

Received  
Planning Division  
04/13/2021

EXHIBIT 3.14



December 20, 2019

McEwen Gisvold LLP  
Attn: Alan Laster  
1100 SW 6<sup>th</sup> Ave, Ste 1600  
Portland, OR 97204

Subject: Pre-Application Summary Notes for Beaverton Town Square Building 1

Dear Alan Laster,

Thank you for attending the Pre-Application Conference held on December 4, 2019. 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, AICP  
Associate Planner  
503-526-3718

Jana Fox  
Current Planning Manager  
503-526-3710

# PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for  
Beaverton Town Square Building 1  
PA2019-0086, December 4, 2019

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](http://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.

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**PRE-APPLICATION CONFERENCE DATE:** December 4, 2019

## PROJECT INFORMATION:

Project Name: **Beaverton Town Square Building 1**

Project Description: Construction of a new one-story commercial building approximately 17,400 SF on the old Hollywood Video site southwest of the main mall buildings, including replacement parking stalls around the new building and re-striping of parking rows directly north of the building.

Property/Deed Owner: Beaverton Town Square, LLC by McGill Commercial, LLC  
11625 SW Beaverton Hillsdale Highway  
Beaverton, OR 97005

Site Address: 11875 SW Beaverton Hillsdale Highway

Tax Map and Lot: Tax Map: 1S115BA, Tax Lot: 02000  
Zoning: Downtown Regional Center – East District (RC-E)  
Comp Plan Designation: Downtown Regional Center  
Site Size: 11.9 acres

## APPLICANT INFORMATION:

Applicant's Name: Beaverton Town Square, LLC by McGill Commercial, LLC  
Robert McGill  
11625 SW Beaverton Hillsdale Highway  
Beaverton, OR 97005

Phone / Email: 503-574-2608 / [rcmcgill@mcgillcommercial.com](mailto:rcmcgill@mcgillcommercial.com)

Applicant's Rep: McEwen Gisvold LLP  
Alan Laster  
1100 SW 6<sup>th</sup> Ave, Ste 1600  
Portland, OR 97204

Phone / Email: 503-412-3527 / [alanl@mcewengisvold.com](mailto:alanl@mcewengisvold.com)

**PREVIOUS LAND USE HISTORY:** The property is a developed parcel with a shopping center. The property has a robust history of various applications for multiple businesses.

**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:

<b>Design Review Three</b>	\$5,909.00
<i>Possible Loading Determination</i>	\$439.00
<i>Possible Design Review Two</i>	\$2,687.00

\***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](http://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 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 Design Review Three 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 Type 3 application. Staff always recommends community outreach through a neighborhood meeting. Neighborhood Advisory Committee: (NAC): **Central Beaverton Neighborhood** Contact: Thom Drane, [tmdrane@gmail.com](mailto:tmdrane@gmail.com) / [865-258-6234](tel:865-258-6234)

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](mailto: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=>

**CHAPTER 20 (LAND USES):**

Zoning: **Downtown Regional Center – East District (RC-E)**

Applicable Code Sections: **20.20.15 – Site Development Standards** and **20.20.20 – Land Uses.**

Minimum/maximum parcel area: None  
 Minimum FAR: 0.30  
 Maximum FAR: 1.00

Minimum width/depth: None  
 Minimum FAR with DRBCP\*: 0.2  
 Maximum FAR with DRBCP\*: None

Minimum front setback: 0  
 Maximum front setback on Major Pedestrian Route: Per Design Guideline 60.05.35.6  
 Minimum/maximum side setback: None  
 Minimum rear setback: None  
 Minimum building height: Per Design Guideline 60.05.35.7  
 Maximum building height: 80 feet

\*DRBCP = Design Review Build-Out Concept Plan

**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.	<b>Design Review Three</b> (Threshold #5)	<b><u>40.20.15.3</u></b>	<input type="checkbox"/> Type 1 <input type="checkbox"/> Type 2 <input checked="" type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
2.	<b>Possible Loading Determination</b> (Threshold #3)	<b><u>40.50.15.1</u></b>	<input type="checkbox"/> Type 1 <input checked="" type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/> Type 4
3.	<b>Possible Design Review Two</b> (Threshold #1)	<b><u>40.20.15.2</u></b>	<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 applications to be deemed complete, a written statement necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narratives 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 checked="" type="checkbox"/> <b>Section 60.05 (Design Review Principles Standards and Guidelines)</b> | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities)             |
| <input checked="" type="checkbox"/> <b>Section 60.10 (Floodplain Regulations)</b>                            | <input type="checkbox"/> Section 60.15 (Land Division Standards)                |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations)                              | <input checked="" type="checkbox"/> <b>Section 60.25 (Off-Street Loading)</b>   |
| <input checked="" type="checkbox"/> <b>Section 60.30 (Off-Street Parking)</b>                                | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities)         |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development)  | <input checked="" type="checkbox"/> <b>Section 60.40 (Sign Regulations)</b>     |
| <input type="checkbox"/> Section 60.45 (Solar Access Protection)   | <input type="checkbox"/> Section 60.50 (Special Use Regulations)                |
| <input checked="" type="checkbox"/> <b>Section 60.55 (Transportation Facilities)</b>                         | <input checked="" type="checkbox"/> <b>Section 60.60 (Trees and Vegetation)</b> |
| <input checked="" type="checkbox"/> <b>Section 60.65 (Utility Undergrounding)</b>                            | <input type="checkbox"/> Section 60.67 (Significant Natural Resources)          |
| <input type="checkbox"/> Section 60.70 (Wireless Communication)  |   |

Comments: For the applications 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> <p><input checked="" type="checkbox"/></p>	<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 <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 <a href="#">Chapter 3 of</a></p>
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	<p><a href="http://www.cleanwaterservices.org/permits-development/design-construction-standards">the Design and Construction Standards</a> at: <a href="http://www.cleanwaterservices.org/permits-development/design-construction-standards">www.cleanwaterservices.org/permits-development/design-construction-standards</a></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 <a href="#">pre-screening site assessment form</a>. For more information about CWS environmental review, you may email <a href="mailto:splreview@cleanwaterservices.org">splreview@cleanwaterservices.org</a> or contact <b>Laurie Bunce</b>, CWS Engineering Technician, at (503) 681-3639.</p>
<input checked="" type="checkbox"/>	<p><b>Kimberlee McArthur</b>, Building Official, City of Beaverton (503) 526-2524 / kimberleemcarthur@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Please contact the Building Division if you have further building questions.</p>
<input type="checkbox"/>	<p><b>Steve Brennen</b>, 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><b>Silas Shields</b>, Site Development, City of Beaverton (503) 350-4055 / sshields@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. Comments attached.</p>
<input checked="" type="checkbox"/>	<p><b>Jabra Khasho</b>, Transportation, City of Beaverton (503) 526-2221/ jkhasho@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. See attached memo.</p>
<input checked="" type="checkbox"/>	<p><b>Elizabeth Cole, Recycling Program, City of Beaverton</b> (503) 526-2460 / ecole@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. If at least one of the tenant spaces will be a restaurant, the applicant should plan for all lines of service (garbage, mixed recycling, glass recycling, and food scraps collection), which means the enclosure has space for three containers. See attached Enclosure Guidelines for more information.</p>
<input checked="" type="checkbox"/>	<p><b>Marah Danielson, Planner, Oregon Department of Transportation</b> (503) 731-8258 / marah.b.danielson@odot.state.or.us</p> <p><b>Avi Tayar, P.E., Traffic Contact, Oregon Department of Transportation</b> (503) 731-8221 / abraham.tayar@odot.state.or.us</p> <p><input checked="" type="checkbox"/> Plans reviewed. Comments attached.</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.**

The subject site is located within the RC-E zoning district, a multiple-use zoning district, and is surrounded by the same zone. Please note that the subject site is adjacent to two designation Class 2 Major Pedestrian Routes (MPRs). Properties located along designated MPRs are subject to higher levels of pedestrian oriented design, such as increased glazing and building articulation. Based on the submitted plans, a **Design Review Three** application is required for the following reason:

Threshold #5: The minimum floor area ratio (FAR) within the RC-E zoning district is 0.30. The plans submitted for the Pre-Application conference show a total new floor area of 17,400 square feet. Based on information available through Washington County's Tax Assessor's office, the existing built floor area is 105,596 square

feet on the subject site. Even with the new 17,400 square feet of floor area, the minimum FAR of 0.30 on a 518,364 square foot site, which equals 155,509 square feet, will not be achieved. However, the information of the existing square footage may be incorrect, which may be why the submitted drawings show that the existing built floor area is 111,028 square feet. Please note that the square footage of the demolished buildings cannot be counted toward minimum FAR.

In the event that the proposed FAR does not meet the minimum required, a Design Review Building-Out Concept Plan (DRBCP) may be used to develop a site in phases, demonstrating how future development will meet the minimum FAR standard (Section 20.25.10.E). The DRBCP is reviewed through a Type 3 process, with the Planning Commission as the decision making authority. Please see Section 40.20.10.5 of the Development Code for more information on the DRBCP process and requirements.

If the proposal includes phasing the project, a detailed phasing plan will need to be submitted for review. The phasing plan should evaluate the utilities, parking, and pedestrian access, and identify how each phase can be built in succession and function independently.

As mentioned above, the subject site abuts two MPRs, a Class 1 MPR on SW Broadway and a Class 2 MPR on SW Beaverton-Hillsdale Highway. Sites that abut MPRs are subject to additional design standards or guidelines that are intended to improve the pedestrian experience along those routes. The Beaverton Development Code aims to achieve pedestrian oriented design through either requiring (or encouraging via guidelines) buildings to be located closer to the public right-of-way, have a scale which helps form a sense of enclosure while avoiding undifferentiated high walls out of scale with pedestrians, and to provide a variety of architectural features oriented toward the public right-of-way. The applicant's plans, submitted for PA2019-0086, show a number of pedestrian oriented features on the northern elevation, facing the parking lot. While increased architectural treatment is encouraged on any and all elevations, these specific standards (Section 60.05.15.6-8) or guidelines (Section 60.05.35.6-8) are required for elevations facing a street. Staff encourage review of the design standards and guidelines which are applicable to sites located along MPRs.

Alternatively, if the minimum FAR will be met by the new building, a **Design Review Two** application will be required, assuming that all of the applicable Design Standards can be met.

If a portion of the loading berth is located on the adjacent property to the west, a **Loading Determination** application will be required and the applicant will need to record an easement with that property owner to guarantee access to the entirety of the loading space.

2. **Off-street Parking.** The subject site is located within the Regional Center Parking District 5 (Regional Center Parking Districts Map, following Section 60.30.10.6). Based on the modifications proposed for the subject area, staff requests updated parking counts on the site to confirm the minimum and maximum vehicle parking requirements are met for the shopping center. Please include information regarding any active shared parking agreements. Retail uses, including shopping centers, require a minimum of 3 parking spaces for each 1,000 square feet of gross floor area. Please see Section 60.30.15 and 60.30.20 of the Development Code for Off-Street Parking Lot Design Standards, which vary depending on the parking angle.

All required new or modified vehicle parking spaces shall meet the applicable standards; however, 20% of the required vehicle parking spaces for long-term or designated employee parking lots may be compact spaces, if clearly identified as such in the development review process. Based on the plans submitted for the Pre-Application conference, the proposal is subject to technical criteria identified in Section 40.03 of the Development Code. Staff recommend review of Criteria F and G, which require safe and efficient pedestrian circulation patterns within the boundaries of the development and that the development's on-site vehicular and pedestrian circulation systems connect to the surrounding circulation systems in a safe, efficient, and direct manner. Design Guidelines that address parking and circulation can be found in Section 60.05.40. Plans and analysis for Design Review and Facilities Review must clearly identify existing and proposed site improvements with respect to parking, access, and circulation. Additional parking lot design standards are found in Chapter 2 of the City Engineering Design Manual.

Short-term and long-term bicycle parking spaces are required for shopping centers. Additional Bicycle Parking Standards are found in Section 340 of the Engineering Design Manual. Short-term parking accommodate persons that can be expected to depart within two hours. Short-term bicycle parking is encouraged to be located on-site within 50 feet of a primary entrance, or if there are site, setback, building design, or other constraints, bicycle parking shall be located no more than 100 feet from a primary entrance in the closest available area to the primary entrance as determined by the decision-making authority. Long-term bicycle parking spaces accommodate persons that can be expected to leave their bicycle parked longer than two hours. Cover or shelter for long-term bicycle parking shall be provided. For the proposed 17,400 square foot shopping center building, two short-term and two long-term bicycle parking spaces are required.

3. **Trees.** Please note that replacement of Landscape Trees shall be based on total linear DBH calculations at a one-to-one ratio depending upon the capacity of the site to accommodate replacement trees or unless otherwise specified through development review. Chapter 90 of the Beaverton Development Code defines site as that parcel of real property in common ownership, notwithstanding that the particular application may be for development of a portion of the site only. Calculate the sum of the total linear DBH measurement of the trees to be removed, which shall be replaced with trees at least 1.5 caliper inches in diameter. The total caliper inches of the replacement trees shall be at least equal to the sum total linear DBH measurement of the removed trees. The submitted landscape plan shows the removal of 110 linear DBH but only shows that the replacement trees will only equal 42 linear DBH. If less than 100% DBH is proposed for replanting, an analysis by an arborist or landscape architect will be required demonstrating that no additional trees can be accommodated on the site.
4. **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.
5. **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](http://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](mailto: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](mailto:cddmail@BeavertonOregon.gov).

6. **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.

# Pre-Application Conference Worksheet for Design Review Guidelines for PA2019-0086 held on 12/4/2019 Beaverton Town Square Building 1

In review of the plans and materials submitted for Pre-Application consideration, staff have determined your project is subject to **Design Review Type 3** due to the following Threshold(s): #5 - DRBCP (per Section 40.20.15.3.A of the City Development Code). For your application to be deemed complete on the first review, your written response to the Design Review 3 approval criteria must address applicable Design Guidelines. In review of the plans and materials submitted for Pre-Application Conference consideration, staff has identified certain Design Guidelines (below) that appear "applicable." Generally speaking, applicable Design Guidelines include those pertaining to:

- A:  **Permitted**       **Conditional use**  
 Within a:  **Residential**       **Commercial**       **Industrial**       **Multiple Use zone**  
 For a:  **Multi-Family Residential**       **Commercial**       **Industrial**       **Multiple Use building type.**  
 That  **does**       **does not** abut a Major Pedestrian Route **Class: 2**

A highlighted copy of Section 60.05 is provided to applicant at the Pre-Application meeting. In summary, the applicable Design Guidelines appear to include the following:

- 60.05.35 Building Design and Orientation Guidelines
  1. Building articulation and variety -  A  B  C  D  E  F \_\_\_\_\_
  2. Roof forms -  A  B  C \_\_\_\_\_
  3. Primary building entrances -  A  B \_\_\_\_\_
  4. Exterior building materials -  A  B \_\_\_\_\_
  5. Screening of equipment -  \_\_\_\_\_
  6. Building location and orientation in Commercial and Multiple Use zones -  A  B  C  D  \_\_\_\_\_
  7. Building scale along Major Pedestrian Routes -  A  B \_\_\_\_\_
  8. Ground floor elevations on commercial and multiple use buildings -  A  B \_\_\_\_\_
  9. Compact Detached Housing design -  A  B  C  D \_\_\_\_\_
  10. Ground floor elevations on eligible residential-only buildings -  A \_\_\_\_\_
  
- 60.05.40 Circulation and Parking Design Guidelines
  1. Connections to public street system -  \_\_\_\_\_
  2. Loading areas, solid waste facilities, and similar improvements -  A  B \_\_\_\_\_
  3. Pedestrian circulation -  A  B  C  D  E  F \_\_\_\_\_
  4. Street frontages and parking areas -  \_\_\_\_\_
  5. Parking area landscaping -  \_\_\_\_\_
  6. Off-Street parking frontages in Multiple-Use Districts -  A  B \_\_\_\_\_
  7. Sidewalks along streets and primary building elevations in Commercial and Multiple-Use zones -  A  B \_\_\_\_\_
  8. Connect on-site buildings, parking, and other improvements with identifiable streets and drive aisles in Residential, Commercial, and Multiple-Use zones -  A  B \_\_\_\_\_
  9. Parking structures in Multiple Use zones -  \_\_\_\_\_
  
- 60.05.45 Landscape, Open Space, and Natural Areas Design Guidelines
  1. Common open space for residential uses in Residential zone –  A  B  C  D \_\_\_\_\_
  2. Minimum landscaping in residential zones -  A  B \_\_\_\_\_
  3. Minimum landscaping for Conditional Uses in Residential zones and for development in Commercial, Industrial, and Multiple-Use zones -  A  B  C  D  E \_\_\_\_\_
  4. Common Greens -  A  B  C  D \_\_\_\_\_
  5. Shared Courts -  A  B \_\_\_\_\_
  6. Retaining walls -  \_\_\_\_\_
  7. Fences and walls -  A  B \_\_\_\_\_
  8. Changes to existing on-site surface contours at residential property lines-  \_\_\_\_\_
  9. Integrate water quality, quantity, or both facilities-  \_\_\_\_\_
  10. Natural areas  \_\_\_\_\_
  11. Landscape buffering and screening -  A  B  C  D \_\_\_\_\_
  
- 60.05.50 Lighting Design Guidelines  1  2  3  4 \_\_\_\_\_



City of Beaverton  
Community Development Department  
Site Development Division  
12725 SW Millikan Way 4<sup>th</sup> Floor  
Beaverton, OR 97076  
Tel: (503) 350-4021  
Fax: (503) 526-2550  
[www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)

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## PRE-APPLICATION CONFERENCE MEETING SUMMARY

### Development Engineering Issues

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**Project Name:** Beaverton Town Square Bldg. 1

**Pre-Application Conference Number:** PA2019-0086

**Date:** December 4, 2019

**Prepared by:** Silas Shields-Site Development Division

**Ph:** (503) 350-4055 **Fx:** (503) 526-2550 **Email:** [sshields@BeavertonOregon.gov](mailto:sshields@BeavertonOregon.gov)

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#### General Notes:

This development and associated storm water management measures shall be in compliance with the City of Beaverton and Clean Water Services standards in place at the time of land use application. The project was reviewed for compliance with City of Beaverton (COB) 2019 Engineering Design Manual (EDM) and the 2019 R&O 19-05 Clean Water Services (CWS) Design & Construction Standards (DCS).

City of Beaverton sanitary sewer and storm drainage are in the vicinity of this project. There is an 8" sanitary line on SW Lombard Pl. There are also two parallel 103" storm lines that run through the site, following the path of the floodway.

City of Beaverton is the water provider for this site. There is an existing 6" public water line that passes through the site. There is also a 16" public water line on SW Lombard Pl. An SPL will be required for new connections to the water system, see next page for contact information.

Tualatin Valley Fire and Rescue (TVFR) is the fire district, see next page for contact information. A service provider letter will be required.

A Clean Water Services (CWS) Pre-screen or Service Provider Letter (SPL) will be required with the land use application (see contact information on next page).

Per sections 307 and 311 of Oregon Uniform Plumbing Code, storm and/or sanitary sewer that serve/crosses more than one lot shall be a public system.

For buildings with property lines within 5 feet of the building exteriors, a City Fee Ownership land division application allows for shared private sewer systems and common ownership of parking areas.

A professional surveyor will need to document where existing utility lines and any easement limits are in relation to property boundaries. Proposed relocations of any public utilities and easements will need to be shown with the Land Use application. Please note that no permanent structures

including building footings, doors swinging out and roof eaves can encroach into existing public utility systems and associated easements.

Please review provisions of Beaverton Code 9.05.110 and 9.05.115 for grading standards. No grading can occur within 10 feet of a property line or half the height of the vertical embankment created, whichever is greater. This applies to all exterior property boundaries of the proposed project.

A storm water report prepared by a professional civil engineer is required with this application and will need to document how the proposal will address storm water detention (quantity), treatment (quality), and hydromodification. Requests for fee-in-lieu of a storm water management approach must be justified in writing, and address CWS chapter 4 requirements. Please use the revised, 2019 CWS design standards to justify how this proposal is addressing these storm water requirements. Please refer to EDM Section 530 for surface water management design standards and CWS DCS Sections 4.03 and 4.04 for design standards. The invert elevation of any storm water facilities must be 1 foot above the 10-year flood plain elevation per EDM figure 530.1.

Street tree plantings and storm water facility plantings must be per jurisdictional approved planting lists.

Provide Option C lighting per the Engineering Design Manual, Chapter 4 along frontage improvements within City limits. Where there are existing Option A and/or Option B street lights along the frontage, these lights shall be removed and replaced with Option C light per Chapter 4. No existing Option A and/or Option B lights along the frontage or the opposite side of the frontage shall be included in the lighting analysis to meet the lighting requirements.

Any affected overhead utilities, as well as new connections into the site must be placed underground.

The plans or other submittals must document how a future building is elevated or entire structure is dry-flood proofed per FEMA definitions.

At the location of the building, the 100-year base flood elevation (BFE) as currently mapped, is at 179.8 feet NGVD-29 (183.3 feet NAVD-88). The building design flood elevation (DFE) minimum finish floor or dry flood-proofing elevation is 180.8 feet NGVD-29 (184.3 feet NAVD-88). Motor vehicle long-term parking can occur at or below 1 foot of the 100-year BFE, 179.8 feet NGVD-29 (183.3 feet NAVD-88).

The flood conveyance and storage of the site at each 1 foot contour must be preserved or enhanced with a zero-rise certification by a registered professional engineer. Any storm water management facilities must be included in this zero-rise certification.

**Resources:**

- For more detailed information regarding existing utilities, topography, and geological information necessary for preparation of various applications submit as-built request online at:  
<https://apps.BeavertonOregon.gov/secure/PublicWorks/ABSubmit.aspx>
- Public utilities (water, sanitary sewer and storm drainage) must be brought to, through, and along public street frontages to serve this site upon development and to facilitate future adjacent development. [REFERENCE CITY OF BEAVERTON

ENGINEERING DESIGN MANUAL AND STANDARD DRAWINGS AND CLEAN WATER SERVICES DESIGN AND CONSTRUCTION STANDARDS]

**City of Beaverton approval required for work as proposed or likely to be needed:**

<input checked="" type="checkbox"/>	Site Development, grading or right of way permit Contact: Site Development Division at (503) 350-4021
<input checked="" type="checkbox"/>	Building permit
<input checked="" type="checkbox"/>	Street lighting per option: <input checked="" type="checkbox"/> C
<input checked="" type="checkbox"/>	Must underground all utilities (PGE, communications) to site as well as any affected overhead utilities.

**Water services jurisdiction:**

<input checked="" type="checkbox"/>	City of Beaverton system Contact: Brion Barnett at (503) 526-2592
	<input checked="" type="checkbox"/> 410 HGL <input type="checkbox"/> 550 HGL <input type="checkbox"/> Other/Split zone

**Other permits and approval required for work as proposed or likely to be needed:**

<input checked="" type="checkbox"/>	Tualatin Valley Fire and Rescue - Service Provider Letter Contact: DFM Jeremy Foster at (503) 259-1414 or <a href="mailto:Jeremy.Foster@tvfr.com">Jeremy.Foster@tvfr.com</a>
<input checked="" type="checkbox"/>	Oregon DOT (Salem Office) Rail/Street Crossing <input checked="" type="checkbox"/> Contact: Carrie A. Martin at (503) 986-6801 or <a href="mailto:Carrie.A.Martin@ODOT.state.or.us">Carrie.A.Martin@ODOT.state.or.us</a>
<input checked="" type="checkbox"/>	Clean Water Services District <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Prescreen Letter/Service Provider Letters/Wetlands/Creeks/Springs</li> </ul> Contact: Lindsey Obermiller at (503) 681-3653 or email <a href="mailto:SPLReview@cleanwaterservices.org">SPLReview@cleanwaterservices.org</a> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Connection to CWS Sewer – Contact: Permit Staff at (503) 681-5100</li> </ul>

	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Source Control Permit (all non-residential) - Contact: Source Control Division at (503) 681-5175</li> </ul>
--	--

**Site soil, surface and storm water issues:**

<input checked="" type="checkbox"/>	Mapped FEMA Floodplain
<input checked="" type="checkbox"/>	Map Number 41067C0531E
<input checked="" type="checkbox"/>	<p>Level of 100 year flood in vicinity of the site</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cut and fill grading balance required</li> <li><input checked="" type="checkbox"/> Must flood proof* non-residential building</li> </ul> <p>*ASCE/SEI 24-05, 2011 OSSC (2009 IBC) Appendix G (Flood Resistant Construction)</p> <p>OR</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Certified minimum finish floor required</li> <li><input checked="" type="checkbox"/> 1 foot <input type="checkbox"/> 2 feet above base floor elevation</li> </ul>
<input checked="" type="checkbox"/>	Required impervious surface inventory
<input checked="" type="checkbox"/>	<p>Storm water facilities required</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Winter storm detention (quantity)</li> <li><input checked="" type="checkbox"/> Hydromodification</li> <li><input checked="" type="checkbox"/> Summer Storm treatment (quality)</li> <li>Engineer of record can request fee in lieu if development meets criteria set forth in CWS DCS Chapter 4 (4.03.7.b, 4.04.2.b) and EDM Section 530.1.A.4</li> </ul>



## TRANSPORTATION NOTES FROM PRE-APPLICATION MEETING

### Community Development Department

Project Name: **Beaverton Town Square Building**

Pre-Application Conference #: **PA2019-0086**

**Date:** December 12, 2019

**Applicant:** Robert McGill, Beaverton Town Square, LLC, Applicant

Alan Laster, McEwen Gisvold LLP, Applicant's Representative

**Project Planner:** Lauren Russell, AICP, Associate Planner

Jana Fox, AICP, Current Planning Manager

**Notes prepared by:** Kate McQuillan, AICP, Senior Planner

 (503) 526-2427  [kmcquillan@beavertonoregon.gov](mailto:kmcquillan@beavertonoregon.gov)

These comments are based on the information provided at the 12/4/19 Pre-Application Conference Meeting for a proposal at 11875 SW Beaverton Hillsdale Highway. The summary notes below are to highlight key transportation issues that need to be addressed in any future land use applications for the discussed proposal. Any proposed development and its associated transportation impacts shall be in compliance with the City of Beaverton's Transportation System Plan (TSP) and the Engineering Design Manual 2019 (EDM) in addition to all applicable land use code.

### GENERAL NOTES

The applicant is proposing to construct a new 17,000+ square foot building on the former Hollywood Video site which has since been demolished. The proposal includes adding new parking directly adjacent to the new building, as well as modifying some of the existing surrounding parking within the broader Beaverton Town Square site. All new and modified parking will be reviewed to ensure parking circulation and standards are met. Standards related to parking lot design can be found both within the Design Review code (BDC Section 60.05), as well as the Off-Street Parking Code (BDC 60.30). The applicant will also be required to dedicate right of way and construct 10-foot wide sidewalks at their ultimate location. Additionally, the applicant will be required to reconstruct the driveway at SW Lombard Place along the property's western edge to bring the curb ramps and the crosswalk up to ADA standards.

### REQUIREMENTS TO BE ADDRESSED

#### *Right of Way Dedication*

You will be required to dedicate public street right of way on SW Beaverton Hillsdale Highway, a street classified as an arterial (BDC Sec 60.55.30, and EDM Standard Drawing 200-

1). You will need a registered engineer to confirm the right-of-way width and note the width in submitted site plans.

\*As discussed during the pre-application conference, to determine the necessary right of way dedication that will accommodate the final build out of SW Beaverton Hillsdale Highway, the applicant can assume the following dimensions: 12-foot center turn lane/median, 11-foot inner travel lanes, 12-foot outer travel lane, 5-foot bicycle lane, 10-foot sidewalk, and 0.5 feet buffer behind back of sidewalk.

### **Traffic Impact Analysis**

It is unclear whether or not the proposal trigger's the requirement to complete a Traffic Impact Analysis. Please provide verification from a registered traffic engineer with additional details on the uses proposed for the site as well as the square footage of the various uses. The applicant may subtract estimated trip generation of any existing land uses on the site. BDC Section 60.55.20 defines the thresholds for when a Traffic Impact Analysis is required.

### **Frontage Improvements**

The following frontage improvements will be required and will need to be reflected in the submitted land use application:

Construct full half street improvements to the minimum street standards. (EDM Standard Drawings 200).

Construct sidewalk improvements to the minimum arterial standards in a commercial or multi-use zone standard of 10-feet wide (EDM Standard Drawings 200-1)

The proposed development is within a Commercial or Multiple Use Zone, and will likely need to undergo a Design Review application (2 or 3). An alternative sidewalk design of ten (10) foot curb-tight sidewalk with tree wells may be permitted without needing to obtain a Sidewalk Design Modification. See EDM Standard Drawing 216 for additional guidance.

Provide on-street lighting consistent with EDM Section 450 and as recommended in a required lighting analysis for the site's frontage on SW Beaverton Hillsdale Highway.

Reconstruct the driveway where SW Lombard Place enters the western edge of the Beaverton Town Square parking lot to ensure curb ramps and crosswalk meet ADA standards.

### **Off-Street Loading Requirements**

The proposed use requires a minimum number of loading spaces, and loading berth dimensions, as described in BDC Sec 60.25.

Provide a site plan showing the turning movements for freight / delivery truck vehicles both within the internal site's circulation, as well as the ingress and egress to the site.

### **Off-Street Parking (Vehicles and Bicycles)**

The proposed development requires the minimum and maximum number of parking spaces as detailed in BDC Section 60.30.10.

\*As discussed during the pre-application meeting, please provide a copy of any private shared parking agreements for the overall Beaverton Town Square site if the current development proposal will be utilizing the adjacent existing parking in order to meet its minimum parking requirements per the Development Code.

The proposed and modified parking areas must meet parking circulation and dimensions that meet BDC Sections 60.05, 60.30.15 and 60.30.20.

The proposed development is required to provide the minimum number of both short term and long term bicycle parking as detailed on BDC 60.30.10. The location of bicycle parking and design features for long term bicycle parking will also be required.

### **Bicycle and Pedestrian Circulation**

Pedestrian and bicycle accessways shall be provided in between full street connections, or between a street and a destination, as required in BDC Section 60.55.25 (9).

Provide site plans that show the proposed development must provide reasonably direct, paved walkways with a minimum five feet of unobstructed width as outlined in BDC Section 60.55.25 (10). Walkways are required through parking areas, connected to building entrances, and must utilize different paving materials.

Walkways that border perpendicular parking spaces shall be a minimum 7-foot wide unless concrete wheel stops, bollard, curbing, landscaping or other improvements are provided to prevent parked vehicles from obstructing the walkway.

### **Access / Driveways**

The applicant must provide site plans that show the following:

- Driveway meets the minimum width shown in EDM Standard Drawings 210 & 211.
- Driveway meets the minimum spacing standards for both the nearest neighboring driveway and the nearest public intersection as detailed in EDM Section 210.21.

For new driveways, the applicant is required to submit verification from a registered traffic engineer that the minimum sight distance standards in EDM Section 210.21 can be met.

Shared or common driveways will be required to write and record a cross-over and maintenance easement during either final plat review, or through the Site Development permitting process.

\*Staff understands that the applicant is not proposing any new accesses, nor changes to the existing accesses. None the less, the applicant will need to provide copies of any relevant shared access easements for shared driveways that are associated with the proposed new building.

## **ADDITIONAL APPLICATIONS**

### ***Sidewalk Design Modification***

If the minimum sidewalk standards cannot be met, the applicant can pursue a Sidewalk Design Modification which is a Type-1 land use application (see BDC Section 40.55).

### ***Design Exception Request***

Applicants may submit a one-time request for a Design Exception to the Engineering Design Manual are made to the City's Public Works Engineer Department (EDM Section 160). The application form and instructions can be found on the Public Works website at:

<https://www.beavertonoregon.gov/234/Design-Exceptions-Revisions-Appeals>

## **SYSTEM DEVELOPMENT CHARGES**

Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

The TDT is based on the estimated traffic generated by each type of development. 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](http://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](mailto:jkhasho@BeavertonOregon.gov).

Additional SDC's May Apply. 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](mailto:cddmail@BeavertonOregon.gov).

## **OTHER REVIEWING TRANSPORTATION AGENCIES**

**TRIMET** - The proposed development is in close proximity to bus and/or light rail service provided by TriMet. Note that City staff may route future land use applications to TriMet staff for review. (BDC 60.55.10.1, and BDC 60.55.40)



# Oregon

Kate Brown, Governor

## Department of Transportation

Region 1 Headquarters  
123 NW Flanders Street  
Portland, Oregon 97209  
(503) 731.8200  
FAX (503) 731.8259

December 20, 2019

ODOT #10421

## ODOT Response

<b>Project Name:</b> Beaverton Town Square Building 01	<b>Applicant:</b> McEwen Gisvold LLP
<b>Jurisdiction:</b> City of Beaverton	<b>Jurisdiction Case #:</b> PA 2019-0086
<b>Site Address:</b> 11785 SW Beaverton-Hillsdale Hwy, Beaverton, OR	<b>Legal Description:</b> 01S 01W 15BA <b>Tax Lot(s):</b> 02000
<b>State Highway:</b> OR 8	<b>Mileposts:</b> 3.09 _____

The site of this proposed land use action is in the vicinity of Canyon Rd (OR 8) and the OR 217 interchanges at Canyon Rd and Beaverton Hillsdale Highway. ODOT has permitting authority for these facilities and an interest in ensuring that this proposed land use is compatible with their safe and efficient operation.

### COMMENTS/FINDINGS

ODOT has reviewed the proposed one-story retail building at Beaverton Town Square. The proposal includes construction of a new 17,400 square feet on the former Hollywood Video site in the southwest portion of the commercial retail mall. The submitted plans propose a new zero change in parking.

ODOT recommends the applicant submit a traffic study to assess impacts of the proposed use on the State highway system. If the City of Beaverton requires a traffic impact analysis, please include ODOT in the scoping process.

### ODOT RECOMMENDED LOCAL CONDITIONS OF APPROVAL

#### Traffic Impacts

- The applicant shall submit a traffic impact analysis to assess the impacts of the proposed use on the State highway system. The analysis must be conducted by a Professional Engineer registered in Oregon. **Contact the ODOT Traffic representative identified below and the local jurisdiction to scope the study.**

**Please send a copy of the Land Use Notice including conditions of approval to:**

ODOT Region 1 Planning  
Development Review  
123 NW Flanders St  
Portland, OR 97209

[ODOT\\_R1\\_DevRev@odot.state.or.us](mailto:ODOT_R1_DevRev@odot.state.or.us)

Development Review Planner: Marah Danielson	503.731.8258 marah.b.danielson@odot.state.or.us
Traffic Contact: Avi Tayar, P.E.	503.731.8221 abraham.tayar@odot.state.or.us



# Recycling & Garbage Enclosure Guidelines

This document is intended to serve as a resource in determining the minimum space that should be included for shared garbage and recycling collection areas in plans for commercial and multifamily developments. They should be used in conjunction with the relevant sections of the Beaverton Development Code and the Beaverton Code referenced below.

The City of Beaverton is committed to helping build a more sustainable community, one that minimizes its use of natural resources, protects the environment, and creates a healthy, positive and safe setting for all of its community members. By providing garbage and recycling service that meets the needs of the user (customer/tenant) and service provider while also minimizing service frequency, and therefore greenhouse gas emissions, we are able to contribute to this vision.

## Regulations

Beaverton Code [4.08.530](#) requires all businesses to recycle and as of 2021, qualified food generating businesses will be required to have weekly food scraps collection. Property owners and managers must provide services that enable tenants to be in compliance with Beaverton code.

City of Beaverton [Solid Waste & Recycling Administrative Rules](#) section E.3.a et seq. requires that multifamily and commercial property owners subscribe to weekly garbage and recycling service. Recycling and food scraps containers must be in both quantity and location reasonably similar to garbage and must be convenient for tenants to use.

All garbage and recycling facilities are required to be screened from public view by the [Beaverton Development Code](#) (Section 60.05.20.2) and will require land use approval to modify or construct. Please contact the Planning Division at 503-526-2420 for more information on screening requirements.

## Cost efficiency and environmental sustainability

The least expensive garbage collection service for the rate payer (owner or tenant) is one that minimizes the number of service stops per week. Service of a larger container collected less frequently provides the customer with the opportunity to save a considerable amount of money compared to service with a smaller container serviced more frequently. Enclosures, and the truck access to them, should be designed to enable the most cost-effective and efficient service possible.

Designing for the most cost-effective option possible also reduces local truck traffic, saving money on road maintenance and repair and reducing the city's green-house gas emissions and environmental impact.

## What to avoid

### Inadequate size

If the enclosure is too small, receptacles may get placed outside of the enclosure which conflicts with Beaverton Development Code. Small enclosures can make it difficult to impossible for the user and service provider to access the receptacles. A larger enclosure allows for flexible service levels and is more easily adapted to the changing needs of businesses, e.g. a restaurant may require room for a food scrap collection receptacle and oil collection in addition to garbage and recycling, whereas an office building will generally not require these additional services.

If a roof is added to the enclosure, a minimum of 12 feet vertical clearance is necessary to allow lids to be opened and closed.

### Inadequate gates

Gates should be large enough for the service truck to directly access the receptacles without the driver needing to manually move them.

Gates must lock in the open and closed position and not have a center post. Gates should lock in the open position at a minimum of a 120 degree angle.

### Location

Trucks should be able to safely re-enter traffic without the need to back out onto public roadways. An enclosure at the end of an alley or in a place without adequate room for service vehicles to maneuver creates a dangerous situation for collection staff, as well as for vehicles and pedestrians.

The largest and most common truck used is about 37 feet in length. Driveways and lots should be designed to accommodate trucks with a turn radius of 60 feet, overhead clearance of 14 feet and weight of 55,000 lbs.

## Enclosure designs

Plans submitted to the City should detail the location(s) and size of the enclosure(s). The plan should also show container footprints. Applicants are encouraged to contact Beaverton's Solid Waste & Recycling program with any questions, 503-526-2460 or email [RecyclingMail@BeavertonOregon.gov](mailto:RecyclingMail@BeavertonOregon.gov).

## Table A: Service level recommendations

All recommendations below assume once a week service as the preferred level of service; it is the most cost-effective, reduces green-house gas emissions and traffic. Food may be an exception and in some situations collected more than once a week. Please note, these are starting points, exact service levels will vary based on several factors (layout, type of business, number of employees etc.).

Land Use	Garbage	Mixed recycling	Glass recycling	Food waste
Multi-family residential	0.20 cubic yards per living unit	0.10 cubic yards per living unit	1 gallon per living unit	---
Grocery	Compactor	Compactor for cardboard plus 6 cubic yards	64 gallons	16 cubic yards
Hotel w/restaurant	18 cubic yards	12 cubic yards	64 gallons	3 cubic yards
Hotel without restaurant	12 cubic yards	6 cubic yards	35 gallons	---
Office	3 yards per 20,000 sf	3 yards per 20,000 sf	35 gallons per 20,000 sf	---
Restaurant	3 cubic yards per 1500 sf	6 cubic yards per 1500 sf	35 gallons per 1500 sf	3 cubic yards per 1500 sf
Retail	3 yards per 8,000 sf	3 yards per 8,000 sf	35 gallon per 8,000 sf	---

## Table B: Receptacles sizes

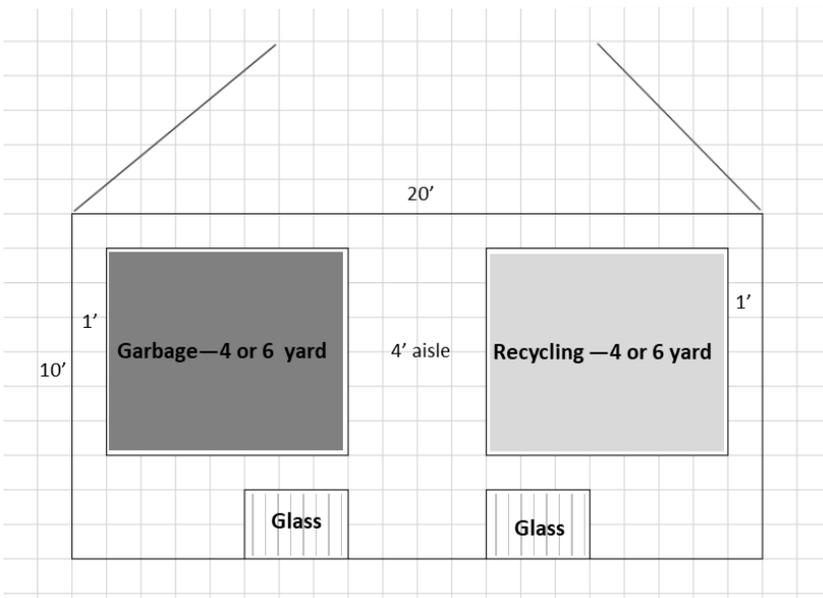
Containers (excludes carts) should have a minimum of one foot clearance on all sides.

Volume	Foot Print	Height
35-gallon cart (.20 cubic yard)	21" W x 24" D	39 inches
65-gallon cart (.34 cubic yard)	27" W x 29" D	41 inches
95-gallon cart (.52 cubic yard)	30" W x 34.0" D	46 inches
1 cubic yard	84" W x 24" D	37.5 inches (with casters)
1.5 cubic yards	84" W x 36" D	43.5 inches (with casters)
2 cubic yards	84" W x 36" D	49.5 inches (with casters)
3 cubic yards	84" W x 45" D	55.5 inches (with casters)
4 cubic yards	84" W x 54" D	61.5 inches (with casters)
6 cubic yards	84" W x 68" D	60 inches (no casters)

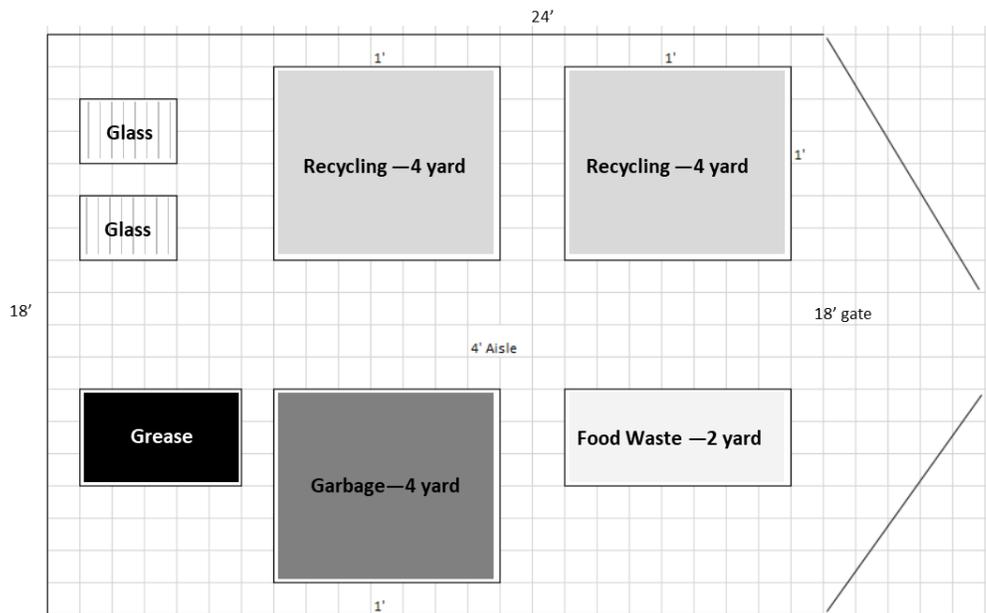
## Examples of receptacle layouts

- Layout dimensions are approximate.
- Receptacle layouts show interior dimensions, no curb, footings or other obstructions.
- Provide a minimum of one foot interior clearance between receptacles (excluding carts) and other obstructions (walls, curbs, equipment, trees).
- Provide a minimum of twelve foot vertical clearance to open lids (from ground to top of lid).
- Provide a gate wide enough to easily remove receptacles for collection (one foot clearance).  
No center post.

A. 10 x 20 (residential – 200 sf)



B. 18 x 24 (commercial w/food scraps – 432 sf)





Water Service Provider Letter (SPL)

PLEASE RETURN THIS FORM TO:

PRE-APPLICATION DATE: \_\_\_\_\_

SITE INFORMATION:

Tax Map(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Size: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest cross-street (or directions to site): \_\_\_\_\_

APPLICANT:

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

OWNER(S):

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROPOSED PROJECT NAME: \_\_\_\_\_

PROPOSED DEVELOPMENT ACTION (ex. Design Review, Land Division, Conditional Use, etc.): \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

RESIDENTIAL: \_\_\_\_\_ INDUSTRIAL/COMMERCIAL: \_\_\_\_\_ CONDITIONAL USE: \_\_\_\_\_
Single Fam. \_\_\_\_\_ Multi-Fam. \_\_\_\_\_ Type of Use: \_\_\_\_\_ No. of Students/Employees/Etc.: \_\_\_\_\_
No. of Units: \_\_\_\_\_ Gross Floor Area \_\_\_\_\_ SQ. FT. Gross Floor Area \_\_\_\_\_ SQ FT.

Average Daily Demand (gallons/day): \_\_\_\_\_ Peak Daily Demand (gallons/day): \_\_\_\_\_ Peak Hour (gallons/day): \_\_\_\_\_

FIRE FLOW REQUIRED: (gpm): \_\_\_\_\_ IRRIGATION FLOW REQUIRED: (gpm): \_\_\_\_\_

\*\*\*FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE\*\*\*

\*\*\*Both agency signatures required

TVWD [ ] ADEQUATE [ ] INADEQUATE SERVICE LEVEL TO SERVE THE PROPOSED PROJECT. Describe why service level is inadequate and needed improvements or modification required to provide adequate services. (Use additional sheets to explain if necessary)

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

COB [ ] ADEQUATE [ ] INADEQUATE SERVICE LEVEL TO SERVE THE PROPOSED PROJECT. Describe why service level is inadequate and needed improvements or modification required to provide adequate services. (Use additional sheets to explain if necessary)

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



# PRE APPLICATION CONFERENCE ATTENDANCE

PRE APP NO: PA2019-0086

DATE: 12/04/2019

PRE APP NAME: Beaverton Town Square Building 1

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PHONE

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