



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY
FILE #:
FILE NAME::
TYPE: RECEIVED BY:
FEE PAID: CHECK/CASH:
SUBMITTED:: LWI DESIG:
LAND USE DESIG: NAC:

CONDITIONAL USE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF CONDITIONAL USE FROM THE FOLLOWING LIST:
TYPE 2 MINOR MODIFICATION OF A CONDITIONAL USE
TYPE 3 MAJOR MODIFICATION OF A CONDITIONAL USE
TYPE 3 PLANNED UNIT DEVELOPMENT
TYPE 3 NEW CONDITIONAL USE

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Arco Iris Spanish Immersion Charter School
ADDRESS: 6107 SW Murray Boulevard, #104
(CITY, STATE, ZIP) Beaverton, OR 97008
PHONE: 503-473-0416 FAX: 503-596-2034 E-MAIL: becky.schiefelbein@arcoirisschool.org
SIGNATURE: (Original Signature Required) CONTACT: Becky Schiefelbein

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY:
ADDRESS:
(CITY, STATE, ZIP)
PHONE: FAX: E-MAIL:
SIGNATURE: (Original Signature Required) CONTACT:

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: PD Office Owner 12, LP C/O JLL
ADDRESS: 15455 NW Greenbrier Parkway, Suite 245
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: 503-629-9400 FAX: 503-629-4821 E-MAIL: Kagney.Parsley@am.jll.com
SIGNATURE: Kagney Parsley, AS Agent For Owner CONTACT: Kagney Parsley

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: 8205 SW Creekside Place, 97008
AREA TO BE DEVELOPED (s.f.): 33,445
ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT
1S1-27AB, TL 1000 2.24 acres OI-WS
EXISTING USE OF SITE:
PROPOSED DEVELOPMENT ACTION: Use entire building as a K - 8th grade public charter school of the Beaverton School District
PRE-APPLICATION DATE: 8/9/17



CONDITIONAL USE SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
 - Address all applicable provisions of Chapter 20 (Land Uses) *in separate document*
 - Address all applicable provisions of Chapter 60 (Special Regulations) *in separate document*
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.

D. FEES, as established by the City Council. Make checks payable to the City of Beaverton.

E. SITE ANALYSIS INFORMATION.

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Proposed parking modification: <u>5660</u> sq. ft. Proposed number of parking spaces: <u>94</u> Proposed use: <u>Educational</u> Parking requirement: <u>TBD by application</u> <input type="checkbox"/> Existing landscaped area: <u>24,836</u> sq. ft. Percentage of site: <u>25.21</u> % Proposed landscape modification: <u>0</u> sq. ft. Percentage of site: <u>0</u> % | <ul style="list-style-type: none"> <input type="checkbox"/> Existing parking area: <u>48,410</u> sq. ft. Existing number of parking spaces: <u>106</u> <input type="checkbox"/> Existing building height: <u>28</u> ft. Proposed building height: <u>28</u> ft. <input type="checkbox"/> Existing building area: <u>33,445</u> sq. ft. Proposed building modification: <u>0</u> sq. ft. |
|--|---|

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact the Environmental Plan Review Project Manager at (503) 681-3653

G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time and location, as well as, oral and written comments received
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

I. TRAFFIC GENERATION. Provide documentation showing any projected or actual increase in vehicle trips per day to and from the site. Either 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 may be used for this determination. **Note: a traffic study may be required as part of the application submittal when deemed necessary by the Planning Director. The determination is made at the time of a Pre-Application Conference.**

J. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

K. PLANNED UNIT DEVELOPMENT DESCRIPTION. NA for this project.
(REQUIRED FOR PLANNED UNIT DEVELOPMENT APPLICATIONS ONLY)
Submit a detailed description of the proposed planned unit development.
Provide the following information:

- 1. The intent of the project.
- 2. The factors which make the project desirable to the general public and to surrounding areas.
- 3. The features and details of the project development.
- 4. The schedule of timing and phasing (if applicable) of the development program.
- 5. Any other material which the applicant believes to be relative to the use
-

PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

All plans, except architectural elevations, shall be presented at a **minimum of 1" = 20' engineering scale** and on a **maximum sheet size of 24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

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

Include all of the following information:

- A. EXISTING CONDITIONS PLAN:**
1. North arrow, scale and date of plan.
 2. Vicinity map.
 3. The entire lot(s), including area and property lines dimensioned.
 4. Points of existing access, interior streets, driveways, and parking areas.
 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 6. Existing right-of-way and improvements.
 7. Dimension from centerline to edge of existing right-of-way.
 8. Existing topographical information, showing 2 ft. contours.
 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species and size. Dbh is measured at 54" above grade. *Trees indicated, species not known*
- B. DIMENSIONED SITE PLAN:**
1. North arrow, scale and date of plan.
 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 3. Points of access, interior streets, driveways, and parking areas.
 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 5. Proposed right-of-way, dedications and improvements.
 6. Dimension from centerline to edge of proposed right-of-way.
 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 8. Location of storm water quality/detention facilities.
 9. Boundaries of development phases, if applicable.
 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 11. Sensitive areas, as defined by CWS standards.
 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

PLANS & GRAPHIC REQUIREMENTS-The following plans, D through H, may be required to be part of the application submittal when deemed necessary by the Planning Director. If a Pre-Application Conference has been completed, the determination is made at that time.

Submit a total of three (3) sets of plans

- D. PLANNED UNIT DEVELOPMENT PLAN:** *NA to this project*
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s), including area, property lines dimensioned.
 - 3. Specific location of proposed circulation for pedestrians and vehicles, including points of access, interior streets, driveways, loading areas, transit lines, bicycle facilities and parking areas.
 - 4. Specific location of proposed buildings and other structures, indicating design character and density.
 - 5. Specific location of proposed right-of-way, dedications and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Proposed vegetative character of site including the location of Natural Resource Areas, Significant Trees, and Historic Trees as established by the City of Beaverton's inventories.
 - 8. Location of Sensitive areas, as defined by the Unified Sewerage Agency standards, including streams, riparian areas, and wetlands.
 - 9. Location of rock out-croppings and upland wooded areas.
 - 10. Specific location of proposed storm water quality facilities, detention facilities, or both.
 - 11. Specific location of proposed public uses, including schools, parks, playgrounds, and other public open spaces.
 - 12. Specific location of proposed common open spaces, schematic massing of buffering, screening, and landscape featuring.

- E. GRADING PLAN:** *NA to this project*
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed rights-of-way, dedications and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
 - 8. Location of 100 year flood plain.
 - 9. Location of storm water quality/detention facilities.
 - 10. Boundaries of development phases, if applicable.
 - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 12. Sensitive areas, as defined by the CWS standards.
 - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
 - 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

- F. LIGHTING PLAN:** *Partial, some answers unknown*
- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
 - 2. Type, style, height, and the number of fixtures per light.
 - 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
 - 4. 8 1/2" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
 - 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted 1/2 foot candlepower measurement.

- G. UTILITY PLAN:**
1. North arrow, scale and date of plan.
 2. The entire lot(s).
 3. Points of access, interior streets, driveways, and parking areas.
 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 5. Proposed right-of-way, dedications and improvements.
 6. Proposed topographical information, showing 2 ft. contours.
 7. Location of 100 year flood plain.
 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
 9. Boundaries of development phases, if applicable.
 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 11. Sensitive areas, as defined by the CWS standards.
 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- H. LANDSCAPE PLAN:** *some answers unknown for existing landscaping*
1. North arrow, scale and date of plan.
 2. The entire lot(s).
 3. Points of access, interior streets, driveways, and parking areas.
 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 5. Proposed right-of-way, dedications and improvements.
 6. Boundaries of development phases, if applicable.
 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 8. Sensitive areas, as defined by the CWS standards.
 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing. *none proposed*
 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 14. Proposed location of light poles, bollards and other exterior illumination. *no new fixtures proposed*
 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials. *is existing*

Note: Complete sets of plans reduced to 8 1/2"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Becky Schiefelbein

Print Name

Signature

503-481-9727

Telephone Number

Date



MINOR MODIFICATION OF A CONDITIONAL USE APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Minor Modification of a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.1.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Minor Modification of a Conditional Use application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 4. The existing use has been approved as a conditional use as governed by the regulations in place when the use was established and complies with applicable conditions of conditional use approval.
- 5. The proposal will not remove or modify previously established conditions of approval for the prior conditional use consistent with Section 50.95.6. of this Code.
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

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MAJOR MODIFICATION OF A CONDITIONAL USE APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Major Modification of a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.2.C.1-7 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Major Modification of a Conditional Use application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposal complies with the applicable policies of the Comprehensive Plan.
- 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.
- 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.
- 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.
- 7. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

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NEW CONDITIONAL APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.3.C.1-6 of the Development Code:

1. The proposal satisfies the threshold requirements for a Conditional Use application.
2. All City application fees related to the application under consideration by the decision making authority have been submitted.
3. The proposal will comply with the applicable policies of the Comprehensive Plan.
4. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
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.
6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

- Detailed answers to this checklist
is in the document titled 'Conditional
Use Application Written Statement'



PLANNED UNIT DEVELOPMENT APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Preliminary Planned Unit Development shall address compliance with all of the following Approval Criteria as specified in 40.15.15.4.C.1-11 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a PUD application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposal meets the Site Development Requirement for setbacks within the applicable zoning district for the perimeter of the parent parcel unless otherwise provided by Section 60.35.03.
- 4. The proposal complies with the applicable policies of the Comprehensive Plan.
- 5. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
- 6. 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 development of properties in the surrounding area of the subject site.
- 7. The width of proposed lots or staggering of building setbacks within detached residential developments vary so as to break up the monotony of long blocks and provide for a variety of home shapes and sizes, while giving the perception of open spaces between homes.
- 8. The lessening the Site Development Requirements results in significant benefits to the enhancement of site, building, and structural design, preservation of natural features and the surrounding neighborhood as outlined in Section 60.35.15.
- 9. The proposal provides improved open space that is accessible and usable by persons living nearby. Open space meets the following criteria unless otherwise determined by the Planning Commission through Section 60.35.15:
 - a. The dedicated land forms a single parcel of land except where the Planning Commission determines two (2) parcels or more would be in the public interest and complement the overall site design.
 - b. The shape of the open space is such that the length is not more than three (3) times

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the width the purpose of which is to provide usable space for a variety of activities except where the Planning Commission determines a greater proportioned length would be in the public interest and complement the overall site design.

- c. The dedicated land(s) is located to reasonably serve all lots for the development, for which the dedication is required.

- 10. If the application proposes to develop the PUD over multiple phases, the decision making authority may approve a time schedule of not more than five (5) years for the multiple development phases. If a phased PUD has been approved, development of the future phases of the PUD shall be filed within five (5) years or the PUD has received an extension of approval pursuant to Section 50.93 of this Code. However, all PUD phases must commence construction within five (5) years of the date of the decision of the PUD. Refer to Section 50.90.

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

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OFFICE USE ONLY

FILE #:
 FILE NAME::
 TYPE: _____ RECEIVED BY: _____
 FEE PAID: _____ CHECK/CASH: _____
 SUBMITTED:: _____ LWI DESIG: _____
 LAND USE DESIG: _____ NAC: _____

DESIGN REVIEW COMPLIANCE LETTER APPLICATION

PROPERTY OWNER(S): PD Office Owner 12, LP C/O JLL
ADDRESS: 15455 NW Greenbrier Parkway, Suite 245
 Beaverton, OR 97006

PHONE: 503-629-9400
FAX: 503-629-4821
E-MAIL: Kagney.Parsley@am.jll.com

APPLICANT: Arco Iris Spanish Immersion Charter School
ADDRESS: 6107 SW Murray Boulevard, #104
 Beaverton, OR 97008

PHONE: 503-473-0416 (school) 503-481-9727 (Becky)
FAX: 503-596-2034
E-MAIL: becky.schiefelbein@arcoirisschool.org

SITE ADDRESS: 8205 SW Creekside Place
 Beaverton, OR 97008

MAP & TAX LOT #: 1S1-27AB, TL 1000
ZONING DISTRICT: OI-WS

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

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

Becky Schiefelbein Kagney Parsley AS Agent For Owner 5/15/18
 Print Name Signature (Original Signature Required) Date

Please provide a brief project description: Use entirety of existing building for Arco Iris Spanish Immersion School, a K - 8th grade public charter school of the Beaverton School District. The school currently has 310 students enrolled and plans to grow to a maximum size of 504 students, or 28 students per classroom with two classrooms per grade.

DESIGN REVIEW PROJECT INFORMATION

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

Please provide the following project information:

Existing site size	2.24 acres	Number of existing parking spaces	106
Existing building square footage	33,445	Number of total proposed parking spaces	94
Square footage of proposed building addition	0	Square footage of existing landscaped area	24,836
		Square footage of proposed landscaped area	same

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

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

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

Is a building addition or change to an existing loading area proposed? If yes, please see Section 60.25 for off-street loading requirements. Please also complete the following information:				Yes	No
Existing:	Type of Use Warehouse, <u>Retail</u>	Floor Area (s.f.) <u>1550 SF</u>	Total Number of Existing Loading Berths	<u>2</u>	
Proposed:	Type of Use <u>School</u>	Floor Area (s.f.) <u>360</u>	Total Number of Loading Berths Proposed	<u>1</u>	
Is a building addition or change to an existing parking area proposed? If yes, please see Section 60.30 for off-street parking requirements. Please also complete the following information and attach additional information if necessary:				Yes	No
Existing:	Type of Use Office parking	Floor Area (s.f.) 48,410 <u>48,410</u>	Existing Number of parking spaces ¹⁰⁶	<u>106</u>	
Proposed:	Type of Use School Parking	Floor Area (s.f.) <u>42,750</u>	Number of new spaces ⁰ Total number of spaces ⁹⁴	<u>0</u> <u>94</u>	
Are any trees proposed for removal? If yes, please contact staff at (503) 526-2420 to determine whether the trees are Significant or Historic. If the trees are landscape trees, please see Section 60.60.25.9 and in your written statement please address how your proposal meets this section of the Development Code.				Yes	No

DESIGN REVIEW COMPLIANCE LETTER SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

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

PLANS & GRAPHIC REQUIREMENTS

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

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

Include all of the following information:

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

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

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

OTHER

- A. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- B. OTHER WRITTEN & PLAN INFORMATION.** In addition to the above materials, submit **three (3) copies** of written and plan information that is required by the Design Review Project Information form.
- C. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** **Please Note:** If your Design Review proposal includes a building addition or new construction, or site alterations that involve grading, paving, road and/or pathway construction, you will likely be required to obtain written documentation from Clean Water Services (CWS) stating that water quality to sensitive areas will not be adversely affected by the subject proposal. In some cases, the City is able to perform a Pre-Screen Site Assessment, thereby determining no sensitive areas are apparent on-site or within 200 feet of the proposed impact area. The City Pre-Screen Site Assessment is conducted through a Pre-Application Conference. For more information on the CWS Site Assessment, please contact the Environmental Plan Review Project Manager, CWS, at (503) 681-3653.



DESIGN REVIEW COMPLIANCE LETTER APPROVAL CRITERIA

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

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

1. The proposal satisfies the threshold requirements for a Design Compliance Review Letter.
2. All City application fees related to the application under consideration by the decision making authority have been submitted.
3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
4. The proposal meets all applicable Site Development Requirements of Sections 20.05.15, 20.10.15, 20.15.15, and 20.20.15 of this Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.
5. The proposal, which is not an addition to an existing building, is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards).
6. If applicable, the proposed addition to an existing building, and only that portion of the building containing the proposed addition, complies with the applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) as they apply to the following:
 - a. Building articulation and variety (Section 60.05.15.1).
 - b. Roof forms (Section 60.05.15.2).
 - c. Primary building entrances (Section 60.05.15.3).
 - c. Building materials (Section 60.05.15.4).
 - d. Foundation landscaping requirements (Section 60.05.25.3.D).
 - e. Screening roof-mounted equipment requirements (Section 60.05.15.5).
 - f. Screening loading areas, solid waste facilities and similar improvements (Section 60.05.20.2).
 - g. Lighting requirements (Section 60.05.30).
 - h. Pedestrian circulation
7. The proposal complies with all applicable provisions in Chapter 60 (Special Regulations).
8. Except for conditions requiring compliance with approved plans, the proposal does not modify any conditions of approval of a previously approved Type 2 or Type 3 application.
9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

LOADING DETERMINATION APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact
COMPANY: Arco Iris Spanish Immersion Charter School
ADDRESS: 6107 SW Murray Boulevard, #104
(CITY, STATE, ZIP) Beaverton, OR 97008
PHONE: 503-473-0416 FAX: 503-596-2034 E-MAIL: becky.schiefelbein@arcoirisschool.org
SIGNATURE: [Signature] CONTACT: Becky Schiefelbein - 503-481-9727
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact
COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____
SIGNATURE: _____ CONTACT: _____
(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact
COMPANY: PD Office Owner 12, LP C/O JLL
ADDRESS: 15455 NW Greenbrier Parkway, Suite 245
(CITY, STATE, ZIP) Beaverton, OR 97006
PHONE: 503-629-9400 FAX: 503-629-4821 E-MAIL: Kagney.Parsley@am.jll.com
SIGNATURE: [Signature] As Agent for owner CONTACT: Kagney Parsley

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS:	ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
<u>8205 SW Creekside Place, 97008</u>	<u>1S1 27AB, TL 1000</u>	<u>2.24 ACRES</u>	<u>01-WS</u>
AREA TO BE DEVELOPED (s.f.): <u>33,445</u>	<u>151-27AB, TL 1000, 2.24 acres</u>		
EXISTING USE OF SITE: <u>1/3 being used as retail furniture store, 2/3 vacant office space</u>			
PROPOSED DEVELOPMENT ACTION: <u>K-8 (two classrooms per grade) public charter school in the Beaverton School District</u>			
PRE-APPLICATION DATE: <u>8/9/17</u>			



LOADING DETERMINATION SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.

In the written statement, please include the following: *attached in separate documents*

- Address all applicable provisions of Chapter 60 (Special Regulations)
- Address all applicable provisions of Chapter 20 (Land Uses)
- Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.

D. FEES, as established by the City Council. Make checks payable to the City of Beaverton.

E. SITE ANALYSIS INFORMATION.

Proposed parking modification: 5660 sq. ft.
 Proposed number of parking spaces: 94
 Proposed use: Educational
 Parking requirement: TBD by application

Existing building height: 28 ft.
 Proposed building height: 28 ft.
 Existing building area: 33,445 sq. ft.
 Proposed building modification: 0 sq. ft.

Existing parking area: 48,410 sq. ft.
 Existing number of parking spaces: 106

Existing landscaped area: 24,836 sq. ft.
 Percentage of site: 25.21 %
 Proposed landscape modification: 0 sq. ft.
 Percentage of site: 0 %

F. PRE-APPLICATION CONFERENCE NOTES. Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.



G. TYPE OF DETERMINATION REQUESTED: please indicate which of the following is requested:

- A request that the Director establish, in writing, an off street loading space total or requirement for any use not listed or substantially similar to a use listed in Section 60.25 (Off Street Loading) of this Code.
- A request to modify the total number of off street loading spaces from the required number listed in Section 60.25 (Off Street Loading) of this Code.
- A request to modify the dimensions of a required off street loading space listed in Section 60.25 (Off Street Loading) of this Code.

PLANS & GRAPHIC REQUIREMENTS

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

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

Include all of the following information:



A. SITE PLAN: Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:

- | | |
|---|---|
| <input checked="" type="checkbox"/> abutting streets | <input checked="" type="checkbox"/> parking |
| <input checked="" type="checkbox"/> property lines | <input checked="" type="checkbox"/> driveways |
| <input checked="" type="checkbox"/> setbacks | <input checked="" type="checkbox"/> areas of landscaping & natural vegetation |
| <input checked="" type="checkbox"/> structures | <input checked="" type="checkbox"/> proposed square footages |
| <input checked="" type="checkbox"/> existing easements and utilities located within 25 feet of any proposed outside modifications | |
| <input checked="" type="checkbox"/> existing and approved vehicular, pedestrian, and bicycle connections | |
| <input checked="" type="checkbox"/> existing and proposed loading spaces. | |

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

I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Becky Schiefelbein


Print Name



Signature

503-481-9727

Telephone Number



Date



LOADING DETERMINATION APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Loading Determination shall address compliance with all of the following Approval Criteria as specified in 40.50.15.1.C.1-9 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Loading Determination application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The determination will not create adverse impacts, taking into account the total gross floor area and the hours of operation of the use.
- 4. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the site and in connecting with the surrounding circulation system.
- 5. The proposal will be able to reasonably accommodate the off street loading needs of the structure.
- 6. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both 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 proposal.
- 7. 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: drainage ditches, 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 periodic maintenance by the City or other public agency.
- 8. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

Detailed answers to this checklist is in the document titled 'Loading Determination Written Statement'



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY	
FILE #:	_____
FILE NAME:	_____
TYPE:	RECEIVED BY: _____
FEE PAID:	CHECK/CASH: _____
SUBMITTED:	LWI DESIG: _____
LAND USE DESIG:	NAC: _____

MINOR/MAJOR ADJUSTMENT APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF ADJUSTMENT FROM THE FOLLOWING LIST:

TYPE 2 MINOR ADJUSTMENT TYPE 3 MAJOR ADJUSTMENT

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Arco Iris Spanish Immersion Charter School

ADDRESS: 6107 SW Murray Boulevard, #104

(CITY, STATE, ZIP) Beaverton, OR 97008

PHONE: 503-473-0416 FAX: 503-596-2034 E-MAIL: _____

SIGNATURE: *[Handwritten Signature]* CONTACT: Becky Schiefelbein

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____

ADDRESS: _____

(CITY, STATE, ZIP) _____

PHONE: _____ FAX: _____ E-MAIL: _____

SIGNATURE: _____ CONTACT: _____

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: PD Office Owner 12, LP C/O JLL

ADDRESS: 15455 NW Greenbrier Parkway, Suite 245

(CITY, STATE, ZIP) Beaverton, OR 97006

PHONE: 503-629-9400 FAX: 503-629-4821 E-MAIL: Kagnay.parsley@am.jll.com

SIGNATURE: *[Handwritten Signature]* CONTACT: Kagnay Parsley

AS Agent For owner.

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: 8205 SW Creekside Place, Beaverton 97008

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
<u>1S1-27AB, TL 1000</u>	<u>2.24 Acres</u>	<u>OI-WS</u>
_____	_____	_____
_____	_____	_____

AREA TO BE DEVELOPED (s.f.): 33,445

EXISTING USE OF SITE: Retail, vacant office

PROPOSED DEVELOPMENT ACTION: K - 8th, two classrooms per grade, public charter school in the Beaverton School District

PRE-APPLICATION DATE: 8/9/17



ADJUSTMENT SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL ADJUSTMENT APPLICATIONS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.

In the written statement, please:

- Address all applicable provisions of Chapter 20 (Land Uses) *attached in separate document*
- Provide individual findings specifically addressing how and why the proposal satisfies each criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.

D. FEES, as established by the City Council. Make checks payable to the City of Beaverton.

E. SITE ANALYSIS INFORMATION.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Proposed parking modification: <u>5660</u> sq. ft. | <input checked="" type="checkbox"/> Existing building height: <u>28</u> ft. |
| Proposed number of parking spaces: <u>94</u> | Proposed building height: <u>28</u> ft. |
| Proposed use: <u>School parking, play area</u> | Existing building area: <u>33,445</u> sq. ft. |
| Parking requirement: <u>TBD by application</u> | Proposed building modification: <u>0</u> sq. ft. |
| <input checked="" type="checkbox"/> Existing parking area: <u>48,410</u> sq. ft. | <input checked="" type="checkbox"/> Existing landscaped area: <u>24,836</u> sq. ft. |
| Existing number of parking spaces: <u>106</u> | Percentage of site: <u>25.21</u> % |
| | Proposed landscape modification: <u>0</u> sq. ft. |
| | Percentage of site: <u>0</u> % |

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

G. PRE-APPLICATION CONFERENCE NOTES. Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.



H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)

Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time and location, as well as, oral and written comments received.
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.



I. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL ADJUSTMENT APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

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

Include all of the following information:



A. EXISTING CONDITIONS PLAN:

- 1. North arrow, scale and date of plan.
- 2. Vicinity map.
- 3. The entire lot(s), including area and property lines dimensioned.
- 4. Points of existing access, interior streets, driveways, and parking areas.
- 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
- 6. Existing right-of-way and improvements.
- 7. Dimension from centerline to edge of existing right-of-way.
- 8. Existing topographical information, showing 2 ft. contours.

EXISTING CONDITIONS PLAN (CONTINUED):

- 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
- 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species and size. Dbh is measured at 54" above grade. *Species unknown*



B. DIMENSIONED SITE PLAN:

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
- 8. Location of storm water quality/detention facilities.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*



C. ARCHITECTURAL ELEVATIONS: Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

Note: Complete sets of plans reduced to 8 1/2"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Becky Schiefelbein

Print Name

Signature

503-481-9727

Telephone Number

Date



MINOR ADJUSTMENT APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Minor Adjustment shall address compliance with all of the following Approval Criteria as specified in 40.10.15.1.C.1-14 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Minor Adjustment application.
- 2. The application complies with all applicable submittal requirements as specified in Section 50.25.1 and includes all applicable City application fees.
- 3. Special conditions or circumstances exist on the site that make it physically difficult or impossible to meet the applicable development standard for an otherwise acceptable proposal.
- 4. The special conditions and circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- 5. Granting the adjustment as part of the overall proposal will not obstruct pedestrian or vehicular movement.
- 6. City designated significant trees and/or historic resources, if present, will be preserved.
- 7. If more than one adjustment is being requested concurrently, the cumulative effect of the adjustments will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.
- 8. Any adjustment granted shall be the minimum necessary to permit a reasonable use of land, buildings, and structures.
- 9. The proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.

This page NA

- ❑ 10. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless applicable provisions are modified by means of one or more Adjustment, Variance, Planned Unit Development applications that already have been approved or are considered concurrently with the subject proposal.
- ❑ 11. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both 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 proposal.
- ❑ 12. 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: drainage ditches, 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 periodic maintenance by the City or other public agency.
- ❑ 13. The proposal does not include any lot area averaging as specified in Section 20.05.50.1.B. or include any lot dimension reductions as specified in Sections 20.05.50.2.A.2 and .4 or 20.05.50.2.B.2 and .4.
- ❑ 14. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

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MAJOR ADJUSTMENT APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH. An applicant for a Major Adjustment shall address compliance with all of the following Approval Criteria as specified in 40.10.15.2.C.1-14 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Major Adjustment application.
- 2. The application complies with all applicable submittal requirements as specified in Section 50.25.1 and includes all applicable City application fees.
- 3. Special conditions or circumstances exist on the site that make it difficult or impossible to meet the applicable development standard for an otherwise acceptable proposal.
- 4. The special conditions or circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- 5. Granting the adjustment as part of the overall proposal will not obstruct pedestrian or vehicular movement.
- 6. City designated significant trees and/or historic resources, if present, will be preserved.
- 7. If more than one adjustment is being requested concurrently, the cumulative effect of the adjustments will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.
- 8. Any adjustment granted shall be the minimum necessary to permit a reasonable use of land, buildings, and structures.
- 9. Either it can be demonstrated that the proposed modification equally or better meets the intent of the standard to be modified or the proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.
- 10. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless applicable provisions are modified by means of one or more applications that already have been approved or are considered concurrently with the subject proposal.
- 11. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both 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 proposal.

Detailed answers to this checklist is in the document titled 'Major Adjustment Written Statement'

- 12. 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: drainage ditches, 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 periodic maintenance by the City or other public agency.
- 13. The proposal does not include any lot area averaging as specified in Section 20.05.50.1.B or include any lot dimension reductions as specified in Sections 20.05.50.2.A.2 or .4 or 20.05.50.2.B.2 and .4.
- 14. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.