

Received
Planning Division
03/19/2021



12725 SW Millikan Way, P.O. Box 4755, Beaverton, OR 97076 www.beavertonoregon.gov

November 6, 2020

Danelle Isenhardt
Emerio Design
6445 SW Fallbrook Place, Suite 100
Beaverton, OR 97008

Subject: CRM Clinic Pre-Application (PA2020-0040)

Dear Danelle Isenhardt,

Thank you for attending the Pre-Application Conference held on October 28, 2020. 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,

Steve Regner
Senior Planner
(503) 526-2675

PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for
CRM Clinic

PA2020-0040 on October 28, 2020

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: October 7, 2020

PROJECT INFORMATION:

Project Name: CRM Clinic

Project Description: Conversion of an existing office building into a medical office use

Property/Deed Owners: Christopher R Morris
6800 SW 105th Avenue
Beaverton, OR 97008

Site Address: 6800 SSW 105th Avenue

Tax Map and Lots: 1S122AD 02300

Zoning: Community Service (CS)

Comp Plan Designation: Community Commercial (CC)

Site Size: Approximately 0.77 Acres

APPLICANT INFORMATION:

Applicant's Name: CRM Physicians, LLC
1675 SW Marlow Avenue, Suite 202
Portland, OR 97229

Applicant's Rep: Danelle Isenhardt
Emerio Design
6445 SW Fallbrook Place, Suite 100
Beaverton, OR 97008

Phone / e-mail: (505) 746 - 8812 / danelle@emeriodesign.com

PREVIOUS LAND USE HISTORY: No recent land use decisions are associated with this site. A pre-application conference for a similar proposal was held in February 2020 (PA2020-0010).

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:

New Conditional Use Permit	\$4,262
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* **See Key Issues/Considerations** for description of applications and associated process. Application fees may be subject to increase. 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 may be required. if applications are a Type 3. Neighborhood Advisory Committee (NAC): Denney Whitford/ Raleigh West Contacts: Ernie Conway: 503-646-5688; Sherry Moore: 503-567-8492

The Neighborhood Meeting packet can be found here:

<https://www.beavertonoregon.gov/DocumentCenter/View/9172/Neighborhood-Meeting-Informational-Packet?bidId=>

If you have any questions about the content of the packet or have other questions, please don't hesitate to reach out to staff.

CHAPTER 20 (LAND USES):

<u>Zoning:</u>	Community Service (CS)
<u>Applicable Code Sections:</u>	Section 20.10.20 for list of permitted, prohibited and conditional uses. Section 20.10.15 (Site Development Requirements).

Comments: In order for your application to be deemed complete, the written narrative is to address how the proposal meets all of the applicable regulations listed above. See “Key Issues / Considerations” herein.

CHAPTER 30 (NON-CONFORMING USES):

Proposal subject to compliance to this chapter?	Yes	No
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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:

<p>Recommended contact for further information if <u>checked</u></p>	<p>Clean Water Services (CWS not sent copy of Pre-Application materials) 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 (SPL)</i></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 <u>Chapter 3 of the <i>Design and Construction Standards</i></u> at: www.cleanwaterservices.org/permits-development/design-construction-standards 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 <u>pre-screening site assessment form</u>. 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>
	<p>Carl Werner, Building, City of Beaverton (503) 526-2427 / cwerner@beavertonoregon.gov Plans reviewed. Comment: Building Division permits are required and may run concurrently with Land Use Application.</p>
	<p>Steve Brennen, Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov Plans reviewed. No comments.</p>
	<p>Connie Rodriguez, Site Development, City of Beaverton (503) 350-4018 / crodriguez@beavertonoregon.gov Plan reviewed. Comments Attached</p>
	<p>Kate McQuillan, Transportation Planning, City of Beaverton (503) 526-2427 / kmcquillan@beavertonoregon.gov Plans reviewed. Comments Attached</p>
	<p>Naomi Vogel, Washington County Land Use and Transportation (503) 846-7639 Naomi.Vogel@co.washington.or.us Plans reviewed. No Comments Provided</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** In review of the plans and materials submitted for consideration, staff has identified the following land use applications. Please note that the City of Beaverton allows and staff recommends concurrent review of land use applications.
 - a. ***New Conditional Use Permit*** is required for Medical Clinics in the Community Service zone. A key criterion for a Conditional Use Permit is demonstrating compliance with all applicable Comprehensive Plan Policies. Based on the submitted materials, staff has identified the following policies below as applicable.

ADD POLICIES

2. **Traffic Impact Analysis**. A traffic memo is required to be determined 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 ODOT and City of Beaverton to scope the Traffic Memo and TIA (if required).
3. **On Site Vehicle Circulation**. Please provide a truck turning templates to demonstrate how fire trucks, garbage trucks, and delivery vehicles are able to safely maneuver on site.
4. **Utilities and Stormwater**: Public utilities (water, sanitary sewer and storm drainage) currently serve the site. Please see the attached notes prepared by Connie Rodriguez, Site Development Division, for more information.
5. **Waste and Recycling**. A medical office will be required to have garbage, mixed recycling and glass recycling service.
6. **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/>
 - b. **Tualatin Valley Fire & Rescue (TVF&R)**: TVF&R requires as SPL to address fire code issues related to development. The SPL form can be found at the following link <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-letter-for-city-of-Beav-62>
7. **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.
8. **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.

9. **Follow Up.** Please continue to work with staff as you develop your site plans and building design to identify applicable standards. We look forward to working with you on this project and please do not hesitate to contact staff with questions as you work through the process of designing your development. Staff recommend an additional Pre-Application conference once the plans are further refined.