

Received
Planning Division
11/05/2021



EXHIBIT 3.3

GERBER

ARCHITECT

LLC.

CARR SUBARU

AUTOMOBILE SALES AND SERVICE BUILDING ADDITIONS & RENOVATIONS

PRE-APPLICATION MEETING FINDINGS

(NOTE: PROJECT HAS BEEN REVIEWED AND COORDINATED WITH THE CoBEAVERTON AND APPLICABLE DEPARTMENTS BY WAY OF PRE-APP MEETINGS SINCE 2018. THOSE MEETING NOTES HAVE BEEN INCLUDED FOR REFERENCE)



July 7, 2021

Greg Hanken Inc.
Attn: Greg Hanken
1470 NW 116th Avenue
Portland, OR 97229

Subject: Pre-Application Summary Notes for CARR Subaru (PA2021-0039)

Dear Greg Hanken,

Thank you for attending the Pre-Application Conference held on June 30, 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
CARR Subaru
PA2021-0039, June 30, 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 30, 2021

PROJECT INFORMATION:

Project Name: CARR Subaru

Project Description: Building addition to the existing vehicle sales office and service buildings.

Property/Deed Owner: Wallace Preble
15005 SW TV Highway
Beaverton, OR 97005

Site Address: 11635 SW Canyon Road

Tax Map and Lot: Tax Map: 1S110CD, Tax Lot: 600
Zoning: RC-E Regional Center – East
Comp Plan Designation: Downtown Regional Center
Site Size: Approximately 4 acres

APPLICANT INFORMATION:

Applicant's Name: CARR Subaru
15005 SW Tualatin Valley Highway
Beaverton, OR 97005

Applicant's Rep: Greg Hanken, Greg Hanken Inc.
1470 NW 116th Avenue
Portland, OR 97229

Phone: Phone: 503-641-5723

PREVIOUS LAND USE HISTORY: Subject property identified as part of an old subdivision – *Steel's Addition to Beaverton*, portions of Lots 53 and 54. Existing service shop (Major Auto Service) approved by City in 2010, case files DR2010-0080 / CU2010-0011 (last major addition). Other land use case files include: DR2008-0064 - Type 1 facade remodel; BDR1999-0031 - Type 1 Design Review for landscape changes; BDR1997-0174 – Type 1 for landscape changes; BDR3-91 Carr Chevrolet, Type 1 Remodel. Site annexed in 1989; buildings existed at the time.

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
Major Modification of a Conditional Use	\$4,411.17
Design Review Three	\$6,115.82
<i>possible</i> Replat One	\$700.70
<i>possible</i> Sidewalk Design Modification	\$173.88
<i>possible</i> Loading Determination	\$454.37

See additional notes under “Key Issues/Considerations” hereto.

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

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. In this case, a proposal that includes a **New Conditional Use** and **Design Review Three** application(s) is subject to a **Type 3** procedure. Section 50.15.2 further provides for consolidated processing of all applications.

SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

A Neighborhood Review Meeting is required for **Type 3** applications.

Name of Neighborhood Advisory Committee: **Central Beaverton**

Contact Person & Phone No.: Thom Drane, NAC Chair, (503) 526-3706 / tmdrane@gmail.com

CHAPTER 20 (LAND USES):

Zoning: **Regional Center – East / RC-E**

Applicable Code Sections: **20.20.15 – Site Development Standards** and **20.20.10 – Land Uses**.

Minimum parcel area: None

Minimum Front setback: None

Maximum Front setback: 20 feet

Minimum Side setback: None

Minimum Rear setback: None

Maximum Bldg. Height: 80 feet

Minimum Floor Area Ratio: 30 percent

CHAPTER 30 (NON-CONFORMING USES):

Proposal subject to compliance to this chapter? Yes No

CHAPTER 40 (PERMITS & APPLICATIONS):

Facilities Review Committee review required? Yes No

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

Applicable Application Type(s):

	<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
1.	New Conditional Use (Threshold #1)	40.15.15.3	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	Design Review Three (Threshold #5 and/or #8)	40.20.15.3	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
4.	<i>possible Replat</i> (Threshold #1)	40.45.15.2	<input checked="" type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
5.	<i>possible Sidewalk Design Modification</i> (Threshold #1 and/or #2)	40.58.15	<input checked="" type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
6.	<i>possible Loading Determination</i> (Threshold #2 or #3)	40.50.15.1	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

Comments: In order for your application(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:

- Section 60.05 (Design Review Principles Standards and Guidelines)**
- Section 60.10 (Floodplain Regulations)**
- Section 60.20 (Mobile & Manufactured Home Regulations)
- Section 60.25 (Off-Street Loading)**
- Section 60.30 (Off-Street Parking)**
- Section 60.07 (Drive-Up Window Facilities)
- Section 60.15 (Land Division Standards)
- Section 60.25 (Off-Street Loading)
- 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 checked="" type="checkbox"/> Section 60.60 (Trees and Vegetation) |
| <input checked="" 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: In order for your land use application to be deemed complete, written analysis is to explain how the proposal meets all applicable provisions/requirements as checked above. See *Key Issues / Considerations* herein on this topic. Portions of 100-year floodplain/way encumber the property (north). See comments from Site Development Engineering (attached) and *Key Issues / Considerations* on this topic.

The application narrative and plans submitted for Design Review are to respond specifically to 60.30 *Off-Street Parking*. All new utilities serving the site are to be placed underground. See comments from Site Development Engineering (attached) on this topic.

Proposal will also be subject to the City’s **Design Review Design Principles, Standards and Guidelines** (Section 60.05). Applicable Design Guidelines include those pertaining to a “**Conditional Use**” within a “**Multiple Use**” zone, for a commercial building abutting two Major Pedestrian Routes (Class 2).

COMPREHENSIVE PLAN COMPLIANCE: Comprehensive Plan policy response is required as part of the application for a New Conditional Use.

The following Comprehensive Plan goals (as checked below) contain policies that may be applicable to your applications for a *New Conditional Use* application. Staff recommends considering these policies in preparation of a written narrative response to approval criteria. Written response provided to specific Plan policies must be adequate for findings that that the proposal will comply with applicable policies of the Comprehensive Plan. Staff recommends additional review of the Comprehensive Plan for any additional applicable criteria.

<u>Chapter 3 (Land Use Element):</u>	<input checked="" type="checkbox"/> 3.8.1 (Complete and Livable Neighborhoods) Policies ‘a’, ‘b’ and ‘c’
<input checked="" type="checkbox"/> 3.1.1 (Encourage development and land use patterns that support a variety of transportation options) Policies ‘a’, ‘b’, ‘c’, ‘e’, ‘k’, and ‘l’.	<input checked="" type="checkbox"/> 3.8.3 (Medium and High Density Neighborhoods) Policies ‘a’, ‘b’, ‘c’, ‘d’, ‘e’, ‘f’, and ‘h’
<input checked="" type="checkbox"/> 3.6.1 (Support pedestrian-oriented mixed use areas) Policies ‘c’ and ‘d’	<u>Chapter 6 (Transportation Element):</u>
<input checked="" type="checkbox"/> 3.6.2 (Downtown Regional Center) Policies ‘b’, ‘c’, ‘h’, ‘i’	<input checked="" type="checkbox"/> 6.2.2 (Balanced Transportation System) Policies ‘a’, ‘c’ and ‘j’.

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</p> <p><input checked="" type="checkbox"/> (CWS not sent copy of Pre-Application materials)</p> <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 Service Provider Letter (SPL)</u>. For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in Chapter 3 of the Design and Construction Standards 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>Carl Werner, Building, City of Beaverton (503) 526-2472 / cwerner@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Comment: Full building division submittal package required for permits.</p>
<input type="checkbox"/>	<p>Steve Brennen, Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov</p> <p><input type="checkbox"/> Comment: No written comments provided to date / not expected.</p>
<input checked="" type="checkbox"/>	<p>Silas Shields, Site Development, City of Beaverton (503) 526-2550 / sshields@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. Please see attached incomplete letter dated May 29, 2021</p>
<input checked="" type="checkbox"/>	<p>Kate McQuillan, Senior Planner, City of Beaverton (503) 526-2427/ kmcquillan@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. Please see attached incomplete letter dated May 29, 2021</p>
<input checked="" type="checkbox"/>	<p>Marah Danielson, Oregon Department of Transportation (503) 731-8258, marah.b.danielson@odot.state.or.us</p> <p><input type="checkbox"/> Comment: 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:

Please refer to the attached incomplete letter dated May 29, 2021.



May 29, 2021

Gerber Architect, LLC
Attn.: Stephen Gerber
9340 SW Youngberg Hill Road
McMinville, OR 97128

RE: Carr Subaru (CU2021-0009 / CU2021-0010 / DR2021-0055 / LD2021-0007 / LO2021-0003 / PD2021-0002 / SDM2021-0001)

Dear Stephen Gerber,

The Facilities Review Committee finished its completeness review on Tuesday, May 18, 2021, and has deemed the application **incomplete**. The purpose of this letter is to inform you of the items necessary to make your application complete. This letter does not identify all the issues regarding the content of the materials that have been submitted.

Review of the content of the submitted material and staff's recommendation on the proposal will occur during the project review phase of the application process after your proposal is deemed complete.

COMPLETENESS ISSUES: Pursuant to Section 50.25.1 of the Development Code, a complete application is one that contains the information required by the Director to address the relevant criteria, development requirements and procedures of this Code. The following items must be addressed and submitted in order for the application to be deemed complete:

A. APPLICATIONS AND FEES:

- 1. NEW CONDITIONAL USE:** Please submit a New Conditional Use application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page six. Please pay the application fee in the amount of \$4,411.17.
- 2. MAJOR MODIFICATION OF A CONDITIONAL USE:** Please submit a Major Modification of a Conditional Use application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page six. Please pay the application fee in the amount of \$4,411.17.
- 3. DESIGN REVIEW THREE:** Please submit a Design Review Three application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page six. Please pay the application fee in the amount of \$6,115.82.
- 4. LOADING DETERMINATION:** Please submit a Loading Determination application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page three. Please pay the application fee in the amount of \$454.37.

Additionally, per Loading Determination submittal checklist item G, please indicate the

type of determination being requested. The application form appeared to indicate that the request is to modify the dimensions of the spaces, but the written statement appeared to indicate that the request is to modify the number of spaces.

5. **PARKING DETERMINATION:** Please submit a Parking Determination application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page three. Please pay the application fee in the amount of \$454.37 if this is for a Parking Requirement Determination or Shared Parking application or \$173.88 if this is for a Use of Excess Parking application.

Additionally, please indicate the type of determination being requested. The application form appeared to indicate that the request is for use of excess parking, but the written statement appeared to indicate that the request is for a parking requirement determination.

6. **SIDEWALK DESIGN MODIFICATION:** Please submit a Sidewalk Design Modification application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page three. Please pay the application fee in the amount of \$173.88.

B. WRITTEN STATEMENT:

1. Please address the following applicable provisions of Chapter 20 (Land Uses):
 - a. 20.25.10.E Planned Unit Development and Design Review Build-Out Concept Plan. Please provide a detailed narrative description that demonstrates how the minimum development standards can be achieved at ultimate build out of the site.
2. Please address the following applicable provisions of Chapter 60 (Special Regulations):
 - a. 60.05.45.1-11 Landscape, Open Space, and Natural Areas Design Guidelines
 - b. 60.05.50.1-4 Lighting Design Guidelines
 - c. Table 60.05-1.A-F Technical Lighting Standards
 - d. 60.10 Floodplain Regulations
 - e. 60.25 Off-Street Loading Requirements
 - f. 60.50.05 Accessory Uses and Structures. Please specifically address the proposed trash enclosure.
 - g. 60.60 Trees and Vegetation. Please specifically address any proposed removal/required mitigation for Landscape Trees and Community Trees located within the wetland/vegetated corridor.
 - h. 60.67 Significant Natural Resources. Please note that the subject site contains a local wetland and is mapped with Riparian Wildlife Habitat Classes I and II.
3. Please address all New Conditional Use approval criteria from Section 40.15.15.5.C.1-8.
4. Please address all Major Modification of a Conditional Use approval criteria from Section 40.15.15.4.C.1-7.
5. Please address all Design Review Three approval criteria from Section 40.20.15.3.C.1-9. Additionally, please address the Design Review Build-Out Concept Plan requirements from Section 40.20.10.5.A.1-3.

6. Please address either all Parking Requirement Determination approval criteria from Section 40.55.15.1.C.1-6 or all Use of Excess Parking approval criteria from Section 40.55.15.3.C.1-6, depending on the type of parking determination being requested. Additionally, for either application type, please provide information about potential customer volume.
7. Please address all Sidewalk Design Modification approval criteria from Section 40.58.15.1.C.1-6. Additionally, please demonstrate how the proposed modification will continue to meet the technical standards of the Engineering Design Manual. The narrative responses to the Sidewalk Design Modification approval criteria and related site plans must explicitly show which sidewalks are subject to this request.

C. PRE-APPLICATION CONFERENCE NOTES

1. Please note that a Pre-Application Conference must be held within the one year prior to the submission date of the proposed project application. The most recent conference date was February 26, 2020, which was more than one year prior to the application submittal date of April 29, 2021. Please apply for a new Pre-Application Conference and then provide a copy of the summary notes.

D. NEIGHBORHOOD REVIEW MEETING

1. Please provide the following information related to the Neighborhood Review Meeting:
 - a. A written statement representative of the on-site posting notice
 - b. Affidavits of mailing and posting

E. OTHER REQUIREMENTS:

1. **TVF&R SPP:** Please submit a Tualatin Valley Fire and Rescue (TVF&R) Service Provider Permit (SPP), that demonstrates approval of the proposed on-site circulation. The SPP submitted by the applicant included a site plan reflecting existing circulation patterns rather than proposed patterns. The approved SPP must include plans showing the proposed loading berths within the drive aisles to ensure that TVF&R's fire access requirements are met with the proposed loading areas.
2. **WATER SPL:** Please provide a signed version of the City water Service Provider Letter.
3. **GEOTECH REPORT:** Please provide a Geotech report for impacts of the proposed building footing zone of influence on adjacent property building structure and footings. Please also provide a cross-section in the site plans.
4. **STORM REPORT:** Please submit a preliminary stormwater report that is stamped and signed by the engineer. Please show that all options for meeting hydromodification presented in CWS Design Standards Chapter 4, Table 4-3, have been looked at and proven unfeasible. Provide CWS chapter and section references for justification in storm report and plans for inability to meet hydromodification requirements. Call out the site elevation constraints to justify detention may not be feasible due to the floodplain and high ground water. Please show how LIDA requirements can be met.
5. **CUT/FILL BALANCE:** Please provide cut/fill balance per the FEMA floodplain requirements.

6. EROSION CONTROL: Please provide erosion control plans per CWS-DEQ 1200CN template requirements for sites between one and five acres.

7. SIGHT DISTANCE CERTIFICATION: Please provide a sight distance certification for proposed new accesses and driveways as required in BDC Section 60.55. Please also provide sight distance certification for the intersection of SW Canyon Road and SW 115th Avenue once the final improvements to the site are made, including required street frontage improvements.

F. PLANS AND GRAPHIC REQUIREMENTS: All of the following information is required as part of the application checklists. Please provide all requested information on the appropriate plan sheets.

1. EXISTING CONDITIONS PLAN

- a. The entire lots, including area and property lines dimensioned
- b. Points of existing access
- c. Location of existing pedestrian and bike paths
- d. Existing right-of-way improvements
- e. Dimension from centerline to edge of existing right-of-way
- f. Existing topographical information, showing two-foot contours
- g. Surrounding development and conditions within 100 feet of the property such as zoning, land uses, buildings, driveways, and trees
- h. Location of existing public and private utilities, easements, and 100-year floodplain
- i. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.
- j. Existing trees. Indicate genus, species, and size. DBH is measured at 54 inches above ground.

2. DIMENSIONED SITE PLAN

- a. The entire lots, including area, property lines dimensioned and labeled front, side, and rear
- b. Points of access
- c. Proposed right-of-way dedications and improvements
- d. Dimension from centerline to edge of proposed right-of-way
- e. Dimensions of all improvements including setbacks, parking spaces, driveways, and distance between buildings
- f. Location of stormwater quality/detention facilities
- g. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.

3. GRADING PLAN

- a. Location of buildings and structures, including refuse storage locations and pedestrian and bike paths
- b. Proposed right-of-way dedications and improvements
- c. Dimension from centerline to edge of proposed right-of-way

- d. Existing and proposed topographical information, showing two-foot contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas. Label the existing and proposed contours and show finished floor elevations for the proposed building expansions, which must be at or above 183.9 NAVD-88.
- e. Location of 100-year floodplain. Show the datum used and FEMA-mapped 100-year floodplain on the plans (182.9 NAVD-88)
- f. Location of stormwater quality/detention facilities
- g. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.
- h. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.
- i. Provide site sections that show how grades tie in with adjacent properties, especially the property to the north
- j. Provide utility structure elevations, including storm and sanitary rim and IE

4. UTILITY PLAN

- a. Points of access
- b. Location of buildings and structures, including refuse storage locations and pedestrian and bike paths
- c. Proposed right-of-way dedications and improvements
- d. Proposed topographical information, showing two-foot contours
- e. Location of 100-year floodplain
- f. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.

5. LANDSCAPE PLAN

- a. Location of buildings and structures, including refuse storage areas and pedestrian and bike paths
- b. Proposed right-of-way, dedications, and improvements
- c. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.
- d. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- e. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, size, quantity, spacing, and method of plantings
- f. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains
- g. Proposed location of light poles, bollards, and other exterior illumination

6. LIGHTING PLAN

- a. Type, style, height, and the number of fixtures per light

- b. 8.5" x 11" manufacturer's illustrations and specifications of all proposed lighting poles and fixtures
7. **MATERIALS BOARD:** Provide one 8.5" x 11" or one 8.5" x 14" materials board that includes examples of all building materials, colors, and textures of exterior surfaces for buildings and structures. PDF versions are acceptable.
8. **DESCRIPTION OF MATERIALS AND FINISHES FORM:** Please provide details for the trash enclosure and lighting fixtures on page eight and pedestrian pathways on page nine of the Design Review Three application packet.
9. **STREET LIGHTING PLAN:** Please provide street lighting photometrics per EDM Section 450 – Option C for roadway frontages.
10. **TRUCK TURNING TEMPLATES:** As staff requested during the pre-application meeting, please provide truck turning templates for the largest sized delivery vehicle (presumably the car carrier) and for garbage trucks to ensure that the revised off-street loading areas and solid waste areas can be accessed in a safe and efficient matter.

PRELIMINARY STAFF COMMENTS (NOT COMPLETENESS ITEMS):

While not strictly completeness items, the following are matters that will need to be addressed prior to the Facilities Review Committee meeting. Please note that this list may not be exhaustive of all potential issues that may arise during development but are items that came to the attention of staff during completeness review:

1. Planning:

- Design Review Three Description of Materials and Finishes Form: Please clarify if there is meant to be additional information about the metal trim on the Carr Subaru metal building after 24 gauge. It may also just be a typo.
- For clarity, please more clearly identify the property lines on the site plan and existing conditions plan.
- For clarity, please show building footprints only and no interior space details on the site plan and parking plan.
- In the written statement and on the site plans, please demonstrate how on-site circulation functions while the proposed loading berth located where the primary vehicle entry is identified is in use.
- On the Regional Center Major Pedestrian Route Map (BDC Section 60.05.55.1), a Class 2 Major Pedestrian Route is identified crossing through the subject site diagonally just south of the existing sales building. Even though there is no street in this location currently and it seems likely that the diagonal Major Pedestrian Route was meant to be a future route rather than current, the applicant will have to address it in the written statement the same way that the Class 2 Major Pedestrian Routes on SW Canyon Road and SW 115th Avenue are addressed. The applicant should explain in the applicable Design Guideline responses the situation of it being mapped in a location where there is no public right-of-way.
- Please show the location of the Hall Creek Trail that runs through the vegetated corridor area in the northern portion of the site.

- Please note that parallel parking spaces (5E, 6E, and 7E) cannot count toward the minimum parking requirement.
- Please utilize the same parking ratios that were approved as part of the 2010 Carr Subaru applications. The parking plan is included for reference. In that plan, the parts area identified as C utilized the service ratio of 3 spaces per 1,000 square feet instead of the storage/warehousing ratio. This space should also utilize the service use bicycle parking ratio.
- Please ensure that the square footage of the service, sales, and storage uses are consistent across the written statement and plan set. The submitted parking plan shows different square footages for the bicycle and vehicle parking tables. A supplemental color-coded plan has worked well for similar car dealership projects.
- For clarity, please provide a parking plan that clearly differentiates existing versus modified or new parking spaces and display or inventory vehicle storage spaces. All modified or new parking spaces are subject to the applicable dimensional standards in BDC Section 60.30.15 and the applicable Circulation and Parking Design Guidelines in BDC Section 60.05.40.
- For clarity, please only show building footprints and not interiors on the lighting plan and please remove the turning template. Please show all structures, including the trash enclosure. Please clearly show the lot lines. Without the lot lines clearly identified, staff is unable to determine if the technical lighting standards are met.
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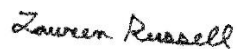
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If you have any questions regarding this letter or any other aspect of our process, please don't hesitate to call. I am including a list of the primary members of the Facilities Review Committee who were involved in the completeness review.

LAND USE & DESIGN: Lauren Russell (503) 526-3718
TRANSPORTATION: Kate McQuillan (503) 526-2427
SITE DEVELOPMENT: Silas Shields (503) 350-4055

We look forward to working with you on this project.

Sincerely,



Lauren Russell
Associate Planner

cc: Project file



May 29, 2021

Gerber Architect, LLC
Attn.: Stephen Gerber
9340 SW Youngberg Hill Road
McMinville, OR 97128

RE: Carr Subaru (CU2021-0009 / CU2021-0010 / DR2021-0055 / LD2021-0007 / LO2021-0003 / PD2021-0002 / SDM2021-0001)

Dear Stephen Gerber,

The Facilities Review Committee finished its completeness review on Tuesday, May 18, 2021, and has deemed the application **incomplete**. The purpose of this letter is to inform you of the items necessary to make your application complete. This letter does not identify all the issues regarding the content of the materials that have been submitted.

Review of the content of the submitted material and staff's recommendation on the proposal will occur during the project review phase of the application process after your proposal is deemed complete.

COMPLETENESS ISSUES: Pursuant to Section 50.25.1 of the Development Code, a complete application is one that contains the information required by the Director to address the relevant criteria, development requirements and procedures of this Code. The following items must be addressed and submitted in order for the application to be deemed complete:

A. APPLICATIONS AND FEES:

- 1. NEW CONDITIONAL USE:** Please submit a New Conditional Use application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page six. Please pay the application fee in the amount of \$4,411.17.
- 2. MAJOR MODIFICATION OF A CONDITIONAL USE:** Please submit a Major Modification of a Conditional Use application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page six. Please pay the application fee in the amount of \$4,411.17.
- 3. DESIGN REVIEW THREE:** Please submit a Design Review Three application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page six. Please pay the application fee in the amount of \$6,115.82.
- 4. LOADING DETERMINATION:** Please submit a Loading Determination application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page three. Please pay the application fee in the amount of \$454.37.

Additionally, per Loading Determination submittal checklist item G, please indicate the

type of determination being requested. The application form appeared to indicate that the request is to modify the dimensions of the spaces, but the written statement appeared to indicate that the request is to modify the number of spaces.

5. **PARKING DETERMINATION:** Please submit a Parking Determination application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page three. Please pay the application fee in the amount of \$454.37 if this is for a Parking Requirement Determination or Shared Parking application or \$173.88 if this is for a Use of Excess Parking application.

Additionally, please indicate the type of determination being requested. The application form appeared to indicate that the request is for use of excess parking, but the written statement appeared to indicate that the request is for a parking requirement determination.

6. **SIDEWALK DESIGN MODIFICATION:** Please submit a Sidewalk Design Modification application form that is signed by the applicant, applicant's representative, and property owner on page one and signed by the applicant or applicant's representative on page three. Please pay the application fee in the amount of \$173.88.

B. WRITTEN STATEMENT:

1. Please address the following applicable provisions of Chapter 20 (Land Uses):
 - a. 20.25.10.E Planned Unit Development and Design Review Build-Out Concept Plan. Please provide a detailed narrative description that demonstrates how the minimum development standards can be achieved at ultimate build out of the site.
2. Please address the following applicable provisions of Chapter 60 (Special Regulations):
 - a. 60.05.45.1-11 Landscape, Open Space, and Natural Areas Design Guidelines
 - b. 60.05.50.1-4 Lighting Design Guidelines
 - c. Table 60.05-1.A-F Technical Lighting Standards
 - d. 60.10 Floodplain Regulations
 - e. 60.25 Off-Street Loading Requirements
 - f. 60.50.05 Accessory Uses and Structures. Please specifically address the proposed trash enclosure.
 - g. 60.60 Trees and Vegetation. Please specifically address any proposed removal/required mitigation for Landscape Trees and Community Trees located within the wetland/vegetated corridor.
 - h. 60.67 Significant Natural Resources. Please note that the subject site contains a local wetland and is mapped with Riparian Wildlife Habitat Classes I and II.
3. Please address all New Conditional Use approval criteria from Section 40.15.15.5.C.1-8.
4. Please address all Major Modification of a Conditional Use approval criteria from Section 40.15.15.4.C.1-7.
5. Please address all Design Review Three approval criteria from Section 40.20.15.3.C.1-9. Additionally, please address the Design Review Build-Out Concept Plan requirements from Section 40.20.10.5.A.1-3.

6. Please address either all Parking Requirement Determination approval criteria from Section 40.55.15.1.C.1-6 or all Use of Excess Parking approval criteria from Section 40.55.15.3.C.1-6, depending on the type of parking determination being requested. Additionally, for either application type, please provide information about potential customer volume.
7. Please address all Sidewalk Design Modification approval criteria from Section 40.58.15.1.C.1-6. Additionally, please demonstrate how the proposed modification will continue to meet the technical standards of the Engineering Design Manual. The narrative responses to the Sidewalk Design Modification approval criteria and related site plans must explicitly show which sidewalks are subject to this request.

C. PRE-APPLICATION CONFERENCE NOTES

1. Please note that a Pre-Application Conference must be held within the one year prior to the submission date of the proposed project application. The most recent conference date was February 26, 2020, which was more than one year prior to the application submittal date of April 29, 2021. Please apply for a new Pre-Application Conference and then provide a copy of the summary notes.

D. NEIGHBORHOOD REVIEW MEETING

1. Please provide the following information related to the Neighborhood Review Meeting:
 - a. A written statement representative of the on-site posting notice
 - b. Affidavits of mailing and posting

E. OTHER REQUIREMENTS:

1. **TVF&R SPP:** Please submit a Tualatin Valley Fire and Rescue (TVF&R) Service Provider Permit (SPP), that demonstrates approval of the proposed on-site circulation. The SPP submitted by the applicant included a site plan reflecting existing circulation patterns rather than proposed patterns. The approved SPP must include plans showing the proposed loading berths within the drive aisles to ensure that TVF&R's fire access requirements are met with the proposed loading areas.
2. **WATER SPL:** Please provide a signed version of the City water Service Provider Letter.
3. **GEOTECH REPORT:** Please provide a Geotech report for impacts of the proposed building footing zone of influence on adjacent property building structure and footings. Please also provide a cross-section in the site plans.
4. **STORM REPORT:** Please submit a preliminary stormwater report that is stamped and signed by the engineer. Please show that all options for meeting hydromodification presented in CWS Design Standards Chapter 4, Table 4-3, have been looked at and proven unfeasible. Provide CWS chapter and section references for justification in storm report and plans for inability to meet hydromodification requirements. Call out the site elevation constraints to justify detention may not be feasible due to the floodplain and high ground water. Please show how LIDA requirements can be met.
5. **CUT/FILL BALANCE:** Please provide cut/fill balance per the FEMA floodplain requirements.

6. EROSION CONTROL: Please provide erosion control plans per CWS-DEQ 1200CN template requirements for sites between one and five acres.

7. SIGHT DISTANCE CERTIFICATION: Please provide a sight distance certification for proposed new accesses and driveways as required in BDC Section 60.55. Please also provide sight distance certification for the intersection of SW Canyon Road and SW 115th Avenue once the final improvements to the site are made, including required street frontage improvements.

F. PLANS AND GRAPHIC REQUIREMENTS: All of the following information is required as part of the application checklists. Please provide all requested information on the appropriate plan sheets.

1. EXISTING CONDITIONS PLAN

- a. The entire lots, including area and property lines dimensioned
- b. Points of existing access
- c. Location of existing pedestrian and bike paths
- d. Existing right-of-way improvements
- e. Dimension from centerline to edge of existing right-of-way
- f. Existing topographical information, showing two-foot contours
- g. Surrounding development and conditions within 100 feet of the property such as zoning, land uses, buildings, driveways, and trees
- h. Location of existing public and private utilities, easements, and 100-year floodplain
- i. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.
- j. Existing trees. Indicate genus, species, and size. DBH is measured at 54 inches above ground.

2. DIMENSIONED SITE PLAN

- a. The entire lots, including area, property lines dimensioned and labeled front, side, and rear
- b. Points of access
- c. Proposed right-of-way dedications and improvements
- d. Dimension from centerline to edge of proposed right-of-way
- e. Dimensions of all improvements including setbacks, parking spaces, driveways, and distance between buildings
- f. Location of stormwater quality/detention facilities
- g. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.

3. GRADING PLAN

- a. Location of buildings and structures, including refuse storage locations and pedestrian and bike paths
- b. Proposed right-of-way dedications and improvements
- c. Dimension from centerline to edge of proposed right-of-way

- d. Existing and proposed topographical information, showing two-foot contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas. Label the existing and proposed contours and show finished floor elevations for the proposed building expansions, which must be at or above 183.9 NAVD-88.
- e. Location of 100-year floodplain. Show the datum used and FEMA-mapped 100-year floodplain on the plans (182.9 NAVD-88)
- f. Location of stormwater quality/detention facilities
- g. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.
- h. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.
- i. Provide site sections that show how grades tie in with adjacent properties, especially the property to the north
- j. Provide utility structure elevations, including storm and sanitary rim and IE

4. UTILITY PLAN

- a. Points of access
- b. Location of buildings and structures, including refuse storage locations and pedestrian and bike paths
- c. Proposed right-of-way dedications and improvements
- d. Proposed topographical information, showing two-foot contours
- e. Location of 100-year floodplain
- f. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.

5. LANDSCAPE PLAN

- a. Location of buildings and structures, including refuse storage areas and pedestrian and bike paths
- b. Proposed right-of-way, dedications, and improvements
- c. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. Wetlands must be professionally delineated.
- d. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- e. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, size, quantity, spacing, and method of plantings
- f. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains
- g. Proposed location of light poles, bollards, and other exterior illumination

6. LIGHTING PLAN

- a. Type, style, height, and the number of fixtures per light

- b. 8.5" x 11" manufacturer's illustrations and specifications of all proposed lighting poles and fixtures
7. **MATERIALS BOARD:** Provide one 8.5" x 11" or one 8.5" x 14" materials board that includes examples of all building materials, colors, and textures of exterior surfaces for buildings and structures. PDF versions are acceptable.
8. **DESCRIPTION OF MATERIALS AND FINISHES FORM:** Please provide details for the trash enclosure and lighting fixtures on page eight and pedestrian pathways on page nine of the Design Review Three application packet.
9. **STREET LIGHTING PLAN:** Please provide street lighting photometrics per EDM Section 450 – Option C for roadway frontages.
10. **TRUCK TURNING TEMPLATES:** As staff requested during the pre-application meeting, please provide truck turning templates for the largest sized delivery vehicle (presumably the car carrier) and for garbage trucks to ensure that the revised off-street loading areas and solid waste areas can be accessed in a safe and efficient matter.

PRELIMINARY STAFF COMMENTS (NOT COMPLETENESS ITEMS):

While not strictly completeness items, the following are matters that will need to be addressed prior to the Facilities Review Committee meeting. Please note that this list may not be exhaustive of all potential issues that may arise during development but are items that came to the attention of staff during completeness review:

1. Planning:

- Design Review Three Description of Materials and Finishes Form: Please clarify if there is meant to be additional information about the metal trim on the Carr Subaru metal building after 24 gauge. It may also just be a typo.
- For clarity, please more clearly identify the property lines on the site plan and existing conditions plan.
- For clarity, please show building footprints only and no interior space details on the site plan and parking plan.
- In the written statement and on the site plans, please demonstrate how on-site circulation functions while the proposed loading berth located where the primary vehicle entry is identified is in use.
- On the Regional Center Major Pedestrian Route Map (BDC Section 60.05.55.1), a Class 2 Major Pedestrian Route is identified crossing through the subject site diagonally just south of the existing sales building. Even though there is no street in this location currently and it seems likely that the diagonal Major Pedestrian Route was meant to be a future route rather than current, the applicant will have to address it in the written statement the same way that the Class 2 Major Pedestrian Routes on SW Canyon Road and SW 115th Avenue are addressed. The applicant should explain in the applicable Design Guideline responses the situation of it being mapped in a location where there is no public right-of-way.
- Please show the location of the Hall Creek Trail that runs through the vegetated corridor area in the northern portion of the site.

- Please note that parallel parking spaces (5E, 6E, and 7E) cannot count toward the minimum parking requirement.
- Please utilize the same parking ratios that were approved as part of the 2010 Carr Subaru applications. The parking plan is included for reference. In that plan, the parts area identified as C utilized the service ratio of 3 spaces per 1,000 square feet instead of the storage/warehousing ratio. This space should also utilize the service use bicycle parking ratio.
- Please ensure that the square footage of the service, sales, and storage uses are consistent across the written statement and plan set. The submitted parking plan shows different square footages for the bicycle and vehicle parking tables. A supplemental color-coded plan has worked well for similar car dealership projects.
- For clarity, please provide a parking plan that clearly differentiates existing versus modified or new parking spaces and display or inventory vehicle storage spaces. All modified or new parking spaces are subject to the applicable dimensional standards in BDC Section 60.30.15 and the applicable Circulation and Parking Design Guidelines in BDC Section 60.05.40.
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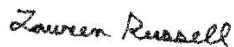
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Associate Planner

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