

Received  
Planning Division  
03/15/2023

EXHIBIT 3.04



February 9, 2023

Steven Sparks  
Beaverton School District No. 48J  
1260 NW Waterhouse Drive  
Beaverton, OR 97006

Subject: Pre-Application Summary Notes for Beaverton High School Temporary Classrooms

Dear Steven Sparks,

Thank you for attending the Pre-Application Conference held on January 25, 2023. 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 Beaverton High School Temporary Classrooms PA2023-0004, January 25, 2023

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:** January 25, 2023

### PROJECT INFORMATION:

Project Name: **Beaverton High School Temporary Classrooms**

Project Description: Placement of temporary classrooms at Beaverton High School during reconstruction of main campus.

Property/Deed Owner: Beaverton School District No. 48J  
1260 NW Waterhouse Drive  
Beaverton, OR 97006

Site Address: 13000 SW Second Stret, Beaverton OR, 97006

Tax Map and Lot: Tax Map: 1S116AC, Tax Lots: 2150  
Zoning: Residential Mixed C (RMC)  
Comp Plan Designation: Low Density Neighborhood (DRC)  
Site Size: 4.64 acres

### APPLICANT INFORMATION:

Applicant's Name: Steven Sparks  
Beaverton School District No. 48J  
1260 NW Waterhouse Drive  
Beaverton, OR 97006

Phone / Email: 503-356-4449 / [steven\\_sparks@beaverton.k12.or.us](mailto:steven_sparks@beaverton.k12.or.us)

Applicant's Representative: Same as applicant

**PREVIOUS LAND USE HISTORY:** No recent Beaverton land use history exists.

### SECTION 50.25 (APPLICATION COMPLETENESS):

The completeness process is governed by Section 50.25 of the Development Code. The applicant is encouraged to contact staff to ask any questions or request clarification of any items found on the application checklists that were provided to the applicant at the time of the pre-application conference. In addition, the applicant should be aware that staff is not obligated to review any material submitted 14 days or later from the time the application has been deemed “complete” that is not accompanied with a continuance to provide staff the necessary time to review the new material.

### APPLICATION FEES:

Based on the plans and materials provided, the identified application fees (land use only) are as follows. The City charges a 5% technology fee in addition to the base application fees. Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee, and 75% of the remaining application fees. The fees below do not include the technology fee or the application bundling fee reduction but are the independent application fees. The Planning Division Fee Schedule can be found on our website: <https://www.beavertonoregon.gov/777/Applications-Fees-Brochures>

Minor Modification of a Conditional Use	\$2,702 + 5% tech fee
Design Review Two	1.25% of project value Minimum: \$7,024 Maximum: \$27,015 + 5% technology fee
<i>Possible</i> Design Review Three	1.25% of project value Minimum: \$10,806 Maximum: \$29,176 + 5% technology fee

**\*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 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 **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 may be required because it appears that the proposal may be subject to a Design Review 3 application. (NAC): **Central Beaverton** Contact: Rachel Philip [rphilip21@gmail.com](mailto:rphilip21@gmail.com)

Please copy the City's neighborhood department, Miles Glowacki [mglowacki@beavertonoregon.gov](mailto:mglowacki@beavertonoregon.gov) on communications with the NAC Chairs.

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 requests 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 in BDC Section 50.30 and in the following link:

<https://content.civicplus.com/api/assets/3f3dbebe-bd25-4ed6-8102-2d198238db25?cache=1800>

The Request for Neighborhood Meeting Labels Form can be found in the following link:

<https://content.civicplus.com/api/assets/1a02c228-0536-4277-8039-89550c936e56?cache=1800>

The completed form can be submitted to [planningplansubmit@beavertonoregon.gov](mailto:planningplansubmit@beavertonoregon.gov).

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

## CHAPTER 20 (LAND USES):

Zoning: Residential Mixed C (RMC)

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

Zoning: Residential Mixed C (RMC)

Applicable Code Sections: 20.05.15 – Site Development Standards and 20.05.20 – Land Use Regulations.

Development Standard	Requirement	Note
Minimum Land Area	N/A	
Maximum Floor Area Ratio	N/A	
Lot Dimensions: Minimum Width	20 feet	
Front Setback	10 feet	
Side Setback	5 feet	
Rear Setback	15 feet	
Garage Setback	18.5 feet	Carports shall meet the same yard setbacks as the dwelling. Garage setbacks shall be measured from the elevation containing the garage door and vehicle entrance of carports to the property line. For all other garage elevations, the building setback applies.
Minimum Between	6 feet	Minimum spacing between buildings on the

Development Standard	Requirement	Note
Buildings		same parcel or in the same development.
Height	35 feet	Also subject to additional height limitations in Section 20.30

**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 Two</b> (Threshold #2)	<b><u>40.20.15.2</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
2.	<b>Possible Design Review Three</b> (Threshold #9)	<b><u>40.20.15.3</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
3.	<b>Minor Modification of a Conditional Use</b> (Threshold #5)	<b><u>40.15.15.2</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4

**Comments:** In order for your application(s) to be deemed complete, a written statement necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narrative(s) will need to explain how and why the proposed application meets the applicable approval criteria for the land use applications identified above. Approval criteria and development regulations in effect at the time an application is received will control. Approval criteria and development regulations are subject to change.

**CHAPTER 60 (SPECIAL REGULATIONS):**

The following special requirements when checked are applicable to your development. You should consult these special requirements in the preparation of written and plan information for a formal application:

- |  |   |
|--|---|
| <input 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 type="checkbox"/> Section 60.10 (Floodplain Regulations)  | <input type="checkbox"/> Section 60.15 (Land Division Standards)    |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home)  | <input type="checkbox"/> Section 60.25 (Off-Street Loading)         |

Regulations)

- |  |  |
|--|--|
| <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 checked="" type="checkbox"/> <b>Section 60.50 (Special Use Regulations)</b> |
| <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 application(s) to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above.

**OTHER DEPARTMENT/AGENCY CONTACTS:**

Your project may require review by other City departments and outside agencies. Please plan to contact the following staff persons at the City of Beaverton or other agencies when their name is checked. In some instances, some or all of these staff persons may submit written comments for the pre-application conference. These comments may be discussed at the pre-application conference and will be attached to this summary:

<p>Recommended contact for further information if checked</p> <p><input checked="" type="checkbox"/></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 <u>Chapter 3 of the Design and Construction Standards</u> 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>
<p><input checked="" type="checkbox"/></p>	<p><b>Lawrence Arnbrister</b>, Building, City of Beaverton (503) 720-6340 / <a href="mailto:larnbrister@beavertonoregon.gov">larnbrister@beavertonoregon.gov</a></p> <p><input checked="" type="checkbox"/> Building code regards all classrooms as single structure due to proximity of classrooms. This has impacts on fire sprinkler needs. Please reach out to Building Division for further information.</p> <p>The proposed classrooms are located over ADA parking spaces. If the parking lot remains open for staff parking as shown in the conceptual plans, ADA compliant spaces must be to</p>

	this area, along with ADA compliant pathways. If the parking lot is completely closed, ADA parking spaces are not required to be provided.
<input type="checkbox"/>	<b>Steve Brennen</b> , 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"/>	<b>Silas Shields</b> , Site Development, City of Beaverton (503) 350-4055 / sshields@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. Comments attached.
<input checked="" type="checkbox"/>	<b>Kate McQuillan</b> , Transportation, City of Beaverton (503) 526-2427/ kmcquillan@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. See Key Issues/Considerations.
<input type="checkbox"/>	<b>Elizabeth Cole</b> , 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.** A **Design Review Two** application is required for new development in a residential zone up to 30,000 square feet. The submittal must demonstrate compliance with all applicable Design Standards in 60.05.15-30. Staff recognizes that the proposed classrooms are prefabricated, and compliance with some Standards may be difficult. For proposals of this size that cannot meet one or more Design Standards, the applicant shall instead apply for a **Design Review Three**, where the applicant can respond to a mix of Design Standards and Design Guidelines.

A **Minor Modification of a Conditional Use Permit** is required for the placement of portable classrooms. The application must provide individual findings for each approval criteria, including all applicable Comprehensive Plan policies.

2. **Use of Parking Lot During Classroom Occupancy.** Staff expressed considerable safety concerns regarding the use active use of the parking lot for vehicle parking while portable classrooms are in use. Conflicts between motor vehicles and classroom users present clear safety hazards. Staff strongly urges the applicant to fully close the parking lot to eliminate these hazards. Leaving the parking lot partially open would require significant improvements the site to minimize the hazards, including clear delineation and physical separation of vehicle maneuvering areas and pedestrian circulation areas. Staff also believe that the full closure of the parking lot will provide an easier avenue for making positive findings for pedestrian circulation design requirements.
3. **Location of restrooms.** Staff noted that the proposed location of the restrooms is not preferred, given their direct proximity to SW 2<sup>nd</sup> Street. Staff recognizes the convenience of the connections to public utilities but

urges the applicant to consider alternative locations for these facilities. It may be difficult to meet some design regulations, including building articulation, for these facilities. Staff notes that no elevations have been provided, so no feedback on the actual building design is provided in these notes.

4. **Dedication/Frontage Improvements**. Due to the upcoming land use submittal for the reconstruction of the high school campus, right of way dedication and frontage improvements along SW Erickson and SW 2<sup>nd</sup> will not be required for the location of portable classrooms. All dedication and frontage improvements will be required when the full campus reconstruction land use application is submitted, currently understood to occur in spring 2023.
5. **Required Parking**. In response to state rule changes, collectively referred to as the Climate Friendly and Equitable Communities rules, the entirety of the Beaverton High School campus is no longer required to provide a minimum number of motor vehicle parking spaces. Staff acknowledges and appreciates the parking analysis provided with pre application materials, but the analysis will not be required for the formal land use submittal.
6. **Service Provider Letters (SPL)**. The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Staff has identified the following service provider letters as applicable to your proposal:
  - a. **Clean Water Services (CWS)**: All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>
  - b. **Tualatin Valley Fire & Rescue (TVF&R)**: TVF&R requires a Service Provider Permit (SPP) to address fire code issues related to development. The SPP form can be found at the following link: <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Washington-C-64>
7. **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).

8. **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.





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

### Site Development & Engineering

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**Project Name:** BHS Temporary Structures

**Pre-Application Conference Number:** PA2023-0004

**Date:** January 25, 2023

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

**Ph:** (503) 536-3766 **Email:** [sshields@BeavertonOregon.gov](mailto:sshields@BeavertonOregon.gov)

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#### General Notes:

This development shall be in compliance with the City of Beaverton and Clean Water Services standards in place at the time of site development permit application. Please refer to City Engineering Design Manual (EDM) for [site plan submittal requirements](#). Site plans will need to be on 22x34-inch sheets. The project was reviewed for compliance with City of Beaverton (COB) 2019 EDM and the 2019 R&O 19-22 Clean Water Services (CWS) Design & Construction Standards (DCS).

City of Beaverton sanitary sewer and storm drainage are in the vicinity of this project and can serve this site. There is an 8" city sanitary line on SW 2<sup>nd</sup> St. There is a 12" city storm line on SW Erickson Ave.

City of Beaverton is the water provider for this site. There is an 8" city water line along SW 2<sup>nd</sup> St. A Service Provider Letter (SPL) will be required for new connections to the water system and/or changes in water meter size, see next page for contact information.

Tualatin Valley Fire and Rescue (TVFR) is the fire district, see next page for contact information. A permit 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).

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.

Per Beaverton development code 60.65, any affected overhead utilities, as well as new connections into the site must be placed underground.

**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://apps2.beavertonoregon.gov/CO/publicworks/asbuiltrequestform.aspx>

**Permits & approvals identified as likely to be needed with this development:**

<input checked="" type="checkbox"/>	City of Beaverton permit- FC-Right of Way Contact: Site Development Division at (503) 350-4021 or sitedevelopment@beavertonoregon.gov
<input checked="" type="checkbox"/>	City of Beaverton Building permit Contact: Building Division at (503) 526-2493
<input checked="" type="checkbox"/>	Must underground all utilities (PGE, communications etc.) to site as well as any affected overhead utilities.
<input checked="" type="checkbox"/>	City of Beaverton utility system & SPL's Contact: Engineering at (503) 526-2269 or engineering@beavertonoregon.gov
<input checked="" type="checkbox"/>	Tualatin Valley Fire and Rescue - Permit Contact: DFM Jeremy Foster at (503) 259-1414 or Jeremy.Foster@tvfr.com
<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 Contact: Lindsey Obermiller at (503) 681-3653 or email <a href="mailto:SPLReview@cleanwaterservices.org">SPLReview@cleanwaterservices.org</a></li></ul>
<input checked="" type="checkbox"/>	Oregon Department of Environmental Quality <ul style="list-style-type: none"><li>• <input checked="" type="checkbox"/> Standard erosion control for sites less than 1 acre per CWS standard drawing no. 945</li></ul>



Blue = City Water Line

Red = City Sanitary Line

Orange = City Storm Line