



12725 SW Millikan Way, P.O. Box 4755, Beaverton, OR 97076 www.beavertonoregon.gov

October 18, 2023

Beaverton School District
Attn.: Steven Sparks
1260 NW Waterhouse Avenue
Beaverton, OR 97006

Subject: Mountainside High School Batting Cages (PA2023-00659)

Dear Applicant,

Thank you for attending the Pre-Application Conference held on October 4, 2023. We are pleased to provide you with the following notes prepared in response to your proposal.

Comments prepared by staff are reflective of the proposal considered at the Pre-App. A copy of your proposal was also sent to other members of staff who did not attend the Pre-App but have provided written comments hereto. Please feel free to contact anyone who provided comments. Contact names, telephone numbers and e-mail addresses are listed herein.

Following every Pre-App, staff understands that there may be changes to the plan or use considered. If these changes effectively re-design the site plan or involve a change to a use not discussed, please be advised that such change could require different land use application(s) than were identified by staff at the Pre-App. It's also possible that different issues or concerns may arise from such change. In these cases, we encourage applicants to request a second Pre-App for staff to consider the change and provide revised comments accordingly.

In part, the Pre-App is intended to assist you in preparing plans and materials for staff to determine your application(s) to be "complete" as described in Section 50.25 of the City Development Code. For your application(s) to be deemed complete on the first review, you must provide everything required as identified on the Application Checklist(s) (provided at the Pre-App) in addition to any materials or special studies identified in the summary notes hereto. If you have questions as to the applicability of any item on the checklist(s) or within this summary, please contact me directly.

On behalf of the staff who attended the Pre-App, we thank you for sharing your proposal with us. If we can be of further assistance, please do not hesitate to call.

Sincerely,

Aaron Harris
Senior Planner
(503) 616-8453

**PRE-APPLICATION CONFERENCE
MEETING SUMMARY NOTES**
Prepared for
Mountainside High School Batting Cages
PA2023-00659, October 4, 2023

The following pre-application notes have been prepared pursuant to Section 50.20 of the Beaverton Development Code. All applicable standards, guidelines and policies from the City Development Code, Comprehensive Plan and Engineering Design Manual and Standard Drawings identified herein are available for review on the City's web site at: www.beavertonoregon.gov. Copies of the Development Code and Comprehensive Plan are also available for review at the City's Customer Service Kiosk located within the Community Development Department. Copies of these documents are also available for purchase.

The following is intended to identify applicable code sections, requirements, and key issues for your proposed development application. Items checked are to be considered relevant to your proposed development.

PRE-APPLICATION CONFERENCE DATE: October 4, 2023

PROJECT INFORMATION:

Project Name: Mountainside High School Batting Cages

Project Description: The applicant proposal includes two components. The first is to construct two new buildings intended to house batting cages and training spaces for the baseball and softball programs. Each new building is 2,160 square feet and approximately 20 feet high. The second proposal is to increase the height of the existing backstop poles to 50 feet for the varsity and junior varsity baseball fields and the varsity softball field. The poles are used to hang safety netting to prevent balls from being hit onto the surrounding facilities.

Property Owners: Beaverton School District
1260 NW Waterhouse Avenue
Beaverton, OR 97006

Site Address: 12500 SW 175th Avenue

Tax Map and Lots: 2S106B TL 600

Zoning: MR (Multi-Unit Residential)

Comp Plan Designation: HDN (High Density Neighborhoods)

Site Size: Approximately 46.8 acres

APPLICANT INFORMATION:

Applicant's Name: Beaverton School District
Attn.: Steven Sparks
1260 NW Waterhouse Avenue
Beaverton, OR 97006

Phone / e-mail: (503) 356-4449/steven_sparks@beaverton.k12.or.us

PREVIOUS LAND USE HISTORY:

ADJ2015-0005; CU2015-0003; DR2015-0029; LD2015-0004

SECTION 50.25 (APPLICATION COMPLETENESS):

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

APPLICATION FEES:

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

Conditional Use Major Modification	\$11,346
Design Review Two	\$7,024 – 27,015 **
<i>Possible Design Review Compliance Letter</i>	\$454
<i>Possible Design Review Three</i>	\$10,806 – 29,176 **

* **See Key Issues/Considerations** for description of applications and associated process. Application fees may be subject to increase. The fees in effect at the time a complete application is received will control.

** **Design Review application fees are based on 1.25% of project value.** Please review the City of Beaverton fee schedule, effective February 1, 2023, for more information.

*****Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee applicable, and 75% of the remaining application fees.**

SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, a Type 3 (Conditional Use Major Modification) application may be required. A Neighborhood Review Meeting is required for a Type 3 application. If a Neighborhood Review meeting is required, staff recommend coordinating with the Neighbors Southwest Neighborhood Advisory Committee (NAC).

Contact: City of Beaverton Neighborhood Program, neighbormail@beavertonoregon.gov and Neighbors Southwest Chair Andrew Aebi, NAC Chair, andrew.aebi@me.com.

For meetings held at the NAC, staff recommend that a separate sign-in sheet be provided. Note that after the neighborhood meeting, summary of the meeting along with a copy of your sign-in sheet is to be mailed to the NAC contact above. The City also requests that the summary of the meeting and sign-in sheet is also sent to: City of Beaverton, Neighborhood Program, P.O. Box 4755, Beaverton, OR 97076 or emailed to: neighbormail@beavertonoregon.gov

Instructions for conducting or attending Neighborhood Review Meetings can be found in BDC Section 50.30 and in the following link:

The Request for Neighborhood Meeting Labels Form can be found in the following link:
<https://content.civicplus.com/api/assets/1a02c228-0536-4277-8039-89550c936e56?cache=1800>
 The completed form can be submitted to planningplansubmit@beavertonoregon.gov.

In response to COVID-19, the applicant can fulfill the neighborhood meeting requirement by using alternative means of communication such as an online meeting platform, provided by the applicant. The applicant may work with City staff to provide a physical place for members of the public without technology to participate in the meeting as needed on an appointment basis. Please contact the project planner or 503-526-2420 for details.

CHAPTER 20 (LAND USES):

Zoning: MR (Multi-Unit Residential)
Applicable Code Sections: BDC Section 20.05

CHAPTER 30 (NON-CONFORMING USES):

Proposal subject to compliance to this chapter? Yes No

CHAPTER 40 (PERMITS & APPLICATIONS):

Facilities Review Committee review required? Yes No

Please Note: A Type 1 (Design Review Compliance Letter) application does not require Facilities Review Committee review per BDC Section 40.03.

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

APPLICABLE APPLICATION TYPE(S):

	Application Description	Code Reference	Application Type (process)			
1	Conditional Use Major Modification	40.15.15.4	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
2.	Design Review Two	40.20.15.2	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	<i>possible</i> Design Review Compliance Letter	40.20.15.1	<input checked="" type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	<i>possible</i> Design Review Three	40.20.15.3	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

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

CHAPTER 60 (SPECIAL REGULATIONS):

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Section 60.05 (Design Review Principles, Standards and Guidelines) | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities) |
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations) | <input type="checkbox"/> Section 60.15 (Land Division Standards) |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations) | <input type="checkbox"/> Section 60.25 (Off-Street Loading) |
| <input type="checkbox"/> Section 60.30 (Off-Street Parking) | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities) |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development) | <input type="checkbox"/> Section 60.40 (Sign Regulations) |
| <input type="checkbox"/> Section 60.55 (Transportation Facilities) | <input type="checkbox"/> Section 60.50 (Special Use Regulations) |
| <input checked="" type="checkbox"/> Section 60.65 (Utility Undergrounding) | <input checked="" type="checkbox"/> Section 60.67 (Significant Natural Resources) |
| <input type="checkbox"/> Section 60.70 (Wireless Communication) | |

Comments: For the application(s) listed above to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above. See *Key Issues / Considerations* herein for additional notes.

OTHER DEPARTMENT/AGENCY CONTACTS:

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

Recommended contact for further information if checked <input checked="" type="checkbox"/>	<p>Clean Water Services (CWS not sent copy of Pre-Application materials)</p> <p>Clean Water Services (CWS) regulates sanitary sewer, storm and surface water management within Washington County in coordination with the City of Beaverton. CWS also conducts environmental review for proposed development projects that are located in proximity to sensitive areas (generally wetlands, riparian areas and stream corridors). Staff recommends that applicants contact <u>CWS staff as early as possible in order to obtain a Service Provider Letter (SPL)</u>. For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in <u>Chapter 3 of</u></p>
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the *Design and Construction Standards* at: www.cleanwaterservices.org/permits-development/design-construction-standards

For more information about CWS environmental review, you may email splreview@cleanwaterservices.org or contact **Laurie Bunce**, CWS Engineering Technician, at (503) 681-3639.



Jeremy Foster, Tualatin Valley Fire & Rescue,
503-259-1414 / Jerem/Foster@tvfr.com



No comments provided. An SPL is required based on the proposed scope of work.



Carl Werner, Building, City of Beaverton
(503) 526-2472 / cwerner@beavertonoregon.gov



Plan reviewed. Building permits will be required based on the proposed scope of work.



Silas Shields, Site Development, City of Beaverton
(503) 536-3766 / sshields@beavertonoregon.gov



Plan reviewed. Written comments attached.



Elizabeth Cole, Recycling & Waste Reduction Program Coordinator, City of Beaverton
(503) 526-2460 / ecole@beavertonoregon.gov



No comments provided.



Naomi Vogel, Associate Planner, Washington County
naomi_vogel@washingtoncountyor.gov



No comments provided.



Fabio de Freitas, Transportation Planner, City of Beaverton
(503) 526-2557 / dfreitas@beavertonoregon.gov



No comments provided.

KEY ISSUES/CONSIDERATIONS:

Staff has identified the following key development issues, or design consideration or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

1. **Land Use Applications** In review of the plans and materials submitted for consideration, staff has identified the following land use applications. Please note that the City of Beaverton allows, and staff recommends, concurrent review of land use applications where applicable.
 - a. **Major Modification of a Conditional Use** (Type 3). Mountainside High School was originally approved as a conditional use per CU2015-0003. The applicant's proposal includes an increase in the gross floor area of an existing Conditional Use by more than 1,000 square feet, meeting the threshold for a Major Modification of a Conditional Use per BDC Section 40.15.15.4.A.1.

- b. **Design Review Two** (Type 2). The applicant's proposal includes new construction of non-habitable buildings with a footprint greater than 1,000 square feet, which meets the threshold for a Design Review 2 per BDC Section 40.20.15.2.A.10.
 - c. **Possible Design Review Compliance Letter** (Type 1). The applicant's second proposal, to increase the height of the existing backstop poles, meets Design Review Compliance Letter threshold BDC 40.20.15.1.A.1.m (modification of a permanent structure up to 1,000 sq. ft.). The proposal could meet the DRCL threshold if the project is limited in scope to the increased pole height only.
 - d. **Possible Design Review Three** (Type 3). The applicant's submitted plans illustrate new buildings that do not appear to meet the Building Design and Orientation Standards in BDC Section 60.05.15. In lieu of a Design Review 2 application, the applicant may instead elect to apply for a Design Review Three application and address the Building Design and Orientation Guidelines in BDC Section 60.05.35. A project meeting the Design Review Two thresholds which does not meet an applicable design standard is subject to Design Review Three per BDC Section 40.20.15.3.A.9.
2. **Building Design.** The applicant's submitted plans illustrate new buildings that do not appear to meet the Building Design and Orientation Standards in BDC Section 60.05.15.1. For example, 60.05.15.4.B addresses architectural requirements for building elevations containing a primary entrance. The applicant may apply for a Design Review Two application if the applicant's ultimate proposal demonstrates compliance with all of the applicable Design Review Two standards. Alternatively, the applicant may apply for a Design Review Three application and proposed to meet the Building Design and Orientation Guidelines in BDC Section 60.05.35.
 3. **Lighting.** The applicant's submitted plans include the removal of existing lighting. At the time of application, please provide a photometric plan to demonstrate compliance with the lighting requirements in BDC Section 60.05.30 and Table 60.05-1.
 4. **On-Site Wetlands.** The City's GIS maps indicate that the site contains wetlands. Staff estimates that the on-site wetlands are located approximately 30 feet north of the proposed development. A wetland delineation and concurrence from the Department of State Lands (DSL) may be required. The project's impact to any sensitive areas will be determined by CWS via the applicant's required Service Provider Letter, as discussed below.
 5. **Site Development:** Please refer to the attached memo from Silas Shields, dated October 4, 2023, for additional comments. Site Development comments include requirements for stormwater management.
 6. **Service Provider Letters (SPL).** The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Please see the attached memorandum from Site Development for additional information. Required SPL's include the following:
 - a. **Clean Water Services (CWS):** All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>
 - b. **Tualatin Valley Fire & Rescue (TVF&R):** TVF&R requires an SPL to address fire code issues related to development. The SPL form can be found at the following link <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-letter-for-city-of-Beav-62>
 - c. **Water Service:** City of Beaverton is the water service provider for the site. All developments require a Water Service Provider Letter to address water service provision. The SPL form can be

found attached to these pre-application conference notes and should be submitted to mailboxengineering@beavertonoregon.gov once completed.

7. **Electronic Plan Review.** The City of Beaverton offers electronic plan submission for Planning, Site Development, and Building permit review. For more information please visit our Apply for Permits page at [Apply for Permits | Beaverton, OR - Official Website \(beavertonoregon.gov\)](#) or contact staff.
8. **System Development Charges.** The Washington County Transportation Development Tax (TDT) may be due for developments prior to issuance of building permits, in addition to other System Development Charges. The SDC charges are not assessed or evaluated through the land use application review process.

The TDT is based on the estimated traffic generated by each type of development. The TDT is collected prior to the issuance of a building permit; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

To estimate the tax please use Washington County's TDT Self Calculation Form: www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or jkhasho@BeavertonOregon.gov.

For information regarding sanitary sewer, storm sewer, water, park, Metro construction excise, School District construction excise, and other applicable fees please use the Building Division link: <http://www.beavertonoregon.gov/DocumentCenter/Home/View/605> or contact the Building Department at cddmail@BeavertonOregon.gov.



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

PRE-APPLICATION CONFERENCE MEETING SUMMARY

Site Development & Engineering

Project Name: Mountainside HS Batting Cages

Pre-Application Conference Number: PA2023-00659

Date: October 4, 2023

Prepared by: Silas Shields - Site Development Division

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

General Notes:

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

Developments and other activities which create or modify 1,000 square feet or greater of impervious surface are required to provide stormwater management. A storm water report or memo prepared by a professional civil engineer is required with this application and will need to document how the proposal will provide water quantity control for conveyance capacity (CWS DCS Section 4.02), hydromodification (CWS DCS 4.03) and water quality (CWS DCS Section 4.04) Additional standards are outlined in City EDM Section 530 for surface water management design standards and CWS DCS Section 4.08. Please refer to Table 530.1 of EDM for facility order of preference. LIDA are summarized in CWS DCS Table 4-3 and sizing per Section 4.08.4. If any existing, downstream facilities are proposed to be used to manage the proposed runoff, please provide calculations showing that the facility has capacity to accommodate the additional runoff.

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

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

Resources:

- For more detailed information regarding existing utilities, topography, and geological information necessary for preparation of various applications submit as-built request online at:
<https://apps2.beavertonoregon.gov/CO/publicworks/asbuiltrequestform.aspx>

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

<input checked="" type="checkbox"/>	City of Beaverton permit- Engineering Site Development Contact: Site Development Division at (503) 350-4021 or sitedevelopment@beavertonoregon.gov
<input checked="" type="checkbox"/>	City of Beaverton Building permit Contact: Building Division at (503) 526-2493
<input checked="" type="checkbox"/>	Tualatin Valley Fire and Rescue - Permit Contact: DFM Jeremy Foster at (503) 259-1414 or Jeremy.Foster@tvfr.com
<input checked="" type="checkbox"/>	Clean Water Services District <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Prescreen Letter/Service Provider Letters/Wetlands/Creeks/Springs Contact: Lindsey Obermiller at (503) 681-3653 or email SPLReview@cleanwaterservices.org
<input checked="" type="checkbox"/>	Oregon Department of Environmental Quality <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Standard erosion control for sites less than 1 acre per CWS standard drawing no. 945
<input checked="" type="checkbox"/>	Submit City of Beaverton Stormwater Management Worksheet
<input checked="" type="checkbox"/>	Storm water facilities required <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Quantity Control for Conveyance Capacity• <input checked="" type="checkbox"/> Hydromodification• <input checked="" type="checkbox"/> Quality Treatment The engineer of record can request fee in lieu for hydromodification and quality treatment if development meets criteria set forth in CWS DCS Section 4.03.7.a and 4.04.2.a and City EDM Section 530.1.A.4. Payment of credit against SWM SDC for detention facilities is covered in CWS DCS Section 4.02.1.c.



Water Service Provider Letter (SPL)

PLEASE RETURN THIS FORM TO:

PRE-APPLICATION DATE: _____

SITE INFORMATION:

Tax Map(s): _____ Lot Number(s): _____

Size: _____

Address: _____

Nearest cross-street (or directions to site): _____

APPLICANT:

Contact: _____

Company: _____

Address: _____

Phone: _____

Email: _____

OWNER(S):

Contact: _____

Company: _____

Address: _____

Phone: _____

Email: _____

PROPOSED PROJECT NAME: _____

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

EXISTING USE: _____ PROPOSED USE: _____

RESIDENTIAL: _____ INDUSTRIAL/COMMERCIAL: _____ CONDITIONAL USE: _____

Single Fam. _____ Multi-Fam. _____ Type of Use: _____ No. of Students/Employees/Etc.: _____

No. of Units: _____ Gross Floor Area _____ SQ. FT. Gross Floor Area _____ SQ FT.

Average Daily Demand (gallons/day): _____ Peak Daily Demand (gallons/day): _____ Peak Hour (gallons/day): _____

FIRE FLOW REQUIRED: (gpm): _____ IRRIGATION FLOW REQUIRED: (gpm): _____

FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE

***Both agency signatures required

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

Signature box with fields for SIGNATURE, TITLE, and DATE.

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

Signature box with fields for SIGNATURE, TITLE, and DATE.