

CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov



OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

CONDITIONAL USE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF CONDITIONAL USE FROM THE FOLLOWING LIST:

- TYPE 2 MINOR MODIFICATION OF A CONDITIONAL USE
- TYPE 3 MAJOR MODIFICATION OF A CONDITIONAL USE
- TYPE 3 PLANNED UNIT DEVELOPMENT
- TYPE 3 NEW CONDITIONAL USE
- INTERIM WASHINGTON COUNTY USE TYPE 1
- NONCONFORMING USE
- INTERIM WASHINGTON COUNTY USE TYPE 2

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

(CITY, STATE, ZIP) Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: *Nicole Paulsen* CONTACT: Nicole Paulsen

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: Lango Hansen Landscape Architects

ADDRESS: 1100 NW Glisan St., #3A

(CITY, STATE, ZIP) Portland, OR 97209

PHONE: 503-295-2437 FAX: _____ E-MAIL: katherine@langohansen.com

SIGNATURE: *Katherine Sheie* CONTACT: Katherine Sheie

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

(CITY, STATE, ZIP) Beaverton, OR 97008

PHONE: 503-614-4002 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: *Nicole Paulsen* CONTACT: Nicole Paulsen

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____

ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT

_____	_____	_____
_____	_____	_____
_____	_____	_____

PRE-APPLICATION DATE: _____

AREA TO BE DEVELOPED (s.f.): _____

EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____

When opening links (highlighted in blue), right click on the link and open in a new window. You may lose your work if you click directly on the link.

CONDITIONAL USE SUBMITTAL CHECKLIST

Electronic submission is preferred whenever possible. Applicants should submit forms reports, plans, and other supporting documents electronically rather than printing and delivering multiple paper copies. [Please click here for instructions on how to submit electronically.](#)

WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
 - *Have you submitted for a permit from another division?*

- B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.

- C. WRITTEN STATEMENT.** Submit **one (1) copy** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
 - Address all applicable provisions of [Chapter 20](#) (Land Uses)
 - Address all applicable provisions of [Chapter 60](#) (Special Regulations)
 - Address all Facilities Review Technical Criteria from Section [40.03](#) of the City's *Development Code* (ORD 2050).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
 - Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.

- D. FEES,** as established by the City Council. **Fees are payable via Visa, Mastercard, or Check.** Please make checks payable to the City of Beaverton.

- E. SITE ANALYSIS INFORMATION.**
 - Proposed parking modification: _____ sq. ft.
 Proposed number of parking spaces: _____
 Proposed use: _____
 Parking requirement: _____
 - Existing landscaped area: _____ sq. ft.
 Percentage of site: _____ %
 Proposed landscape modification: _____ sq. ft.
 Percentage of site: _____ %
 - Existing parking area: _____ sq. ft.
 Existing number of parking spaces: _____
 - Existing building height: _____ ft.
 Proposed building height: _____ ft
 - Existing building area: _____ sq. ft.
 Proposed building modification: _____ sq. ft.

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section [50.25.1. F](#) of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact, Lindsey Obermiller, Environmental Plan Reviewer at (503) 681-3653 or ObermillerL@CleanWaterServices.org

G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1. E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time, and location, as well as oral and written comments received
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

I. TRAFFIC GENERATION. Provide documentation showing any projected or actual increase in vehicle trips per day to and from the site. Either the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Oregon may be used for this determination. **Note: a traffic study may be required as part of the application submittal when deemed necessary by the Planning Director. The determination is made at the time of a Pre-Application Conference.**

J. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

K. PLANNED UNIT DEVELOPMENT DESCRIPTION. (REQUIRED FOR PLANNED UNIT DEVELOPMENT APPLICATIONS ONLY)
Submit a detailed description of the proposed planned unit development.
Provide the following information:

- 1. The intent of the project.
- 2. The factors which make the project desirable to the general public and to surrounding areas.
- 3. The features and details of the project development.
- 4. The schedule of timing and phasing (if applicable) of the development program.
- 5. Any other material which the applicant believes to be relative to the use

PLANS & GRAPHIC REQUIREMENTS- *REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS*

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information:

- A. EXISTING CONDITIONS PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. Vicinity map.
 - 3. The entire lot(s), including area and property lines dimensioned.
 - 4. Points of existing access, interior streets, driveways, and parking areas.
 - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - 6. Existing right-of-way and improvements.
 - 7. Dimension from centerline to edge of existing right-of-way.
 - 8. Existing topographical information, showing 2 ft. contours.
 - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - 10. Location of existing public and private utilities, easements, and 100-year floodplain.
 - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species, and size. Dbh is measured at 54" above grade.
- B. DIMENSIONED SITE PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications, and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 - 8. Location of storm water quality/detention facilities.
 - 9. Boundaries of development phases, if applicable.
 - 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 11. Sensitive areas, as defined by CWS standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences, and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

PLANS & GRAPHIC REQUIREMENTS-The following plans, D through H, may be required to be part of the application submittal when deemed necessary by the Planning Director. If a Pre-Application Conference has been completed, the determination is made at that time.

Submit a total of one (1) set of plans

- D. PLANNED UNIT DEVELOPMENT PLAN:**
 - 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s), including area, property lines dimensioned.
 - 3. Specific location of proposed circulation for pedestrians and vehicles, including points of access, interior streets, driveways, loading areas, transit lines, bicycle facilities and parking areas.
 - 4. Specific location of proposed buildings and other structures, indicating design character and density.
 - 5. Specific location of proposed right-of-way, dedications, and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Proposed vegetative character of site including the location of Natural Resource Areas, Significant Trees, and Historic Trees as established by the City of Beaverton's inventories.
 - 8. Location of Sensitive areas, as defined by the Unified Sewerage Agency standards, including streams, riparian areas, and wetlands.
 - 9. Location of rock out-croppings and upland wooded areas.
 - 10. Specific location of proposed storm water quality facilities, detention facilities, or both.
 - 11. Specific location of proposed public uses, including schools, parks, playgrounds, and other public open spaces.
 - 12. Specific location of proposed common open spaces, schematic massing of buffering, screening, and landscape featuring.

- E. GRADING PLAN:**
 - 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed rights-of-way, dedications, and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
 - 8. Location of 100-year flood plain.
 - 9. Location of storm water quality/detention facilities.
 - 10. Boundaries of development phases, if applicable.
 - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 12. Sensitive areas, as defined by the CWS standards.
 - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
 - 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

- F. LIGHTING PLAN:**
 - 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards, and the ground.
 - 2. Type, style, height, and the number of fixtures per light.
 - 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
 - 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
 - 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

- G. UTILITY PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications, and improvements.
 - 6. Proposed topographical information, showing 2 ft. contours.
 - 7. Location of 100-year flood plain.
 - 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
 - 9. Boundaries of development phases, if applicable.
 - 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 11. Sensitive areas, as defined by the CWS standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- H. LANDSCAPE PLAN:**
- 1. North arrow, scale, and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications, and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 8. Sensitive areas, as defined by the CWS standards.
 - 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
 - 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
 - 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - 14. Proposed location of light poles, bollards, and other exterior illumination.
 - 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions, or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Katherine Shere

Signature

Telephone Number

Date



NEW CONDITIONAL USE APPROVAL CRITERIA

PURSUANT TO SECTION [50.25.1.B](#) OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Conditional Use shall address compliance with all of the following Approval Criteria as specified in 40.15.15.5.C.1-8 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Conditional Use application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The proposal will comply with the applicable policies of the Comprehensive Plan.
- 4. The size, dimensions, configuration, and topography of the site and natural and man-made features on the site can reasonably accommodate the proposal.
- 5. The location, size, and functional characteristics of the proposal are such that it can be made reasonably compatible with and have a minimal impact on livability and appropriate use and development of properties in the surrounding area of the subject site.
- 6. The proposed residential use located in the floodway fringe meets the requirements in Section [60.10.25](#).
- 7. For parcel(s) designated Interim Washington County, the proposed use, identified in the land use designation previously held for the subject parcel(s), meets the use requirements identified in Washington County's Development Code.
- 8. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

Received
Planning Division
05/01/2024



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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
COMP. PLAN: _____ NAC: _____

DESIGN REVIEW TWO AND THREE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF DESIGN REVIEW FROM THE FOLLOWING LIST:
 DESIGN REVIEW TWO DESIGN REVIEW THREE

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____
SIGNATURE: _____ CONTACT: _____

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____
SIGNATURE: *Katherine Shere* _____ CONTACT: _____

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
(CITY, STATE, ZIP) _____
PHONE: _____ FAX: _____ E-MAIL: _____
SIGNATURE: *Nicole Paolosen* _____ CONTACT: _____

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____
ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT

AREA TO BE DEVELOPED (s.f.): _____
EXISTING USE OF SITE: _____

PROPOSED DEVELOPMENT ACTION: _____



DESIGN REVIEW TWO AND THREE SUBMITTAL CHECKLIST

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- A. APPLICATION FORM. Provide one (1) completed application form with original signature(s).
B. CHECKLIST. Provide one (1) completed copy of this five (5) page checklist.
C. WRITTEN STATEMENT. Submit one (1) copy of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.

In the written statement, please include the following:

- Address all applicable provisions of Chapter 20 (Land Uses)
Address all applicable provisions of Chapter 60 (Special Regulations)
Address all Facilities Review Technical Criteria from Section 40.03 of the City's Development Code (ORD 2050).
Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's Development Code (ORD 2050), attached.
Provide the hours of operation, total number of employees, and maximum number of employees per shift.

D. FEES, as established by the City Council.

E. SITE ANALYSIS INFORMATION.

Proposed parking modification: sq. ft.
Proposed number of parking spaces:
Proposed use:
Parking requirement:
Existing parking area: sq. ft.
Existing number of parking spaces:
Existing building height: ft.
Proposed building height: ft
Existing building area: sq. ft.
Proposed building modification: sq. ft.

Existing landscaped area: sq. ft.
Percentage of site: %
Proposed landscape modification: sq. ft.
Percentage of site: %

F. CLEAN WATER SERVICES (CWS) DOCUMENTATION. Pursuant to Section [50.25.1. F](#) of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey Obermiller, Environmental Plan Reviewer at 503-681-3653 or ObermillerL@CleanWaterServices.org

G. PRE-APPLICATION CONFERENCE NOTES. Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1. E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)
Provide the following information as required by the City's *Development Code Section 50.30* the Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time, and location, as well as oral and written comments received
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.

I. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

J. SCOPE OF REVIEW If filing the Design Review 3 application, please check one of the following:

I, as applicant or the applicant's representative, submit this application for Design Review 3 for the following reason:

- The proposal meets one or more Thresholds identified in Section [40.20.15.3.A](#) (1 through 9) for **Design Review 3**. Therefore, materials submitted with this application respond to all applicable Design Guidelines (Sections [60.05.35](#) through [60.05.50](#) of the Development Code)
- The proposal meets one or more Thresholds for **Design Review 2** but does not meet an applicable Design Standard. Therefore, materials submitted with this application respond to all applicable Design Standards except for the standard(s) not met where I have instead provided a response to the corresponding Design Guideline(s).
- The proposal meets one or more Thresholds for **Design Review 2**, however, for the reasons identified in my attached narrative, I elect to file this application for Design Review 3 and have provided a response to all applicable Design Guidelines.

PLANS & GRAPHIC REQUIREMENTS

Include all of the following information:

A. EXISTING CONDITIONS PLAN:

- 1. North arrow, scale, and date of plan.
- 2. Vicinity map.
- 3. The entire lot(s), including area and property lines dimensioned.
- 4. Points of existing access, interior streets, driveways, and parking areas.
- 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
- 6. Existing right-of-way and improvements.
- 7. Dimension from centerline to edge of existing right-of-way.
- 8. Existing topographical information, showing 2 ft. contours.
- 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
- 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
- 14. Existing trees. Indicate genus, species, and size. Dbh is measured at 54" above grade.

B. DIMENSIONED SITE PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications, and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
- 8. Location of storm water quality/detention facilities.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
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- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*

C. GRADING PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.

- 5. Proposed rights-of-way, dedications, and improvements.
- 6. Dimension from centerline to edge of proposed right-of-way.
- 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
- 8. Location of 100-year flood plain.
- 9. Location of storm water quality/detention facilities.
- 10. Boundaries of development phases, if applicable.
- 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
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- 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.

D. UTILITY PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications, and improvements.
- 6. Proposed topographical information, showing 2 ft. contours.
- 7. Location of 100-year flood plain.
- 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by the CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*

E. LANDSCAPE PLAN:

- 1. North arrow, scale, and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications, and improvements.
- 6. Boundaries of development phases, if applicable.
- 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 8. Sensitive areas, as defined by the CWS standards.
- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
- 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.

- 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
- 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- 14. Proposed location of light poles, bollards, and other exterior illumination.
- 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

F. LIGHTING PLAN:

- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards, and the ground.
- 2. Type, style, height, and the number of fixtures per light.
- 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
- 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
- 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

G. ARCHITECTURAL ELEVATIONS: Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences, and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

H. MATERIALS BOARD: Provide **one (1) 8½"x11"** or **one (1) 8½"x14"** Materials Board that includes examples of all building materials, colors, and textures of exterior surfaces for building(s) and structure(s). *Materials Boards provided at a size other than what is indicated above will not be accepted.*

I. DESCRIPTION OF MATERIALS AND FINISHES FORM: Provide one completed copy of the Materials and Finishes Form with the application submittal.

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions, or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Katherine Shere

Signature

Telephone Number

Date



CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

Project Name: _____
DR #: _____
Date Received: _____
Date Approved: _____
Approved By: _____

DESCRIPTION OF MATERIALS AND FINISHES LIST

*The following Information is required on this form at the time of submission for Design Review approval
Information provided should be specific.*

BUILDINGS – List individual structure variations, if any.

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APPROVED REVISIONS**

EXTERIOR SIDING

Materials (species, grade, type, and pattern) _____

Paint or Stain colors (i.e. Olympic, Brown Stain #17) _____

EXTERIOR TRIM

Materials _____

Paint or Stain colors _____

ROOF

Materials _____

DOORS

Materials _____

Paint or Stain colors _____

WINDOWS

Frame type and color _____

FLASHING & DOWNSPOUTS



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BeavertonOregon.gov

Project Name: _____
DR #: _____
Date Received: _____
Date Approved: _____
Approved By: _____

EXTERIOR STAIRS / BALCONIES / RAILINGS

Materials _____

Paint or Stain colors _____

GARAGES / CARPORTS

Materials _____

Paint or Stain colors _____

OTHER

TRASH ENCLOSURES

Materials _____

Paint or Stain colors _____

Location _____

FENCING

Materials _____

Paint or Stain colors _____

Location _____

LIGHTING FIXTURES Fixture type, # lamps, wattage, height, color, etc _____

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 Planning Division
 12725 SW Millikan Way
 PO Box 4755
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 Tel: (503) 526-2420
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BeavertonOregon.gov

Project Name: _____
DR #: _____
Date Received: _____
Date Approved: _____
Approved By: _____

MAILBOXES

Materials, colors, location _____

**OFFICE USE ONLY
 APPROVED REVISIONS**

PEDESTRIAN PATHWAYS

Materials, colors, location _____

RECREATIONAL AMENITIES

(i.e. benches, barbeques pit, tot lots, sport courts, etc)

Description of item(s) including materials and colors _____

SITE ANALYSIS DATA

<u>Item</u>	<u>Lot Coverage in Square Feet (sf)</u>	<u>Lot Coverage in %</u>
BUILDING AREA	sf	%
PARKING AND DRIVING	sf	%
LANDSCAPING / OPEN SPACE	sf	%
TOTAL SITE AREA	sf	%



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www.BeavertonOregon.gov

Project Name: _____
 DR #: _____
 Date Received: _____
 Date Approved: _____
 Approved By: _____

LANDSCAPE MATERIALS

On a separate sheet of paper list in chart form the proposed types of landscape materials (trees, shrubs, groundcover). Include in the chart genus, species, common name, quantity, size, spacing and method of planting for each type of plant.

<u>Landscape Chart Example</u>				
<u>Common Name</u> - genus, species	<u>Quantity</u>	<u>Size</u>	<u>Spacing</u>	<u>Method of Planting</u>
<u>Trees</u>				
Incense Cedar - Calocedrus decurrens	12	6ft	20ft oc	B&B, branches to ground
<u>Shrubs</u>				
Compact Oregon Grape - Mahonia a. 'Compacta'	24	2 gallon	3 ft oc	Full Plants
<u>Ground Cover</u>				
Coast Strawberry - Fragaria chiloensis	48	4" pots	18" oc	Full Plants

Designate method of irrigation

Designate street trees for each street abutting the property.

ACKNOWLEDGEMENT

I have provided all the items required by this four (4) page description of materials and finishes form. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name _____

Telephone Number _____

Katherine Shere

Signature _____

Date _____

DESIGN REVIEW THREE APPROVAL CRITERIA

PURSUANT TO SECTION [50.25.1.B](#) OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Design Review Three shall address compliance with all of the following Approval Criteria as specified in [40.20.15.3.C.1-9](#) of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Design Review Three application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. For proposals meeting Design Review Three application thresholds numbers 1 through 7, the proposal is consistent with all applicable provisions of sections [60.05.35](#) through [60.05.50](#) (Design Guidelines).
- 4. For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections [60.05.35](#) through [60.05.50](#) (Design Guidelines) or can demonstrate that the additions or modifications are moving towards compliance with specific Design Guidelines if any of the following conditions exist:
 - a. A physical obstacle such as topography or natural feature exists and prevents the full implementation of the applicable guideline; or
 - b. The location of existing structural improvements prevents the full implementation of the applicable guideline; or
 - c. The location of the existing structure to be modified is more than 300 feet from a public street.
- 5. The proposal complies with the grading standards outlined in Section [60.15.10](#) or approved with an Adjustment or Variance.
- 6. For DRBCP proposals which involve the phasing of required floor area, the proposed project shall demonstrate how future development of the site, to the minimum development standards established in this Code or greater, can be realistically achieved at ultimate build out of the DRBCP.
- 7. For proposals meeting Design Review Three application Threshold numbers 8 or 9, where the applicant has decided to address a combination of standards and guidelines, the proposal is consistent with all applicable provisions of Sections [60.05.15](#) through [60.05.30](#) (Design Standards) except for the Design Standard(s) where the proposal is instead subject to the applicable corresponding Design Guideline(s).
- 8. For proposals meeting Design Review Three application Threshold numbers 8 or 9, where the applicant has decided to address Design Guidelines only, the proposal is consistent with the

applicable provisions of Sections [60.05.35](#) through [60.05.50](#) (Design Guidelines).

- 9. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

Attachment A: Park Shelter Cutsheet and Material Palette



Siskiyou Mountain Shelter Model 98-S20020-4T SPWB SS

Specifications

Description: Rectangular

Size: 20' x 20'

Roof Pitch: 4/12

Roof Style: Gable

Features

- 4/12 roof pitch
- Wood or steel posts
- 8' to 9' post spacing
- 20' to 40' widths
- Up to 124'+ lengths
- Peak & camber glu-laminated beams
- Clear spans
- 2x6 or 3x6 tongue & groove roof decking
- Non-bird nesting or perch design
- Polyester powder coated
- Wind load: 90 mph class C
- Snow Load: 30 lbs
- USA Made

Options Shown: Standing Seam Steele Roof, 2x6 Tongue & Groove Roof Decking, 8x4 Steel Posts; "J" Style Steel Fascia Wrap; 120 mph Wind Load

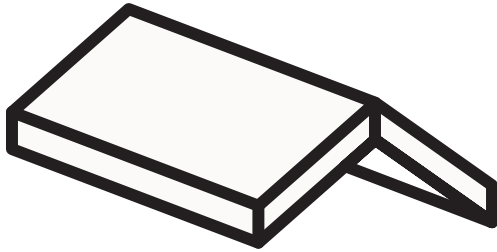
Options

- Hot dipped galvanized
- Stain or clear sealer for wood members
- Increased wind & snow load available
- Variety of roof pitches available
- Wood post options: square, rectangular, or round
- Steel post options: square, rectangular, or round
- Roof options: hi rib, standing seam, cedar, asphalt, tile, etc.
- Gutters & downspouts
- Chemical resistant Natur-Kote primer for harsh environments
- On-site technical assistance available.
- Custom designs available

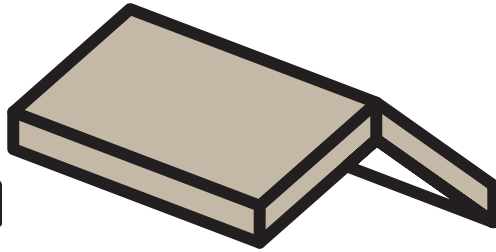


PO Box 270, Baker City, OR 97814 (541) 523-0224 (800) 252-8475 www.naturalstructures.com - info@naturalstructures.com

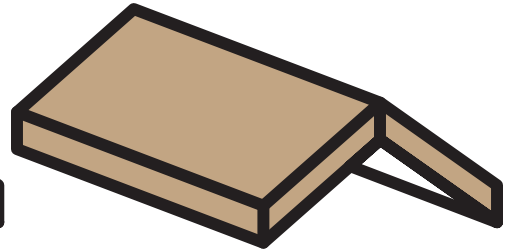
Standing Seam Metal Roof Color Options



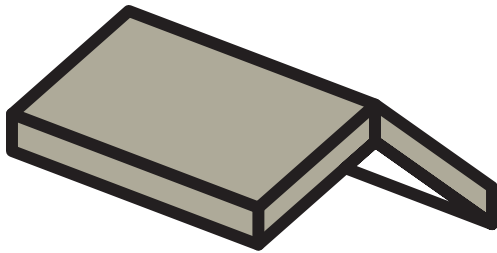
Regal White



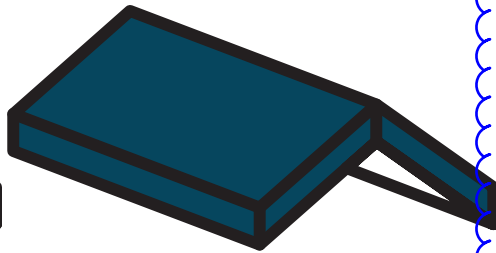
Parchment



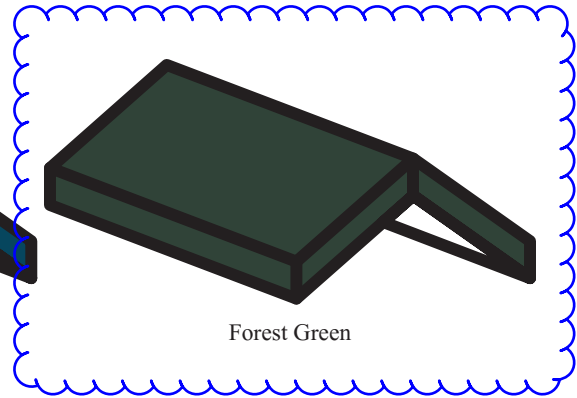
Sierra Tan



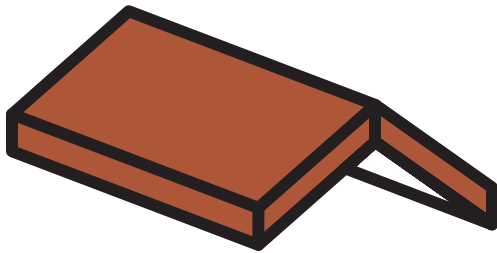
Old Town Gray



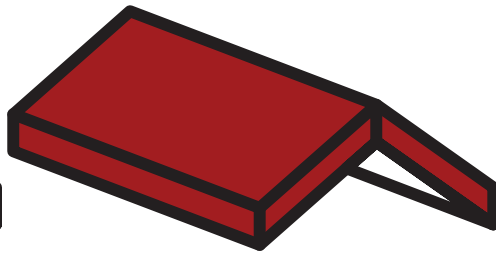
Regal Blue



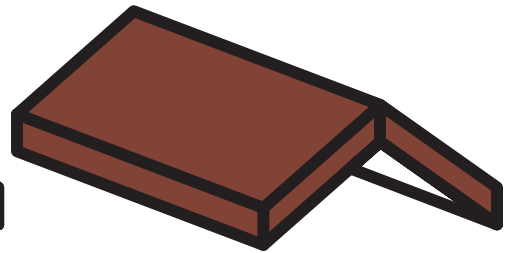
Forest Green



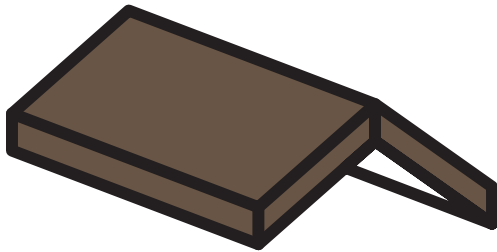
Terra Cotta



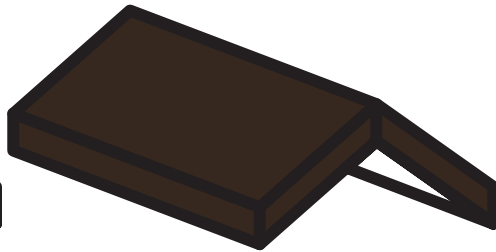
Retro Red



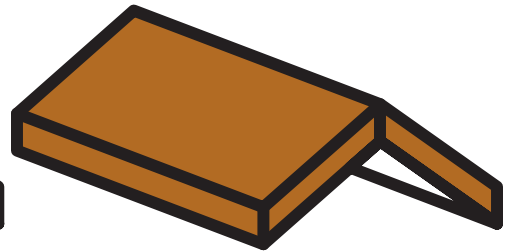
Colonial Red



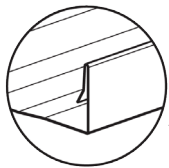
Weathered Copper



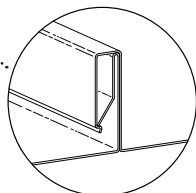
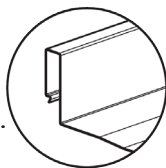
Dark Bronze



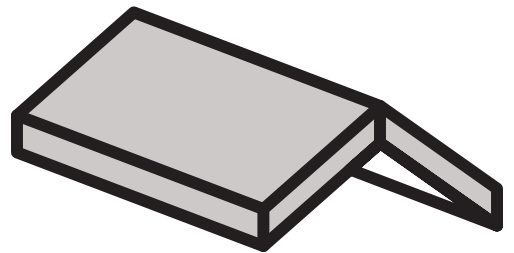
Copper Penny



Features a snap lock design allowing for easy installation without seaming tools.



Example of snap-lock standing seam connection



Silver Metallic

Custom Colors Available. Shades may vary due to monitor and printer settings.



Powder Coat Color Options



Royal Blue



Emerald



Crimson



Light Blue



Teal



Burgundy



Tangerine



Lime Green



Purple



Pastel Yellow



Pale Green



Lemon Yellow



Camel



Smoke

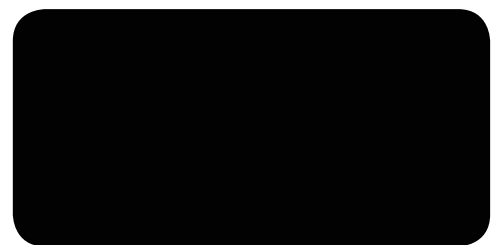


Black (20% matte)

Not for immersion in standing water.
Custom Colors Available.
Shades may vary due to monitor and
printer settings.



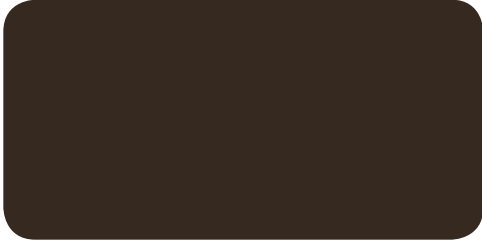
Black (50% gloss)



Black (90% gloss)



Powder Coat Color Options



Roman Bronze (matte)



Milk Chocolate



Kodiak



Lazer Copper



Hammertone Black



Hammertone Silver



Beetle*



Yuma Green*



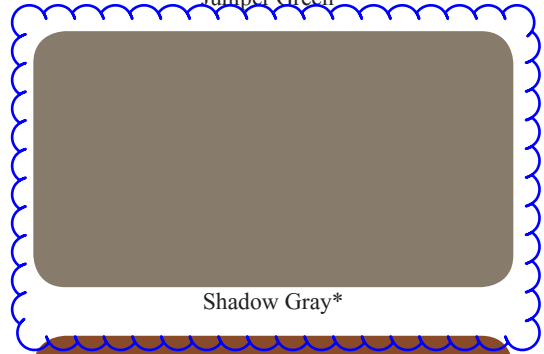
Juniper Green*



Carlsbad Canyon*



Covert Green*



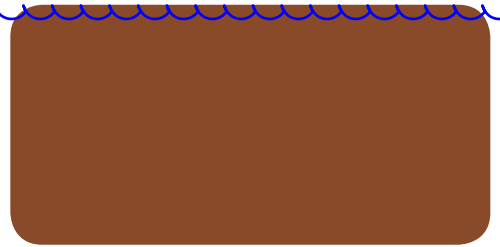
Shadow Gray*



Shale Green*



Sudan Brown*



Carob Brown*

Recycled Plastic Planks for Site Furniture



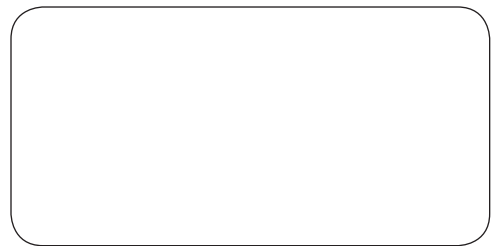
Cedar



Gray

*Environmental colors

Not for immersion in standing water



Snow White



Pavilion & Shelter Semi-Transparent Stains

Olympic Semi-Transparent Stains for Wood Members



718 Naturaltone
Fir/Pine



Desert Sand



Pearl Gray



901 White Birch



708 Walnut



Espresso



Caramel



716 Cedar
Naturaltone



909 Light Oak



900 Outside White



911 Cape Cod Gray



712 Black Oak



717 Redwood
Naturaltone



727 Cinnamon



Ginger



919 Beige Gray



Grape Slate



Blue Sapphire



700 Sierra



704 Redwood



726 Light Mocha



917 Weathered
Barnboard



725 Dark Oak



908 Smoke Blue



Brick Red



730 Teak



Olive Brown



920 Aspen Tan



905 Cinder



723 Avocado



728 Rosewood



707 Tobacco



714 Dark Tahoe



Storm Gray



913 Ebony



Alligator Green



729 Dark Mahogany



Clove Brown



711 Coffee



906 Blueridge Gray



Polar Blue



910 Mushroom



705 Russet



709 Black Walnut



713 Oxford Brown



Forest Floor



River's Run



916 Driftwood Gray



PO Box 270, Baker City, OR 97814
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 www.naturalstructures.com • info@naturalstructures.com

All colors shown on cedar wood chips.
 Colors may vary slightly due to printing.

Attachment B: Landscaping Materials

Memorandum

Date: September 20, 2023, revised April 12, 2024
 To: City of Beaverton Community Development Department, Planning Division
 From: Katherine Sheie, Lango Hansen Landscape Architects, on behalf of THPRD
 Project: **Pointer Road Park**, Tualatin Hills Park and Recreation District
 RE: **Design Review Type Three – Landscape Materials**

Common Name (Botanical Name)	Quantity	Size	Spacing	Planting Method
------------------------------	----------	------	---------	-----------------

Native plants indicated with +

Trees:

Incense Cedar (<i>Calocedrus decurrens</i>) +	10	6' or 10' ht*	20'-30' o.c.	B&B
Kentucky Yellowwood (<i>Cladastris kentuckea</i>)	3	3" caliper	specimen	B&B
Cortland Apple (<i>Malus 'Cortland'</i>)	1	3" caliper	specimen	B&B
Liberty Apple (<i>Malus 'Liberty'</i>)	1	3" caliper	specimen	B&B
Douglas Fir (<i>Pseudotsuga menziesii</i>) +	6	6' or 10' ht*	20'-30' o.c.	B&B
Crimson Oak (<i>Quercus coccinea</i>)	6	3" caliper	specimen	B&B
Oregon White Oak (<i>Quercus garryana</i>) +	3	2" caliper	specimen	B&B
Giant Sequoia (<i>Sequoiadendron giganteum</i>)	4	6' or 10' ht*	20'-30' o.c.	B&B
Accolade Elm (<i>Ulmus 'Morton'</i>)	6	3" caliper	specimen	B&B

** Incense cedar, Douglas fir, and Sequoias will be 6' height in the B3 buffer, and 10' height as specimens.*

Shrubs:

Vine Maple (<i>Acer circinatum</i>) +	TBD	1 gal	5' o.c.	Full Plants
Manzanita varieties (<i>Arctostaphylos</i> spp.) +	TBD	1 gal	3'-5' o.c.	Full Plants
Coyote Brush (<i>Baccharis pilularis</i>) +	TBD	1 gal	3'-5' o.c.	Full Plants
Ceanothus varieties (<i>Ceanothus</i> spp.) +	TBD	1 gal	4'-6' o.c.	Full Plants
Rockrose varieties (<i>Cistus</i> spp.)	TBD	1 gal	3'-5' o.c.	Full Plants
Salal (<i>Gaultheria shallon</i>) +	TBD	1 gal	3' o.c.	Full Plants
Ocean Spray (<i>Holodiscus discolor</i>) +	TBD	1 gal	5' o.c.	Full Plants
Oregon Grape varieties (<i>Mahonia</i> spp.) +	TBD	1 gal	2'-3' o.c.	Full Plants
Pacific Wax Myrtle (<i>Morella californica</i>) +	TBD	1 gal	5'-8' o.c.	Full Plants
Western Mock Orange (<i>Philadelphus lewisii</i>) +	TBD	1 gal	5'-6' o.c.	Full Plants
Sword Fern (<i>Polystichum munitum</i>) +	TBD	1 gal	3' o.c.	Full Plants
Coast Gooseberry (<i>Ribes divaricatum</i>) +	TBD	1 gal	3'-5' o.c.	Full Plants
Red Flowering Currant (<i>Ribes sanguineum</i>) +	TBD	1 gal	3'-5' o.c.	Full Plants
Nootka Rose (<i>Rosa nutkana</i>) +	TBD	1 gal	3'-5' o.c.	Full Plants
Thimbleberry (<i>Rubus parviflorus</i>) +	TBD	1 gal	3'-5' o.c.	Full Plants
Birch-leaf Spirea (<i>Spiraea betulifolia</i>) +	TBD	1 gal	3' o.c.	Full Plants
Evergreen Huckleberry (<i>Vaccinium ovatum</i>) +	TBD	1 gal	3' o.c.	Full Plants

*** Shrub quantities and exact spacing to be determined during construction documentation phase.*

Common Name (Botanical Name)	Quantity	Size	Spacing	Planting Method
Stormwater (CWS LIDA facility):				
Camas (Camassia quamash) +	TBD	1 gal	1' o.c.	Full Plants
Slough Sedge (Carex obnupta) +	TBD	1 gal	1' o.c.	Full Plants
Pacific Iris (Iris douglasiana) +	TBD	1 gal	1' o.c.	Full Plants
Spreading Rush (Juncus patens) +	TBD	1 gal	1' o.c.	Full Plants
Small-fruited Bulrush (Scirpus microcarpos) +	TBD	1 gal	1' o.c.	Full Plants

Gleaning Garden:

Shrubs: Blueberries, multiple varieties with a range of fruiting times; size and spacing TBD.

Herbs: Chives, Culinary Sage, Lavender, Rosemary, Thyme; size and spacing TBD.

Irrigation: The irrigation system for the site will be a permanent underground automatic irrigation system with 100% head-to-head sprinkler, rotor, or subsurface dripline coverage. All irrigation will meet THPRD standards and will be maintained by THPRD.

Street Trees: No street trees are proposed for the project.

Received
Planning Division
05/01/2024

CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov



OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

**PROPERTY LINE ADJUSTMENT / REPLAT FOR LOT CONSOLIDATION /
LEGAL LOT DETERMINATION APPLICATION**

APPLICANT/ CONTACT PERSON:

Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

CITY, STATE, ZIP Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if more than 2 legal property owners

LOT 1 Property Owner

Check box if Primary Contact

NAME/ COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

CITY, STATE, ZIP Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

(Original Signature Required)

LOT 2 Property Owner

Check box if Primary Contact

NAME/ COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

CITY, STATE, ZIP Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

EXISTING USE OF SITE: vacant lot PRE-APPLICATION DATE (if applicable) : Jan 18, 2023

REASON FOR ADJUSTMENT: development of public park

LOT 1 INFORMATION:

SITE ADDRESS: 7360 SW Pointer Road

ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT
map 1S-1-1DC, lot 3301 12,647sf RMC

LOT 2 INFORMATION:

SITE ADDRESS: n/a

ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT
map 1S-1-1DC, lot 4401 72,912sf RMC

**PROPERTY LINE ADJUSTMENT, REPLAT FOR LOT CONSOLIDATION, AND
LEGAL LOT DETERMINATION- SUBMITTAL CHECKLIST**

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed lot line adjustment, and the reason for the adjustment. In the written statement, please also address the following:
 - Address all applicable provisions of Chapter 20 (Land Uses) including but not limited to minimum land area, minimum lot dimensions, and minimum yard setbacks.
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria in Section 40.45 for Property Line Adjustment and Replat and Section 40.41 for Legal Lot Determination of the *Development Code* (ORD 2050) which is attached.

D. FEES, as established by the City Council. Make checks payable to the *City of Beaverton*.

E. ADJUSTMENT ANALYSIS INFORMATION:

Lot Information*	Lot Area	Lot Width	Lot Depth
Code-required minimum	sq. ft.	ft.	ft.
Existing Lot 1	12,647 sq. ft.	89'-11" ft.	141'-10" ft.
Proposed Lot 1	85,559 sq. ft.	varies ft.	varies ft.
Existing Lot 2	72,912 sq. ft.	varies ft.	varies ft.
Proposed Lot 2	0 sq. ft.	0 ft.	0 ft.

*If more than two lots are involved, please attach a separate sheet specifying the information in the above table for all lots involved in the lot line adjustment

- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact Clean Water Services in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". **A total of three (3) copies of each plan shall be submitted unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information:

- A. PROPERTY LINE ADJUSTMENT:** Submit **three (3) copies** of a to-scale property line adjustment plan for the properties involved. The plan shall contain the following minimum information:
 - north arrow, date and scale of plan
 - vicinity map
 - location and dimensions of abutting existing streets and public rights-of-way including measurement from centerline to edge of existing streets or public rights-of-ways
 - existing property lines, sizes, and dimensions
 - proposed property lines, sizes, and dimensions
 - setbacks
 - existing buildings and structures
 - parking
 - driveways
 - landscaped areas
 - existing and approved vehicular, pedestrian, and bicycle connections
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

- B. REPLAT for LOT CONSOLIDATION or LEGAL LOT DETERMINATION:** Submit **three (3) copies** of a to-scale lot consolidation plan for the properties involved. The plan shall contain the following minimum information:
 - existing property lines, sizes, and dimensions
 - proposed property lines, sizes, and dimensions
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

Please Note: In addition to information listed above, a Deed History and Title Report may be requested of the applicant if the staff is unable to determine whether the subject lot is a "Lot of Record" (please see Chapter 90 definitions of the *Development Code*).

I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions, or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Katherine Sheie, Lango Hansen Landscape Architects

Print Name
Katherine Sheie

Signature

503-295-2437

Telephone Number
April 30, 2024

Date



LEGAL LOT DETERMINATION APPROVAL CRITERIA

Pursuant to section 50.25.1.b of the development code, a written statement addressing the approval criteria for an application must be submitted in order for an application to be deemed complete. Statements such as “not applicable” or “the proposal will comply with applicable development regulations” are not satisfactory. The written statement must address each criterion and must specify in detail how each will be complied with.

An applicant for a Property Line Adjustment shall address compliance with all of the following Approval Criteria as specified in Section 40.47.15.1.C 1-5 of the *Development Code*:

1. The application satisfies the threshold requirements for a Legal Lot Determination.
2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
3. The unit of land conforms to the lot area and dimensional standards of Chapter 20 (Land Use.) Except where a unit of land was created by sale prior to January 1, 2007 and was not lawfully established, the Director may deem the unit of land a Legal Lot upon finding:
 - a. The unit of land could have complied with the applicable criteria for creation of a lawful parcel or lot in effect when the unit of land was sold; or
 - b. The City, or County prior to annexation, approved a permit as defined in ORS 215.402 or 227.402 for the construction or placement of a dwelling or other structure on the unit of land after the sale and such dwelling has all of the features listed in ORS 215.755(1)(a)-(e).
4. The application contains all applicable submittal materials as specified in Section 50.25.1 of the *Development Code*.
5. Applications and documents related to the request requiring further City approval shall be submitted to the City in the proper sequence.

Received
Planning Division
05/01/2024

CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov



OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

**PROPERTY LINE ADJUSTMENT / REPLAT FOR LOT CONSOLIDATION /
LEGAL LOT DETERMINATION APPLICATION**

APPLICANT/ CONTACT PERSON:

Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

CITY, STATE, ZIP Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if more than 2 legal property owners

LOT 1 Property Owner

Check box if Primary Contact

NAME/ COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

CITY, STATE, ZIP Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

(Original Signature Required)

LOT 2 Property Owner

Check box if Primary Contact

NAME/ COMPANY: Tualatin Hills Park and Recreation District

ADDRESS: 6220 SW 112th Ave., Suite 1001

CITY, STATE, ZIP Beaverton, OR 97008

PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org

SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

EXISTING USE OF SITE: vacant lot PRE-APPLICATION DATE (if applicable) : Jan 18, 2023

REASON FOR ADJUSTMENT: development of public park

LOT 1 INFORMATION:

SITE ADDRESS: 7360 SW Pointer Road

ASSESSOR'S MAP & TAX LOT # map 1S-1-1DC, lot 3301 LOT SIZE 12,647sf ZONING DISTRICT RMC

LOT 2 INFORMATION:

SITE ADDRESS: n/a

ASSESSOR'S MAP & TAX LOT # map 1S-1-1DC, lot 4401 LOT SIZE 72,912sf ZONING DISTRICT RMC

**PROPERTY LINE ADJUSTMENT, REPLAT FOR LOT CONSOLIDATION, AND
LEGAL LOT DETERMINATION- SUBMITTAL CHECKLIST**

WRITTEN STATEMENT REQUIREMENTS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this two (2) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed lot line adjustment, and the reason for the adjustment. In the written statement, please also address the following:
 - Address all applicable provisions of Chapter 20 (Land Uses) including but not limited to minimum land area, minimum lot dimensions, and minimum yard setbacks.
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria in Section 40.45 for Property Line Adjustment and Replat and Section 40.41 for Legal Lot Determination of the *Development Code* (ORD 2050) which is attached.

D. FEES, as established by the City Council. Make checks payable to the *City of Beaverton*.

E. ADJUSTMENT ANALYSIS INFORMATION:

Lot Information*	Lot Area	Lot Width	Lot Depth
Code-required minimum	sq. ft.	ft.	ft.
Existing Lot 1	12,647 sq. ft.	89'-11" ft.	141'-10" ft.
Proposed Lot 1	85,559 sq. ft.	varies ft.	varies ft.
Existing Lot 2	72,912 sq. ft.	varies ft.	varies ft.
Proposed Lot 2	0 sq. ft.	0 ft.	0 ft.

*If more than two lots are involved, please attach a separate sheet specifying the information in the above table for all lots involved in the lot line adjustment

- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact Clean Water Services in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org

PLANS & GRAPHIC REQUIREMENTS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". **A total of three (3) copies of each plan shall be submitted unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information:

- A. PROPERTY LINE ADJUSTMENT:** Submit **three (3) copies** of a to-scale property line adjustment plan for the properties involved. The plan shall contain the following minimum information:
 - north arrow, date and scale of plan
 - vicinity map
 - location and dimensions of abutting existing streets and public rights-of-way including measurement from centerline to edge of existing streets or public rights-of-ways
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 - setbacks
 - existing buildings and structures
 - parking
 - driveways
 - landscaped areas
 - existing and approved vehicular, pedestrian, and bicycle connections
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

- B. REPLAT for LOT CONSOLIDATION or LEGAL LOT DETERMINATION:** Submit **three (3) copies** of a to-scale lot consolidation plan for the properties involved. The plan shall contain the following minimum information:
 - existing property lines, sizes, and dimensions
 - proposed property lines, sizes, and dimensions
 - existing public and private easements and utilities located on or abutting the affected properties
 - location of 100-year floodplain, if applicable

Please Note: In addition to information listed above, a Deed History and Title Report may be requested of the applicant if the staff is unable to determine whether the subject lot is a "Lot of Record" (please see Chapter 90 definitions of the *Development Code*).

I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions, or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Katherine Sheie, Lango Hansen Landscape Architects

Print Name
Katherine Sheie

Signature

503-295-2437

Telephone Number
April 30, 2024 }

Date



LEGAL LOT DETERMINATION APPROVAL CRITERIA

Pursuant to section 50.25.1.b of the development code, a written statement addressing the approval criteria for an application must be submitted in order for an application to be deemed complete. Statements such as “not applicable” or “the proposal will comply with applicable development regulations” are not satisfactory. The written statement must address each criterion and must specify in detail how each will be complied with.

An applicant for a Property Line Adjustment shall address compliance with all of the following Approval Criteria as specified in Section 40.47.15.1.C 1-5 of the *Development Code*:

1. The application satisfies the threshold requirements for a Legal Lot Determination.
2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
3. The unit of land conforms to the lot area and dimensional standards of Chapter 20 (Land Use.) Except where a unit of land was created by sale prior to January 1, 2007 and was not lawfully established, the Director may deem the unit of land a Legal Lot upon finding:
 - a. The unit of land could have complied with the applicable criteria for creation of a lawful parcel or lot in effect when the unit of land was sold; or
 - b. The City, or County prior to annexation, approved a permit as defined in ORS 215.402 or 227.402 for the construction or placement of a dwelling or other structure on the unit of land after the sale and such dwelling has all of the features listed in ORS 215.755(1)(a)-(e).
4. The application contains all applicable submittal materials as specified in Section 50.25.1 of the *Development Code*.
5. Applications and documents related to the request requiring further City approval shall be submitted to the City in the proper sequence.

Received
Planning Division
05/01/2024

CITY OF BEAVERTON

Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov



OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

PARKING DETERMINATION APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF PARKING DETERMINATION FROM THE FOLLOWING LIST:

- TYPE ONE USE OF EXCESS PARKING
- TYPE TWO PARKING REQUIREMENT DETERMINATION
- TYPE TWO SHARED PARKING

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District
ADDRESS: 6220 SW 112th Ave., Suite 1001
(CITY, STATE, ZIP) Beaverton, OR 97008
PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org
SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: Lango Hansen Landscape Architects
ADDRESS: 1100 NW Glisan St., #3A
(CITY, STATE, ZIP) Portland, OR 97209
PHONE: 503-295-2437 FAX: _____ E-MAIL: katherine@langohansen.com
SIGNATURE: Katherine Sheie CONTACT: Katherine Sheie
(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District
ADDRESS: 6220 SW 112th Ave., Suite 1001
(CITY, STATE, ZIP) Beaverton, OR 97008
PHONE: 503-614-4002 FAX: _____ E-MAIL: n.paulsen@thprd.org
SIGNATURE: Nicole Paulsen CONTACT: Nicole Paulsen

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: 7360 SW Pointer Road

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
map 1S-1-1DC, lot 3301	12,647sf	RMC
map 1S-1-1DC, lot 4401	72,912sf	RMC

AREA TO BE DEVELOPED (s.f.): 85,559sf
EXISTING USE OF SITE: vacant lot
PROPOSED DEVELOPMENT ACTION: develop public park

PARKING DETERMINATION SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- *REQUIRED FOR ALL PARKING DETERMINATION APPLICATIONS*

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the determination request. In the written statement, please:
- Address all applicable provisions of Chapter 20 (Land Uses) relating to the type of land use for which a parking determination is requested.
 - Address all applicable provisions of Section 60.30 (Off-Street Parking).
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.55.15.1.C.1-6 (Parking Requirement Determination), Section 40.55.15.2.C.1-10 (Shared Parking), and Section 40.55.15.3.C.1-6 (Use of Excess Parking), of the City's *Development Code* (ORD 2050), attached.
 - Provide information on the total gross floor area of all on-site buildings and structures, the total number of employees, the hours of operation, maximum number of employees per shift, and the potential customer volume. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION:**
- | | |
|--|--|
| <input type="checkbox"/> Proposed parking modification: _____ sq. ft.
Proposed number of parking spaces: _____
Proposed use: _____
Parking requirement: _____ | <input type="checkbox"/> Proposed building height: _____ ft.
Existing building area: _____ sq. ft.
Proposed building modification: _____ sq. ft. |
| <input type="checkbox"/> Existing parking area: _____ sq. ft.
Existing number of parking spaces: _____
Existing building height: _____ ft. | <input type="checkbox"/> Existing landscaped area: _____ sq. ft.
Percentage of site: _____ %
Proposed landscape modification: _____ sq. ft.
Percentage of site: _____ % |
- F. PRE-APPLICATION CONFERENCE NOTES.** *(REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)*
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.
- G. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact the Environmental Plan Review Project Manager

PLANS & GRAPHIC REQUIREMENTS –

REQUIRED FOR ALL PARKING DETERMINATION APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information:

- B. DIMENSIONED SITE PLAN (Required only if site specific):**
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
Demonstration, if applicable, of the location of shared off-street on an abutting property within 200 feet of the use that the shared parking is intended to serve.
 - 5. Proposed right-of-way, dedications and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 - 8. Location of storm water quality/detention facilities.
 - 9. Boundaries of development phases, if applicable.
 - 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - 11. Sensitive areas, as defined by CWS standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.

I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name
Katherine Shere

Signature

Telephone Number

Date

PARKING REQUIREMENT DETERMINATION APPROVAL CRITERIA

PER 50.25.1.B, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Parking Requirement Determination shall address compliance with all of the following Approval Criteria as specified in 40.55.15.1.C.1-6 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Parking Determination application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The determination is consistent with Title 2 of Metro’s Urban Growth Management Functional Plan.
- 4. The determination will not create adverse impacts, taking into account the total gross floor area, number of employees, potential customer volume, and the hours of operation of the use.
- 5. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

Received
Planning Division
05/01/2024



CITY OF BEAVERTON
Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

TREE PLAN APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF TREE PLAN FROM THE FOLLOWING LIST:

- TYPE 1 TREE PLAN ONE
- TYPE 2 TREE PLAN TWO
- TYPE 3 TREE PLAN THREE
- TYPE 1 COMMERCIAL TIMBER HARVEST

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District
 ADDRESS: 6220 SW 112th Ave., Suite 1001
 (CITY, STATE, ZIP) Beaverton, OR 97008
 PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org
 SIGNATURE: *Nicole J Paulsen* CONTACT: _____
 (Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: Lango Hansen Landscape Architects
 ADDRESS: 1100 NW Glisan St., #3A
 (CITY, STATE, ZIP) Portland, OR 97209
 PHONE: 503-295-2437 FAX: _____ E-MAIL: katherine@langohansen.com
 SIGNATURE: *Katherine Sheie* CONTACT: Katherine Sheie
 (Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District
 ADDRESS: 6220 SW 112th Ave., Suite 1001
 (CITY, STATE, ZIP) Beaverton, OR 97008
 PHONE: 503-614-4002 FAX: _____ E-MAIL: n.paulsen@thprd.org
 SIGNATURE: *Nicole J Paulsen* CONTACT: n.paulsen@thprd.org

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: 7360 SW Pointer Road AREA TO BE DEVELOPED (s.f.): 85,559
 ASSESSOR'S MAP & TAX LOT # LOT SIZE ZONING DISTRICT EXISTING USE OF SITE: vacant lot
map 1S-1-1DC, lot 3301 12,647sf RMC
map 1S-1-1DC, lot 4401 72,912sf RMC
 PROPOSED DEVELOPMENT ACTION: develop public
 PRE-APPLICATION DATE: 01/18/2023

TREE PLAN APPLICATION

WRITTEN STATEMENT REQUIREMENTS - REQUIRED FOR ALL TREE PLAN APPLICATIONS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
 - *Have you submitted for a permit from another division?*
- B. CHECKLIST.** Provide **one (1) completed** copy of this four (4) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the approval criteria specified in Section 40.90 (Tree Plan) of the City's *Development Code* (ORD 2050) [attached] for the relevant type of tree plan application.
 - Address all applicable provisions of Section 60.60 (Trees & Vegetation) of the Development Code.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**

Proposed parking modification: _____sq. ft.	<input type="checkbox"/> Existing building height: _____ft.
Proposed number of parking spaces: _____	Proposed building height: _____ft
Proposed use: _____	Existing building area: _____sq. ft.
Parking requirement: _____	Proposed building modification: _____sq. ft.
<input type="checkbox"/> Existing parking area: _____sq. ft.	<input type="checkbox"/> Existing landscaped area: _____sq. ft.
Existing number of parking spaces: _____	Percentage of site: _____%
	Proposed landscape modification: _____sq. ft.
	Percentage of site: _____%
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Lindsey Obermiller, Environmental Plan Reviewer at 503-681-3653 or ObermillerL@CleanWaterServices.org
- G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.



H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)

Provide the following information as required by the City's *Development Code Section 50.10.2*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time and location, as well as, oral and written comments received.
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.



I. OTHER REQUIREMENTS. Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS - REQUIRED FOR ALL TREE PLAN APPLICATIONS

All plans shall be presented at a minimum of **1" = 20'** engineering scale and on a maximum sheet size of **24" x 36"**. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be stapled together then folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on separate sheets. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include the following information as indicated:



A. EXISTING CONDITIONS PLAN (Required for Tree Plan Two and Tree Plan Three only):

- 1. North arrow, scale and date of plan.
- 2. Vicinity map.
- 3. The entire lot(s), including area and property lines dimensioned.
- 4. Points of existing access, interior streets, driveways, and parking areas.
- 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
- 6. Existing right-of-way and improvements.
- 7. Dimension from centerline to edge of existing right-of-way.
- 8. Existing topographical information, showing 2 ft. contours.
- 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
- 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- 11. Location, quantities, size (diameter breast height (dbh)), genus and species of all Protected Trees and Community Trees, as applicable, that are 10" dbh or greater shall be shown on the site plan. Protected Trees include Significant Individual Trees, Historic Trees, Trees within a Significant Natural Resource Area or Significant Grove, and Mitigation Trees that are not grown for the purpose of bearing edible fruits and nuts for human consumption.
- 12. Location of all western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*) that are 6" dbh or greater and are within a Significant Natural Resource Area or Significant Grove.
- 13. Identification of trees proposed for retention or removal.

- 14. Existing drip line canopy of individual trees or grove trees.
- 15. Existing root zone of each tree. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 16. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- 17. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 18. Tree Mitigation Table demonstrating the DBH of the surveyed trees on site, separated into conifer and deciduous categories, the DBH proposed for removal, how the DBH meets or exceeds the removal threshold, identifying the Mitigation Threshold (50% of the surveyed tree DBH on the site), the DBH to be mitigated and whether the DBH is to be mitigated on site, off site, or fee in lieu. An example table is given following 60.60.25.7.

B. DIMENSIONED SITE PLAN. *The dimensioned site plan shall be required for Tree Plan 2 and 3 proposals and shall address the proposed development of a site pertaining to impacts to trees, and shall specify as applicable the following:*

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, and Community Trees, and identification of whether they are proposed to be removed or proposed to remain, as applicable. Trees within Significant Natural Resource Areas and Significant Groves are trees greater than 6" DBH for western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*). All other trees measuring at least 10" DBH shall be shown on the site plan. Community Trees measure at least 10" DBH and are not trees that are grown for the purpose of bearing edible fruits or nuts for human consumption. Preserved trees shall be set aside in a separate tract, if the project includes a subdivision. Preserved trees shall be set aside in a conservation easement, if the project does not include a subdivision.
- 4. Dimensioned footprints of all structures and dimensioned area of all on-site parking and landscaped areas, and their lineal distance from trees proposed to be removed, to remain, or trees to be planted for mitigation.
- 5. Dimensioned tree mitigation areas specifying the location, quantities, size (diameter breast height), genus and species of trees within the mitigation area(s) identified, if applicable. Mitigation areas are to be set aside in a separate tract, if the project includes a subdivision. If the project does not include a subdivision, the mitigation trees must be set aside in a conservation easement.
- 6. Drip line canopy of individual trees or grove of trees.
- 7. Root zone area of each tree to be protected. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 8. Construction disturbance areas and methods to minimize construction impact including but not limited to the identification and location of construction fencing, the identification and location of erosion control measures, and the location of construction access roads including access to the public right-of-way.
- 9. Sensitive areas, as defined by CWS standards.
- 10. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 11. Location of storm water quality/detention facilities.
- 12. Boundaries of development phases, if applicable.
- 13. Site grading information, showing 2 ft. contours.
- 14. Proposed right-of-way, dedications and improvements.
- 15. Dimension from centerline to edge of proposed right-of-way.

C. **DIMENSIONED SITE PLAN FOR PRUNING ONLY ACTIVITIES. For Type 1 Major Pruning as specified in 40.90.15.1.A.1 of the Development Code:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," & "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees, Significant Groves, Trees within a Significant Natural Resource Area, or Historic Trees proposed for major pruning.
- 4. Identification of tree canopies to be affected, and the percentage loss of total canopy amount for each impacted tree.

D. **DIMENSIONED SITE PLAN FOR TREE PLAN 1 APPLICATIONS, OTHER THAN PRUNING. The dimensioned site plan shall be required for all Tree Plan 1 proposals and shall address the proposed development of a site pertaining to impacts to trees, and shall specify as applicable the following:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- 3. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, and Community Trees, and identification of whether they are proposed to be removed or proposed to remain, as applicable. Trees within Significant Natural Resource Areas and Significant Groves are trees greater than 6" DBH for western hemlock (*Tsuga heterophylla*), mountain hemlock (*Tsuga mertensiana*), Pacific madrone (*Arbutus andrachne*) and big-leaf maple (*Acer macrophyllum*). All other trees measuring at least 10" DBH shall be shown on the site plan. Community Trees measure at least 10" DBH and are not trees that are grown for the purpose of bearing edible fruits or nuts for human consumption. Preserved trees shall be set aside in a separate tract, if the project includes a subdivision. Preserved trees shall be set aside in a conservation easement, if the project does not include a subdivision.
- 4. Dimensioned footprints of all trails, structures, and dimensioned area of all on-site parking and landscaped areas, and their lineal distance from trees identified in #3 above.
- 5. Drip line canopy of trees identified in #3 above.
- 6. Root zone area of each tree to be protected. Root zone is defined as an area 5 feet beyond the drip line of the tree.
- 7. Construction disturbance areas and methods to minimize construction impact including but not limited to the identification and location of construction fencing, the identification and location of erosion control measures, and the location of construction access roads including access to the public right-of-way.
- 8. Sensitive areas, as defined by CWS standards.
- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 10. Location of storm water quality/detention facilities.
- 11. Site grading information, showing 2 ft. contours.
- 12. Proposed right-of-way, dedications and improvements.
- 13. Dimension from centerline to edge of proposed right-of-way.
- 14. Description of finished trail surface.

I have provided all the items required by this four (4) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Print Name

Katherine Shere

Signature

Telephone Number

Date

TREE PLAN TWO APPROVAL CRITERIA

Revised 07/2009

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for Tree Plan Two shall address compliance with all of the following Approval Criteria as specified in 40.90.15.2.C.1-14 of the Development Code:

1. The proposal satisfies the threshold requirements for a Tree Plan Two application.
2. All City application fees related to the application under consideration by the decision making authority have been submitted.
3. If applicable, removal of any tree is necessary to observe good forestry practices according to recognized American National Standards Institute (ANSI) A300-1995 standards and International Society of Arborists (ISA) standards on the subject.
4. If applicable, removal of any tree is necessary to accommodate physical development where no reasonable alternative exists.
5. If applicable, removal of any tree is necessary because it has become a nuisance by virtue of damage to property or improvements, either public or private, on the subject site or adjacent sites.
6. If applicable, removal is necessary to accomplish public purposes, such as installation of public utilities, street widening, and similar needs, where no reasonable alternative exists without significantly increasing public costs or reducing safety.
7. If applicable, removal of any tree is necessary to enhance the health of the tree, grove, SNRA, or adjacent trees to eliminate conflicts with structures or vehicles.
8. If applicable, removal of any tree(s) within a SNRA or Significant Grove will not result in a reversal of the original determination that the SNRA or Significant Grove is significant based on criteria used in making the original significance determination.
9. If applicable, removal of a tree(s) within a SNRA or Significant Grove will not result in the remaining trees posing a safety hazard due to the effects of windthrow.
10. The proposal is consistent with all applicable provisions of Section 60.60 Trees and Vegetation and Section 60.67 Significant Natural Resources.
11. Grading and contouring of the site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public right-of-way, surface drainage, water storage facilities, and the public storm drainage system.
12. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
13. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.



CITY OF BEAVERTON
Community Development
Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #: _____
FILE NAME: _____
TYPE: _____ RECEIVED BY: _____
FEE PAID: _____ CHECK/CASH: _____
SUBMITTED: _____ LWI DESIG: _____
LAND USE DESIG: _____ NAC: _____

VARIANCE APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District
ADDRESS: 6220 SW 112th Ave, Suite 1001
(CITY, STATE, ZIP) Beaverton, OR 97008
PHONE: 503-645-6433 FAX: _____ E-MAIL: n.paulsen@thprd.org
SIGNATURE: Nicole Paulsen Digitally signed by Nicole Paulsen
Date: 2024.01.26 13:22:44 -08'00' CONTACT: Nicole Paulsen

(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: Lango Hansen Landscape Architects
ADDRESS: 1100 NW Glisan St. #3A
(CITY, STATE, ZIP) Portland, OR 97209
PHONE: 503-295-2437 FAX: _____ E-MAIL: katherine@langohansen.com
SIGNATURE: Katherine Sheie Digitally signed by Katherine Sheie
DN: c=US, E=katherine@langohansen.com, O=Lango Hansen
Landscape Architects, OU=Katherine Sheie
Date: 2024.01.26 16:42:34 -08'00' CONTACT: Katherine Sheie

(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: Tualatin Hills Park and Recreation District (SAME as APPLICANT)
ADDRESS: 6220 SW 112th Ave, Suite 1001
(CITY, STATE, ZIP) Beaverton, OR 97008
PHONE: 503-614-4002 FAX: _____ E-MAIL: n.paulsen@thprd.org
SIGNATURE: Nicole Paulsen Digitally signed by Nicole Paulsen
Date: 2024.01.25 14:17:12 -08'00' CONTACT: Nicole Paulsen

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: 7360 SW Pointer Road

ASSESSOR'S MAP & TAX LOT #	LOT SIZE	ZONING DISTRICT
map 1S-1-1DC, lot 3301	12,647 sf	RMC
map 1S-1-1DC, lot 4401	72,912	RMC
_____	_____	_____
_____	_____	_____

AREA TO BE DEVELOPED (s.f.): 85,559 sf
EXISTING USE OF SITE: vacant lot
PROPOSED DEVELOPMENT ACTION: develop public park
PRE-APPLICATION DATE: 01/18/2023

VARIANCE SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- *REQUIRED FOR ALL VARIANCE APPLICATIONS*

- A. APPLICATION FORM.** Provide one (1) **completed** application form with original signature(s).
- B. CHECKLIST.** Provide one (1) **completed** copy of this four (4) page checklist.
- C. WRITTEN STATEMENT.** Provide a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use.
- Address all applicable provisions of Chapter 20 (Land Uses).
 - Specify the purpose of the Variance request, why it is being proposed and address conformity to the threshold standards of Section 40.95.15.1.A.1-5 indicating which threshold (s) is applicable.
 - Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria identified in Section 40.95.15.1.C.1-12 of the City's *Development Code* (ORD 2050), attached.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**
- | | |
|--|---|
| <p><input checked="" type="checkbox"/> Proposed parking modification: <u>0</u> sq. ft.
Proposed number of parking spaces: <u>1</u>
Proposed use: <u>public park</u>
Parking requirement: <u>none</u></p> <p><input checked="" type="checkbox"/> Existing parking area: <u>0</u> sq. ft.
Existing number of parking spaces: <u>0</u></p> <p><input type="checkbox"/> Existing building height: <u>0</u> ft.
Proposed building height: <u>0</u> ft</p> | <p><input type="checkbox"/> Existing building area: <u>0</u> sq. ft.
Proposed building modification: <u>0</u> sq. ft.</p> <p><input checked="" type="checkbox"/> Existing landscaped area: <u>81,148</u> sq. ft.
Percentage of site: <u>95</u> %
Proposed landscape modification: <u>62,850</u> sq. ft.
Percentage of site: <u>73</u></p> |
|--|---|
- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or WierckA@CleanWaterServices.org
- G. PRE-APPLICATION CONFERENCE NOTES.** *(REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)*
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.



H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)

Provide the following information as required by the City's *Development Code Section, 50.10.2*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.

- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
- 2. A copy of the mailing list used to mail out the meeting notice.
- 3. A written statement representative of the on-site posting notice.
- 4. Affidavits of mailing and posting
- 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- 6. Meeting minutes that include date, time and location, as well as, oral and written comments Received.
- 7. Meeting sign-in sheet that includes names and address of attendees.
- 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.



- I. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

PLANS & GRAPHIC REQUIREMENTS - REQUIRED FOR ALL VARIANCE APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

Include all of the following information, as indicated:

- A. EXISTING CONDITIONS PLAN:**
- 1. North arrow, scale and date of plan.
 - 2. Vicinity map.
 - 3. The entire lot(s), including area and property lines dimensioned.
 - 4. Special conditions peculiar to the land, structure or building involved that are not applicable to other lands, buildings, or structures in the same zoning district.
 - 5. Special circumstances involving size, shape, topography, location or surroundings for the subject property that do not apply generally to other properties in the same zoning district (**for proposals for a variance from sign regulations only**).
 - 6. Points of existing access, interior streets, driveways, and parking areas.
 - 7. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
 - 8. The location and design of landscaped areas, indicating all plant materials, including genus, species, quantity, plant sizes, and spacing.
 - 9. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - 10. Existing right-of-way and improvements.
 - 11. Dimension from centerline to edge of existing right-of-way.
 - 12. Existing topographical information, showing 2 ft. contours.
 - 13. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
 - 14. Location of existing public and private utilities, easements, and 100-year floodplain.
 - 15. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - 16. Sensitive areas, as defined by Clean Water Services (CWS) standards.
 - 17. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- B. DIMENSIONED SITE PLAN:**
- 1. North arrow, scale and date of plan.
 - 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications and improvements.
 - 6. Dimension from centerline to edge of proposed right-of-way.
 - 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
 - 8. Location of storm water quality/detention facilities.
 - 9. Boundaries of development phases, if applicable.

- B. DIMENSIONED SITE PLAN (CONTINUED):**
 - 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Trees, as applicable.
 - 11. Sensitive areas, as defined by CWS standards.
 - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- C. ARCHITECTURAL ELEVATIONS (Required if a variance to a numerical standard for a building or structure, or for wall-mounted or freestanding signage is proposed):**
 - 1. For buildings or structures, the entire building or structure dimensions, the location and dimensions of the area proposed for variance, and the type of standard proposed for variance including identification of the required numerical standard and the amount of variance proposed (square footage or lineal footage, and percentage amount of change), and the resultant numerical amount.
 - 2. For variances pertaining to signage, the structural dimensions of the freestanding sign, wall-mounted sign, or both proposed for variance, the type of numerical requirement proposed for variance including identification of the numerical requirement, and the amount of variance proposed (square footage or lineal footage, and percentage amount of change), and the resultant numerical amount.
- D. LANDSCAPE PLAN:**
 - 1. North arrow, scale and date of plan.
 - 2. The entire lot(s).
 - 3. Points of access, interior streets, driveways, and parking areas.
 - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
 - 5. Proposed right-of-way, dedications and improvements.
 - 6. Boundaries of development phases, if applicable.
 - 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
 - 8. Sensitive areas, as defined by the CWS standards.
 - 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
 - 11. The location and design of landscaped areas for variance, indicating all plant materials, including genus, species, quantity, plant sizes, and spacing.
 - 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
 - 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
 - 14. Proposed location of light poles, bollards and other exterior illumination.
 - 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

I have provided all the items required by this four (4) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.

Katherine Sheie

Print Name

Katherine Sheie

Signature

Digitally signed by Katherine Sheie
DN: C=US, E=katherine@langohansen.com, O=Lango Hansen
Landscape Architects, CN=Katherine Sheie
Date: 2024.01.31 15:48:47-08'00'

503-484-7687

Telephone Number

4/30/2024

Date

VARIANCE APPROVAL CRITERIA

PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.

An applicant for a Variance shall address compliance with all of the following Approval Criteria as specified in 40.95.15.1.C.1-12 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Variance application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. Special conditions exist which are peculiar to the land, structure, or building involved and which are not applicable to other lands, buildings, or structures in the same zoning district.
- 4. Strict interpretation of the provisions of this ordinance would deprive the applicant of the rights commonly enjoyed by other properties in the same zoning district under the terms of this Code.
- 5. The special conditions and circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- 6. If more than one (1) variance is being requested, the cumulative effect of the variances result in a project which is still consistent with the overall purpose of the applicable zone.
- 7. Any variance granted shall be the minimum variance that will make possible a reasonable use of land, building, and structures.
- 8. For a proposal for a variance from sign regulations, no variance shall be granted unless it can be shown that there are special circumstances involving size, shape, topography, location or surroundings attached to the property referred to in the application, which do not apply generally to other properties in the same zoning district, and that the granting of the variance will not result in material damage or prejudice to other property in the vicinity and not be detrimental to the public safety and welfare. Variances shall not be granted merely for the convenience of the applicant or for the convenience of regional or national businesses which wish to use a standard sign.
- 9. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance which shall be already approved or considered concurrently with the subject proposal.
- 10. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable

provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.

- 11. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 12. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.