

Received
Planning Division
9/23/2022



July 23, 2021

Ardor Consulting LLC
Attn: Greta Holmstrom
3295 NE 13th Pl
Hillsboro, Oregon 97124

Subject: Pre-Application Summary Notes for Cor Deo Christian Academy at First Baptist

Dear Ms. Holmstrom,

Thank you for attending the Pre-Application Conference held on July 14, 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,

Steve Regner
Senior Planner
(503) 319-4427

PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for Cor Deo Christian Academy PA2021-0041

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: July 14, 2021

PROJECT INFORMATION:

Project Name: **Cor Deo Christian Academy**

Project Description: Modification of Cor Deo Christian Academy, from previously approved grades 7th through 12th (73 students) to grades K through 8th (200 students) at First Baptist Church.

Property/Deed Owner: First Baptist Church
5755 SW Erickson Dr
Beaverton, OR 97005

Site Address: 5755 SW Erickson Dr

Tax Map and Lot: Tax Map: 1S116DC, Tax Lots: 04700 and 04803
Zoning: R7 Residential Urban Standard Density
Comp Plan Designation: Standard Density Neighborhoods
Site Size: Approximately 4.8 acres

APPLICANT INFORMATION:

Applicant's Name: Cor Deo Christian Academy
9100 SW 135th Ave
Beaverton, Oregon 97008

Phone / Email: 971-325-3502 / kpuckett@cordeo.org

Applicant's Representative: Ardor Consulting LLC
3295 NE 13th PI
Hillsboro, OR 97124

Phone / Email: 360-721-5745 / gholmstrom@yahoo.com

PREVIOUS LAND USE HISTORY:

- **CUP 9-80:** Approval of a Conditional Use to expand the First Baptist Church by 20,500 square feet and exceed the maximum allowed height limit of 30 feet by 11 feet.
- **CUP99-00011:** Approval of a Conditional Use permit to allow a 15,000 square foot addition to the existing First Baptist Church facility and increase the parking area from the existing 106 parking spaces to 176 parking spaces.
- **BDR 2000-0214:** Design Review approval for a 15,100 square foot addition to the existing church facility with increase to parking.
- **CU2020-0004:** Approval of a Conditional Use permit to allow an educational institution for grades 7th through 12th with a maximum capacity of 73 students.

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:

Major Modification of a Conditional Use	\$4,262.00 *plus 3.5% technology fee*
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*See **Key Issues/Considerations** herein for description of applications and associated process. No fee increase are scheduled at this time; however, the fees are subject to change. Fees in effect at the time of application submittal will control. Please contact Current Planning (503-526-2420) or visit our website www.beavertonoregon.gov/bib prior to submittal of your application to confirm the current application fee(s).

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 **Major Modification of a 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 for a New Conditional Use application, which is a Type 3 procedure. Staff always recommends community outreach through a neighborhood meeting. Neighborhood Advisory Committee: (NAC): **Central Beaverton** Contact: **Thom Drane** 865-258-6234 tmdrane@gmail.com . Please copy the City’s neighborhood department, Miles Glowacki mglowacki@beavertonoregon.gov on communications with the NAC Chairs.

Please note to comply with Governor Brown’s order restricting gatherings and to adhere to social distancing in addressing the COVID-19 crisis, the meeting should be held virtually, until such time as the orders are lifted. Mailing notices should provide a link to the virtual meeting and directions to provide the project team with comments and questions after viewing the virtual meeting. A copy of a sample letter describing a virtual meeting can be provided to you. The city request that the summary of the meeting and sign-in sheet be submitted with the application packet and also sent to: City of Beaverton, Neighborhood Program, P.O. Box 4755, Beaverton, OR 97076 or emailed to: neighbormail@beavertonoregon.gov

CHAPTER 20 (LAND USES):

Zoning: **R7 Urban Standard Density Residential**

Applicable Code Sections: **20.05.15 – Site Development Standards** and **20.05.20 – Land Uses.**

Minimum parcel area: 7,000 square feet
 Side setback: 5’
 Max Bldg. Height: 35’

Front setback: 17’
 Rear setback: 25’

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 40.03.1 (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 #3)	<u>40.15.15.4</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:

- Section 60.05 (Design Review Principles Standards and Guidelines)** *Only if site modifications are made*
- Section 60.07 (Drive-Up Window Facilities)
- Section 60.10 (Floodplain Regulations)
- Section 60.15 (Land Division Standards)
- Section 60.20 (Mobile & Manufactured Home Regulations)
- Section 60.25 (Off-Street Loading)
- Section 60.30 (Off-Street Parking)**
- Section 60.33 (Park and Recreation Facilities)
- Section 60.35 (Planned Unit Development)
- Section 60.40 (Sign Regulations)
- Section 60.45 (Solar Access Protection)
- Section 60.50 (Special Use Regulations)**
- Section 60.55 (Transportation Facilities)**
- Section 60.60 (Trees and Vegetation)
- Section 60.65 (Utility Undergrounding)
- Section 60.67 (Significant Natural Resources)
- Section 60.70 (Wireless Communication)

Comments: For the application(s) 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:

Recommended contact for further information if checked <input checked="" type="checkbox"/>	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 <u>Chapter 3 of the Design and Construction Standards</u> at: www.cleanwaterservices.org/permits-development/design-construction-standards
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	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.
<input checked="" type="checkbox"/>	Kimberlee McArthur , Building, City of Beaverton (503) 526-2524 / kimberleemcarthur@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. A building permit will be required for the tenant improvement.
<input type="checkbox"/>	Steve Brennen , Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.
<input checked="" type="checkbox"/>	Connie Rodriguez , Site Development, City of Beaverton (503) 350-4018 / crodriguez@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. Comment attached.
<input checked="" type="checkbox"/>	Jabra Khasho , Transportation, City of Beaverton (503) 526-2221/ jkhasho@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. Comments attached.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Naomi Vogel , Washington County (503) 846-7623/ naomi_vogel@co.washington.or.us <input type="checkbox"/> No written comments provided to date / not expected.
<input type="checkbox"/>	Elizabeth Cole , Recycling, City of Beaverton (503) 526-2460/ ecole@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.

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.**

The proposal to modify the attendance of the Cor Deo Christian Academy at First Baptist Church will require a **Major Modification of a Conditional Use** application. You will need to provide detailed information about the school’s programming including what parts of the building and property will be used, any outdoor activities such as physical education or recess, any before or after school activities, the number of students and faculty/staff, the start and end time, and drop off/pick up procedures. You will also need to provide a complete schedule of other events that occur at First Baptist Church including days of the week, times, and number of attendees. This should include not just events held by the various congregations that utilize the church but also any events that are held by other entities such as music or dance schools and literacy organizations, for example.

As part of the land use narrative, you will need to demonstrate compliance with applicable Comprehensive Plan policies. Staff has reviewed the policies of the Comprehensive Plan and has found the following policies to be applicable to the proposal:

- Goal 3.8.1 Complete and livable Neighborhoods.
 - Policy 3.8.1.g) Ensure integration of parks and schools into neighborhoods in locations where safe, convenient connections from adjacent neighborhoods on foot and by bike are or will be available.
- Goal 3.8.2 Low and Standard Density Neighborhoods: Provide residential neighborhoods that emphasize detached housing and integrate parks, schools, and other community institutions.
- 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.

Any exterior changes on site, such as new mechanical equipment or parking lot and pedestrian connection alterations, will trigger Design Review. A **Design Review Compliance Letter** application will be required for minor design changes to the existing building or site including changes to windows and doors, modifying up to 15% of the on-site landscaping, adding or modifying fences, adding or modifying on-site lighting, adding or modifying façade-mounted structures, and modifying a parking area without reducing the number of spaces or increasing the amount of paving. A **Design Review Two** application will be required for any changes in excess of 15% of the square footage of on-site landscaping or pedestrian circulation area and for any new or change to existing on-site vehicular parking, maneuvering, and circulation area that adds paving or parking spaces.

2. **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>
 - c. **Water Service**: All developments require a Water SPL to address water service provision. The SPL form is attached.
3. **Tualatin Hills Park and Recreation District (THPRD) Comments**. There is an existing pedestrian easement between SW Erickson Drive and Schiffler Park through the church parking lot. A condition of approval from BDR 2000-0214 required a minimum five-foot wide pedestrian connection consistent with this easement.

THPRD has been working with First Baptist Church on a parking agreement that would allow public users of Schiffler Park to use the existing parking spaces located adjacent to the Park's southern boundary near the sports courts.

Please contact THPRD if there is any interest in using Schiffler Park for school recreation.

4. **Transportation 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 consult Jabra Khasho, City Transportation Engineer at (503) 526-2221 or jkhasho@BeavertonOregon.gov, for preparing the transportation analysis.

5. **Queuing Analysis:** A queuing and on-site circulation plan is required for peak hours demonstrating pick-up and drop-off traffic for the school.
6. **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.

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.