



Received
Planning Division
07/21/2021

July 8, 2021

DOWL
Attn: Mike Towle
720 SW Washington St Ste 750
Portland, Oregon 97205

Subject: Pre-Application Summary Notes for CHC Medical CU

Dear Mike Towle,

Thank you for attending the Pre-Application Conference held on June 9, 2021. We are pleased to provide you with the following notes prepared in response to your proposal.

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

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

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

On behalf of the staff who attended the Pre-App, we thank you for sharing your proposal with us. If we can be of further assistance, please do not hesitate to call.

Sincerely,

Lauren Russell
Associate Planner
503-526-3718

PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for
CHC Medical CU
PA2021-0032, June 9, 2021

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. 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.

PRE-APPLICATION CONFERENCE DATE: June 9, 2021

PROJECT INFORMATION:

Project Name: **CHC Medical CU**

Project Description: New 11,900 SF medical clinic in Virginia Garcia building.

Property/Deed Owner: Mall 1 LLC
2360 SW Westfield Ave
Portland, OR 97255

Site Address: 2935 SW Cedar Hills Blvd

Tax Map and Lot: 1S1090000200
Zoning: CS – Community Service
Comp Plan Designation: Community Commercial
Site Size: Approximately 36.48 acres

APPLICANT INFORMATION:

Applicant's Name: Mike Towle
DOWL
720 SW Washington St Ste 750
Portland, Oregon 97205

Phone / Email: 971-280-8645 / mtowle@dowl.com

PREVIOUS LAND USE HISTORY:

DR2015-0127 / LO2016-0001: Design Review 3 approval for Cedar Hills Crossing I partial redevelopment and Loading Determination approval to reduce the required number of loading berths to one.

DR2017-0065 / DR2017-0066 / LO2017-0001: Approval of a modification of a decision for Design Review 3 approval (DR2015-0127) to modify conditions of approval for Cedar Hills Crossing Phases 2 and 3 Building 19; Design Review 2 approval for the revised design of Building 19; and approval of a modification of a decision for Loading Determination approval (LO2016-0001) to modify conditions related to on-site loading berths.

CU2019-0010: Approval of a New Conditional Use application for extended hours of operation for the Cedar Hills Crossing Shopping Mall, excepting major and minor automotive uses, to operate from 4am-2am.

DR2020-0012: Approval of a Design Review Two application for the construction of a commercial building, approximately 2,200 square feet in size.

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/materials provided, the identified application fees (**land use only**) are as follows:

New Conditional Use

\$4,411.17*

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

*Please note that beginning on January 1, 2021, a 3.5% technology fee will be assessed on all applications. The fees shown above include this fee.

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. For example, a proposal that includes a **New Conditional Use** application is subject to a **Type 3** procedure.

SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, a Neighborhood Review Meeting is required because the proposal is subject to a Type 3 procedure. Neighborhood Advisory Committee (NAC): **Central Beaverton** Contact: **Thom Drane** tmdrane@gmail.com

For meetings held at the NAC staff recommend that a separate sign-in sheet be provided. Note that after the neighborhood meeting, summary of the meeting along with a copy of your sign-in sheet is to be mailed to the NAC contact above. The city also request that the summary of the meeting and sign-in sheet is also sent to: City of Beaverton, Neighborhood Program, P.O. Box 4755, Beaverton, OR 97076 or emailed to: neighbormail@beavertonoregon.gov

Instructions for conducting or attending Neighborhood Review Meetings can be found here: <https://www.beavertonoregon.gov/DocumentCenter/View/9172/Neighborhood-Meeting-Informational-Packet?bidId=>

In response to COVID-19, the applicant can fulfill the neighborhood meeting requirement by using alternative means of communication such as by phone, email, and online meeting platforms, provided by the applicant. The applicant may work with City staff to provide a physical place for members of the public without technology to participate in the meeting as needed on an appointment basis (social distancing requirement must be recognized). Contact the project planner or 503-526-2420 for details.

CHAPTER 20 (LAND USES):

Zoning: **CS Community Service**

Applicable Code Sections: **20.10.15 – Site Development Standards and 20.10.20 – Land Uses.**

Minimum parcel area: 7,000 square feet

Front setback: None

Side setback: 10 feet

Rear setback: 20 feet

Max Bldg. Height: 60 feet

CHAPTER 30 (NONCONFORMING USES):

Proposal subject to compliance to this chapter? Yes No

Section 30.25 Nonconforming Structures. If a lawful structure exists at the effective date of adoption or amendment of this ordinance, that could not be built under the terms of this ordinance by reason of restrictions on area, lot coverage, height, yards, location on the lot, or other requirements concerning the structure, such structure may remain so long as it is otherwise lawful. No such nonconforming structure may be enlarged or altered in a way that increases its nonconformity, but any structure or portion thereof may be altered in a way that will not change or will decrease its nonconformity.

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):

	<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
1.	New Conditional Use (Thresholds #1)	<u>40.15.15.5</u>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

Comments: In order for your application(s) to be deemed complete, a written statement necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narrative(s) will need to explain how and why the proposed application meets the applicable approval criteria for the land use applications identified above. Approval criteria and development regulations 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. You should consult these special requirements in the preparation of written and plan information for a formal application:

- | | |
|--|---|
| <input type="checkbox"/> Section 60.05 (Design Review Principles Standards and Guidelines) | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities) |
| <input checked="" type="checkbox"/> Section 60.10 (Floodplain Regulations) | <input type="checkbox"/> Section 60.15 (Land Division Standards) |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations) | <input type="checkbox"/> Section 60.25 (Off-Street Loading) |
| <input checked="" type="checkbox"/> Section 60.30 (Off-Street Parking) | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities) |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development) | <input type="checkbox"/> Section 60.40 (Sign Regulations) |
| <input type="checkbox"/> Section 60.45 (Solar Access Protection) | <input type="checkbox"/> Section 60.50 (Special Use Regulations) |
| <input checked="" type="checkbox"/> Section 60.55 (Transportation Facilities) | <input type="checkbox"/> Section 60.60 (Trees and Vegetation) |
| <input type="checkbox"/> Section 60.65 (Utility Undergrounding) | <input type="checkbox"/> Section 60.67 (Significant Natural Resources) |
| <input type="checkbox"/> Section 60.70 (Wireless Communication) | |

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

OTHER DEPARTMENT/AGENCY CONTACTS:

Your project may require review by other City departments and outside agencies. Please plan to contact the following staff persons at the City of Beaverton or other agencies when their name is checked. In some

instances, some or all of these staff persons may submit written comments for the pre-application conference. These comments may be discussed at the pre-application conference and will be attached to this summary:

<p>Recommended contact for further information if checked</p> <input checked="" type="checkbox"/>	<p>Clean Water Services (CWS) regulates sanitary sewer, storm and surface water management within Washington County in coordination with the City of Beaverton. CWS also conducts environmental review for proposed development projects that are located in proximity to sensitive areas (generally wetlands, riparian areas and stream corridors). Staff recommends that applicants contact <u>CWS staff as early as possible in order to obtain a <i>Service Provider Letter</i> (SPL)</u>. For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in Chapter 3 of the <i>Design and Construction Standards</i> at: www.cleanwaterservices.org/permits-development/design-construction-standards</p> <p>If no sensitive areas exist on or within 200 feet of the project site, CWS can also issue a statement indicating no sensitive areas exist which the city will also accept as documentation under Section 50.25.1.F. To start the environmental review process and obtain an SPL, complete the pre-screening site assessment form. For more information about CWS environmental review, you may email splreview@cleanwaterservices.org or contact Laurie Bunce, CWS Engineering Technician, at (503) 681-3639.</p>
<input checked="" type="checkbox"/>	<p>Kimberlee McArthur, Building, City of Beaverton (503) 526-2524 / kimberleemcarthur@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p>Steve Brennen, Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p>Connie Rodriguez, Site Development, City of Beaverton (503) 350-4018 / crodriguez@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p>Kate McQuillan, Transportation, City of Beaverton (503) 526-2427/ kmcquillan@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p>Marah Danielson, ODOT Development Review (503) 731-8258/ marah.b.danielson@odot.state.or.us <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p>Naomi Vogel, Washington County (503) 846-7623/ naomi_vogel@co.washington.or.us <input type="checkbox"/> No written comments provided to date / not expected.</p>
<input type="checkbox"/>	<p>Elizabeth Cole, Recycling, City of Beaverton (503) 526-2460/ ecole@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.</p>

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.** A **Quasi-Judicial Zoning Map Amendment** application will be required to request a change of zoning designation for the subject property, which is needed to facilitate the development of a use that is currently prohibited on the site. Please note that staff cannot guarantee that staff will end up recommending approval of and that Planning Commission will approve the requested zoning designation.

Staff has reviewed City's Comprehensive Plan and finds the following policies to be applicable to the proposal:

- **Goal 3.7.1 Enhanced Commercial Centers and Corridors**
 - **Policy 3.7.1.b.** Emphasize commercial and employment uses and limit ground floor residential uses to preserve land to meet the city's employment needs.
 - **Goal 3.7.3 Community Commercial: Provide for commercial services that serve the surrounding community, with limited auto-oriented uses.**
 - **Policy 3.7.3.a.** Allow commercial uses at a range of scales, including large-format retail, to address community needs.
 - **Policy 3.7.3.d.** Development standards and/or conditional use review should be used to address potential issues related to compatibility of commercial uses with adjacent housing, including noise, access, and parking.
 - **Goal 8.4.1 Noise: Create and protect a healthy acoustical environment within the City.**
 - **Policy 8.4.1.a.** Noise impacts shall be considered during development review processes.
2. **Traffic Impact Analysis.** A traffic memo is required to determine if a Traffic Impact analysis is required. Projects that create 300 trips per day or greater will be required to submit a Traffic Impact Analysis as part of the submittal. Please coordinate with City of Beaverton to scope the Traffic Memo and TIA (if required).
 3. **Service Provider Letters (SPL).** The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Staff has identified the following service provider letters as applicable to your proposal:
 - a. **Clean Water Services (CWS):** All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>
 4. **System Development Charges.** The Washington County Transportation Development Tax (TDT) will be due for developments 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 TDT is based on the estimated traffic generated by each type of development. 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.

To estimate the tax please use Washington County's TDT Self Calculation Form: www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or jkhasho@BeavertonOregon.gov.

For information regarding sanitary sewer, storm sewer, water, park, Metro construction excise, School District construction excise, and other applicable fees please use the Building Division

link: <http://www.beavertonoregon.gov/DocumentCenter/Home/View/605>) or contact the Building Department at cddmail@BeavertonOregon.gov.

5. **Electronic Plan Review**. The City of Beaverton offers electronic plan submission for Planning, Site Development, and Building permit review. For more information please visit our Apply for Permits page at <https://www.beavertonoregon.gov/2047/Apply-for-Permits> or contact staff.