



Received  
Planning Division  
11/9/2021

# WRITTEN STATEMENT

15895 SW 72ND AVE  
SUITE 200  
PORTLAND, OR 97224  
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DATE: September, 23<sup>th</sup> 2021  
CLIENT: Felton Properties Inc.  
PROJECT TITLE: Millikan Warehouse remodel  
PROJECT NUMBER: 20Y273.00

**PROJECT DESCRIPTION:**

The project is a remodel of an approximately 57,000 square foot warehouse located at 14523 SW Millikan Way, Beaverton OR. SW Millikan Way is a Class I Major Pedestrian Route. This building was constructed in 1978 as a rack supported structure where the in-place racking supports the roof and provides the lateral force resisting system. The goal of the project is to remove the racks and add (4) dock doors on the SW corner of the building. Alterations to the parking Lot will be included to supplement the new Loading Dock area.

The entire site has been submitted as an informative document but the focus of this project submittal is the southern portion of the site renovations only. The drawings submitted show the southern area of work on site. The hours of operation on site and number of employees are not altered for these updates. The parking lot lighting is being reused as well as the lighting on building elevations. Lighting plans not applicable. A breakdown of site occupancy and uses are shown on Sheet A0.1 and demonstrate parking lot modifications. Because the proposed loading docks are not required because the project will not increase the existing gross floor area by 25%, the loading dock berths do not need to meet minimum dimensions.

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## CITY OF BEAVERTON COMPLETENESS RESPONSE #3

A. PLANS AND GRAPHIC REQUIREMENTS:

1. SITE DEVELOPMENT REQUIREMENTS
  - a. *Show floodplain elevation per FEMA mapping and specify datum used for civil plans.*
  - **Floodplain elevation and Datum shown on Civil sheet C0.2**
  - b. *All mapping is in AE instead of X. Please clarify the narrative response of Zone x on site.*
  - **Mapping had been edited to show AE. Images pertaining to zone x have been submitted for clarification as to where FEMA shows zone X.**
  - c. *Per CWS section 5.10.3.f, Call out on plans that short-term parking is no more than one foot below the 10-year floodplain elevation of 174.3 NAVD-88.*
  - **Note shown on sheet C0.2**
2. LANDSCAPE PLAN
  - a. *show relocation of light pole.*
  - **shown on L1.0A/L1.1**
3. materials and finishes form.
  - **filled out and signed in design review two application document**

PRELIMINARY STAFF COMMENTS:

1. SITE DEVELOPMENT
  - a. *bypass required for storm filter based on peak flow rate*
  - **Peak flows updated per hydroCAD calculations for 25-year events. All peaks <1 cfs, bypass not required.**

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## CITY OF BEAVERTON COMPLETENESS RESPONSE #2

### A. WRITTEN STATEMENT:

1. *Please 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.*

RESPONSE: This information cannot be defined. This is a shell building warehouse and there is no tenant to define these values in the renovated project area.

### B. OTHER REQUIREMENTS:

1. *STORMWATER MEMO: Please provide base flood elevation (100-year flood elevation is 177.4 NAV88) and finish floor elevation (179.4 NAV88). Provide the water quality filter design elevations and peak flow rates. The memo must be stamped by a licensed engineer.*

RESPONSE: The flood elevation and finish floor elevation have been added to memo. Though only a Stormwater Memo is required at this stage, a full report has been completed and provided. We have now added flood elevation and finished floor elevation to the report narrative, and design elevations and peak flow rates have been added to the proprietary water treatment details. Report is stamped. Survey data shows FF=180.36' in Beaverton city datum NGVD 29. This is equivalent to approx. 183.96' in NAV88. Since the elevation source for this comment is unknown, we will show the survey elevation. 100-year flood elevation of 177.4 NAV88 will be converted to 173.8 NGVD 29 to remain consistent with city datum.

C. 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.*

#### I. EXISTING CONDITIONS PLAN

- a. The entire lots, including area and property lines dimensioned.  
- Site survey added to submittal showing dimensioned area and property lines
- b. Points of existing access, interior streets, driveways, and parking areas  
- Site survey added to submittal includes items listed
- c. Location of all existing buildings and structures, including refuse storage locations, pedestrian and bike paths, and lighting.  
- Site survey added to submittal includes listed items. Site Plan sheet A1.0 updated to show bike path along right of way
- d. Existing right-of-way improvements  
- Site survey submitted shows existing right of way improvements
- e. Dimension from centerline to edge of existing right-of-way  
- Site plan A1.0 shows dimension from centerline to edge of existing right of way
- f. Surrounding development and conditions within 100 feet of the property such as zoning, land uses, buildings, driveways, and trees  
- Site survey and A1.0 updated to show 100 feet beyond property line surrounding context.
- g. Location of existing public and private utilities, easements, and 100-year floodplain  
- Site survey added to submittal shows utilities, easements, and flood zone north of property.

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h. Existing trees. Indicate genus, species, and size. DBH is measured at 54 inches above ground.  
- Sheet A1.0 updated to show existing site trees. Landscape plans show within the area of work genus, species, and size. Because of the site of property, Total site analysis is an undue burden that is feasibly straining to the project and far outside the scope of work. We have submitted applicable and sufficient information within the project area.

## 2. DIMENSIONED SITE PLAN

- a. Lot area and property lines dimensioned and labeled front, side, and rear  
- Sheet A1.0 site plan updated with dimensions of lot area and property lines. Utility plan submitted with easements and added information.
- b. Proposed right-of-way dedications and improvements  
- Site survey submitted shows existing right of way improvements. Landscape plan shows landscaping improvements at frontage.
- c. Dimension from centerline to edge of proposed right-of-way  
- Site plan A1.0 shows dimension from centerline to edge of existing right of way  
Location of stormwater quality/detention facilities  
- Site survey submitted shows stormwater/detention facilities. ALL STORMWATER RUN-OFF FROM SITE DRAINS INTO BEAVERTON CREEK as described on site survey.

## 3. GRADING PLAN

- a. The entire lot  
- Added an overview sheet C2.0 with the full lot. Grading in Area of work shown on grading plan Sheet C2.0. Because of the site of property, Total site analysis of grading is an undue burden that is feasibly straining to the project and far outside the scope of work. We have submitted applicable information within the project area.
- b. Points of existing access, interior streets, driveways, and parking areas  
- Site survey added to submittal includes items listed
- c. Location of buildings and structures, including refuse storage locations and pedestrian and bike paths  
- Site survey added to submittal includes items listed
- d. Proposed right-of-way dedications and improvements  
- Site survey submitted shows existing right of way improvements. Public Streets are fully improved. No new dedication proposed.
- e. Dimension from centerline to edge of proposed right-of-way  
- Site plan A1.0 shows dimension from centerline to edge of existing right of way
- f. Location of 100-year floodplain  
- Site survey added to submittal shows utilities, easements, and flood zone north of property.
- g. Location of stormwater quality/detention facilities  
- Site survey submitted shows stormwater/detention facilities. ALL STORMWATER RUN-OFF FROM SITE DRAINS INTO BEAVERTON CREEK as described on site survey. Changes to stormwater facilities shown on Civil Sheet C3.0 underground detention added to C2.1, though this is not generally shown on grading sheet.
- h. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.  
- Tree changes shown on Landscaping plans L1.0-L1.1

## 4. UTILITY PLAN

- a. The entire lot  
- Utilities in Area of work shown on grading plan Sheet C3.0. Because of the site of property, Total site analysis of grading is an undue burden that is feasibly straining to the project and far outside the scope of work. We have submitted applicable information within the project area.

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- b. Points of existing access, interior streets, driveways, and parking areas  
- Site survey added to submittal includes items listed
- c. Location of buildings and structures, including refuse storage locations and pedestrian and bike paths  
- Site survey added to submittal includes items listed
- d. Proposed right-of-way dedications and improvements  
- Site survey submitted shows existing right of way improvements. Civil drawings show changes to area of work. No new dedication proposed
- e. Location of 100-year floodplain  
- Site survey added to submittal shows utilities, easements, and flood zone north of property. Labeled on C3.0
- f. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and stormwater quality/detention facility  
- Site survey added to submittal includes items listed. existing utilities and easements shown as part of the survey; proposed shown on C3.1 and C3.2

5. LANDSCAPE PLAN

- a. Proposed right-of-way, dedications, and improvements  
- Site survey submitted shows existing right of way improvements. Landscape drawings show changes to area of work.
- b. Proposed location of light poles, bollards, and other exterior illumination  
- Site survey added to submittal includes items listed. Proposed locations and changed listed on Civil Sheet C1.0

6. DESCRIPTION OF MATERIALS AND FINISHES FORM:

*Please provide one completed copy of the Materials and Finishes Form with the application submittal (pages 7 through 10 of the application form).*

**RESPONSE:** Materials and finishes from original approved project are not changing. As requested by the city planner of this project, Cut sheets of overhead doors being applied to existing building elevation have been submitted to comply with the description of materials and finishes.

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**PRELIMINARY STAFF COMMENTS (NOT COMPLETENESS ITEMS):**

I. PLANNING:

- *On the dimensioned site plan, please only show what is proposed and not the existing portions that will be modified. It will be easier to read the site plan without the faded lines showing all the existing parking spaces that are to be modified. Please also remove the turning templates and show them on a separate plan sheet.*

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**RESPONSE:** Demo information removed from site plan and added to supplemental site demo plan. Turning templates added to new Truck Maneuvering Sheet A0.3

- *Please provide the turning template showing how the largest sized vehicles that are anticipated to use the loading docks can access the southernmost loading dock with the most*



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*severe turn radius. Please show how the trucks maneuver on the property so that they are able to back up into the loading docks as shown on the site plan. The turning template provided for the northernmost loading dock does not appear to show how it was able to back in, only how it exits the property in a forward motion.*

**RESPONSE:** Truck turning templates added to new Sheet a 0.3 showing both entry and exit of northern most truck loading dock and southern most truck loading dock. Maneuvering path shown on sheet.

- Please provide a breakdown of all uses on the site and the square footage of each use to demonstrate that with the parking lot modifications, the amount of parking will meet the minimum for all uses and will not exceed the maximum for all uses. Please reference the MKS TI Compliance Statement Letter for the type of information needed about parking. This information was from April 2020 so please ensure that all uses and square footages are up to date.*

**RESPONSE:** Uses breakdown on site shown on updated sheet A1.0 site plan diagrams. Parking modifications and amount of parking listed on sheet to show compliance. MKS TI compliance statement letter referenced and uses/square footages have been verified by the owner of the property.

## 2. Site Development Comments:

Site development permit submittal plans need to be 22" x 34".

Plans formatted to 22"x34"

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## CHAPTER 20 – LAND USES

### 20.20.15 – Site development standards SC-EI Zone

- Not applicable – Building Already Exists. Setback is already met.

### 20.20.20 – Land Uses SC-EI Zone

- Industrial uses 31 and 33, manufacturing and warehousing, are applicable to this zone

### 20.20.35 – Other SC-E requirements

- 1. Not applicable – none of these elements are a part of this project
- 2. All business is conducted in enclosed area

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## CHAPTER 40 – APPLICATIONS

### 40.03 – Facilities review



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- Remodel and alterations of project shall be in accordance with the City of Beaverton Development code and shall be determined so under Design two review by the City. the application complies with all relevant standards in conformance with Section 50.25.1.B., and all the following criteria have been met, as applicable.
  - A.
  - All critical facilities and services related to the proposed development have, or can be improved to have, adequate capacity to serve the proposed development at the time of its completion.
  - B.
  - Essential facilities and services related to the proposed development are available, or can be made available, with adequate capacity to serve the development prior to its occupancy. In lieu of providing essential facilities and services, a specific plan may be approved if it adequately demonstrates that essential facilities, services, or both will be provided to serve the proposed development within five (5) years of occupancy.
  - C.
  - The proposed development is consistent with all applicable provisions of CHAPTER 20 (Land Uses), or Sections 20.25 and 70.3 if located within the Downtown Design District, unless the applicable provisions are modified by means of one or more applications which shall be already approved or which shall be considered concurrently with the subject application; provided, however, if the approval of the proposed development is contingent upon one or more additional applications, and the same is not approved, then the proposed development must comply with all applicable provisions of CHAPTER 20 (Land Uses) or Sections 20.25 and 70.3 if located within the Downtown Design District..
  - D.
  - The proposed development is consistent with all applicable provisions of CHAPTER 60 (Special Requirements) and all improvements, dedications, or both, as 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 proposed development.
  - E.
  - Adequate means are provided or can be provided to ensure continued periodic maintenance and necessary normal replacement of the following private common facilities and areas, as applicable: drainage facilities, roads and other improved rights-of-way, structures, recreation facilities, landscaping, fill and excavation areas, screening and fencing, ground cover, garbage and recycling storage areas, and other facilities not subject to maintenance by the City or other public agency.
  - F.
  - There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the development.
  - G.
  - The development's on-site vehicular and pedestrian circulation systems connect to the surrounding circulation systems in a safe, efficient, and direct manner.
  - H.
  - Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate fire protection, including, but not limited to, fire flow.
  - I.
  - Structures and public facilities serving the development site are designed in accordance with adopted City codes and standards and provide adequate protection from crime and accident, as well as protection from hazardous conditions due to inadequate, substandard or ill-designed development.
  - J.
  - Grading and contouring of the development site is designed to accommodate the proposed use and to mitigate adverse effect(s) on neighboring properties, public





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right-of-way, surface drainage, water storage facilities, and the public storm drainage system.

- K.
- Access and facilities for physically handicapped people are incorporated into the development site and building design, with particular attention to providing continuous, uninterrupted access routes.
- L.
- The application includes all required submittal materials as specified in Section 50.25.1. of the Development Code. [ORD 4265; October 2003]

40.20.15.2.. Approval Criteria

- C
  - • 1.
  - The proposal satisfies the threshold requirements for a Design Review Two application.
  - • 2.
  - All City application fees related to the application under consideration by the decision-making authority have been submitted.
  - • 3.
  - The proposal contains all applicable application submittal requirements as specified in Section 50.25.1. of the Development Code.
  - • 4.
  - The proposal is consistent with all applicable provisions of Sections 60.05.15. through 60.05.30. (Design Standards).
  - • 5.
  - For additions to or modifications of existing development, the proposal is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) or can demonstrate that the proposed additions or modifications are moving towards compliance with specific Design Standards 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 standard; or
    - b)
    - The location of existing structural improvements prevents the full implementation of the applicable standard; or
    - c)
    - The location of the existing structure to be modified is more than 300 feet from a public street.
    - If the above listed conditions are found to exist and it is not feasible to locate a proposed addition in such a way that the addition abuts a street, then all applicable design standards except the following must be met:
      - d)
      - If in a Multiple Use District, building location, entrances and orientation along streets, and parking lot limitations along streets (Standards 60.05.15.6 and 60.05.20.8)
      - e)
      - If in a Multiple Use or Commercial District, ground floor elevation window requirements (Standard 60.05.15.8).
  - • 6.



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- The proposal complies with the grading standards outlined in Section 60.15.10 or approved with an Adjustment or Variance. [ORD 4782; April 2020]
- 

## CHAPTER 60 – SPECIAL REQUIREMENTS

### 60.05.15.1 – Building articulation

- Not applicable, Building already exists. We are not using any of these materials. By adding doors, it is increasing building articulation.

### 60.05.15.4 – Exterior Building materials

- Not applicable, Building already exists. Doors being added have been submitted with materials described.

### 60.05.15.8 – Ground Floor elevations

- Not applicable, Building already exists. Elevation of building renovation area already submitted

### 60.05.20 – Circulation and parking design standards

- 1. Connections to public street system uninterrupted
- 2. Loading area screened by vegetated buffer at public street.
- 3. Pedestrian Circulation uninterrupted
- 4. Perimeter parking lot landscaping provided
- 5. Parking area landscaping provided with minimum 6' foot wide planting strips. Landscape plan provided.
- 6. n/a
- 7. Sidewalk along building entrances uninterrupted
- 8. n/a
- 9. n/a

### 60.05.20.2.C – Loading Area Screening

- Screening along street frontage added to landscaping

### 60.05.20.3. Pedestrian circulation

- A. All pedestrian connections are maintained as existing. New conditions of loading dock area remove sidewalk along the face of building and maintain connection from parking lot to entries.
- B. Walkway connections to main entries are maintained as existing.
- C. Pedestrian walkway to site maintained as existing.
- D. Pedestrians connections Maintained as existing. New parking modifications follow design standards of parking lots
- E. Painted areas accommodate pedestrian cross connections

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- F. Sidewalks to be maintained as existing.

#### 60.05.20.4. – Parking areas

- A. Landscaping of parking lots to maintain minimum 6-foot-wide planting strips between right of way and parking areas.

#### 60.05.20.5. – Parking area landscaping

- Landscaped planters are designed to have planted trees in accordance with this section. Existing planters and landscaping shall be maintained where modifications to parking area are not occurring. Minimum dimensions of planters and tree plantings are met.

#### 60.05.20.7 – Sidewalks along building

- Sidewalk to be removed along Loading dock area for safety. Sidewalks follow pedestrian circulation standards. Existing sidewalks to main entries to be maintained.

#### 60.05.25.5.A-D – Minimum Landscape Requirements

- A
  - 1. Minimum 15% landscaping requirements met with 19.1% total landscaping Provided
- B. Existing landscaping already in place. Changes in landscaping and landscape requirements are shown on landscape plans already submitted. Conditions are met.
- C. Not applicable – no plaza proposed
- D. Not applicable – All landscaping along building to stay

#### 60.05.30.1-2 – Lighting Design Standards

- 1. Not Applicable – Lighting Design Pre-existing. Parking Light pole to be shifted 9 feet to new landscape area. Conditions are met.
- 2. Not Applicable – light pole pre-existing on site. Conditions are met.

#### Table 60.05 Lighting standards

- Not Applicable – lighting Pre-existing with conditions met. Utilizing existing lighting and shifting 9' on site.

#### 60.10 – Floodplain Regulations

- Not applicable. Building already existing. Floodplain area not affected by south site renovations.

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#### 60.25.10. – Loading Berth Design

- 1. Type A berth designed in accordance with Table 60.25.15 Warehouse specifications.

#### 60.30. – off street parking

##### 60.30.10 – Number of required spaces

- Project impact of off-street parking shown on sheet A0.1  
Parking required: 380 min- 477 max  
Parking provided: 454 spaces with 12 accessible spaces.  
Parking conditions met and complies

##### 60.30.15 – off street parking design

- New parking layout complies with city standards and dimensions

#### 60.60.20. – Tree Protection

- Tree protection fences enforced on Landscaping plans in accordance with tree protections standards during development.



60.60.25.9. – Tree Mitigation

- A Tree mitigation summary has been shown on landscape sheet LI.0A
- Total DBH impacted has been included along with landscape response of site analysis
- Landscape plans have been updated to respond to tree mitigation and protection

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## PARKING DETERMINATION NARRATIVE

DATE: December, 20<sup>th</sup> 2021  
 CLIENT: Felton Properties Inc.  
 PROJECT TITLE: Millikan Warehouse remodel  
 PROJECT NUMBER: DR2021-0085

**Received  
 Planning Division  
 12/20/2021**

### PROJECT DESCRIPTION:

The project is a remodel of an approximately 57,000 square foot warehouse located at 14523 SW Millikan Way, Beaverton OR. SW Millikan Way is a Class I Major Pedestrian Route. This building was constructed in 1978 as a rack supported structure where the in-place racking supports the roof and provides the lateral force resisting system. The goal of the project is to remove the racks and add (4) dock doors on the SW corner of the building. Alterations to the parking Lot will be included to supplement the new Loading Dock area.

The entire site has been submitted as an informative document but the focus of this project submittal is the southern portion of the site renovations only. The drawings submitted show the southern area of work on site. The hours of operation on site and number of employees are not altered for these updates. The parking lot lighting is being reused as well as the lighting on building elevations. Lighting plans not applicable. A breakdown of site occupancy and uses are shown on Sheet A0.1 and demonstrate parking lot modifications. Because the proposed loading docks are not required because the project will not increase the existing gross floor area by 25%, the loading dock berths do not need to meet minimum dimensions.

Total gross floor area of the facility is 297,528 SF.

- Nike has approximately 50 employees who work in shifts of approximately 25. Their hours vary depending on the time of year. Their operating hours are as follows:
  - Sunday Evening through Friday morning they are operating/open around the clock with a fully functional overnight team.
  - Friday evening, they close down at 9pm
  - Saturday, they operate from 5a-9pm
  - Sunday, they open at 5a and our overnight team restarts for the week at 9pm
- MKSI has approximately 50-60 employees working onsite in their warehouse and labs, but this will increase as soon as their office staff returns. They have approx. 300+ spaces allotted to them. Most staff work 8-5 but they do have a small number of staff that work in the evenings.
- The Courts has approx. 4 employees onsite. However, they offer classes during the week and tournaments on the weekends where they have been allotted additional parking. Most days there will only be 1-3 cars parked. When they hold a weekend tournament, that can increase to 50+

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### CHAPTER 20 – LAND USES

- 20.20.15 – Site development standards SC-EI Zone
  - Not applicable – Building Already Exists. Setback is already met.
- 20.20.20 – Land Uses SC-EI Zone
  - Industrial uses 31 and 33, manufacturing and warehousing, are applicable to this zone
- 20.20.35 – Other SC-E requirements
  - 1. Not applicable – none of these elements are a part of this project
  - 2. All business is conducted in enclosed area

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## CHAPTER 40 – APPLICATIONS

### 40.55.15.1.C– Parking Requirement Determination Approval Criteria

- 1. The proposal satisfies the threshold requirements for a Parking Requirement Determination application. The shared parking location is the determining factor.
- 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 4 of Metro's Regional Transportation Functional Plan. Parking
- 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. No changes to Existing Shared parking
- 5. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1. of the Development Code. [ORD 4404; October 2006]
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

### 40.55.15.2.C– Shared Parking Approval Criteria

- 1. The proposal satisfies the threshold requirements for a Shared Parking application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The shared off-street parking is located on any property within 500 feet of the property upon which the use requiring the parking is located, except in Multiple Use zoning districts where the location may be at any distance. This project is located in a Multiple Use zoning district.
- 4. The location of the shared parking and the site containing the use shall be connected by a hard surface pedestrian pathway. The parking is connected with a hardscape crosswalk to the main facility.
- 5. If the location of the shared parking and the site containing the use are separated by a street of collector or higher designation, the two locations shall each be within 300 feet of a controlled pedestrian crossing, such as a traffic light, stop-controlled intersection or marked pedestrian crossing such as a striped intersection or pedestrian-activated signal. SW Schottky Road is the road in question and in accordance with the city of Beaverton GIS map system, The street is not a designated collector or above.
- 6. If multiple properties are involved, the owners of the properties have each agreed to the shared parking by entering into a shared parking agreement. The addresses in question are different entities but owned by the same company.
- 7. The time of peak parking demand for the various uses located on the subject properties occur at different times of the day. The lot in question is supplemental to the main facility of the Millikan Business center, recreational space, and a warehouse facility.
- 8. Adequate parking will be available at all times when the various uses are in operation. The existing parking exceeds the amount required for the uses on site. Changes to the existing parking are to bring the number of parking spaces closer to the maximum for each use.
- 9. 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.
- 10. There are safe and efficient vehicular and pedestrian circulation patterns within the boundaries of the site.
- 11. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1. of the Development Code.

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

#### 40.55.15.3.C– Use of excess parking Approval Criteria

- 1. The proposal satisfies the threshold requirements for a Use of Excess Parking application.
- 2. All City application fees related to the application under consideration by the decision-making authority have been submitted.
- 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1. of the Development Code. The application has been deemed complete.
- 4. Excess parking accounts for a minimum of 20% of the required parking for all uses of the site; The existing parking exceeds the required amount by use.
- 5. Excess parking has existed for the previous 180 days;
- 6. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.

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