



Received
Planning Division
1/3/2022

January 3, 2022

Lauren Russell
Planning Division
City of Beaverton
12725 SW Millikan Way
Beaverton, OR 97005

Subject: Cedar Hills Crossing Phase 5 Partition for Map 1S-09-AD Tax Lot 4000 (LD2021-0014)

Dear Ms. Russell:

Thank you for your completeness review of the Cedar Hills Crossing Phase 5 Partition application. The following letter serves as the applicant's written response to the completeness items identified in your letter, dated September 14, 2021. A full electronic resubmittal will be submitted to the Planning Division and will follow the City's naming policy.

Completeness Issues: Pursuant to Section 50.25.1 of the Development Code, a complete application is one that contains the information required by the Director to address the relevant criteria, development requirements and procedures of this Code. The following items must be addressed and submitted in order for the application to be deemed complete:

A. Checklist: Please sign the application + checklist on page 7 of the Land Division Application packet.

Response: The Applicant has provided a signature on page 7 of the Land Division Application packet. The revised and signed Application packet is included with the resubmittal as indicated on the Transmittal Form.

B. Plans and Graphic Requirements: All of the following information is required as part of the application checklists. Please provide all requested information on the appropriate plan sheets.

1) Existing Conditions Plan

- a. Vicinity map
- b. Dimension from centerline to edge of existing right-of-way
- c. Existing topographical information, showing two-foot contours
- d. Surrounding development and conditions within 100 feet of the property such as zoning, land uses, buildings, driveways, and trees
- e. Location, quantities, size, genus and species of any Landscape Trees and Community Trees.

Response: The Applicant has provided an Overall Existing Partition Plan (Sheet C1.0) of the entire Cedar Hills Crossing site and an Existing Conditions Plan of Tax Lot 1S109AD04000 (see Sheet C1.1). These plans have been updated to include the criteria listed above and are included with the resubmittal as indicated on the Transmittal Form.

2) Proposed Preliminary Plat

- a. Location, widths, and names of all existing or proposed streets, public ways, or private streets within or adjacent to the plat.
- b. Dimension from centerline to edge of proposed right-of-way

c. Dimensions of all improvements including setbacks, parking spaces, driveways, and distance between buildings

Response: The Proposed Preliminary Plat is demonstrated on the provided Proposed Partition Plan (see Sheet C2.0). The plan has been updated to include the criteria listed above and is included with the resubmittal as indicated on the Transmittal Form. There are no proposed improvements with this partition.

3) Grading Plan (if no grading is proposed, please add this as a note to the existing conditions plan)

Response: Grading is not proposed; therefore, the preliminary partition application does not require a Grading Plan. This has been noted on the revised Existing Partition Plan Sheet C1.1 under 'General Partition Notes'.

4) Utility Plan

- a. North arrow, scale, and date of plan
- b. Identification of all lots proposed to be created including lot dimensions, lot sizes (square feet), and lot numbers
- c. Points of existing access, interior streets, driveways, and parking areas
- d. Proposed right-of-way, dedications, and improvements
- e. Proposed topographical information, showing two-foot contours
- f. Location of 100-year floodplain
- g. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and stormwater quality/detention facility
- h. Plans and profiles of proposed sanitary and storm sewers, showing that gravity service is feasible for all lots
- i. Cross-section of all street, common access drives, and bike path improvements
- j. Provide a survey for the site showing on-site public and private utility systems. Per Sections 307 and 311 of the Oregon Uniform Plumbing Code, storm and/or sanitary sewers that serve/cross more than one lot shall be public systems. The northern partition lot does not appear to be served by a public storm system. The southern partition lot does not appear to be served by a public sanitary sewer system.

Response: There is no development proposed with this partition application as noted on the Existing Partition Plan Sheet C1.1. This includes no improvements to the existing utilities; therefore, a utility plan is not included. Existing public and private utilities, sanitary and storm sewers, access points, right-of-way dedications and FEMA Firm Map information indicating the site is not in a special flood hazard area are shown on the revised Existing Partition Plan Sheet C1.1. The proposed partition to establish a Parcel A and Parcel B is identified on the revised Proposed Partition Plan Sheet C2.0 and includes lot dimensions, lot sizes in square feet, and lot numbers.

5) Lot Information

- a. North arrow, scale, and date of plan
- b. Identification of all lots proposed to be created including lot dimensions, lot sizes (square feet), and lot numbers
- c. Identification of each lot's dimensions, setbacks, and building envelope
- d. Label the front, rear, and side yards of each proposed lot and each abutting lot
- e. Location of all existing buildings and structures proposed to remain on the subject site and on all abutting properties

Response: The Applicant has provided a revised Overall Existing Partition Plan Sheet C1.0, Existing Partition Plan Sheet C1.1 and Proposed Partition Plan Sheet C2.0. These plans have each been revised to show the lot information listed above. These plans are included with the resubmittal as noted on the Transmittal Form.

6) Landscape Plan (if no landscaping is proposed, please add this as a note to the existing conditions plan)

Response: Landscaping is not proposed; therefore, the project does not require a Landscape Plan. This has been noted on the revised Existing Partition Plan Sheet C1.1 under 'General Partition Notes'.

7) Engineer of Record Stamp: Submit plans stamped by a licensed professional engineer. A preliminary stamp is acceptable.

Response: The revised plan set has been stamped with a preliminary stamp by a licensed professional engineer. The stamped plans are included with the resubmittal.

Preliminary Staff Comments (Not Completeness Items):

While not strictly completeness items, the following are matters that will need to be addressed prior to the Facilities Review Committee meeting. Please note that this list may not be exhaustive of all potential issues that may arise during development but are items that came to the attention of staff during completeness review:

1) Planning:

- **Please note that responses to Facilities Review Committee approval criteria 40.03.2.A-1 are not required.**

Response: The Applicant has acknowledged that responses to Facilities Review committee approval criteria 40.03.2.A-1 are not required for the preliminary partition application.

Sincerely,
DOWL



Mike Towle, PE
Project Manager

Attachment(s): See Transmittal Form