spaces <sup>1</sup>

\*This total includes the 1.063 acre tract under separate review.

**Programs.** The campus contains two primary uses, a church and a school as follows:

**SW Bible Church.** The church provides worship services on Sunday that center on a sanctuary with approximately 1,500-person seating capacity. In addition, the Sunday School program provides religious instruction for children and adults. SW Bible Church is active both locally and globally in ministry outreach and has occasional events that welcome a larger community. A two-building residence on the southwest corner of the property provides housing for a small number of college and seminary students.

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<sup>1</sup> This total includes three bus spaces and 11 Accessible spaces.

**SW Christian School.** Established in 1973, this school offers Pre-K through 12<sup>th</sup> grade academic training for children in a religious context. The school has a full offering of sports activities with teams competing at the 1A level.

### **Operating Characteristics.**

#### **SW Christian School Attendance.**

The school provides Pre-K through High School level education and includes a music and sports program and before- and after-school care. During the evenings, the school has events, primarily in the gym, that includes concerts (six per year), sport practices and games. Occasionally, outside groups use the gym for events including: Highland Park Middle School concerts, community events, and sports team practices. Current attendance is 223 students with 20 full-time staff for the school.

#### **Existing Church and Sunday School Attendance.**

The sanctuary seats approximately 1,500 people and includes a Welcome Center and Coffee Corner at the main entrances. Attendance on a normal, non-holiday Sunday is usually 1,300 across the two services. Worship Services on Sunday are at 8:30 and 11:00am with Nursery care (babies – age 2), SWKIDS Corner (ages K-3<sup>rd</sup> grade) during both services. Sunday School classes are available for ages 3-High School at 10am. Sunday adult classes are offered with childcare. There is an evening gathering and service that also provides Nursery Care. During July and August, these evening services move outside and follow the community events.

The church community also has a number of recreational sports programs that include the following:

- Co-Ed Volleyball – Tuesday evenings
- Men’s Basketball League Winter evenings
- Summer Softball League – once a week during summer

In addition, on an ad-hoc basis the Church and School facilities will be made available for Community meetings, or teams from the area will use the gym or field for practice.

#### **Multiple-Use of School Space.**

The attached school building has a kitchen, eight classrooms and a gymnasium that are utilized for Sunday School activities for babies through 2<sup>nd</sup> graders. Upstairs, are rooms for older kids and adult classes and a library. Currently, there is an overlap between space needs for the School and Sunday School programs with childcare and summer programming often making use of spaces when the day school is not in session. As a result of the proposal in Chapter III of this report, many of these will have their own dedicated space adjacent to the sanctuary, creating a cleaner delineation between the School and Church uses on the campus. In the list of activities below, those programs that will move to the new Sunday School Addition are in bold.

**TABLE II-2A: WEEKDAY ACTIVITIES**

<b>WEEKDAYS</b>					
	<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
AM	Ladies' Bible Study • <u>Childcare</u>	12	8-12 adults <u>5-10 kids</u>	1.5 hrs	Tuesday Mornings
	Moms-to-moms • <u>Childcare</u>	8	30-50 adults <u>20-40 kids</u>	2 hrs	Day
	Refugee ESL classes				2-3 times per week
PM	Ladies' Bible Study	12	8-12 adults	1.5 hrs	Evening
	<u>SW Kids Corner/Corner Jr.</u>	<u>32</u>	<u>125 kids</u>	<u>2 hrs</u>	<u>Wednesday 6-8:30 pm</u>

**TABLE II-2B: SUNDAY ACTIVITIES**

<b>SUNDAY</b>					
	<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
AM					
	Service	52	1,300 people		Across two services
	<u>Nursery</u>	<u>52</u>	<u>20 kids</u>	<u>1.5 hrs</u>	<u>Morning</u>
	<u>SW Kids Corner/Corner Jr.</u>	<u>52</u>	<u>90 kids</u>	<u>1.5 hrs</u>	<u>Morning</u>
	<u>Sunday School</u>	<u>50</u>	<u>150 kids</u>	<u>1 hr</u>	<u>Day</u>

**TABLE II-2C: SUMMER ACTIVITIES**

<b>SUMMER</b>				
<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
<u>Adventure Camps</u>	<u>11 weeks</u>	<u>75 kids</u>	<u>7 hrs</u>	<u>Daily</u>
<u>SW Kids Camps</u>	<u>3 weeks</u>	<u>200 kids</u>	<u>3 hrs</u>	<u>Daily</u>

**Outdoor Summer Community Events.** The church takes advantage of summer weather and the beautiful setting of its campus to host a number of off-peak events at which the wider community is welcome.

Sunday Evenings (5pm) in July & August

- SW 5K Race/Walk 1M Fun Run
- Food Carts
- Carnival
- Sports Night
- International Night
- Luis Palau
- First Responders
- Community Picnic (1st Sunday in September)

Water Wednesdays in July & August

**Other Events.** These events take place once a year or for a limited period on an annual basis.

**TABLE II-2D: OTHER EVENTS**

<b>OTHER</b>				
<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
Pastors' Conference	1	100	1.5 days	Mid-week
Boy Scout Christmas Tree Sales	4 weeks		December	Evening & Weekends
Hazard Materials Drop off	3		4 hrs	Saturday AM
Beaverton Police Annual Awards	1		3 hrs	Evening
Police K-9 Training	1		Day	

**Land Use Status**

SW Bible Church and SW Christian School operate under a 1996 Conditional Use Permit (CUP 95024) that approved multiple phases of development. Currently, the church is in Phase III of this master plan.

**Zoning.** The entirety of the site is zoned R5 – Residential Urban Standard Density District (5,000).

**Previous Land Use History.**

CUP 12-86. Master Plan for Phases I, II, and III of the proposed church development. Only Phases I and II were completed under this approval.

BDF 30-86. Board of Design Review approval of original 12,480 sf church building and parking lot.

BDR 35-91. Board of Design Review approval of an 8,040 sf SW Bible Church Building Addition.

BDR 92039. Administrative approval of storage shed.

BDR 92051. SW Bible Church parking lot expansion of 160 spaces as approved by the Board of Design Review.

CUP 95024 and TPP 95009. The Planning Commission approval of a Conditional Use Permit, which included seven phases of work, a development footprint, and an approved Tree Protection Plan that was decided by the City Council on appeal. Conditions of Approval are included in Appendix C.

BDR 96-X. Approval of Phase III, a 57,860 sf expansion of the church and school.

BDR 99-00113. Approval of a parking lot expansion by 181 net spaces and associated stormwater management.

LP 2000-0001. Land Division Partition and Final Plat to establish a Tree Tract and Stormwater Tract. This plat was signed by the City Engineer, but was not recorded with the Washington County Surveyor. Both approvals have expired.

APP 2008-0001/DI2007-0004. Approval with conditions for an Archery Range on an undeveloped portion of the church property. The conditions concern the safe operation of the range and continue to be met.

DR2010-0003. Administrative design review approval for an interior remodel.

LP 2017-0024. Land Division Partition for the creation of a non-buildable Tract in compliance with a condition of approval from the approved Tree Protection Plan (TPP 95009). The Preliminary Partition was approved December 29, 2017 and the Final Land Division Application submitted in early March 2018.

### **Vicinity**

**Surrounding Uses.** Development in the vicinity is residential with primarily single-dwelling residential dominating to the south and a large multi-dwelling residential area to the north. Lot sizes range from 4,000 to larger urban development tracts and multi-dwelling lots.

**Surrounding Zoning.** Most of the surrounding neighborhood is also zoned R5, with the exception of properties to the north adjacent to SW Murray Boulevard, which are zoned R2 for medium density, multi-dwelling development and those to the east, which are zoned R7, a single-dwelling, residential with larger lots.

### **Existing Site Conditions**

**Site Description.** The site has frontage on SW Murray Boulevard to the east, SW Weir Road to the south, and SW Sapphire Drive on the north. The site is a broad bowl that slopes gently to the southwest from its highest points adjacent to SW Murray Boulevard (Figure II-2). A riparian area runs north to south through the western third of the site. A 3.9-acre wetland makes up a large portion of this area with surface water present in a small creek (1.5' - 2.0' wide) and a larger adjacent area with soil saturated at the surface. Heavily wooded on its western half, a Significant Natural Resource Area (SNRA 80) is designated over the riparian area and the coniferous forested areas. A dense stand of Douglas fir and Western red cedar trees, located in the northwest corner are designated as significant Groves (G80, G82). Two Individual Significant trees are located in the southwest corner of the site adjacent to SW Weir Road (T50). The riparian and wooded areas include trails for pedestrian access.

**Trees.** As discussed above, the campus has an approved Tree Protection Plan associated with the phases of development approved under the 1996 CUP. A Land Division Partition currently under review will create a non-buildable Tract to satisfy a condition of approval of that Tree Protection Plan. The survey (Figure II-2) documents the extensive trees on the site including the trees protected in the 1996 Tree Protection Plan (Figure II-3). Since only the Phase III expansion and associated parking areas have been completed there has been little development-related impacts over the intervening 20 years.

Wetland. CWS has conditioned that an easement be placed over the Sensitive Area and Vegetated Corridor on the west side of the site except where existing development or the proposed Tree Tract is already within the corridor. Clean Water Services has provided a Service Provider Letter for this land use application (Appendix D).

**Building Inventory.** The site has a building inventory of 93,676 gross square feet (gsf) as summarized in Table II-3. This results in a floor-to-area ratio (FAR) of 0.09:1. Building coverage accounts for 6% of the campus area.

**TABLE II-3  
CAMPUS BUILDING INVENTORY**

USE	BUILDING (GSF)	GROUND FLOOR (SF)
Phase I, II & III church/school	90,380	58,600
Shed	1,376	1,376
Residence I	835	835
Residence II	1,085	1,085
<b>TOTAL</b>	<b>93,676</b>	<b>60,096</b>
<b>FAR:</b> [BUILDING INVENTORY (93,676 GSF) ÷ SITE AREA (1,083,900 SF)]*	<b>0.09:1</b>	
<b>BUILDING COVERAGE:</b> [FOOTPRINT (60,096 SF) ÷ SITE AREA (1,083,900 SF)]*		<b>6%</b>

Source: William Wilson Architects and site survey

\*Includes the 1.063 acre Tree Tract under separate review.

**Landscaping.** For simplicity sake, the applicant has calculated the footprints of existing structures and the amount of parking area, which totals 24% of the site. The remainder of the site is in landscaping, including the Tree Tract that will be created as a part of a separate review. Table II-4 summarizes the utilization of the campus.

**TABLE II-4  
CAMPUS UTILIZATION**

TYPE	SF	%
Building Footprints	60,096	6%
Paved (Parking/Circulation)	196,467	18%
<b>Subtotal/Imperious</b>	<b>256,563</b>	<b>24%</b>
Landscaping on Parcel 1	763,252*	72%
Tree Tract (Parcel 2)	46,304	4%
<b>Subtotal/Pervious</b>	<b>763,252</b>	<b>76%</b>
<b>TOTAL (Parcels 1 &amp; 2)</b>	<b>187,740</b>	<b>100%</b>

Source: WWA and site survey

\*Includes the 1.063 acre tract under separate review.

As demonstrated in Table II-4, the total building coverage is 6%, which is well within the maximum allowed in the underlying zoning designation. Internal paved vehicular and circulation accounts for another 18%, bringing total impervious surface to 24% of campus site area. As noted above, this leaves 76% in landscaping, including the new 1.063-acre Tree Tract, which will be created under a separate land use review.

**Parking and Circulation**

**Vehicular Parking.** Table II-5 summarizes the availability of on-campus vehicular parking:

**TABLE II-5  
CAMPUS PARKING INVENTORY**

LOCATION	#
Regular Vehicles	540
Bus	3
Accessible Spaces	11
<b>TOTAL ON-SITE PARKING*</b>	<b>554</b>

Source: WWA

As noted in Table II-6, there are 554 on-campus parking spaces for the Church and School use. Given a building inventory of 90,380 gsf of church and school facilities, this is a parking ratio of 6.1 spaces/1,000 gsf, which is typical of other churches and schools. In the Beaverton Zoning Code, the minimum and maximum parking ratios<sup>2</sup> for a Church Use are 1 spaces and 3.2 spaces/4 pew spaces, respectively, which results in a minimum of 375 spaces and a maximum of 1,200 spaces for the 1,500 space sanctuary approved in the 1996 CUP.

For the School, the minimum parking ratio is set at 0.2 spaces per high school student and 1 space per FTE staff, for a minimum of 30 spaces. Maximums are 0.3 spaces per student, and 1.5 spaces per FTE staff, resulting in a maximum of 45 spaces. As the school and church have opposite peak parking demand times, the total parking spaces is adequate for both uses.

In addition, there are on-street parking spaces on public ROWs adjacent to the campus. These spaces can accommodate overflow event parking on a first-come-first-served basis.

**Bicycle Parking.** There are 14 existing bicycle parking spaces<sup>3</sup>. Current Development Code requires the following:

- Church Use: 3 Short Term/1 Long Term
- School Use

<sup>2</sup> For purposes of this analysis, the site is assumed to be located within Parking Zone B. Transit stops are located within ¼ mile, but do not appear to have less than 20-minute headways. As the peak hour utilization for the Church Use is Sunday mornings when headways are longer, therefore Zone B is the appropriate determinant of parking need.

<sup>3</sup> These spaces are not covered but School Uses are exempt from the requirement to cover long-term bicycle parking per 60.30.10.2.B(2).

- High School: 0 Short Term/ 3 Long Term
- Elementary through Middle School: 0 Short Term/ 19 Long Term

However, the two uses are complementary in that they occur at different times, therefore, there is no need for the requirement to be additive. The larger School Use bicycle parking supply can be used to meet the Sunday Worship Service needs of the Church Use. Therefore, the resulting total per code requirements is for 22 long-term bicycle parking spaces, suggesting the campus is out of compliance by 8 long-term spaces. However, observations during typical school days find the majority of the bicycle parking unutilized, suggesting that the current supply of bicycle parking is sufficient for the uses on the site.

**Loading Spaces.** The three bus parking spaces are sufficient to meet the Off-Street Loading standards, which require a school to have at least one Type B loading space.

**Vehicular Circulation.** Located within a network of arterial, collector, and local streets, vehicle access to the SW Bible campus is straightforward. As illustrated in Figure II-2, there are three points of entry into the campus:

- From the south via SW Weir Road, two entrances lead to the parking lots that wrap around the church and school buildings.
- From the south via Weir Road, a single driveway serves the residence located in the extreme southeast corner of the campus.

There is no access to the church site provided from either SW Murray Boulevard or SW Sapphire Drive.

Within the campus, driveway aisles lead directly to the south entrances to the church and school buildings with fire lanes at the front of the building and wrapping around the buildings to the east and west.

**Pedestrian Circulation.** Because the SW Bible Church campus is primarily an auto-oriented destination, the bulk of the pedestrian system is from the parking areas and between the campus buildings and site amenities. In addition, pedestrian trails weave through the riparian and wooded areas.

### **Transportation System**

The site survey (Figure II-2) shows the adjacent right-of-way conditions for the site.

**Street Classification.** The Transportation Element of the Beaverton Comprehensive Plan classifies SW Murray Boulevard as an Arterial Street under the maintenance and operational jurisdiction of Washington County, and SW Weir Road as a Collector Street under the City's jurisdiction. SW Sapphire Lane is classified as a Local Street. The streets are configured as follows:

- SW Murray Boulevard is a five-lane road with a planted central median, and bike lanes and curb-tight sidewalk on both sides. The posted speed limit is 45 mph.
- SW Weir Road is a two-lane road with bike lanes and curb-tight sidewalks on both sides. The posted speed limit is 35 mph.

SW Sapphire Drive is center-strip paved from the intersection with SW Murry Boulevard with a curb-tight sidewalk on the north side where it serves as the frontage for a multi-dwelling housing community to the north. The right-of-way ends just past the housing development and re-starts at the west end of the campus although it remains unimproved.

Sidewalks. Because the SW Bible Church campus is located within a well-established neighborhood, the area around the main campus has a full complement of sidewalks. Most of these sidewalks are 5' - 6' wide. To the north, unimproved SW Sapphire Lane does not contain a sidewalk system, but the landscaping provides a buffer to the multi-dwelling residential development to the north. The western edge of the campus directly abuts the rear lot lines of single-dwelling residential properties and the tree cover again serves to buffer the residential uses from the church and school activities.

Transit. The site is well-served by transit by the #62 bus line (Murray Blvd and South Beaverton Express) and 92-South Beaverton Express with stops at the intersection of SW Murray Boulevard and SW Weir Road adjacent to the site.

Infrastructure. The site survey (Figure II-2) shows the utility connections for the site. Figure II-4 also shows as-built plans for the stormwater system on the site.

Water Service. Water service is provided by the City of Beaverton with public mains located in SW Weir Road and SW Murray Blvd. The site currently has an 8-inch water main located in the parking lot at the intersection of SW Weir Road and SW Murray Boulevard. This water main runs along the east side of the church building before turning west behind the northern edge of the building and terminating into the building. This line is connected to both the 8-inch public main in SW Weir Road and the public 12-inch main in SW Murray Blvd.

Sanitary and Stormwater Service. The site is within the Clean Water Services (CWS) service area with the following sewer infrastructure is available:

- An 8-Inch sanitary service main crosses the site from north to south within the delineated wetland.
- An 8-inch public sanitary main in SW Weir Road.

The site currently has a 6-inch sanitary connection to the public main on SW Weir Road.

On-site Stormwater Management. As shown in Figure II-4, a stormwater system is in place for the existing site. This existing system includes the following components:

- The easterly portion of the parking lot and roof drains from the Phase I and II buildings are connected to the public storm system in SW Weir Road.
- The central portion of the existing parking lot is routed through an 80-lineal foot long, 60-inch diameter detention tank before discharging westerly into an existing ditch along SW Weir Road.
- The westerly portion of the existing parking lot is routed than a 90-lineal foot long, 72-inch diameter detention tank before discharging westerly into the same existing ditch along SW Weir Road.
- Stormwater drained from an existing leach field and a roof drain on the church building is piped to the southwest and then daylights just west of the existing buildings before reentering a pipe for conveyance to the detention tanks adjacent to SW Weir Road

- The ditch along SW Weir Road flows through an existing water quality swale and a CSF filter vault before out-falling to the wetland buffer zone.

Fire/Police Protection. The site is served by TVF&R. Fire Station #66 is located at 13900 SW Brockman, 0.75 miles away. The site is served by the Beaverton Police Department as a part of Police District 4.

### III. PROPOSED CONDITIONAL USE MODIFICATION

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#### Proposal Summary

The SW Bible Church site consists of a single large lot with identified wetlands, tree groves, and habitat areas.<sup>1</sup> It is developed with an existing church building built in several phases beginning in 1950. The current building contains 90,380 gross square feet (gsf) that incorporates Phase III of the 1996 Conditional Use Permit (CUP 95024), which approved seven phases of work and a development footprint via a Tree Protection Plan (TPP 95009) as shown in Figure III-1. New proposed development would increase the total building area on the site by 29,930 gsf, which is 11,530 gsf more than approved with Phase IV of the CUP. This proposal as shown in Figure III-2 seeks to modify the size of the Phase IV addition, and to shift the location, necessitating a modification of the existing CUP. Design Review approval is also proposed for the proposed 29,930 gsf, Phase IV building.

As shown in Table III-1 and Figure III-2, the proposed site utilization will have little effect on the amount of building area or landscaping, given the large size of the campus. The percentage of landscaping will remain approximately 76%.

**TABLE III-1: SITE ANALYSIS FOR PROPOSED SW BIBLE CHURCH AND SW CHRISTIAN SCHOOL CAMPUS**

Site Characteristic	Amount
Area	24.883 acres (~1,083,900 sf)*
Building Area	72,716 sf
Landscaping Area	822,301 sf (76%)*
Parking	517 spaces <sup>2</sup>

\*This total includes the 1.063 acre tract under separate review.

#### **Land Use Status**

The 1996 CUP does not have an expiration date, nor does Beaverton Development Code designate the termination date of conditional use permits. Therefore, the entitlements approved in the 1996 CUP decision remain viable. SW Bible Church can modify the 1996 CUP to include the current development proposal as a modification of Phase IV of the 1996 CUP. This Type III Major Modification of a Conditional Use Permit will only consider the changes to the 1996 CUP, not the entirety of the seven-phase master plan approved in 1996. The proposed modification differs slightly in its location on the campus and the size of the building. The classroom and daycare space will be solely associated with the Sunday School program, not shared with the SW Christian School as previously approved in the 1996 CUP. A neighborhood meeting was held on August 6, 2017 as documented in Appendix E and discussed land use, building design, and transportation issues.

#### Programs

**SW Bible Church.** The current programs detailed in the Existing Conditions (Chapter II) will not change with this proposal. Instead, childcare elements of the Sunday School and summer programming that are currently co-located with the SW Christian School will be moved into the Sunday School addition, allowing for reconfiguration of the SW Christian

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<sup>1</sup> Significant Grove (G 80, 82); Significant Natural Resource (SNRA 80)

<sup>2</sup> This total includes three bus spaces and 11 Accessible spaces.

School interior spaces. In the list of activities below, those programs that will move to the new Sunday School addition are in bold.

**TABLE III-2A: WEEKDAY ACTIVITIES**

<b>WEEKDAYS</b>					
	<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
AM	Ladies' Bible Study • <b>Childcare</b>	12	8-12 adults <b>5-10 kids</b>	1.5 hrs	Tuesday Mornings
	Moms-to-moms • <b>Childcare</b>	8	30-50 adults <b>20-40 kids</b>	2 hrs	Day
	Refugee ESL classes				2-3 times per week
PM	Ladies' Bible Study	12	8-12 adults	1.5 hrs	Evening
	<b>SW Kids Corner/Corner Jr.</b>	<b>32</b>	<b>125 kids</b>	<b>2 hrs</b>	<b>Wednesday 6-8:30 pm</b>

**TABLE III-2B: SUNDAY ACTIVITIES**

<b>SUNDAY</b>					
	<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
AM					
	Service	52	1,300 people		Across two services
	<b>Nursery</b>	<b>52</b>	<b>20 kids</b>	<b>1.5 hrs</b>	<b>Morning</b>
	<b>SW Kids Corner/Corner Jr.</b>	<b>52</b>	<b>90 kids</b>	<b>1.5 hrs</b>	<b>Morning</b>
	<b>Sunday School</b>	<b>50</b>	<b>150 kids</b>	<b>1 hr</b>	<b>Day</b>

**TABLE III-2C: SUMMER ACTIVITIES**

<b>SUMMER</b>					
	<b>Event</b>	<b>Number of Events</b>	<b>Attendance</b>	<b>Duration</b>	<b>Time of Day</b>
	<b>Adventure Camps</b>	<b>11 weeks</b>	<b>75 kids</b>	<b>7 hrs</b>	<b>Daily</b>
	<b>SW Kids Camps</b>	<b>3 weeks</b>	<b>200 kids</b>	<b>3 hrs</b>	<b>Daily</b>

**SW Christian School.** Interior changes planned for the current building will not result in a change in programming or student capacity, but instead will allow for better utilization of existing space by the school staff and students.

**Proposed Sunday School Addition**

This application includes two reviews, a modification of the existing conditional use approval, and a design review for the proposed building.

**Proposed CUP Modification of Approved Phase IV building**

Phase IV as approved in CUP 95024 was for an 18,400 sf addition to the school that would serve both the religious education program (Sunday School) and the Pre-K through 12<sup>th</sup> grade school (SW Christian School). This request to modify the CUP has three elements: 1) move the location of Phase IV to the southwest corner of the building that houses the sanctuary to allow it to better serve families attending Sunday worship services; 2) limit the use of the space to the religious education program and not SW Christian School; 3) increase the size of the Sunday School addition by 11,530 gsf to allow for a three-story building that will total 29,930 gsf. The proposed building is shown in the context of the existing church and school buildings in Figures III-3A and III-3B.

**TABLE III-3  
PROPOSED CAMPUS BUILDING INVENTORY**

<b>USE</b>	<b>BUILDING (GSF)</b>	<b>GROUND FLOOR (SF)</b>
Phase I, II & III church/school	90,380	58,600
Phase IV Sunday School Addition as Approved (CUP 95024)	18,400	18,400
Phase IV Sunday School Addition as Proposed	29,930	10,820
Shed	1,376	1,376
Residence I	835	835
Residence II	1,085	1,085
<b>TOTAL</b>	<b>123,606</b>	<b>72,716</b>
<b>FAR:</b> [BUILDING INVENTORY (123,606 GSF) ÷ SITE AREA (1,083,900 SF)]*	<b>0.11:1</b>	
<b>BUILDING COVERAGE:</b> [FOOTPRINT (72,716SF) ÷ SITE AREA (1,083,900 SF)]*		<b>6.7%</b>

Source: William Wilson Architects and site survey

\* Includes the 1.063 Tree Tract to be created under a separate review.

**Proposed Sunday School Addition Design**

The existing church and school complex are made up of two buildings separated by a fire wall, the sanctuary is located to the west of the school building. Both buildings are setback generously from the surrounding streets and are located below the elevation of surrounding streets. The proposed site for the Phase IV Sunday School Addition is located at the western edge of the existing sanctuary building (Figure III-2). The topography drops further in this area resulting in the entrance from the sanctuary entering the proposed building at the 2<sup>nd</sup> floor. The first floor of the Sunday School Addition will also have a main entrance oriented to the south providing direct access from the parking lot. A substantial metal canopy will extend over the entrance to the south and to the east to protect pedestrians as they approach the doors and enter the buildings. This 1<sup>st</sup> floor will

be located almost entirely below the average grade of the developed portion of the site. The addition will be 35' in height with a roof line slightly below the rooflines of the existing buildings. Elevations are provided in Figures III-4A and III-4B.

From SW Weir, the addition is located over 300' from the right-of-way, but the building will be visible with the largest façade rising three stories. As shown in Figure III-4A, the metal canopy over the entrance establishes a datum at the top of the first floor that is continuous with the bottom of the window lines of the existing buildings. This façade is broken up into at least six planes with material and glazing patterns that differentiate between the planes. The first floor of the addition will terminate without transition into the landscaping at the front of the sanctuary building.

From SW Murray Boulevard, the addition will appear tucked behind the existing buildings but will feature a higher percentage of glazing and greater articulation of architectural forms and materials. The visible facades of the Addition are broken into approximately six facades that all have offsets. Material and window configurations will further differentiate between the facades as shown on Figure III-4B.

Views from the west and north are from within the heavily forested 24-acre campus. The articulation of this facades is then more straightforward with fewer planes and material changes and less fenestration. Rooftop mechanical equipment will be set back from the south edge of the roof so that it will not be visible as shown in Figure III-5. From SW Murray, which is positioned above most of the campus, the mechanical equipment will be screened.

The new building will have two floors of classrooms with three rooms for kids ages 0-5 on the 1<sup>st</sup> floor and three rooms for Kindergarten through 5<sup>th</sup> grade on the 2<sup>nd</sup> floor. A large Gathering Room and patio will be located on the 3<sup>rd</sup> floor that will be available for occasional evening events. Creating a separate building for the children's programs will provide for greater security and the proposed location adjacent to the sanctuary entrance will provide convenience for parents before and after worship services. The 2<sup>nd</sup> floor will feature classrooms and internal access to be configured from the lobby of the existing sanctuary. It is anticipated that most families will enter the sanctuary building from the main entrances that lead to the lobby. Parents dropping off children will then make use of the new internal access to gain entrance to the Sunday School Addition, check-in their children and then return to the sanctuary. The third floor will contain additional classroom space, a gathering space, and an outdoor patio area on the south east side corner of the building that will face south.

The distance from SW Weir Road and SW Murray Boulevard are shown in Figure III-5 and demonstrate that the addition will have little visual impact from the public right-of-ways adjacent to the campus. From the north and west sides of the campus the addition won't be visible at all.

Interior remodeling of existing School and Church space. The kids' Sunday School programs will move from the current spaces shared with SW Christian School, allowing the existing space to be remodeling to include a commercial kitchen, new administrative and reception offices. Fencing that provides both decoration and security will encircle a play area at the rear of the addition.

**Landscaping and Pedestrian Circulation**

Proposed pedestrian circulation is shown in Figure III-6A. The pedestrian system will connect with the existing pedestrian pathways at the front of the sanctuary and church buildings. The new paths will wrap around the front (south) side and east sides and will connect with existing paths adjacent to the parking areas. A new play area will be located in the small topographic bowl at the rear of the addition. This play space will be surfaced with a durable composite material and will be fenced to limit access to the facility except from secure points. The pedestrian path will then continue on the outer edge of this path to connect with other pedestrian facilities at the rear (north) sides of the sanctuary and campus buildings.

23 trees will be removed as a part of Phase IV. As this location was previously approved as the footprint for Phase VI, these trees were approved for removal via TPP 95009, which also preserved 380 trees on the site and required the creation of a 1.063 acre non-buildable tree tract. Another 2.5 acres of the site are protected by a water quality easement as dictated by Clean Water Services in the Service Provider Letter (Appendix C).

New landscaping will be focused in three areas – the southeast corner of the building where the addition joins the existing building, the southwest corner where the existing parking lot wraps around the building, and at the rear, where a play area will be located. Existing trees will be retained where possible and the minimal proposed tree removal remains consistent with the approved Tree Protection Plan (TPP 95009) as shown in Figure II-3.

For simplicity sake, the applicant has calculated the footprints of structures and the amount of parking area, which totals 24% of the site. The remainder of the site is in landscaping, including the Tree Tract that will be created as a part of a separate review. Table II-4 summarizes the utilization of the campus. The amount of landscaping, 76% is essentially unchanged as a result of this proposed development. Further, because the proposed modification to what was initially approved for Phase IV is now a three-story structure, the footprint is significantly smaller at 10,820 sf, than the 18,400 sf that was approved.

**TABLE III-4  
CAMPUS UTILIZATION**

TYPE	SF	%
Building Footprints	72,716	6%
Paved (Parking/Circulation)	190,703	18%
<b>Subtotal/Imperious</b>	<b>263,419</b>	<b>24%</b>
Landscaping on Parcel 1	774,177	72%
Tree Tract (Parcel 2)	46,304	4%
<b>Subtotal/Pervious</b>	<b>820,481</b>	<b>76%</b>
<b>TOTAL (Parcels 1 &amp; 2)</b>	<b>1,083,900</b>	<b>100%</b>

Source: WWA and site survey

As demonstrated in Table II-4, the total building coverage would remain virtually unchanged at 6%, which is well within the maximum allowed in the underlying zoning

designation. Internal paved vehicular and circulation accounts for another 18%, bringing total impervious surface to 24% of campus site area. As noted above, this leaves 76% in landscaping, including the new 1.063-acre Tree Tract, which will be created under a separate land use review.

**Parking and Circulation**

The proposed location of Phase IV will displace a small amount of parking, therefore the area just south of the addition has been reconfigured to accommodate a vehicle lane with turning dimensions that can accommodate fire equipment. In addition, a new landscaped flow through planter will manage stormwater generated by the new rooftop areas and the reconfigured exterior areas. As a result, parking will decrease by 37 vehicle spaces.

**Vehicular Parking.** Table II-5 summarizes the availability of on-campus vehicular parking:

**TABLE III-5  
CAMPUS PARKING INVENTORY**

LOCATION	#
Regular Vehicles	503
Bus	3
Accessible Spaces	11
<b>TOTAL ON-SITE PARKING*</b>	<b>517</b>

Source: WWA

\*This total does not include approximately six on-site parking spaces dedicated to the residence located in the southwest corner of the site.

As noted in Table III-5, there will be 517 on-campus parking spaces for the Church and School use. Given a building inventory of 123,606 gsf of church and school facilities<sup>3</sup>, this is a parking ratio of 4.1 spaces/1,000 gsf, which is typical of other churches and schools. In the Beaverton Zoning Code, the minimum and maximum parking ratios are calculated based on the number of seats in the sanctuary and the number of school students and staff, respectively, in which case, they do not change as a result of the Sunday School Addition.

As demonstrated in Chapter 2 of this application the parking ratios are calculated<sup>4</sup> for a Church Use as minimum of 1 space and maximum of 3.2 spaces /4 pew spaces, respectively, which results in a minimum of 375 spaces and a maximum of 1,200 spaces for the 1,500 space sanctuary approved in the 1996 CUP.

For the School, the minimum parking ratio is set at 0.2 spaces per high school student and 1 space per FTE staff, for a minimum of 30 spaces. Maximums are 0.3 spaces per student, and 1.5 spaces per FTE staff, resulting in a maximum of 45 spaces.

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<sup>3</sup> 90,380 gsf of existing church and school buildings in Phases I, II, and II plus the 34,600 gsf of proposed Phase IV. The shed and residences are not included.

<sup>4</sup> For purposes of this analysis, the site is assumed to be located within Parking Zone B. Transit stops are located within ¼ mile, but do not appear to have less than 20-minute headways. As the peak hour utilization for the Church Use is Sunday mornings when headways are longer, therefore Zone B is the appropriate determinant of parking need.

The total parking requirement for the two combined uses is a minimum of 405 and a maximum of 1245 so the 517 available parking spaces on site meets both requirements. In addition, the school and church have opposite peak parking demand times, so the total parking spaces is adequate for both uses. On-street parking spaces on public ROWs adjacent to the campus can continue to accommodate overflow event parking on a first-come-first-served basis.

Bicycle Parking. The Beaverton Development Code requires 1 Short Term bicycle space per 10,000 sf of worship space and at least 2 Long Term spaces for a Church Use. For schools, the Code requires no Short Term spaces for Educational Institutions, but does require Long Term spaces at the following ratios:

- High School: 1 per 18 students
- Middle School, Elementary School: 1 per 9 students
- Nursery or Day Care: 1 per classroom

Church Use – the sanctuary is approximately 33,000 sf, therefor the following is required: 3 Short Term/2 Long Term

Proposed Sunday School Addition – accessory to the Church Use, and therefore captured within its bicycle parking requirements.

School Use – based on an enrollment of 50 High School students, 175 students in the lower grades, the School Use would generate a need for the following bicycle spaces:

- High School: 0 Short Term/ 3 Long Term
- Elementary through Middle School: 0 Short Term/ 19 Long Term

However, as discussed under vehicle parking, the travel patterns to the campus by the School and Church uses are complementary and do not need to be additive. The bicycle parking for the school is not utilized on Sunday and can be used by people attending worship services and the Sunday School programming. As such the campus is currently deficient by eight long-term spaces for the existing School Use according to the Beaverton Development Code.<sup>5</sup> However, this use is not being modified by the proposal and is not moving further out of conformance. The Sunday School Addition proposed in this modification increases the code-required long-term bicycle parking by 12, but this is accommodated within the existing 14 long-term bicycle parking spaces. As a suburban campus with limited bicycle infrastructure in the area, the current supply of bicycle spaces is sufficient to meet demand.

**Loading Spaces.** The three bus parking spaces are sufficient to meet the Off-Street Loading standards, which require a school to have at least one Type B loading space.

**Vehicular Circulation.** Located within a network of arterial, collector, and local streets, the proposed modification to Phase IV will not change the relationship of the church and school buildings to surrounding streets.

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<sup>5</sup> The 14 bicycle spaces are uncovered but School Uses are exempt from the requirement to cover long-term bicycle parking per 60.30.10.2.B(2).

### Trip Generation

Future phases of the master plan envision an expansion of the church sanctuary to increase attendance, construction of campus housing, and development of an amphitheater – uses that would likely increase traffic. However, the current proposed modification is only to move a portion of Phase IV development to a different location. The proposed modification increases the size of the previously-approved, but not built, 18,400 square-foot Sunday School Addition to 29,930 square feet. The new building and additional square footage will help facilitate existing church activities conducted during a typical Sunday but will not be used to increase the seating of the church’s sanctuary or weekday student enrollment of the Southwest Christian School.

Logically, the children making use of the new Sunday School Addition will already be attending the church with their parents so there won’t be any increase in vehicles entering the campus. Parents already attending church services or activities will be driving their children so there will be no additional trips generated by the new space. The expansion of teaching and daycare space for Sunday school does not increase attendance in the sanctuary or the day school. This Addition simply provides more room for the Sunday school program separate from the weekday School use.

Per the City of Beaverton Traffic Impact Analysis Requirements Memorandum, dated August 2008, “A Traffic Impact Analysis is required when the proposed land use change or development will generate 200 vehicles or more per day (VPD) in average weekday trips as determined by the City Engineer.” To estimate the number of trips generated by the proposed Sunday School Addition, trip rates from the TRIP GENERATION MANUAL<sup>6</sup> were used. Data from land-use code 560 - Church, was used to estimate and compare the proposed development’s trip generation between the previously-approved building sizes and the increase based on the square-footage of the gross floor area. Initially, this estimate was prepared by the transportation engineering consultant for the 29,300 sf addition and are included in the Trip Generation Study contained in Appendix B.<sup>7</sup>

This application is for a proposed 29,930 sf addition and the trip generation estimates have been proportionally reduced as show in Table III-6 below. The trip generation calculations show that the proposed modification to the previously approved Sunday School Addition is projected to generate a net increase of 7 site trips during the weekday morning peak hour, 6 site trips during the weekday evening peak hour, and 104 site trips during a typical weekday. It should be noted that the Sunday School classrooms will be used predominately on Sunday with limited usage throughout the rest of the week. In addition, any scheduled events that may utilize the classroom space during the weekdays are expected to occur during the off-peak hour periods of adjacent street traffic.

Since the proposed modification is projected to generate less than 200 average weekday trips over the prior approved 18,400 square-foot Sunday school building, the above threshold for requiring a traffic impact study is not met.

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<sup>6</sup> Institute of Transportation Engineers (ITE), TRIP GENERATION MANUAL, 9th Edition, 2012.

<sup>7</sup> The Trip Generation Study was submitted to the City of Beaverton Transportation Reviewer on October 9, 2017 and then revised March 26, 2018 at the request of City staff.

**TABLE III-6  
Trip Generation Summary**

	ITE Code	Size	Morning Peak Hour			Evening Peak Hour			Weekday Total
			Enter	Exit	Total	Enter	Exit	Total	
Approved Sunday School Addition	560	18,400 sf	6	4	10	5	5	10	168
Conceptual Sunday School Addition	560	34,000 sf	12	7	19	9	10	19	310
Proposed Sunday School Addition	560	29,930 sf	11	6	17	8	8	16	272
Net Additional Site Trips Proposal		11,530 sf	5	2	7	3	3	6	104

Source: Lancaster Engineering

**Natural Resources.**

As shown in Figure III-2, the proposed location for the Sunday school addition is located within the Significant Natural Resource Area (SNRA 80), however, the addition footprint is in an area designated for development in both the approved CUP and Tree Protection Plan, therefore no further review related to the SNRA is necessary.

Trees. As discussed above, the campus has an approved Tree Protection Plan associated with the phases of development approved under the existing CUP. The Tree Protection Plan approved in 1996 does not have an expiration date, nor does the Beaverton Development Code provide for the termination of an approved TPP. Subsequent additions to the code related to tree protection and development within an SNRA do not supersede the approved TPP. Therefore, the 1996 TPP defines the Protected Trees for the site, and no additional Tree Plan review is necessary to remove the trees already approved for removal on the 1996 Tree Plan (Figure II-3). The proposed modification to the CUP, moves approved development to a location previously approved for Phase V, therefore no changes to the Tree Plan is necessary as a part of Phase IV development.

The current code requires Protected Trees to be placed into an easement to protect them from future development [60.60.15.2.C]. The applicant has met the intention by proposing to place the tree grove identified in the 1996 Tree Protection Plan within a non-buildable Tract (though a separate and current review). Additionally, conditions of approval from Clean Water Services in the Service Provider Letter for this application will require placement of the majority of the trees on the site within a water quality easement, thus providing a significant measure of protection from future development without appropriate regulatory oversight. During construction, trees designated for protection

under the 1996 Tree Plan that are close to the construction area will be protected per the specifications of the Development Code.

Wetland. A wetland delineation and corridor assessment has been completed for the site and submitted to Clean Water Services. Per Clean Water Services conditions in the Service Provider Letter (Appendix C) an easement will be placed over the Sensitive Area and Vegetated Corridor except for where existing development or the proposed Tree Tract is already within the corridor. The proposed development will not impinge on either the Sensitive Area or the Vegetated Corridor and stormwater from new development will be directed to treatment facilities outside of both areas.

### Utilities

**Stormwater Management.** As shown in Figures III-6A and III-6B, a new flow-through planter has been proposed to manage stormwater generated by new development as described in more detail in the Preliminary Stormwater Plan in Appendix D. Stormwater will be collected at several points and directed to the flow through planter to be built adjacent to the parking area. Overflow from this device will be directed to an existing storm line that in turn, is connected to the public stormsewer in SW Weir Road.

**Sanitary Sewer and Water.** The sanitary sewer will connect to an existing sewer lateral that connects to the public sanitary sewer in SW Weir Road. Similarly, water will make use of existing connections to public water mains in SW Weir Road.

## IV. LEGAL FINDINGS

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**SUMMARY OF REQUEST.** SW Bible Church is located in the Residential 5,000 (R5) Zoning District in which school and church uses (Educational Institution and Places of Worship) are Conditional Uses. The site has an active Conditional Use Permit (#95024) but as this proposal modifies Phase IV, a Type 3 Major Modification of a Conditional Use review is required. This request is accompanied by a concurrent Type 2 Design Review for the 29,930 gsf Sunday School Addition. The notes from the 4/14/17 Pre-Application Conference (PA 2017-0021) are contained in Appendix A.

**COMPLIANCE WITH PREVIOUS CONDITIONS OF APPROVAL.** The 1996 approvals consisted of a Conditional Use Permit (CUP 95024) approved by the Planning Commission on March 27, 1996 with conditions, and a Tree Protection Plan (TPP 95009), approved with conditions on appeal by the City Council on June 10, 1996. Neither decision contains an expiration date, nor has a subsequent code provision invalidated the previous approvals, therefore these reviews with conditions continue to provide active entitlements subject to the following conditions:

### CUP 95024 - PLANNING COMMISSION DECISION

1. *The Facilities Review Conditions of Approval dated March 20, 1996 are hereby made part of this approval.*

**Findings:** The facilities review Conditions of Approval are included in the below.

2. *Hours of operation for uses other than the auxiliary housing use cannot occur concurrently with the hours of operation for the main auditorium use. This condition is consistent with the applicant's statement and will ensure that adequate shared parking, pursuant to the code, is provided on site.*

**Findings:** The school is in use primarily during the week from 8 am to 3 pm, while the church use has services on Sunday and religious education during the weeknights. This operational pattern is consistent with the statements in the 1996 Conditional Use Permit application. Therefore, this condition is met.

3. *Noise level modeling and appropriate attenuating mitigation shall be required for the amphitheater when an application is made on that phase.*

**Findings:** When the church is ready to develop the amphitheater, appropriate noise level modeling and attenuating mitigation will be provided. This condition can be met.

4. *The building setbacks shall be a minimum of 30 feet (added by PC).*

**Findings:** The setbacks for all current structures and those proposed as a part of modified Phase IV are greater than 30 feet from all adjacent right-of-ways. Therefore, this condition is met.

5. *The applicant shall construct half-street improvements for Sapphire Lane at the time that the buildings within the Future Church and School Campus Phase (SC) are constructed or when the Phase V building is constructed, as identified on the Conditional Use Permit Site Plan. The half-street improvement will not be triggered by construction in the Auxiliary Housing (AH) Phase of Phase IV construction. The norther access driveway from the Church property to Sapphire Lane will be required when the half-street improvements are constructed. The half-street improvements shall include the entire frontage of Tax Lot 200 and any unfinished portion of the southern half of street fronting the north side of Tax Lot 100. Half street improvements for the westernmost parcel (Parcel II of Document 80-30536) may be one at the same time, but will not be required to be constructed until development of the conference center/amphitheater phase (Added by PC).*

**Findings:** Though this current proposal is the fourth phase of construction, it is not the Auxiliary Housing Phase of development and will not be taking any access off Sapphire Lane. Therefore, these street improvements are triggered by latter development phase, and unaffected by this modification of Phase IV. Therefore, this condition can be met.

6. *A detailed traffic analysis will be required of future phases, at which time additional conditions will be developed to address Code provisions of safe and efficient circulation (Added by PC).*

**Findings:** A traffic analysis has been provided by Lancaster Engineering (Appendix B) that determines that the number of additional trips generated by the increase in size of the Sunday School Addition to 29,930 gsf would generate 104 weekday trips as determined using the ITE Trip Generation Manual, well within the 300-trip limit of 60.55.20(2)(A). Practically speaking, the proposed Sunday School Addition does not add capacity for either the School Use or the Church Use, therefore, there will not be any additional trips generated as children attending Sunday school carpool to the campus with their parents who are attending. Therefore, this condition is met.

#### TPP 95009 - CITY COUNCIL DECISION ON APPEAL

1. *Trees may only be removed at the point of construction for an approved phase. Clear cutting of the entire area is not allowed through this approval.*

**Findings:** Trees have only been removed during construction for approved phases or in the case of death or disease in the tree. This condition has been met.

2. *The grove of trees in the northwest corner of the Tree Preservation Plan, as described on Exhibit B, attached hereto and incorporated herein, shall be recorded as a separate non-buildable tract prior to any construction beyond Phase III. The form shall be subject to the prior approval of the City. (amended by CC on appeal).*

**Findings:** The grove of trees as described in Exhibit B will be created as a separate non-buildable tract through a land division submitted concurrently with this proposal. This condition will be met.

3. *All words "Certified Arborist" and "Silviculturist" may be used interchangeably. As per the City of/Beaverton Tree Ordinance, a tree is considered to be any woody growth 10 inches or larger in diameter at breast height. (Added by PC).*

**Findings:** These definitions are consistent with Beaverton City Code and remain in effect for future development of the site.

4. *There shall be a Tree Preservation Tract established in the northwest corner of the property. This tract shall consist of 1.063 acres in the designated wooded area, more specifically described on Exhibit B, attached hereto. (amended by CC on appeal)*

**Findings:** The tract as described will be created as a separate non-buildable tract through a land division submitted concurrently with this proposal. This condition will be met.

5. *All trees not deemed diseased or unhealthy, by a Certified Arborist or Silviculturist, shall remain undisturbed in this tract. All dead diseased, or otherwise unhealthy trees shall be removed to afford maximum viability to the remaining trees. (Added by PC)*

**Findings:** Trees within the area defined by Exhibit B have not been disturbed, therefore, this condition is met.

6. *Trees to be removed shall be removed under the direction of the Certified Arborist (Silviculturist) with especial attention given to minimum disturbance to trees designated to be preserved. When possible, trees to be removed shall be dropped into cleared areas or into deciduous areas. (Added by PC)*

**Findings:** Trees have only been removed in the case of death or disease and when possible, left in cleared or deciduous areas. This condition has been met.

7. *Areas adjacent to any potential work shall be protected with chain link fencing approximately six feet high and banded with orange colored flagging or 4-inch wide tape. Said protection fence shall be installed at the outside edge of the drip line of the trees to be protected. Especial care shall be maintained by the contractor(s) to insure no damage is done inside this preservation area (Added by PC)*

**Findings:** This condition pertains to construction management procedures for trees designated for preservation and will be met at the time of construction.

8. *If the integrity of the preservation area is violated, all work in that immediate area shall cease and the Certified Arborist shall make an inspection. The Certified Arborist shall cause a report to be generated detailing the damages done and any remedial action required. This report shall be delivered to the City of Beaverton, Department of Community Development, for review and approval. Upon approval of the report and proper notification, work in the area of the violation may be resumed (Added by PC)*

**Findings:** Trees have only been removed in the case of death or disease and when possible, left in cleared or deciduous areas. This condition has been met.

9. *When all work in the area adjacent to the Tree Preservation tract is complete, the protective fencing may be removed. (Added by PC)*

**Findings:** This condition pertains to construction management procedures for trees designated for preservation and will be met at the time of construction.

10. *The preservation tract is not to be used for storage of equipment, including tired or tracked vehicles. Transiting of the preservation area by equipment is to be denied except for removal of the necessary trees to establish the preservation tract. If it is deemed necessary to enter the preservation tract area, a path constructed of mulch or gravel shall be constructed on which to move equipment. Then necessary work is completed, the installed material shall be removed under the supervision of the Certified Arborist. (Added by PC)*

**Findings:** This condition pertains to construction management procedures for trees designated for preservation and will be met at the time of construction.

## **LAND USES**

**Site Development Standards [Section 20.05.15].** Located in the R5 Zoning District, the site is consistent with the development standards for the zone. The existing phases of development were in compliance at the time of construction and are therefore existing non-conforming. The modified Phase IV location is consistent with setback standards of this section, which are exceeded by the conditions of approval from the Conditional Use Permit in any event.

Land Uses [Section 20.05.20]. The site is approved for Civic Uses (Educational Institution and Place of Worship) through the 1996 Conditional Use Permit and is therefore in compliance with this section. The proposal to modify Phase IV will increase the amount of Sunday School space, which is an accessory use of the Place of Worship as acknowledged and approved in the 1996 decision.

## **FACILITIES REVIEW**

**Applicability [Section 40.03.1].** *Consistent with Section 10.95.3. (Facilities Review Committee) of this Code, the Facilities Review Committee shall review the following Type 2 and Type 3 land use applications: all Conditional Use, Design Review Two, Design Review Three, Public Transportation Facility Reviews, Street Vacations, and applicable Land Divisions.*

**Findings:** This review is subject to Facilities Review as follows:

- A. *All critical facilities and services related to the proposed development have, or can be improved to have, adequate capacity to serve the proposed development at the time of its completion.*

**Findings:** This modification of Phase IV increases the approved building size and locates it on the opposite side of the church than what was approved in the 1996 Conditional Use Permit. As demonstrated by the discussion of transportation, parking, and utilities in Chapter III, and the technical data contained in the Appendices, all critical facilities and services for the Sunday School Addition have

adequate capacity or can be improved to accommodate the proposal. This criterion is met.

- B. *Essential facilities and services related to the proposed development are available, or can be made available, with adequate capacity to serve the development prior to its occupancy. In lieu of providing essential facilities and services, a specific plan may be approved if it adequately demonstrates that essential facilities, services, or both will be provided to serve the proposed development within five (5) years of occupancy.*

**Findings:** The critical facilities and services related to the proposal are adequate to serve the proposed development prior to its occupancy. This criterion is met.

- C. *The proposed development is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are modified by means of one or more applications which shall be already approved or which shall be considered concurrently with the subject application; provided, however, if the approval of the proposed development is contingent upon one or more additional applications, and the same is not approved, then the proposed development must comply with all applicable provisions of Chapter 20 (Land Uses).*

**Findings:** As discussed above, the proposal is consistent with all applicable provisions of Chapter 20 as the site meets development standards and land use requirements. This criterion is met.

- D. *The proposed development is consistent with all applicable provisions of Chapter 60 (Special Requirements) and all improvements, dedications, or both, as required by the applicable provisions of Chapter 60 (Special Requirements), are provided or can be provided in rough proportion to the identified impact(s) of the proposed development.*

**Findings:** As discussed in the section below, the proposal is consistent with all applicable provisions of Chapter 60. This criterion is met.

- E. *Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas, as applicable: drainage facilities, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas, and other facilities not subject to maintenance by the City or other public agency.*

**Findings:** As demonstrated in the site plan, landscaping plan, and stormwater report the private facilities and common areas continue to be maintained and replaced as necessary.

- F. *There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the development.*

**Findings:** As demonstrated on the Circulation Plan (Figure III-8), there is safe and efficient vehicular and pedestrian circulation within the campus. This criterion is met.

- G. *The development's on-site vehicular and pedestrian circulation systems connect to the surrounding circulation systems in a safe, efficient, and direct manner.*

**Findings:** As demonstrated on the Circulation Plan (Figure III-8), the vehicular and pedestrian circulation system on site connects to the surrounding circulation systems in a safe and efficient manner. This criterion is met.

- H. *Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate fire protection, including, but not limited to, fire flow.*

**Findings:** Existing structures and public facilities serving the campus have been designed in accordance with applicable fire protection codes as demonstrated by approved Design Reviews and Building Permits. Development of the modified Phase IV as shown in the accompanying plans has also been designed to meet adopted City codes and standards. This criterion is met and will be met in the future.

- I. *Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate protection from crime and accident, as well as protection from hazardous conditions due to inadequate, substandard or ill-designed development.*

**Findings:** Existing structures and public facilities serving the campus have been designed in accordance with City codes to ensure protection from crime and other hazardous conditions as demonstrated by approved Design Reviews and Building Permits. Future development of the modified Phase IV has been similarly designed. This criterion is met and will be met in the future.

- J. *Grading and contouring of the development site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.*

**Findings:** As shown on the attached Clearing and Grading plans (Figures III-9A – D), the minimal changes to the contours of the site associated with the proposed Phase IV development will have no effect on neighboring properties or the public rights-of-way, which are a significant distance from the proposed building location. The stormwater report in Appendix D, demonstrates that the changes will not have an adverse effect on surface drainage, water storage facilities, and the public storm drainage system.

- K. *Access and facilities for physically handicapped people are incorporated into the development site and building design, with particular attention to providing continuous, uninterrupted access routes.*

**Findings:** This modified Phase IV development will provide access and facilities for physically handicapped people by providing continuous internal sidewalk and pedestrian connections between entrances and the parking area, providing ADA

compliant parking spaces, and incorporating internal accessibility features within the building. This criterion is met.

- L. *The application includes all required submittal materials as specified in Section 50.25.1. of the Development Code.*

**Findings:** This application includes all of the materials specified in Section 50.25.1. This criterion will be met.

### **MAJOR MODIFICATION OF A CONDITIONAL USE REVIEW**

**Threshold [Section 40.15.15.2(A)].** *An application for Major Modification of a Conditional Use shall be required when one or more of the following thresholds apply:*

1. *An increase in the gross floor area of an existing Conditional Use more than 10% or more than 1,000 gross square feet of floor area for all properties that are located in a Residential zoning district or within a distance of up to and including 50 feet of a Residential zoning district.*

**Findings:** This modification proposal is to increase Phase IV from 18,400 gsf to 29,930 gsf, an increase of 11,530 gsf for this phase. The site is entirely located within Residential zoning district. Therefore, the proposal exceeds this threshold and a Major Modification review is required.

2. *An increase in the gross floor area of an existing Conditional Use by more than 25% or in excess of 3,000 gross square feet of floor area for all properties that are not located in a Residential zoning district and are located at a distance of more than 50 feet from a Residential zoning district.*

**Findings:** None of the property within the Conditional Use site is within a non-Residential zoning district, therefore, this threshold does not apply.

3. *Projected or actual increase in vehicular traffic to and from a site approved for an existing Conditional Use of more than 100 vehicle trips per day as determined by using the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Oregon for all properties that are located in a Residential zoning district or are located at a distance of up to and including 50 feet from a Residential zoning district.*

**Findings:** As determined in the Transportation Analysis provided in Appendix B the Sunday School Addition will result in a net increase in trips per day to the site due to the increase in size of Phase IV approved in the original application of 104. As the entirety of the education addition is dedicated to Sunday School activities, the Phase will not generate additional actual vehicular traffic as children attending Sunday school will carpool with their parents attending the religious services. This threshold has been exceeded.

4. *A projected or actual increase in vehicular traffic to and from a site approved for an existing Conditional Use of more than 200 vehicle trips per day as determined by using the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Oregon for all properties that are not located in a Residential zoning district and are located at a distance of more than 50 feet from a Residential zoning district.*

**Findings:** None of the property within the Conditional Use site is within a non-Residential zoning district, therefore, this threshold does not apply.

**Procedure Type. [Section 40.15.15.2(B)].** *The Type 3 procedure, as described in Section 50.45. of this Code, shall apply to an application for Major Modification of a Conditional Use. The decision making authority is the Planning Commission.* **Findings:** This application will be reviewed through a Type 3 procedure, with decision making authority by the Planning Commission.

**Approval Criteria [Section 40.15.15.2(C)]** *In order to approve a Major Modification of a Conditional Use application, the decision making authority shall make findings of fact based on evidence provided by the applicant demonstrating that all the following criteria are satisfied:*

1. *The proposal satisfies the threshold requirements for a Major Modification of a Conditional Use application.*

**Findings:** As demonstrated above, the proposed modification of Phase IV satisfies the threshold requirement for a Major Modification of a Conditional Use application. This condition is met.

2. *All City application fees related to the application under consideration by the decision making authority have been submitted.*

**Findings:** The application fee listed on the Planning Division Fee Schedule for the current fiscal year has been submitted along with this application. This condition is met.

3. *The proposal complies with the applicable policies of the Comprehensive Plan.*

**Findings:** As this proposal is consistent with the Beaverton Community Development Code then it will also be in compliance with the Beaverton Comprehensive Plan. In particular, the neighborhood meeting procedures are consistent with the Community Involvement Element and this Conditional Use Modification review checks for compliance with the goals of the Land Use Element. The Public Service Letter from CWS (Appendix C) and findings on existing and proposed utilities in Chapters II and III document compliance with the Public Facilities and Services Element as well as the Natural and Groundwater Resources, and Environmental Quality Elements. The Transportation Analysis in Appendix B and findings on parking, circulation, transit, and surrounding street conditions in Chapters II and III show compliance with the Transportation Element. This condition is met.

4. *The existing use has been approved as a Conditional Use as governed by the regulations in place when the use was established and complies with the applicable conditions of the Conditional Use approval unless the applicant has received or is concurrently requesting one or more conditions be removed or modified as part of the current application.*

**Findings:** The existing use has been approved as a Conditional Use governed by the rules in place when the use was established. The most recent Conditional Use Permit was approved in 1996 and as shown above all conditions of approval have been or will be met.

5. *The location, size, and functional characteristics of the proposal are such that it can be made reasonably compatible with and have a minimal impact on livability and appropriate use and development of properties in the surrounding area of the subject site.*

**Findings:** The increase in size by 11,350 gsf of Phase IV is minor relative to the scale of approved development on the campus, 146,126 sf, under CUP #95024. It is also minor relative to the 90,380 gsf of existing development on the campus. The shift in location highlights the focus on Sunday School activities and separated its use from that of the day school. The propose use is consistent with the approved use of the site for church- and school-related activities and because it will generate few if any net additional vehicle trips to the site as shown in Appendix B, will have no impact on livability, use or development of properties in the surrounding areas. This condition is met.

6. *The proposal will not modify previously established conditions of approval for the prior Conditional Use consistent with Section 50.95.6. of the Development Code.*

**Findings:** As described above, the conditions of approval from the prior Conditional Use have been or will be met. This modification of Phase IV will not modify any of the previously established conditions of approval. Therefore, this condition is met.

7. *Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.*

**Findings:** In addition, to this application for a Major Modification of a Conditional Use and a Design Review, the applicant has submitted an application for a final land division to finalize the creation of a Tree Tract as required by conditions of approval. This condition is met.

**Submission Requirements. [Section 40.15.15.2(D)].** *An application for a Major Modification of a Conditional Use shall be made by the owner of the subject property, or the owner's authorized agent, on a form provided by the Director and shall be filed with the Director. The Major Modification of a Conditional Use application shall be accompanied by the information required by the application form, and by Section 50.25. (Application Completeness), and any other information identified through a Pre-Application Conference.*

**Findings:** The land use application forms have been signed by the authorized agent of the religious non-profit that owns the property as shown in the business registry findings of the Oregon Secretary of State. This narrative and the attached figures meet

the requirements as detailed in the Pre-Application Conference notes (Appendix A), the application form, and Section 50.25. These requirements have been met.

## **DESIGN REVIEW**

### **Applicability [Section 40.20.10].**

2. *Considering the thresholds for the Design Review Compliance Letter, Design Review Two, or Design Review Three applications and unless exempted by Section 40.20.10.3. (Design Review) approval shall be required for the following: [ORD 4584; June 2012]*

**Findings:** This review is subject to Design Review as follows:

- A. *All uses listed as Conditional Uses in the R10, R7, and R5 zoning districts. [ORD 4584; June 2012]*

**Findings:** The proposed building is for Sunday School activities accessory to the primary Places of Worship Use, which is a Conditional use in the R5 zone, therefore, Design Review is required.

4. *Design review approval through one of the procedures noted in Section 40.20.15. will be required for all new development where applicable. The applicable design standards or guidelines will serve as approval criteria depending on the procedure. Existing developments, and proposed additions, demolitions and redevelopments associated with them, will be treated according to the following principles:*

- B. *Proposed new free-standing building(s) within an existing development will be subject to all applicable design standards.*

**Findings:** The proposed building will be a free-standing structure attached to the existing sanctuary building with a fire wall separation, therefore, it is subject to all applicable design standards.

- C. *Proposed redevelopment of existing structures and project site area is subject to all applicable design standards or guidelines to the extent where redevelopment of existing building or site area is proposed. Only that portion of existing building or site area that is proposed for redevelopment is subject to design review standards or guidelines as determined applicable. [ORD 4531; April 2010]*

**Findings:** The portion of the existing sanctuary building that will be renovated to accommodate interior passage between the existing and proposed building is subject to applicable design standards or guidelines only for the portions of the building and the site subject to redevelopment.

**Application [Section 40.20.15].** *There are three (3) Design Review applications which are as follows: Design Review Compliance Letter, Design Review Two, and Design Review Three.*

### **2. Design Review Two.**

A. *Threshold. An application for Design Review Two shall be required when an application is subject to applicable design standards and one or more of the following thresholds describe the proposal:*

1. *New construction of up to and including 50,000 gross square feet of non-residential floor area where the development does not abut any Residential District. [ORD 4462; January 2008]*

**Findings:** The proposed non-residential development is within and abuts a Residential District, therefore this threshold does not apply.

2. *New construction of up to and including 30,000 gross square feet of non-residential floor area where the development abuts or is located within any Residential District. [ORD 4462; January 2008]*

**Findings:** The proposed non-residential development is within and abuts a Residential District, therefore this threshold applies. The proposed development is 29,930 gsf and is therefore within this threshold for a Type 2 review.

3. *New construction of attached residential dwellings excluding duplexes, in any zone where attached dwellings are a Permitted or Conditional Use. [ORD 4410; December 2006]*
4. *New construction of detached residential dwellings in Multiple Use zoning districts where detached dwellings are a Permitted or Conditional Use. [ORD 4542; June 2010]*

**Findings:** The proposal does not involve new construction of residential dwellings, therefore thresholds 3. and 4. do not apply.

5. *Building additions in Residential, Commercial, Industrial, or Multiple Use zones less than 30,000 gross square feet of floor area that do not qualify for consideration under the Thresholds for Design Review Compliance Letter. [ORD 4659; June 2015]*

**Findings:** The proposed building is free-standing, but in the event that it is considered an “addition” because it is attached to an existing building, it would fall within this threshold for a Type 2 review.

6. *Any change in excess of 15 percent of the square footage of on-site landscaping or pedestrian circulation area with the exception for an increase in landscape art of up to 25 percent. [ORD 4397; August 2006]*

**Findings:** At approximately 24 acres in total site area, the amount of change in on-site landscaping or pedestrian circulation associated with this proposal will remain well under 15 percent.

7. *Any new or change to existing on-site vehicular parking, maneuvering, and circulation area which adds paving or parking spaces.*

**Findings:** Changes to existing on-site vehicular parking, maneuvering, and circulation areas will result in a minor loss of paving and parking spaces, therefore this threshold does not apply.

8. *New parks in non-residential zoning districts.*
9. *New construction of non-habitable buildings in commercial, industrial, multiple use zones, or for approved Conditional Uses in residential zones, larger than 1,000 square feet in gross building area. [ORD 4584; June 2012]*

**Findings:** This proposal does not involve a new park or construction of non-habitable buildings, therefore this threshold does not apply.

- B. *Procedure Type. The Type 2 procedure, as described in Section 50.40. of this Code, shall apply to an application for Design Review Two. The decision making authority is the Director.*

**Findings:** This proposal for a Type 2 Design Review is submitted to run concurrently with the Type 3 Major Modification of the CUP submitted previously, therefore per 50.15.3, the Type 2 review will be consolidated with the Type 3 and heard before the Planning Commission.

- C. *Approval Criteria. [ORD 4365; October 2005] In order to approve a Design Review Two application, the decision making authority shall make findings of fact based on evidence provided by the applicant demonstrating that all the following criteria are satisfied:*

1. *The proposal satisfies the threshold requirements for a Design Review Two application.*

**Findings:** As detailed above, the proposal satisfies the thresholds for a Design Review Two application. This criterion is met.

2. *All City application fees related to the application under consideration by the decision making authority have been submitted.*

**Findings:** The application fees for this review have been submitted along with this application. This criterion is met.

3. *The proposal contains all applicable application submittal requirements as specified in Section 50.25.1. of the Development Code.*

**Findings:** The materials specified in 50.25.1 of the Development Code have been submitted as a part of this application. This criterion is met.

4. *The proposal is consistent with all applicable provisions of Sections 60.05.15. through 60.05.30. (Design Standards).*

**Findings:** As discussed below, all applicable provisions of Sections 60.05.15. through 60.05.30 (Design Standards) have been met. This criterion is met.

5. *For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) or can demonstrate that the proposed additions or modifications are moving towards compliance with specific Design Standards if any of the following conditions exist:*
  - a. *A physical obstacle such as topography or natural feature exists and prevents the full implementation of the applicable standard; or*
  - b. *The location of existing structural improvements prevent the full implementation of the applicable standard; or*
  - c. *The location of the existing structure to be modified is more than 300 feet from a public street.*

**Findings:** As discussed below, all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) have been met. If viewed as an addition to the existing building, the presence of the existing development limits placement of the addition. Development standards, when consider for the entirety of the proposed and existing structure will closer into compliance as a result of the proposed development. This criterion is met.

6. *Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.*

**Findings:** The Conditional Use Modification required to modify Phase IV of the approved CUP 95024, had been submitted previously. This Design Review has been submitted to be heard concurrently so that the two reviews necessary for the Sunday School Addition can be discussed at the same public hearing. This criterion is met.

## **SECTION 50**

### **Classification of Applications. [Section 50.15]**

**Findings:** As a Major Modification of a Conditional Use Permit, this review is processed as a Type 3 review. The Type 2 Design Review will be processed as a concurrent review and consolidated with the Type 3 review per 50.15.3. These criteria are met.

### **Neighborhood Review Meeting [Section 50.30]**

**Findings:** A Neighborhood Review Meeting was held on August 8, 2017 and the procedures of this section were followed, documentation for which can be found in Appendix E. Both the modification of the Conditional Use and the Sunday School Addition design were discussed. These criteria are met.

## **SPECIAL REGULATIONS**

### **Design Review Principles Standards and Guidelines [Section 60.05]**

The findings below document that the proposed Sunday School Addition building meets the applicable standards of the Design Review section.

## **Building Design and Orientation Standards [60.05.15]**

### **60.05.15.1 Building Articulation and Variety**

A. *Attached residential buildings in Residential zones shall be limited in length to two hundred (200) feet.*

**Finding:** As the proposed addition is not for residential use, this standard is not applicable.

B. *Buildings visible from and within 200 feet of an adjacent public street shall have a minimum portion of the street-facing elevation(s) and the elevation(s) containing a primary building entrance or multiple tenant entrances devoted to permanent architectural features designed to provide articulation and variety. These permanent features include, but are not limited to windows, bays and offsetting walls that extend at least eighteen inches (18"), recessed entrances, loading doors and bays, and changes in material types. Changes in material types shall have a minimum dimension of two feet and minimum area of 25 square feet. The percentage of the total square footage of elevation area is:*

1. *Thirty (30) percent in Residential zones, and all uses in Commercial and Multiple Use zones.*

**Findings:** The addition's south elevation is visible and within 200 feet of SW Weir Road as shown on Figure III-3A. The other elevations are more than 200 feet from the adjacent public streets. The addition's main entrance is on the south elevation facing SW Weir Road (Figure III-4A). The south elevation is composed of three major wall planes offset by more than 18 inches. Over 30% of the facade is comprised of windows, glazed doors and material changes, which meet the maximum 25-square foot and minimum two-foot dimensions. These standards are met.

C. *The maximum spacing between permanent architectural features shall be no more than:*

1. *Forty (40) feet in Residential zones, and all uses in Commercial and Multiple Use zones.*

**Findings:** At no point on the elevations shown in Figures III-4A and III-4B is there a 40' space without a permanent architectural feature. This standard is met.

D. *In addition to the requirements of Section 60.05.15.1.B. and C., detached and attached residential building elevations facing a street, common green or shared court shall not consist of undifferentiated blank walls greater than 150 square feet in area. Building elevations shall be articulated with architectural features such as windows, dormers, porch details, alcoves, balconies or bays.*

**Finding:** As the proposed addition is not for residential use this standard does not apply.

### **60.05.15.2 Roof Forms**

A. *All sloped roofs exposed to view from adjacent public or private streets and properties shall have a minimum 4/12 pitch.*

**Findings:** There are not any sloped roofs exposed to view from adjacent public streets and properties as shown in Figures III-3 through III-5. This standard is met.

- B. *Sloped roofs on residential uses in residential zones and on all uses in multiple use and commercial zones shall have eaves, exclusive of rain gutters, that must project from the building wall at least twelve (12) inches.*

**Finding:** As the proposed addition is not for residential use this standard does not apply.

- C. *All roofs with a slope of less than 4/12 pitch shall be articulated with a parapet wall that must project vertically above the roof line at least twelve (12) inches or architecturally treated, such as with a decorative cornice.*

**Findings:** Parapets surround the proposed low-slope roof and will project vertically above the roof at least 12". This standard is met.

- D. *When an addition to an existing structure or a new structure is proposed in an existing development, the roof forms for the new structures shall have similar slope and be constructed of the same materials as existing roofs.*

**Findings:** The majority of the existing building's roof is flat (less than 4/12 pitch) with sloped, smaller feature roofs at the cupola and over the Lobbies and Entry Foyer. The addition will have a flat roof with a parapet surround that projects vertically above the roof. This standard is met.

- E. *Smaller feature roofs are not subject to the standards of this Section.*

**Findings:** This standard is advisory only.

#### **60.05.15.3 Primary Building Entrances**

- A. *Primary entrances, which are the main point(s) of entry where the majority of building users will enter and leave, shall be covered, recessed, or treated with a permanent architectural feature in such a way that weather protection is provided. The covered area providing weather protection shall be at least six (6) feet wide and four (4) feet deep.*

**Findings:** While the primary building entrance will continue to be on the south side of the existing building, the Sunday School Addition's primary entrance is covered by a painted steel canopy that spans the length of the entire south elevation and is 7'-6" deep at the addition's main entry. This standard is met.

#### **60.05.15.4 Exterior Building Materials**

- A. *For attached residential uses in Residential zones and all residential uses....*

**Finding:** As the proposed addition is not for residential use this standard does not apply.

B. *For Conditional uses in Residential zones and all uses in Commercial and Multiple Use zones...*

**Finding:** The addition is part of a Conditional Use Permit in a residential zone. As indicated above, only the south elevation is within 200' of SW Weir Road. Less than 2% of the south facing elevation is unfinished concrete. Fiber cement lap siding, which matches the existing building, bookends the addition providing a transition to the existing building. The remaining cladding material will be a high-quality fiber reinforced cementitious panel with reveal joints or scoring, composite metal panel or prefinished sheet metal, and glazing. This standard is met.

C. *For Conditional Uses in Residential zones and all uses in Commercial and Multiple Use zones, plain, smooth, exposed concrete and concrete block used as foundation material shall not be more than three (3) feet above the finished grade level adjacent to the foundation wall, unless pigmented, textured, or both. In Industrial districts, foundations may extend up to four (4) feet above the finished grade level.*

**Finding:** At no place on the south facing elevation is the exposed concrete foundation more than 12" above the average grade for the site.

#### **60.05.15.5 Roof Mounted Equipment**

A. *All roof-mounted equipment shall be screened from view from adjacent streets or adjacent properties in one of the following ways:*

1. *A parapet wall; or*
2. *A screen around the equipment that is made of a primary exterior finish material used on other portions of the building; or*
3. *Setback from the street-facing elevation such that it is not visible from the public street(s).*

**Findings:** Roof-top mechanical units are screened from adjacent streets and properties using the following methods:

- From SW Weir to the south, mechanical equipment is screened by the parapet wall, or setback from the street facing elevation such that from 5' above the public right-of-way and 100' beyond the property line, the equipment is not visible (See Figure III-5).
- From the west, the mechanical equipment is screened by higher portions of the building and the property line is over 600 feet from the addition with trees and a protected wetland and buffer providing additional screening.
- From the north, the property line is over 670 feet from the addition and the mechanical equipment is screened by trees in the protected sensitive area buffer.
- From the east, where the property line is over 400 feet from the property line, mechanical equipment is screened by the parapet wall and setback from the street facing elevation such that from 5' above the public right- of-way and 100' beyond the property line, the equipment is not visible (See Figure III-5).

#### **60.05.15.6 Building Location and Orientation along Streets in Commercial and**

### *Multiple Use Zones*

**Finding:** As the proposed addition is not for residential use this standard does not apply.

#### *60.05.15.7 Building Scale Along Major Pedestrian Routes*

**Finding:** As the proposed addition is not along a major pedestrian route this standard does not apply.

#### *60.05.15.8 Ground Floor Elevations on Commercial and Multiple Use Buildings*

**Finding:** As the proposed addition is not for Commercial or Multiple Use this standard does not apply.

#### *60.05.15.9 Compact Detached Housing Design*

**Finding:** As the proposed addition is not for residential use this standard does not apply.

#### *60.05.20 Circulation and Parking Design Standards*

**Finding:** The majority of the existing parking and pedestrian and vehicle circulation areas are not changing or moving further out of conformance as a result of this proposed addition. Those areas of the parking lot that will be reconfigured will meet these design standards as show on Figures III-6A and III-8.

### **Off-Street Parking [Section 60.30]**

#### *60.30.10 Number of Required Spaces*

##### *A. Vehicular Categories*

**Findings:** As demonstrated in Chapters II and III of this application the minimum and maximum parking ratios are calculated<sup>1</sup> for a Church Use as minimum 1 spaces and maximum 3.2 spaces/4 pew spaces, respectively, which results in a minimum of 375 spaces and a maximum of 1,200 spaces for the 1,500 seat sanctuary approved in the 1996 CUP.

For the School, the minimum parking ratio is set at 0.2 spaces per high school student and 1 space per FTE staff, for a minimum of 30 spaces. Maximums are 0.3 spaces per student, and 1.5 spaces per FTE staff, resulting in a maximum of 45 spaces. As the school and church have opposite peak parking demand times, the 517 vehicle parking spaces are adequate for both uses.

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<sup>1</sup> For purposes of this analysis, the site is assumed to be located within Parking Zone B. Transit stops are located within ¼ mile, but do not appear to have less than 20-minute headways. As the peak hour utilization for the Church Use is Sunday mornings when headways are longer, therefore Zone B is the appropriate determinant of parking need.

## B. Bicycle Categories

B. *The required minimum number of short-term and long-term bicycle parking spaces...*

### ***Proposed Bicycle Parking.***

- A worship institution of this size must provide 3 short- and 2 long-term parking spaces, based on a standard of one space/10,000 gsf and at least two, respectively. The proposed Sunday School Addition, as an accessory use to the Church Use, is included within this category.
- The School Use at maximum enrollment generates 22 long-term code-required bicycle parking spaces.

Again, the transportation demand of the two primary uses are on opposing schedule so that the bicycle parking demand is complementary and not additive. The Sunday School Addition as an accessory use to the Place of Worship Use does not push the bicycle parking for the School Use further out of compliance. In addition, observations of the weekday utilization of the existing bicycle parking spaces has indicated that the 14 existing long-term spaces are more than adequate to meet demand. The following findings show that the existing bicycle parking is in compliance with applicable bicycle parking standards:

1. *Short-Term parking. Short-term bicycle parking spaces accommodate persons that can be expected to depart within two hours. Short-term bicycle parking is encouraged to be located on site within 50 feet of a primary entrance, or if there are site, setback, building design, or other constraints, bicycle parking shall be located no more than 100 feet from a primary entrance in the closest available area to the primary entrance as determined by the decision-making authority.*

**Finding:** The bicycle parking that exists on-site was originally installed with prior land use approvals. There are 14 spaces adjacent to the entrances of the sanctuary and school.

2. *Long-Term parking. Long-term bicycle parking spaces accommodate persons that can be expected to leave their bicycle parked longer than two hours. Cover or shelter for long-term bicycle parking shall be provided. School buildings are exempted from the requirement to cover long-term bicycle parking.*

**Finding:** Campus-wide long-term bike parking already is provided with the 14 long-term bike parking spaces on-site. As long-term spaces are not required to be covered for school uses, these spaces meet the requirement.

3. *Bicycle parking shall be designed, covered, located, and lighted to the standards of the Engineering Design Manual and Standard Drawings.*

**Finding:** All existing short- and long-term bicycle parking was installed in compliance with the standards at the time of development. Any new spaces will meet these standards as documented at the time that the City issues the development permit.

### ***60.30.15 Off-Street Parking Lot Design***

**Finding:** The majority of the existing parking and pedestrian and vehicle circulation areas are not changing or moving further out of conformance as a result of this proposed addition. Those areas of the parking lot that will be reconfigured with this addition will meet the applicable design standards as show on Figures III-6A and III-8.

**60.50.25 Uses Requiring Special Regulation.**

4. *Churches, Hospitals, or other Religious or Eleemosynary Institutions.* In any residentially zoned property such uses shall be located on a street with a Collector or higher designation as established by the Comprehensive Plan. All buildings shall be setback a minimum of 30 feet from a side or rear property line abutting a Residential district.

**Finding:** The church-related buildings on the site are set back more than 30 feet from the residentially zoned property to the north and west. This standard is met.

7. *Child Care or Day Care Facilities.* Child care or daycare facilities shall provide and there after maintain outdoor play areas with a minimum area of 100 square feet per 1/3 the total licensed capacity of children...In all districts, a fence of at least five (5) feet but not more than six (6) feet in height shall be provided separating the outdoor play area from abutting lots.

**Finding:** To the degree that the Sunday School Addition functions as a day care, it is subject to this regulation and an outdoor play area with fencing that meets the standard and has been provided (Figure III-6A). However, as parents remain on campus while children are in the facility it does not properly meet the definition of a Child Care or Day Care Facility and technically, this requirement does not apply.

**60.55.20 Traffic Impact Analysis (TIA).** For each development proposal that exceeds the Analysis Threshold of 60.55.20.2...

2. *Analysis Threshold.*

- A. *A Traffic Impact Analysis is required when the proposed land use change or development will generate 300 vehicles or more per day (vpd) in average week day trips as determined by the City Engineer.*

**Findings:** The proposed modification is only to move a portion of Phase IV development to a different location and to increase the size of a previously-approved, but not built 18,400 square-foot Sunday School Addition to 29,930 gross square feet. The new building will help facilitate existing church activities conducted during a typical Sunday and will not be used to increase the seating of the church's sanctuary or weekday student enrollment of the Southwest Christian School. Logically, the children making use of the space will already be attending the church with their parents so there won't be any increase in vehicles entering the campus. Parents already attending church services or activities will be driving their children. The expansion of teaching and daycare space for Sunday school does not increase attendance in the sanctuary or SW Christian School, nor does it increase trip generation as the children that the proposed building serves arrive with their parents. This addition simply provides more room for the Sunday School program separate from the School use.

Per the City of Beaverton Traffic Impact Analysis Requirements Memorandum, dated August 2008, "A Traffic Impact Analysis is required when the proposed land use change or development will generate 200 vehicle or more per day (VPD) in average weekday trips as determined by the City Engineer." To estimate the number of trips generated by the proposed Sunday school building, trip rates from the TRIP GENERATION MANUAL<sup>2</sup> were used. Data from land-use code 560 - Church, was used to estimate and compare the proposed development's trip generation between the previously-approved and modified building sizes based on the square-footage of gross floor area. This estimate was prepared by the transportation engineering consultant for the proposed 29,930 sf addition and are included in the Trip Generation Study contained in Appendix B.<sup>3</sup>

The trip generation calculations show that the proposed modification to the previously approved Sunday School Addition is projected to generate a net increase of 7 site trips during the weekday morning peak hour, 6 site trips during the weekday evening peak hour, and 104 site trips during a typical weekday. It should be noted that the Sunday school classrooms will be used predominately on Sunday with limited usage throughout the rest of the week. In addition, any scheduled events that may utilize the new classroom space during the weekdays are expected to occur in the evenings during the off-peak hour periods of adjacent street traffic.

Since the proposed modification is projected to generate less than 200 average weekday trips over the previously approved 18,400 square-foot Sunday school building, the above threshold for requiring a traffic impact study does not apply.

#### ***60.55.25.10 Pedestrian Circulation***

#### ***60.55.30 Minimum Street Widths***

#### ***60.55.35 Access Standards***

**Findings:** The majority of the existing parking and pedestrian and vehicle circulation areas are not changing or moving further out of conformance as a result of this proposed addition. Those areas of the parking lot that will be reconfigured will meet these design standards as show on Figures III-6A and III-8. There is not sufficient trip generation proposed to trigger increases in street widths or reconfigure access standards. These standards are met.

#### ***60.60 Trees and Vegetation***

**Finding:** The campus has an existing Tree Protection Plan (Figure II-3), is in the process of finalizing creation of a non-buildable Tree Tract to preserve a Significant Grove of trees in the northwest corner of the campus, and will place a CWS-required easement over the area containing trees that buffers the delineated sensitive area as dictated by the Service Provider Letter. The trees that will be removed to make way for the proposed Sunday School Addition were approved for removal in the 1996 Tree Protection Plan (Figure II-3) and no additional mitigation is required. New vegetation and trees will be planted adjacent to the addition in compliance with applicable

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<sup>2</sup> Institute of Transportation Engineers (ITE), TRIP GENERATION MANUAL, 9th Edition, 2012.

<sup>3</sup> The Trip Generation Study was submitted to the City of Beaverton Transportation Reviewer on October 9, 2017 and revised due to a request by City Staff on March 23, 2018.

landscaping standards. Those trees preserved under the current TPP (the trees within Significant Groves, and the two Significant Individual Trees shown on the site plan) are all significant distances from the proposed construction area and no additional protection during construction will be necessary. The standards and criteria of this section are met.

#### ***60.65 Utility Undergrounding***

**Finding:** The campus does not have any above ground utilities that are subject to the requirements of this section.

#### ***60.67 Significant Natural Resources***

**Finding:** A wetland delineation was submitted to Clean Water Service and a Service Provider Letter has been returned (Appendix D). The site does not contain a Significant Riparian Corridor. The requirements of this section are met.



## APPENDIX A

### PRE-APPLICATION NOTES



12725 SW Millikan Way, P.O. Box 4755, Beaverton, OR 97076 [www.beavertonoregon.gov](http://www.beavertonoregon.gov)

April 14, 2017

The Bookin Group LLC  
Chris Hagerman  
812 SW Washington St. Suite 600  
Portland, OR 97205

**Subject: Pre-Application Summary Notes for Southwest Bible Church Addition**

Dear Mr. Hagerman,

Thank you for attending the Pre-Application Conference held on April 5, 2017. 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 but have provided written comments hereto. Please feel free to contact anyone who provided comments. Contact names, telephone numbers 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 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. If we can be of further assistance, please do not hesitate to call.

Sincerely,

  
Jana Fox  
Associate Planner  
(503) 526-3710

  
Steve Regner  
Associate Planner  
(503) 526-2675

# PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

## Prepared for Southwest Bible Church Expansion PA 2017-0021, April 5, 2017

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:** April 5, 2017

### PROJECT INFORMATION:

Project Name: Southwest Bible Church Expansion

Project Description: 34,000 square foot addition to existing church.  
Southwest Bible Church

Property/Deed Owners: 14605 SW Weir Road, Beaverton, OR 97007

Site Address: 14605 SW Weir Road

Tax Map and Lots: 1S1-29DD, T.L.s 100

Zoning: R-5 Standard Density Residential

Comp Plan Designation: Standard Density

Site Size: Approximately 24.82 acres

### APPLICANT INFORMATION:

Applicant's Name: **Scott Gilchrist, Senior Pastor**  
14605 SW Weir Road, Beaverton OR 97007

Applicant's Rep: **Chris Hagerman, The Bookin Group**  
812 SW Washington Street, Suite 600, Portland, OR 97205

Phone / e-mail: **Bookin Group (Chris)**  
503 241-2423 / e-mail: [hagerman@bookingroup.com](mailto:hagerman@bookingroup.com)

### PREVIOUS LAND USE HISTORY:

Subject property has an approved Conditional Use Permit CUP1995-0024. A portion of the development entitled by the Conditional Use permit has been developed.

**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:

<b>Conditional Use</b> (New or Major Modification)	\$2,939
<b>Design Review Two</b> (possible Three)	\$1,853 (\$4,075)
<b>Tree Plan Two</b>	\$1,062
<i>Possible Adjustment, Major or Minor</i>	\$704 or \$2,166
<i>Possible Modification of a Decision</i> (Conditional Use)	\$2,939
<i>Possible Preliminary Partition</i>	\$116

\* See Key Issues/Considerations for description of applications and associated process. Application fees are subject to change on July 1, 2017. The fees in effect at the time a complete application is received will control.

**SECTION 50.15. CLASSIFICATION OF APPLICATIONS:**

Applications are subject to the procedure (Type) specified by the City Development Code. Per Section 50.15.2 of the Code, when an applicant submits more than one complete application for a given proposal, where each application addresses separate code requirements and the applications are subject to different procedure types, all of the applications are subject to the procedure type which requires the broadest notice and opportunity to participate.

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

Based on the information presented at the pre-application, a Neighborhood Review Meeting is required if application is Type 3. Neighborhood Advisory Committee: (NAC): Sexton Mountain. Contact: Rhonda Reister [rhondacoakley@comcast.net](mailto:rhondacoakley@comcast.net)

**CHAPTER 20 (LAND USES):**

Zoning: See "Key Issues / Considerations" herein. Limited Land Use applications will need to address Chapter 20 compliance. See Development Standards of the R-5 zone in table of 20.05.15.

**CHAPTER 30 (NON-CONFORMING USES):**

Proposal subject to compliance to this chapter?  Yes  No

**CHAPTER 40 (PERMITS & APPLICATIONS):**

Facilities Review Committee review required?

Yes  No

**Please Note:** Applicant's written response to Section 40.03 (Facilities Review) should address each criterion. If response to criterion is "Not Applicable", please explain why the criterion is not applicable.

Applicable Application Type(s):

	<b>Application Description</b>	<b>Code Reference</b>	<b>Application Type (process)</b>
1.	<b>Design Review</b> (Two or Three)	40.20.15.2 or 3	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
2.	<b>Conditional Use New</b> (or Major Modification)	40.15.15.2 or 3	<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
3.	<b>Tree Plan Two</b>	40.90.15.2	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
4.	<i>Possible Modification of a Decision</i>	50.95	<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
5.	<i>Possible Major or Minor Adjustment</i>	40.10.15.1 or 2	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
6.	<i>Possible Preliminary Partition</i>	40.45.15.4	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4

**Comments:** In order for your application to be deemed complete, a written statement is necessary, supported by substantial evidence in response to all applicable approval criteria. Your application narrative will need to explain how and why the proposed application will meet the approval criteria for the land use applications identified above. Approval criteria and development regulations in effect at the time an application is received will control. Approval criteria and development regulations are subject to change.

**CHAPTER 60 (SPECIAL REGULATIONS):**

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

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> <b>Section 60.05 (Design Review Principles Standards and Guidelines)</b> | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities)                  |
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations)  | <input checked="" type="checkbox"/> <b>Section 60.15 (Land Division Standards) *</b> |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations)                              | <input type="checkbox"/> Section 60.25 (Off-Street Loading)                          |
| <input checked="" type="checkbox"/> <b>Section 60.30 (Off-Street Parking)</b>                                | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities)              |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development)  | <input type="checkbox"/> Section 60.40 (Sign Regulations)                            |

Section 60.45 (Solar Access Protection)

**Section 60.50 (Special Use Regulations)**

**Section 60.55 (Transportation Facilities)**

**Section 60.60 (Trees and Vegetation)**

**Section 60.65 (Utility Undergrounding)**

**Section 60.67 (Significant Natural Resources)**

Section 60.70 (Wireless Communication)

**Comments:** For the application(s) listed above to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above. See *Key Issues / Considerations* herein for additional notes.

Land Division Standards only applicable if a modification of the previous CU is proposed and a tract must be created for resources areas to comply with the previous CU approval.

For notes concerning 60.55 (Transportation Facilities) see *Key Issues/Consideration* herein and summary notes prepared by Ken Rencher. Utility provision for 60.65 (undergrounding) apply to exiting above ground poles until placed underground (e.g. poles along 175<sup>th</sup> frontage). See *Key Issues/Considerations* herein for additional notes on design standards. See worksheets (attached) identifying probable design standards / guidelines. Significant Natural Resources are identified on site. Development plan for the expansion, through the Design Review application and plan submittal is to identify the location of natural resources and required buffers.

#### **OTHER DEPARTMENT/AGENCY CONTACTS:**

Your project may require review by other City departments and outside agencies. Staff recommend contacting the following 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



#### **Clean Water Services**

(CWS not sent copy of Pre-Application materials)

The Clean Water Services (CWS) is the agency that regulates sanitary sewer, storm and surface water management within Washington County and the City of Beaverton. CWS Design and Construction Standards, adopted by Resolution & Order (R&O) 04-09, effective March 1, 2004, establish technical requirements for the design and construction of sanitary and surface water management systems built as part of residential or commercial development. Pursuant to City Development Code Section 50.25.1.F, in order for the application to be deemed complete the applicant is required to submit documentation from CWS stating that water quality will not be adversely affected by the proposal. For most development proposals, CWS typically issues a "Service Provider Letter". Alternatively, CWS may issue a statement indicating no water quality sensitive areas exist on or within 200 feet of the subject site. Development activity subject to CWS review is defined in Section 1.02.14 of the CWS Design & Construction Standards. For more information contact: **Laurie Harris** (503) 681-3639.



**Jeremy Foster**, Tualatin Valley Fire & Rescue  
503 259-1414 / jeremy.foster@tvfr.com

Plan reviewed. Written comments attached hereto.

- Brad Roast**, Building, City of Beaverton  
 (503) 526-2524 / broast@beavertonoregon.gov  
 Plans reviewed. Written comments attached hereto.
- Steve Brennen**, Operations, City of Beaverton  
 (503) 526-2200 / sbrennen@beavertonoregon.gov  
 Plans reviewed. Written comments attached hereto.
- Naomi Patibandla**, Site Development, City of Beaverton  
 (503)526-2513 / npatibandla@beavertonoregon.gov  
 Plan reviewed. Written comments attached hereto.
- Ken Rencher**, Transportation, City of Beaverton  
 (503)536-2427 / krencher@beavertonoregon.gov  
 Plans reviewed. Written comments attached hereto.
- Naomi Vogel**, Washington County Land Use and Transportation  
 (503) 846-7639 [Naomi\\_Vogel@co.washington.or.us](mailto:Naomi_Vogel@co.washington.or.us)  
 Plans reviewed. No comments given.

**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.
  - a. **Conditional Use New.** There are two conditional use options. A New Conditional Use for the site, which would supersede the previously approved Conditional Use and would take into account the existing and proposed uses and structures on the site. Alternately a Major Modification of a Conditional Use is possible, however it appears that what is proposed is not consistent with the size and uses that were proposed in the original Conditional Use permit in 1996. Additionally a Modification of a Decision to modify the previously approved Conditions of Approval would be required in addition.
  - b. **Design Review Two or Three.** A Design Review Two application is required for the proposed development, if the expansion remains less than 30,000 square feet. If all Design Standards cannot be met a Design Review Three application will be required to address the Design Guidelines where the standards cannot be met. If the proposed addition is greater than 30,000 square feet a Design Review Three application is required. If a Design Review Three is required because a Design Guideline must be addressed a combination of Design Standards and Design Guidelines may be addressed or you may elect to address all Design Guidelines. Please see the attached worksheet which identifies applicable Design Standards or Guidelines.
  - c. **Tree Plan Two.** A tree plan two is required if any trees are proposed to be removed from the Significant Natural Resource Area (SNRA) on site. Staff recommends avoiding removing any trees from the SNRA if possible as it may be difficult to show that no other feasible options exist for development given the size of the site. Please note that the trees not proposed for removal must be placed in a protective tree easement with the Tree Plan application and future encroachment will not be permitted.

- d. **Possible Major or Minor Adjustment.** An adjustment to maximum building height may be required if the proposed height of the any building is greater than 35 feet. Please see below for potential height bonuses allowed under the Development Code for certain LIDA provisions.
- e. **Possible Modification of a Decision.** If the applicant elects to modify the original Conditional Use permit a Modification of a Decision application is required in addition to the Major Modification of a Conditional Use as conditions of the original Conditional Use must be modified to accommodate the development as proposed.
- f. **Possible Preliminary Partition.** If a New Conditional Use is not applied for a preliminary partition will be required to create a tract for the on-site SNRA in order to comply with the condition of approval that it be protected and not encroached on. Please note that preliminary partitions require final land division applications prior to

2. **Height Bonus.** Section 60.12 of the Development Code (Habitat Friendly Development Practices) have a number of LIDA and Habitat Benefit Options that the development may potentially use to qualify for a height increase of up to 12 feet.

<u>Vehicle Parking Requirements.</u>	<u>Minimum</u>	<u>Maximum</u>
Places of Worship	0.25 per seat at max capacity	0.6 per seat at max capacity
High School	0.2 per FTE students & FTE staff	0.3 per FTE students & FTE staff
Middle/Elementary School	1.0 per FTE staff	1.5 per FTE staff
Child Care/Nursery School	1.5 per FTE staff	2.0 FTE staff

\*Please note that required parking can be shared between uses so long as use times aren't overlapping.

<u>Bicycle Parking Requirements.</u>	<u>Short Term</u>	<u>Long Term</u>
Places of Worship	1 space per 10,000 sq. ft.	2 spaces
High School	0	1 space per 18 students
Middle/Elementary School	0	1 space per 9 students
Child Care/Nursery School	0	1 space per classroom

For short term bike parking whichever requirements is greater must be applied.

- 5. **Parking Analysis.** A parking analysis is needed along with the Conditional Use application to show required and/or excess parking. If excess parking exists on the site staff recommends exploring placing the new building in areas of existing parking in order to reduce impacts to resources. If there is not enough existing required parking on site the site plan should show areas of additional parking to meet the needs of the expansion. If additional uses of the church facilities take place not listed in the parking table above please consult Section 60.30 of the Development Code to find the appropriate parking ratio for the uses.
- 6. **Pedestrian Connections.** Pedestrian connections should be provided to public streets and other portions of the site.
- 7. **Service Provider Letter from CWS.** A revised SPL from Clean Water Services is required for the modified proposal. Please see Site Development Notes for additional information.
- 8. **Facility Programing Details.** Please provide a detailed events description and calendar that outlines the daily/weekly/monthly/yearly events that occur currently and are proposed to occur on the site. The description should detail what facilities are used, times of use and if uses/times overlap. This will serve as the basis for activities covered under the Conditional Use so please be thorough and descriptive.

9. **Facilities Review Approval Criteria.** Written response to the Facilities Review approval criteria is necessary (Section 40.03 of the Development Code). Applicant's site development engineer should respond to critical facilities and services related to the development (Criterion 1.A). Extent of improvements should be described in response to criterions F and G.
10. **Landscape Plan.** A landscape plan is to be included with the plan set submitted for Design Review. The plan is to show the location of all proposed plants and trees within the project site.
11. **Arborist Report.** If impacts are proposed to the SNRA an arborist report must be provided. Please note that a survey of trees to be removed must be conducted. The study should show that less than 50% of the DBH of the SNRA is being removed or mitigation will be required.
12. **Tree Removal & Protection Plan.** A plan should be provided to show any trees for removal as well as a protection complying with the standards of Chapter 60 related to Tree Protection in SNRAs.
13. **Aerial Fire Apparatus.** See attached comments provided TVF&R.
14. **Stormwater Quality & Quantity.** See Pre-App Summary Notes attached hereto prepared by Naomi Patibandla, Site Development – Engineering.
15. **Grading and Erosion Control.** See Pre-App Summary Notes attached hereto prepared by Naomi Patibandla, Site Development – Engineering.
16. **Continued Coordination.** Please do not hesitate to contact staff as you continue to refine your proposal. We are happy to answer questions and look at proposals prior to formal submittal.

## Jana Fox

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**From:** Brad Roast  
**Sent:** Thursday, April 13, 2017 1:32 PM  
**To:** Jana Fox  
**Subject:** FW: Preapp notes: SW Bible Church Addition PA2017-0021

[Here you go.](#)

Sincerely,

### Brad Roast

Building Official | Building Division  
City of Beaverton | 12725 SW Millikan Way, 4<sup>th</sup> Floor | Beaverton OR 97005  
p: 503-526-2524 | f: 503-526-2550 | [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)

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**From:** Brad Roast  
**Sent:** Thursday, April 06, 2017 8:12 AM  
**To:** Steven Regner <[sregner@beavertonoregon.gov](mailto:sregner@beavertonoregon.gov)>  
**Subject:** Preapp notes: SW Bible Church Addition PA2017-0021

The proposed project shall comply with the State of Oregon Building Code in effect as of date of application for the building permit. This currently includes the following: The 2012 edition of the International Building Code as published by the International Code Conference and amended by the State of Oregon (OSSC); The 2009 edition of the International Residential Code as published by the International Code Conference and amended by the State of Oregon (ORSC); 2012 International Mechanical Code as published by the International Code Council and amended by the State of Oregon (OMSC); the 2012 edition of the Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials and amended by the State of Oregon (OPSC); the 2014 edition of the National Electrical Code as published by the National Fire Protection Association and amended by the State of Oregon; and the 2012 International Fire Code as published by the International Code Council and amended by Tualatin Valley Fire and Rescue (IFC).

Please note our plan review turnaround times are typically: New/Additions for Commercial/Multi-family Buildings - six weeks from the date the complete application is received until the plan review begins. Plan reviews take on average one to three weeks, depending on the complexity of the project. After completion of the review, a plan review letter is provided with any items needing additional information/clarification or change. Once a response to the plan review is received, it takes one-two weeks for a review of the responses. If the responses are complete and the plan review items are correct, the plans and permit can be approved. The building permit cannot be issued until applicable approvals (Planning, Site Development, etc...) have been received and the Site Development permit has been issued. All of the plan review time estimates can change with the volume of plan/permit activity, especially during peak construction months. All of the plan review time estimates can change with the volume of plan/permit activity, especially during peak construction months.

Applications for plan review must include the information outlined in the Tri-County Commercial Application Checklist. This form is available at the Building Division counter or may be printed from the Forms/Fee Center at <http://www.beavertonoregon.gov/PermitFormsFees>. Incomplete applications will not be accepted. (City policy)

The City offers phased permits, for foundation/slabs, structural frame, shell and interior build-out (TI). An applicant desiring to phase any portion of the project must complete the Tri-County Commercial Phased Project Matrix or

each phased portion. This form is available at the Building Division counter or may be printed from the Forms/Fee Center at <http://www.beavertonoregon.gov/PermitFormsFees>. Note: Except private site utilities (potable water, sanitary and storm sewer lines), Excavation and Shoring, Site Utilities and Grading are not permits issued by the Building Division and therefore are not part of part of the City's phased permit process.

Plan submittals may be deferred as outlined in the Tri-County Deferred Submittals list. Each deferred submittal shall be identified on the building plans. This list is available at the Building Division counter or may be printed from the Forms/Fee Center at <http://www.beavertonoregon.gov/PermitFormsFees>. Permit applicants are responsible for ensuring that deferred plan review items listed on the plans are submitted for approval well in advance of the need to begin work on that portion of the project (anticipate a minimum of three weeks plan review turnaround time for tenant improvement and six weeks plan review turnaround for new construction projects). No work on any of the deferred items shall begin prior to the plans being submitted, reviewed and approved.

Unless they are identified as a deferred submittal on the plans, building permits will not be issued until all related plans and permits have been reviewed, approved, and issued (i.e., mechanical, plumbing, electrical, fire sprinkler systems, fire alarm systems, etc. (City policy)

Projects involving new buildings and additions are subject to System Development fees. A list of the applicable fees is available at the Building Division counter or may be printed from the Forms/Fee Center at <http://www.beavertonoregon.gov/PermitFormsFees>.

The building code plans review can run concurrent with the Design Review (DR) and site development review. Applications/plans for building permit/plan review can be submitted at any time during the entitlement process; however, permits cannot be issued until applicable approvals (Planning, Site Development, etc...) have been received and the Site Development permit has been issued.

The proposed building(s) shall be accessible to persons with disabilities. (Chapter 11, OSSC)

An accessible route shall be provided to persons with disabilities throughout the site. (Section 1104, OSSC)

An accessible route shall be provided to persons with disabilities from the building to a public way. (Section 1104, OSSC)

Sincerely,

**Brad Roast**

Building Official | Building Division

City of Beaverton | 12725 SW Millikan Way, 4<sup>th</sup> Floor | Beaverton OR 97005

p: 503-526-2524 | f: 503-526-2550 | [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)

## Jana Fox

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**From:** Scott Whyte  
**Sent:** Tuesday, April 11, 2017 12:53 PM  
**To:** Jana Fox  
**Subject:** FW: PA2017-0021 SW Bible Church Addition

Notes from Teri.

Scott

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**From:** Teri Cunningham  
**Sent:** Tuesday, April 11, 2017 11:34 AM  
**To:** Scott Whyte <swhyte@beavertonoregon.gov>  
**Subject:** PA2017-0021 SW Bible Church Addition

Landscape/Urban Forestry Section: There needs to be a long term tree preservation plan implemented to preserve the significant forest groves through future development.

Storm Section: No comments

Street Section: No comments

Traffic Section: No comments

Wastewater Section: No comments

Water Section: No comments

**PRE-APPLICATION CONFERENCE  
MEETING SUMMARY  
Development Engineering Issues**

CITY OF BEAVERTON  
Public Works Department  
Site Development Division  
12725 SW Millikan Way, 4<sup>th</sup>  
Floor  
PO Box 4755  
Beaverton, OR 97076  
Tel: (503) 526-2552  
Fax: (503) 526-2550  
www.BeavertonOregon.gov



PROJECT SITE OR NAME: SW Bible Church Addition at 14605 SW Weir Road  
PRE-APPLICATION CONFERENCE NUMBER: PA2017-0021

Date: April 05, 2017

Prepared by: Naomi Patibandla, Engineering Tech 2—Site Development Division

Ph: 503.526.2513 npatibandla@BeavertonOregon.gov fx: 503.526.2550

- ✓ For more detailed information regarding existing utilities, topography, and geographical information, necessary for preparation of various applications call 503.526.2342 or submit a request online at: <http://apps.beavertonoregon.gov/forms/ABSubmit.aspx>
- ✓ Public utilities (water, sanitary sewer, storm drainage) must be brought to, through, and along all public street frontages to serve this site upon development and to facilitate future adjacent development. REFERENCE CITY OF BEAVERTON ENGINEERING DESIGN MANUAL AND STANDARD DRAWINGS (Ordinance 4417) AND CLEAN WATER SERVICES STANDARDS (CWS R&O 2007-020)

**GENERAL NOTES:**

The City is the storm, sanitary sewer and water service provider in this area.

A Service Provider letter from Clean Water Services will be required prior to a land use decision.

With more than 1000 square feet of ground disturbance, a storm report would be required and will need to include documentation of feasible compliance with CWS Resolution and Order 2007-020 in regard to water quality treatment (see Table 4-1) and for detention (quantity), per Section 330, of City Ordinance 4417. LIDA (low impact development approaches) for storm water management as described in CWS standards are encouraged. Specific criteria for various water quality facility types are found in Chapter 4 of the Clean Water Services Standards. LIDA is covered in Section 4.07 and the CWS LIDA Handbook. Proprietary systems approved by CWS are a private system option for the site and are the only non-surface, non-vegetated storm water treatment systems permitted. A professional civil engineer would need to prepare plans for any utility reconfigurations, storm water treatment, parking lot changes, site grading, and erosion control methods needed for the proposal.

Please note that elements requiring a building permit may not be placed within or encroach any easement or setbacks.

Any existing overhead power and communication services within the site must be removed and reinstalled underground.

On-street lighting must be provided to meet City option C standards.

CITY PERMITS required for work as proposed or likely to be needed	<input checked="" type="checkbox"/> CITY SITE DEVELOPMENT PERMIT Contact: Sheila at 503.526.3724 <input type="checkbox"/> Floodplain, floodway, or wetland modification <input type="checkbox"/> SINGLE LOT GRADING PERMIT Contact: Shella Martin at 503.526.3724	<input type="checkbox"/> CITY RIGHT OF WAY PERMIT Contact: Bonnie at 503.526.2552 <input type="checkbox"/> STREET CUT MORATORIUM for <input checked="" type="checkbox"/> BUILDING PERMIT w/ Erosion Control <input checked="" type="checkbox"/> Site Plumbing Permit for private utilities Contact: Bldg Counter at 503.526.2401
WATER SERVICES AREA AND ISSUES	<input checked="" type="checkbox"/> CITY OF BEAVERTON SYSTEM Contact: David Winship at 503.526.2434 <input checked="" type="checkbox"/> 410 HGL <input type="checkbox"/> 525 HGL <input type="checkbox"/> Other/split Zone <input type="checkbox"/> TUALATIN VALLEY WATER DISTRICT Contact: Ryan Smith at 503.848.3057	<input type="checkbox"/> WEST SLOPE WATER DISTRICT Contact: Michael Grimm at 503.292.2777 <input type="checkbox"/> RALEIGH WATER DISTRICT Contact: Matt Steidler at 503.292.4894

**GENERAL NOTES: SITE ENGINEERING ISSUES**

Prepared by Naomi Patibandla, Eng Tech 2

OTHER PERMITS and approvals required for work as proposed or likely to be needed	<input checked="" type="checkbox"/> <b>WASHINGTON COUNTY</b> For work within, access, or construction access to <i>SW Murray Blvd</i> NOTE: Storm and sanitary sewers in County roads inside City limits are City owned and maintained. Some street lights on County roads are City owned.	<input checked="" type="checkbox"/> Facilities and Access Permits Contact DLUT Staff: 503.846.8761 <input type="checkbox"/> Right of Way Permits Contact: Operations Staff at 503.846.7620 <input type="checkbox"/> Utilities Permits Contact: Operations Staff at 503.846.7623
	<input type="checkbox"/> <b>OREGON DOT (Dist. 2B Sylvan-Office)</b> For work within, access, or construction access to <input type="checkbox"/> Contact: Steve Schalk at 971.673.1343 <input type="checkbox"/> Drainage Contact: Jim Nelson at 971.673.2942	<input type="checkbox"/> <b>OREGON DOT (Salem Office) Rail/Street Crossings</b> <input type="checkbox"/> Contact: Carrie A. Martin at 503.986.6801 Carrie.a.martin@odot.state.or.us
	<input checked="" type="checkbox"/> <b>CLEAN WATER SERVICES DISTRICT</b> <input checked="" type="checkbox"/> Site Assessments/Service Provider Letters Wetlands/Creeks/Springs/Connection Permit Contact: Laurie Harris at 503.681.3639 SPLReview@cleanwaterservices.org <input checked="" type="checkbox"/> <b>DEQ 1200-CN EROSION CONTROL PERMIT</b> Contact: Bonnie Collins at 503.526.2552 (Permit application to City for CWS & DEQ) <b>FOR DISTURBANCE OF 1-4 Acres</b>	<input type="checkbox"/> Connection to CWS Trunk Sewer (>21" dia) Contact: Permit Staff at 503.681.5100 <input checked="" type="checkbox"/> Source Control Permit (all non-residential) Contact: Clayton Brown at 503.681.5129 <input type="checkbox"/> <b>US ARMY CORPS OF ENGINEERS</b> Contact: Michael LaDouceur at 503.808.4337 <input type="checkbox"/> <b>OREGON DEPARTMENT OF STATE LANDS</b> Contact: Russ Klassen at 503.986.5244
	<input checked="" type="checkbox"/> <b>MUST UNDERGROUND EXISTING OVERHEAD UTILITIES ON SITE AND NEW SERVICES</b> <input type="checkbox"/> May be eligible for fee in lieu of undergrounding—see Dev. Code, Section 60.65.20-25	<input type="checkbox"/> DEQ Letter of "No Further Action" NFA or other documentation concerning soil and/or groundwater contamination on this property and clearance allowing new construction. Contact: applicable Oregon DEQ staff
SITE SOIL, SURFACE & STORM WATER ISSUES	<input type="checkbox"/> <b>MAPPED FEMA FLOODPLAIN</b> <input type="checkbox"/> Map Number <input type="checkbox"/> Level of 100 Year Flood in vicinity of the site: <input type="checkbox"/> Cut and fill grading balance required. <input type="checkbox"/> Must flood proof* non-residential buildings OR <input type="checkbox"/> Certified minimum finish floor required <input type="checkbox"/> 1foot <input type="checkbox"/> 2 feet above base flood elevation. <input type="checkbox"/> <b>SEPARATE FLOODPLAIN MODIFICATION PUBLIC NOTICE REQUIRED PRIOR TO SITE DEVELOPMENT PERMIT and BUILDING PERMIT ISSUANCE with a 10 DAY APPEAL PERIOD.</b> *ASCE/SEI 24-05, 2011 OSSC (2009 IBC) Appendix G (Flood Resistant Construction)	<input checked="" type="checkbox"/> <b>UNMAPPED FLOOD HAZARD AREA</b> A flood study is required for this development application <input type="checkbox"/> <b>GEOTECHNICAL REPORT REQUIRED</b> <input checked="" type="checkbox"/> <b>STORM WATER FACILITIES REQUIRED</b> <input checked="" type="checkbox"/> Winter Storm Detention (quantity) <input checked="" type="checkbox"/> Summer Storm Treatment (quality) <input checked="" type="checkbox"/> <b>REQUIRES IMPERVIOUS SURFACE INVENTORY</b> <input type="checkbox"/> <b>POSSIBLE FEE IN LIEU OF:</b> <input type="checkbox"/> Detention (quantity) <input type="checkbox"/> Treatment (quality) must justify using CWS criteria in DR/Land Application submittal



# PRE APPLICATION CONFERENCE ATTENDANCE

PRE APP NO: PA2017-0021

DATE: 04/05/2017

PRE APP NAME: SW BIBLE CHURCH ADDITION

<u>NAME</u>	<u>email ADDRESS</u>	<u>PHONE</u>
Jana Fox	jana.fox@beavertonoregon.gov	503.526.3710
Jeremy Foster	jeremy.foster@tvfr.com	503-259-1414
Miles Glawacki	mglawacki@beavertonoregon.gov	503-526-3700
Naomi Patibandla	COB - Site Development	503.526.2513
Ken Rencher	City - Transportation	503-526-2427
BRAD ROAST	COB	503-526-2524
Chris Hagerman	hagerman@ <del>book</del> ingroup.com	503.502.8693
Richard Walker	RWALKER@CENTREXCONSTRUCTION.NET	503 707-4247
Gary Dozier	gary.dozier@swbible.org	971-409-5307
Jimmy Severinsen	Jimmy@centrexconstruction.net	805-223-1324
Jim Desmond	jim.desmond@kpf.com	503-542-3829
PILL WILSON	1022 SW SALMON #356 PORTLAND, OR 97205	503-223-6693 X 11

# Pre-Application Conference Worksheet for Design Review Standards

for PA 2017- 21 held on 4/5/17

Title S.W. Bible Church

In review of the plans and material submitted for Pre-Application consideration, staff have determined your project is subject to Design Review  Compliance Letter  Type 2 provided that the plans and graphic exhibits submitted for consideration illustrate compliance with "applicable" Design Review Standards identified under Sections 60.05.15 through 60.05.30 of the City Development Code. If your proposal does not meet applicable design standards, your proposal is subject to Design Review Type 3 (per application Thresholds 7 or 8 of Section 40.20.15.3.A). In review of the plans and materials submitted for Pre-Application Conference consideration, staff has identified certain Design Standards (below) that appear "applicable". Generally speaking, applicable Design Standards include those pertaining to:

- A:  Permitted  Conditional use  
 Within a(n):  Residential  Commercial  Industrial  Multiple Use zone  
 For a(n):  Multi-Family Residential  Commercial  Industrial  Multiple Use building type  
 That  does  does not about a "Major Pedestrian Route" Class: \_\_\_\_\_

In summary, the applicable design standards appear to include the following:

- 60.05.15 (Building Design and Orientation Standards)
  1. Building Articulation and Variety - A  B  C  D  \_\_\_\_\_
  2. Roof Forms - A  B  C  D  E  \_\_\_\_\_
  3. Primary Building Entrances  \_\_\_\_\_
  4. Exterior Building Materials - A  B  C  \_\_\_\_\_
  5. Roof-mounted equipment - A  B  C  \_\_\_\_\_
  - ~~6.~~ Building location/orientation along street in Multiple Use and Commercial zoning districts - A  B  C  D  E  F  \_\_\_\_\_
  - ~~7.~~ Building Scale along Major Pedestrian Routes - A  B  C  \_\_\_\_\_
  8. Ground floor elevations on commercial and multiple use buildings - A  B  \_\_\_\_\_
  - ~~9.~~ Residential units fronting common greens & shared courts in multiple use zones A through G \_\_\_\_\_
- 60.05.20 (Circulation and Parking Design Standards)
  1. Connections to the public street system -  \_\_\_\_\_
  2. Loading areas, solid waste facilities and similar improvements - A  B  C  D  E  \_\_\_\_\_
  3. Pedestrian circulation - A  B  C  D  E  F  \_\_\_\_\_
  4. Street frontages and parking areas - A  \_\_\_\_\_
  5. Parking area landscaping - A  B  C  D  \_\_\_\_\_
  - ~~6.~~ Off-Street parking frontages in Multiple-Use Districts - A  B  C  \_\_\_\_\_
  - ~~7.~~ Sidewalks along streets/primary building elevations in Multiple-Use and Commercial zones - A  B  \_\_\_\_\_
  8. Connect on-site buildings, parking, and other improvements with identifiable streets and drive aisles in Residential, Multiple-Use and Commercial Districts - A  B  \_\_\_\_\_
  9. Ground floor uses in parking structures -  \_\_\_\_\_
- 60.05.25 (Landscape, Open Space and Natural Areas Design Standards)
  - ~~1.~~ - 3. Minimum Landscape Requirements for Duplexes and Attached Dwellings in R-3.5, R-2 and R-1 zones - based number of units proposed \_\_\_\_\_
  - ~~4.~~ Minimum Landscaping Requirements for Required Front Yards and Required Common Open Space in Multiple Family Residential Zones - A  B  C  D  E  F  \_\_\_\_\_
  5. Minimum Landscaping Requirements for Conditional Uses in Residential Districts, and for Developments in Multiple-Use, Commercial and Industrial Districts - A  B  C  D  \_\_\_\_\_
  - ~~6.~~ - 7. Standards for "Common Greens" and "Shared Courts" in Multiple-Use Zones  \_\_\_\_\_
  - ~~7.~~ Standards for "Common Greens" and "Shared Courts" in Multiple-Use Zones  \_\_\_\_\_
  8. Retaining Walls -  \_\_\_\_\_
  9. Fences and Walls - A  B  C  D  E  \_\_\_\_\_
  10. Minimize significant changes to existing surface contours at residential property lines - A  B  C  \_\_\_\_\_
  11. Integrate water quality, quantity, or both facilities -  \_\_\_\_\_
  12. Natural Areas  \_\_\_\_\_
  13. Landscape Buffer Requirements - A  B(B-1)  C(B-2)  D(B-3)  E  F  G  \*20' B3 buffer req'd
- 60.05.30 (Lighting Design Standards)
  1. Adequate on-site lighting and minimize glare on adjoining properties - A  B  C  D  E  \_\_\_\_\_
  2. Pedestrian-scale on-site lighting - A  B  C  \_\_\_\_\_

# Pre-Application Conference Worksheet for Design Review Guidelines

for PA 2017- 21 held on 4/5/17

sw Bible Church

In review of the plans and materials submitted for Pre-Application consideration, staff have determined your project is subject to **Design Review Type 3** due to the following Threshold(s): 2 (per Section 40.20.15.3.A

of the City Development Code). For your application to be deemed complete on the first review, your written response to the Design Review 3 approval criteria, must address applicable Design Guidelines. In review of the plans and materials submitted for Pre-Application Conference consideration, staff has identified certain Design Guidelines (below) that appear "applicable". Generally speaking, applicable Design Guidelines include those pertaining to:

- A:  Permitted  Conditional use
- Within a:  Residential  Commercial  Industrial  Multiple Use zone
- For a:  Multi-Family Residential  Commercial  Industrial  Multiple Use building type.
- That  does  does not abut a "Major Pedestrian Route" Class: \_\_\_\_\_

A highlighted copy of Section 60.05 is provided to applicant at the Pre-Application meeting. In summary, the applicable Design Guidelines appear to include the following:

- 60.05.35 (Building Design and Orientation Guidelines)
  - 1. Building Articulation and Variety - A  B  C  D  E  F  \_\_\_\_\_
  - 2. Roof Forms - A  B  C  \_\_\_\_\_
  - 3. Primary Building Entrances - A  B  \_\_\_\_\_
  - 4. Exterior Building Materials - A  B  \_\_\_\_\_
  - 5. Roof-mounted equipment -  \_\_\_\_\_
  - 6. Building location/orientation along street in Multiple Use and Commercial zoning districts - A  B  C  \_\_\_\_\_
  - 7. Building Scale along Major Pedestrian Routes - A  B  \_\_\_\_\_
  - 8. Ground floor elevations on commercial and multiple use buildings - A  B  \_\_\_\_\_
  - 9. Design of residential uses fronting shared courts & common greens - A  B  \_\_\_\_\_
- 60.05.40 (Circulation and Parking Design Guidelines)
  - 1. Connections to the public street system -  \_\_\_\_\_
  - 2. Loading areas, solid waste facilities and similar improvements - A  B  \_\_\_\_\_
  - 3. Pedestrian circulation - A  B  C  D  E  F  \_\_\_\_\_
  - 4. Street frontages and parking areas -  \_\_\_\_\_
  - 5. Parking area landscaping -  \_\_\_\_\_
  - 6. Off-Street parking frontages in Multiple-Use Districts - A  B  \_\_\_\_\_
  - 7. Sidewalks along streets/primary building elevations in Multiple-Use and Commercial zones - A  B  \_\_\_\_\_
  - 8. Connect on-site buildings, parking, and other improvements with identifiable streets and drive aisles in Residential, Multiple-Use and Commercial Districts - A  B  \_\_\_\_\_
  - 9. Ground floor uses in parking structures -  \_\_\_\_\_
- 60.05.45 (Landscape, Open Space and Natural Areas Design Guidelines)
  - 1. Minimum Common Open Space Requirements for Multi-Family Development Consisting of 10 or more units. - A  B  C  D  \_\_\_\_\_
  - 2. Minimum Landscaping Requirements for Required Front Yards and Required Common Open Space in Multiple Family Residential Zones - A  B  \_\_\_\_\_
  - 3. Minimum Landscaping Requirements for Conditional Uses in Residential Districts, and for Developments in Multiple-Use, Commercial and Industrial Districts - A  B  C  D  E  \_\_\_\_\_
  - 4 - 5. Design of "Common Greens" and "Shared Courts" in Multiple Use Districts  \_\_\_\_\_
  - 6. Retaining Walls -  \_\_\_\_\_
  - 7. Fences and Walls - A  B  \_\_\_\_\_
  - 8. Minimize significant changes to existing surface contours at residential property lines -  \_\_\_\_\_
  - 9. Integrate water quality, quantity, or both facilities -  \_\_\_\_\_
  - 10. Natural Areas  \_\_\_\_\_
  - 11. Landscape Buffer Requirements - A  B  C  D  \_\_\_\_\_
- 60.05.50 (Lighting Design Guidelines) 1  2  3  4



## MEMORANDUM

### Community Development

**To:** Jana Fox, Associate Planner

**From:** Ken Rencher, Associate Transportation Planner

**Date:** April 13, 2017

**Subject:** PA2017-0021 SW Bible Church Classroom Addition, Pre-Application Review

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This memo includes important transportation related items that should be addressed for the proposal noted above. All comments provided here are based solely on the pre-application materials provided. Other issues, applications, or analysis may be identified and or required upon review of the application.

**General note:** The application should address all applicable transportation related criteria found in *Beaverton Development Code* (BDC) Sections 40.03 Facilities Review, 60.05.20 Circulation and Parking Design Standards, 60.30 Off-Street Parking and 60.55 Transportation Facilities; and standards included in *Beaverton Engineering Design Manual* (EDM) Chapter 2 Streets and the Standard Drawings. System Development Charges, including the Transportation Development Tax, may apply.

#### **PLEASE NOTE THE FOLLOWING:**

##### **In regard to BDC 40.03 Facilities Review Committee:**

**40.03.1.F:** This section requires safe and efficient vehicle circulation within the boundaries of the development site. In order to verify safe and efficient circulation, staff requests that an on-site turning diagram and circulation plan is included with the application. The turning diagrams should show the turn movements for typical delivery, refuse and emergency vehicles, as well as the turning movements for the largest class of vehicles expected to enter the property.

##### **In regard to BDC 60.05.20 Circulation and Parking Design:**

**60.05.20.3:** This section requires pedestrian connections to the public right-of-way, and physical separation of pedestrian connections through parking lots through the use of curbs, landscaping, trees and lighting. Different paving material is required where pedestrian connections cross drive aisles (typically Portland cement concrete). New pedestrian walkways are to be at least 5 feet wide.

**60.05.20.4** For new parking areas or newly modified parking areas, the applicable parking lot landscaping standards will apply. Any newly created or modified spaces that abut and face the public rights-of-way will be required to be screened by either vegetation or a short wall.

**60.05.20.5** New or newly modified parking spaces will require 1 landscape island that meets the applicable standards for vegetative plantings and dimensional minimums for every bank of 12 contiguous parking spaces.

60.05.20.8: Under certain conditions (ex. Drive aisles greater than 100 feet in length), this section requires new parking lot drive aisles to be designed as private streets (with sidewalks and curbs on both sides), which connect to public streets.

**In regard to BDC 60.30 Off-Street Parking:**

60.30.10 Number of Required Spaces: Minimum off-street motor vehicle and bicycle parking is required. The applicant will need to prepare a report showing the maximum seating capacity of the main sanctuary before and after the changes, as well as any ancillary uses, such as schools, meetings, athletic events, or other uses of the property which will result in trips to the site. The Planning Commission prefers that applicants for Conditional Uses prepare a schedule that estimates *all* of the potential trips from all of the various users of the site. For Places of Worship, this report will need to show both weekend (Sunday) peak and weekday peak numbers.

60.30.15 Off-Street Parking Lot Design: Any new parking shall meet the minimum dimensional standards for parking stalls and drive aisles. Bicycle design standards may be found in EDM 740. Bicycle racks are to be at close to 30 inches tall by 36 inches wide as possible and designed to provide 2 points of contact for the frames of bicycles. Inverted U- or staple-type racks work best. Long-term bike parking may be provided within the structure(s).

**In regard to BDC 60.55 Transportation Facilities:**

60.55.20 Traffic Impact Analysis (TIA): A TIA may be required if the number of net new trips exceeds the threshold within this section. See *Trip Generation, 9th Edition* published by the Institute of Transportation Engineers for land use codes. Prior to commencement of work, the applicant should submit a memo from a traffic engineer that describes the scope and assumptions of the analysis. After receipt of the memo staff will contact the applicant's traffic engineer to discuss any needed modifications and approve commencement of work. Please note: *The TIA will not be accepted without prior approval of the written scope of work.*

60.55.25.10 Pedestrian Circulation: This section requires a pedestrian walkway connection between buildings and between buildings and the right-of-way.

60.55.30 Minimum Street Widths: The proposal should show frontage improvements and commensurate right-of-way dedication, per the respective EDM standard cross-section designs. The applicant's engineer is responsible for verification of existing and required right-of-way dimensions to meet the planned width, as measured from centerline.

The *Beaverton Comprehensive Plan* classifies SW Murray Blvd. as an Arterial Street Local Street under the maintenance and operational jurisdiction of Washington County, and SW Weir Rd. as a Collector Street under the City's jurisdiction. With additional trips, frontage improvements to the applicable standards may be required, especially if the proposed development results in additional traffic to the site.

Washington County's standards for SW Murray Blvd. call for a 5-lane Arterial call for 51 feet of right-of-way from the centerline of the road, with 39 feet of paving. The County defers to the applicable City standards for sidewalk and planter strip width. In this case, the standard is a 7.5-foot-wide planter strip, measured from the face of the curb and a 6-foot-wide sidewalk.

For SW Weir Rd., the City's standards call for 31 feet of ROW from the centerline of the road, with 17 feet of paving, 7.5 feet of planter strip, and 6 feet of sidewalk.

60.55.35 Access Standards: The EDM requires minimum setback distances for drive aisles adjacent to side lot lines and the public right-of-way (see EDM 210.13.J), minimum intersection curb radii (see EDM 210.11) minimum driveway distance from intersections (see EDM 210.13.C) and minimum intersection sight distance and vision corner clearance (see EDM 210.10 and 210.10.1). The proposed driveway access approach should be located on SW 160th Avenue, as shown on the pre-application proposal.

## **SUPPLEMENTAL INFORMATION & RESOURCES**

### **System Development Charges, including the Transportation Tax, may apply:**

The Washington County Transportation Development Tax (TDT) may be due for this development prior to issuance of building permits, in addition to other System Development Charges. The SDC charges are not assessed or evaluated through the land use application review process.

The tax is based on Measure No. 34-164, which was approved by the citizens of Washington County in 2008. The TDT is based on the estimated traffic generated by each type of development. All revenue is dedicated to transportation capital improvements designed to accommodate growth. The TDT is collected prior to the issuance of a building permit; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application. Options exist, however, for payment of the tax over time, or in certain cases, deferral of payment until occupancy.

To estimate the tax please use the TDT Self Calculation Form (see web address below). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or [jkhasho@BeavertonOregon.gov](mailto:jkhasho@BeavertonOregon.gov). For information regarding sanitary sewer, storm sewer, water, park, Metro construction excise, School District construction excise, and other applicable fees please see the Building Division web address below or contact Brad Roast, City of Beaverton Building Official, at (503) 526-2493 or [ceddmail@BeavertonOregon.gov](mailto:ceddmail@BeavertonOregon.gov).

### **Online resources:**

- A. *Beaverton Development Code*: [BeavertonOregon.gov/dc](http://BeavertonOregon.gov/dc)
- B. *Beaverton Engineering Design Manual*: [BeavertonOregon.gov/edm](http://BeavertonOregon.gov/edm)
- C. *SDC Fee Schedule*: [BeavertonOregon.gov/Building](http://BeavertonOregon.gov/Building)  
<http://www.beavertonoregon.gov/DocumentCenter/Home/View/605>
- D. *Washington County TDT*:  
[co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm](http://co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm)



## APPENDIX B

### Technical Memorandum

**To:** Ryan Milkowski  
KPFK Consulting Engineers

**From:** Daniel Stumpf, EI  
William Farley, PE

**Date:** March 26, 2018

**Subject:** Southwest Bible Church Addition – Trip Generation Study



**LANCASTER  
ENGINEERING**

321 SW 4th Ave., Suite 400  
Portland, OR 97204  
phone: 503.248.0313  
fax: 503.248.9251  
lancasterengineering.com

### ***Introduction***

This memorandum reports the findings of a trip generation study conducted for the proposed modification of a future phase of an approved Conditional Use Permit (CUP). Previously approved for 18,400 square-feet, the Phase IV (Sunday school addition) of the Southwest Bible Church, located at 14605 SW Weir Road in Beaverton, Oregon will increase to 29,930 square-feet to help facilitate operations.

The purpose of this memorandum is to examine the projected trip generation of the proposed 29,930 square-foot building relative to the 18,400 square-foot building approved in the CUP for the morning peak hour, evening peak hour, and average weekday trip generation. Trip generation of the site will be compared between the previously-approved conditional use and proposed use.

### ***Location Description***

The project site is located along the north side of SW Weir Road and west of SW Murray Boulevard in Beaverton, Oregon. The site includes a single tax lot, lot 100, and encompasses an approximate total of 24.89 acres. The site is currently developed as a church and tenanted by Southwest Bible Church. The site also includes the SW Bible Christian School and has a single-family house located in the far southwest corner.

Prior to modifying the proposed Sunday school building size to be 29,930 square-feet, a building of 18,400 square-feet had been approved for development per a 1996 CUP. However, since approval of the CUP the 18,400 square-foot Sunday school building has yet to be constructed.

SW Weir Road is classified by the City of Beaverton as a Collector. The roadway has a two-lane cross-section and has a posted speed limit of 35 mph. Curbs, sidewalks, and bicycle lanes are provided along both sides of the roadway.

SW Murray Boulevard is classified by Washington County as an Arterial. The roadway has a five-lane cross-section, with two travel lanes in each direction and a center raised median, and has a posted speed of 45 mph. Curbs, sidewalks, and bicycle lanes are provided along both sides of the roadway.



Figure 1 below presents an aerial image of the nearby vicinity with the project site outlined in yellow.



Figure 1: Aerial Photo of Site Vicinity (Image from Google Earth)

### ***Trip Generation***

The proposed modification increases the size of a previously-approved 18,400 square-foot Sunday school building to 29,930 square feet. The new building will help facilitate existing church activities conducted during a typical Sunday and will not be used to increase the seating of the church's sanctuary or weekday student enrollment/capacity of the Southwest Christian School. To estimate the number of trips generated by the proposed Sunday school building, trip rates from the *TRIP GENERATION MANUAL*<sup>1</sup> were used. Data from land-use code 560, *Church*, was used to estimate and compare the proposed development's trip generation between the previously-approved and modified building sizes based on the square-footage of gross floor area.

The trip generation calculations show that the proposed modification to the previously approved Sunday school building is projected to generate a net increase of 7 site trips during the weekday morning peak hour, 6 site trips during the weekday evening peak hour, 104 site trips during a typical weekday. It should be noted

<sup>1</sup> Institute of Transportation Engineers (ITE), *TRIP GENERATION MANUAL*, 9<sup>th</sup> Edition, 2012.



that the Sunday school classrooms will be used predominately on Sunday with limited usage throughout the rest of the week. In addition, any scheduled events that may utilize the classroom space during the weekdays are expected to occur during the off-peak hour periods of adjacent street traffic.

The trip generation estimates are summarized in Table 1 below. Detailed trip generation calculations are included as an attachment to this study.

**Table 1 – Trip Generation Summary**

	ITE Code	Size	Morning Peak Hour			Evening Peak Hour			Weekday
			Enter	Exit	Total	Enter	Exit	Total	Total
Approved Sunday School Addition	560	18,400 sq.ft.	6	4	10	5	5	10	168
Proposed Sunday School Addition	560	29,930 sq.ft.	11	6	17	8	8	16	272
<b>Net Additional Site Trips</b>		<b>11,530 sq.ft.</b>	<b>5</b>	<b>2</b>	<b>7</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>104</b>

Per the City of Beaverton Traffic Impact Analysis Requirements Memorandum, dated August 2008, “*A Traffic Impact Analysis is required when the proposed land use change or development will generate 300 vehicles or more per day (vpd) in average weekday trips as determined by the City Engineer.*” Since the proposed modification is projected to generate less than 300 average weekday trips over the prior approved 18,400 square-foot Sunday school building, the above threshold for requiring a traffic impact study is not met.

### **Conclusions**

The proposed modification to the prior approved Sunday school building size is not projected to trigger the City of Beaverton’s 200 average weekday trip generation threshold requiring the need for additional traffic impact analyses.

If you have any questions regarding this technical memorandum, please don’t hesitate to contact us.



**TRIP GENERATION CALCULATIONS**  
**Approved Classroom Building**

*Land Use:* Church  
*Land Use Code:* 560  
*Variable:* 1000 Sq Ft Gross Floor Area  
*Variable Value:* 18.4

**AM PEAK HOUR**

*Trip Rate:* 0.56

	Enter	Exit	Total
Directional Distribution	62%	38%	
Trip Ends	<b>6</b>	<b>4</b>	<b>10</b>

**PM PEAK HOUR**

*Trip Rate:* 0.55

	Enter	Exit	Total
Directional Distribution	48%	52%	
Trip Ends	<b>5</b>	<b>5</b>	<b>10</b>

**WEEKDAY**

*Trip Rate:* 9.11

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>84</b>	<b>84</b>	<b>168</b>

**SATURDAY**

*Trip Rate:* 10.37

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>95</b>	<b>95</b>	<b>190</b>

**SUNDAY PEAK HR OF GENERATOR**

*Trip Rate:* 12.04

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>111</b>	<b>111</b>	<b>222</b>

**SUNDAY**

*Trip Rate:* 36.63

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>337</b>	<b>337</b>	<b>674</b>



**TRIP GENERATION CALCULATIONS**  
**Proposed Classroom Building**

*Land Use:* Church  
*Land Use Code:* 560  
*Variable:* 1000 Sq Ft Gross Floor Area  
*Variable Value:* 29.9

**AM PEAK HOUR**

*Trip Rate:* 0.56

	Enter	Exit	Total
Directional Distribution	62%	38%	
Trip Ends	<b>11</b>	<b>6</b>	<b>17</b>

**PM PEAK HOUR**

*Trip Rate:* 0.55

	Enter	Exit	Total
Directional Distribution	48%	52%	
Trip Ends	<b>8</b>	<b>8</b>	<b>16</b>

**WEEKDAY**

*Trip Rate:* 9.11

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>136</b>	<b>136</b>	<b>272</b>

**SATURDAY**

*Trip Rate:* 10.37

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>155</b>	<b>155</b>	<b>310</b>

**SUNDAY PEAK HR OF GENERATOR**

*Trip Rate:* 12.04

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>180</b>	<b>180</b>	<b>360</b>

**SUNDAY**

*Trip Rate:* 36.63

	Enter	Exit	Total
Directional Distribution	50%	50%	
Trip Ends	<b>548</b>	<b>548</b>	<b>1,096</b>





APPENDIX C

CWS File Number

17-002577

**Service Provider Letter**

**This form and the attached conditions will serve as your Service Provider Letter in accordance with Clean Water Services Design and Construction Standards (R&O 17-5).**

Jurisdiction: City of Beaverton Review Type: No Impact

Site Address / Location: 14605 SW Weir RD  
Beaverton, OR 97007 SPL Issue Date: October 09, 2017  
SPL Expiration Date: October 09, 2019

**Applicant Information:**

Name RYAN MILKOWSKI  
Company KPFF  
111 SW 5TH AVE SUITE 2500  
Address PORTLAND OR 97204  
Phone/Fax (503) 542-3862  
E-mail: ryan.milkowski@kpff.com

**Owner Information:**

Name SCOTT GILCHRIST  
Company SOUTHWEST BIBLE CHURCH  
Address 14605 SW WEIR ROAD  
BEAVERTON OR 97007  
Phone/Fax (503) 524-7000  
E-mail: sggilchrist@gmail.com

**Tax lot ID**

1S129DD00100

**Development Activity**

Land Division/Tree Tract and Building Expansion

**Pre-Development Site Conditions:**

Sensitive Area Present:  On-Site  Off-Site  
Vegetated Corridor Width: Variable  
Vegetated Corridor Condition: Good

**Post Development Site Conditions:**

Sensitive Area Present:  On-Site  Off-Site  
Vegetated Corridor Width: Variable

Enhancement of Remaining Vegetated Corridor Required:

Square Footage to be enhanced: \_\_\_\_\_

**Encroachments into Pre-Development Vegetated Corridor:**

Type and location of Encroachment:	Square Footage:
<u>No Encroachment</u>	_____
_____	_____
_____	_____

**Mitigation Requirements:**

Type/Location	Sq. Ft./Ratio/Cost
<u>No Mitigation Required</u>	_____
_____	_____
_____	_____

Conditions Attached  Development Figures Attached (2)  Planting Plan Attached  Geotech Report Required

**This Service Provider Letter does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered on your property.**

**In order to comply with Clean Water Services water quality protection requirements the project must comply with the following conditions:**

1. No structures, development, construction activities, gardens, lawns, application of chemicals, uncontained areas of hazardous materials as defined by Oregon Department of Environmental Quality, pet wastes, dumping of materials of any kind, or other activities shall be permitted within the sensitive area or Vegetated Corridor which may negatively impact water quality, except those allowed in R&O 17-5, Chapter 3.
2. Prior to any site clearing, grading or construction the Vegetated Corridor and water quality sensitive areas shall be surveyed, staked, and temporarily fenced per approved plan. During construction the Vegetated Corridor shall remain fenced and undisturbed except as allowed by R&O 17-5, Section 3.06.1 and per approved plans.
3. **If there will be any activity within the sensitive area, the applicant shall gain authorization for the project from the Oregon Department of State Lands (DSL) and US Army Corps of Engineers (USACE). The applicant shall provide Clean Water Services or its designee (appropriate city) with copies of all DSL and USACE project authorization permits.**
4. An approved Oregon Department of Forestry Notification is required for one or more trees harvested for sale, trade, or barter, on any non-federal lands within the State of Oregon.
5. **Prior to ground disturbance an erosion control permit is required. Appropriate Best Management Practices (BMP's) for Erosion Control, in accordance with Clean Water Services' Erosion Prevention and Sediment Control Planning and Design Manual, shall be used prior to, during, and following earth disturbing activities.**
6. Prior to construction, a Stormwater Connection Permit from Clean Water Services or its designee is required pursuant to Ordinance 27, Section 4.B.
7. Activities located within the 100-year floodplain shall comply with R&O 17-5, Section 5.10.
8. Removal of native, woody vegetation shall be limited to the greatest extent practicable.
9. The water quality swale and detention pond shall be planted with Clean Water Services approved native species, and designed to blend into the natural surroundings.
10. **Should final development plans differ significantly from those submitted for review by Clean Water Services, the applicant shall provide updated drawings, and if necessary, obtain a revised Service Provider Letter.**
11. The Vegetated Corridor width for sensitive areas within the project site shall be a minimum of 50 feet wide, as measured horizontally from the delineated boundary of the sensitive area.
12. **Removal of invasive non-native species by hand is required in all Vegetated Corridors rated ""good."" Replanting is required in any cleared areas larger than 25 square feet using low impact methods. The applicant shall calculate all cleared areas larger than 25 square feet prior to the preparation of the required Vegetated Corridor enhancement/restoration plan.**
13. Prior to any site clearing, grading or construction, the applicant shall provide Clean Water Services with a Vegetated Corridor enhancement/restoration plan. Enhancement/restoration of the Vegetated Corridor shall be provided in accordance with R&O 17-5, Appendix A, and shall include planting specifications for all Vegetated Corridor, including any cleared areas larger than 25 square feet in Vegetated Corridor rated ""good.""
14. Prior to installation of plant materials, all invasive vegetation within the Vegetated Corridor shall be removed per methods described in Clean Water Services' Integrated Vegetation and Animal Management Guidance, 2003. During removal of invasive vegetation care shall be taken to minimize impacts to existing native tree and shrub species.
15. Clean Water Services shall be notified 72 hours prior to the start and completion of enhancement/restoration activities. Enhancement/restoration activities shall comply with the guidelines provided in Planting Requirements (R&O 17-5, Appendix A).

16. **Clean Water Services shall require an easement over the Vegetated Corridor conveying storm and surface water management to Clean Water Services or the City that would prevent the owner of the Vegetated Corridor from activities and uses inconsistent with the purpose of the corridor and any easements therein.**
17. Final construction plans shall include landscape plans. In the details section of the plans, a description of the methods for removal and control of exotic species, location, distribution, condition and size of plantings, existing plants and trees to be preserved, and installation methods for plant materials is required. Plantings shall be tagged for dormant season identification and shall remain on plant material after planting for monitoring purposes.
18. Final construction plans shall clearly depict the location and dimensions of the sensitive area and the Vegetated Corridor (indicating good, marginal, or degraded condition). Sensitive area boundaries shall be marked in the field.
19. Protection of the Vegetated Corridors and associated sensitive areas shall be provided by the installation of permanent fencing and signage between the development and the outer limits of the Vegetated Corridors. Fencing and signage details to be included on final construction plans.

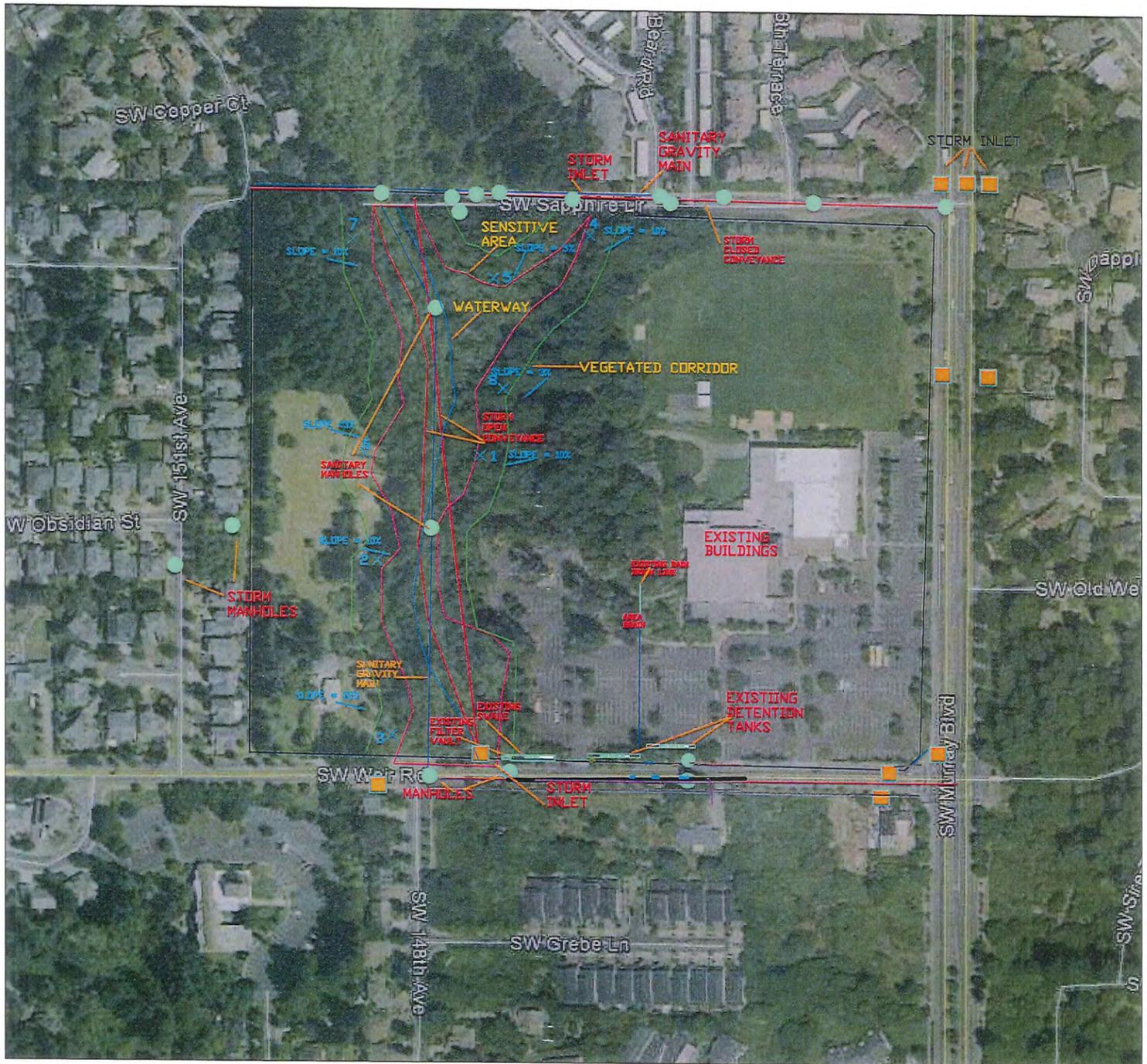
**This Service Provider Letter is not valid unless CWS-approved site plan is attached.**

**Please call (503) 681-3667 with any questions.**

*Stacy Benjamin*

**Stacy Benjamin  
Environmental Plan Review**

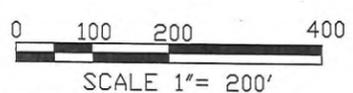
**Attachments (2)**



VEGETATED CORRIDOR  
AREA = 108,815 SQFT  
*Good Condition*

- = SENSITIVE AREA
- = WATERWAYS
- X = SAMPLE PLOTS
- = VEGETATED CORRIDOR

*CWS File No. 17-00577*  
Approved  
Clean Water Services  
For Environmental Review  
By *SJB* Date *10/9/17*  
*SPL Attachment 1 of 2*

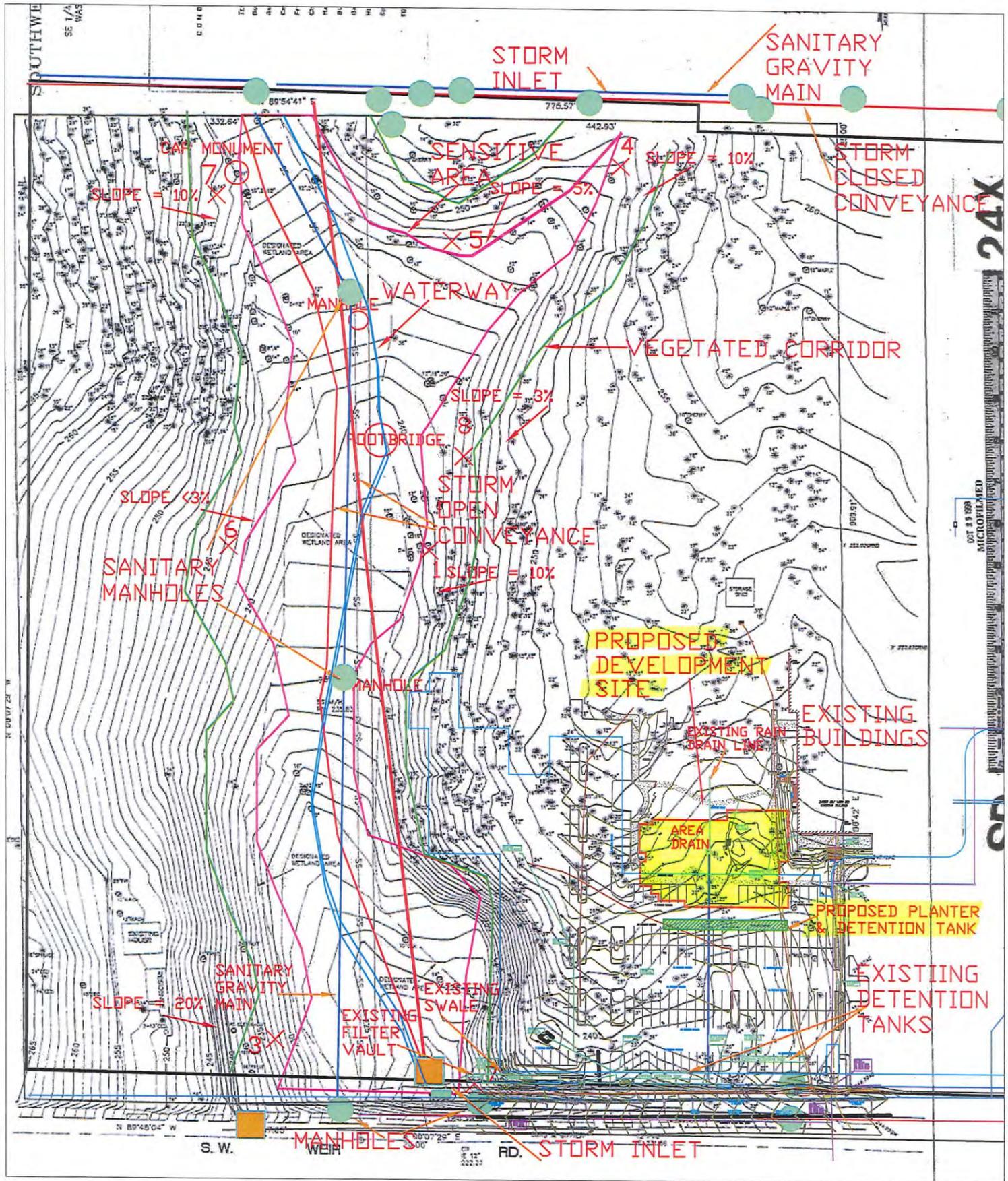


SCALE 1" = 200'  
IF THIS BAR DOES NOT MEASURE 2" THEN  
DRAWING IS NOT TO SCALE

THIS DOCUMENT IS NOT A SURVEY.  
LOCATIONS OF SITE FEATURES ARE  
APPROXIMATE.



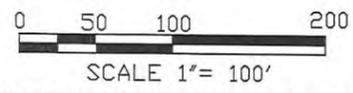
<p>4080 SE International Way Suite B112 Milwauke, OR 97222</p> <p>ENVIRONMENTAL MANAGEMENT SYSTEMS, INC</p>	CHECKED BY:	SW Bible Church	SCALE: 1"=200'
	DRAWN BY:	T:1S, R:1W, SEC: 29, TL:100	27 SEPT 2017
		EXISTING CONDITIONS	PAGE 1 of 4



- = PARKING
- = SENSITIVE AREA
- = WATERWAYS
- = PROPOSED SITE DEVELOPMENT
- X = SAMPLE PLOTS
- = VEGETATED CORRIDOR

VEGETATED CORRIDOR  
AREA = 108,815 SQFT

CWS File No. 17-002577  
Approved  
Clean Water Services  
For Environmental Review  
By *SUB* Date 10/9/17  
SPL Attachment 2 of 2



IF THIS BAR DOES NOT MEASURE 2' THEN DRAWING IS NOT TO SCALE

THIS DOCUMENT IS NOT A SURVEY. LOCATIONS OF SITE FEATURES ARE APPROXIMATE.

**EMS**  
 503-353-9691  
 4080 SE International Way  
 Suite B112  
 360-735-1109  
 Milwaukee, OR 97222  
 ENVIRONMENTAL  
 MANAGEMENT SYSTEMS, INC

CHECKED BY:	SW Bible Church	SCALE: 1"=100'
DRAWN BY:	T:1S, R:1W, SEC: 29, TL:100	27 SEPT 2017
<b>PROPOSED CONDITIONS &amp; CONTOURS</b>		PAGE 4 of 4

