

Received
Planning Division
06/30/2021

EXHIBIT 3.22



December 27, 2019

AXIS Design Group
Attn: Erin Upham
11104 SE Stark St
Portland, OR 97216

Subject: Pre-Application Summary Notes for Herzog Meier Service Building

Dear Erin Upham,

Thank you for attending the Pre-Application Conference held on December 11, 2019. We are pleased to provide you with the following notes prepared in response to your proposal.

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

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

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

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

Sincerely,

Lauren Russell, AICP
Associate Planner
503-526-3718

PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for
Herzog Meier Service Building
PA2019-0087, December 11, 2019

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: December 11, 2019

PROJECT INFORMATION:

Project Name: **Herzog Meier Service Building**

Project Description: Demolish portion of existing service building, construct addition, and remodel; construct new freestanding service building with rooftop parking deck for inventory vehicles; and remove existing driveway on Whitney.

Property/Deed Owner: Herzog Properties LLC
4275 SW 139th Way
Beaverton, OR 97005

Site Address: 4180 SW 141st Ave

Tax Map and Lot: Tax Map: 1S116BB, Tax Lot: 03300
Zoning: General Commercial (GC)
Comp Plan Designation: Regional Commercial (RC)
Site Size: 4.52 acres

APPLICANT INFORMATION:

Applicant's Name: AXIS Design Group
Erin Upham
11104 SE Stark St
Portland, OR 97216

Phone / Email: 503-284-0988/ erinu@axisdesigngroup.com

PREVIOUS LAND USE HISTORY:

- **DR2012-0077 / LD2012-0008:** Design Review Two approval for the construction of a new approximately 4,799 square foot showroom on the southwest corner of the property, an approximately 797 square foot expansion of the existing showroom on the eastern portion of the property, and modifications to landscaping, pedestrian pathways, and on-site parking and circulation. Approval of a Replat to consolidate the three parcels that comprise the site into one parcel, approximately 4.54 acres in size.
 - Please notes that DR2012-0077 condition of approval #2 states that “the applicant shall ensure that vehicle display areas located on the new pedestrian plazas are located at a minimum of 20 feet back from the property line.”
- **DR2013-0063:** Design Review Compliance Letter approval for minor changes to improvements that were approved by DR2012-0077, including changes to finish materials, window replacement, railings, additional overhead doors, and building height.
- **DR2014-0074:** Design Review Compliance Letter approval for minor changes to improvements that were approved by DR2012-0077 and DR2013-0063, including changes to building finish materials and a new landscape area on the northwest corner of the site to replace several smaller landscape areas throughout the site.

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/materials provided, the identified application fees (**land use only**) are as follows:

Design Review Three	\$5,909.00
<i>Possible Loading Determination</i>	\$439.00
<i>Possible Parking Determination</i>	\$439.00
<i>Possible Major Adjustment – Parking</i>	\$3,141.00
<i>Possible Design Review Two</i>	\$2,687.00

***See Key Issues/Considerations herein** for description of applications and associated process.

No fee increase are scheduled at this time; however, the fees are subject to change. Fees in effect at the time of application submittal will control. Please contact Current Planning (503-526-2420) or visit our website www.beavertonoregon.gov/bib prior to submittal of your application to confirm the current application fee(s).

SECTION 50.15. CLASSIFICATION OF APPLICATIONS:

Applications are subject to the procedure type specified by the Development Code. Per Section 50.15.2 of the Code, when an applicant submits more than one complete application for a given proposal, where each application addresses separate code requirements and the applications are subject to different procedure types, all of the applications are subject to the procedure type which requires the broadest notice and opportunity to participate. In this case, a proposal that includes a Design Review Three application is subject to a **Type 3** procedure.

SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, a Neighborhood Review Meeting is required for a **Type 3** application. Staff always recommends community outreach through a neighborhood meeting. Neighborhood Advisory Committee: (NAC): **Central Beaverton Neighborhood** Contact: Thom Drane, tmdrane@gmail.com / [865-258-6234](tel:865-258-6234)

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 request 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 here: <https://www.beavertonoregon.gov/DocumentCenter/View/9172/Neighborhood-Meeting-Informational-Packet?bidId=>

CHAPTER 20 (LAND USES):

Zoning: General Commercial (GC)

Applicable Code Sections: **20.10.15 – Site Development Standards** and **20.10.20 – Land Uses.**

Minimum parcel area: 7,000 square feet

Minimum width: 70 feet

Front setback: Per Design Standard 60.05.15.6

Minimum interior side setback: 10 feet

Minimum rear setback: 0 feet

Minimum depth: 100 feet

Minimum open air display front setback: 20 feet⁵

Minimum corner side setback: 20 feet*

Maximum building height: 60 feet

⁵ Where permitted, open air sales / display / storage of merchandise shall be set back at least 20 feet from the front property line. The area shall be designated and subject to Decision Maker approval.

* TA2019-0003, Development Code Omnibus Text Amendment, could change the minimum corner side setback from 20 feet to none. The Planning Commission hearing for this text amendment is scheduled for January 29, 2020. If the Planning Commission recommends that City Council approve the text amendment, the proposal will then go to City Council as an ordinance for consideration.

Front Lot Line: For corner lots, the front lot line is that with the narrowest frontage.

Major Automotive Service uses: Conditional

Service or repair to motorized vehicles, which affect the body or frame. This term includes: painting, bodywork, steam cleaning, tire recapping, major engine or transmission overhaul or repair involving removal of a cylinder head or crankcase, and mechanical car washes that are used by and open to the general public.

Minor Automotive Service uses: Permitted

Service or repair to motorized vehicles, which do not affect the body or frame. This term includes: retail and wholesale fuel sales, tire sales or installation, glass installation, oil changes and lubrications, general engine maintenance and repair, radiator repair, detail shops, mechanical car washes solely used by on-site employees as part of retail vehicle sales, or other similar service or repair.

Vehicle Sales or Lease uses: Permitted

CHAPTER 30 (NON-CONFORMING USES):

Proposal subject to compliance to this chapter? Yes No

CHAPTER 40 (PERMITS & APPLICATIONS):

Facilities Review Committee review required? Yes No

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

Applicable Application Type(s):

	<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
1.	Design Review Three (Threshold #8)	<u>40.20.15.3</u>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
2.	Possible Loading Determination (Threshold #3)	<u>40.50.15.1</u>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	Possible Parking Determination (Threshold #1)	<u>40.55.15.1</u>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
4.	Possible Major Adjustment (Threshold #3)	<u>40.10.15.2</u>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
5.	Possible Design Review Two (Thresholds #1 and #7)	<u>40.20.15.2</u>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

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

CHAPTER 60 (SPECIAL REGULATIONS):

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Section 60.05 (Design Review Principles Standards and Guidelines) | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities) |
| <input checked="" 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 checked="" type="checkbox"/> Section 60.25 (Off-Street Loading) |
| <input checked="" 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 checked="" type="checkbox"/> Section 60.40 (Sign Regulations) |
| <input type="checkbox"/> Section 60.45 (Solar Access Protection) | <input type="checkbox"/> Section 60.50 (Special Use Regulations) |
| <input checked="" type="checkbox"/> Section 60.55 (Transportation Facilities) | <input checked="" type="checkbox"/> Section 60.60 (Trees and Vegetation) |
| <input checked="" type="checkbox"/> Section 60.65 (Utility Undergrounding) | <input type="checkbox"/> Section 60.67 (Significant Natural Resources) |
| <input type="checkbox"/> Section 60.70 (Wireless Communication) | |

Comments: For the applications to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above.

OTHER DEPARTMENT/AGENCY CONTACTS:

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

<p>Recommended contact for further information if checked</p> <p style="text-align: center;"><input checked="" type="checkbox"/></p>	<p>Clean Water Services (CWS) regulates sanitary sewer, storm and surface water management within Washington County in coordination with the City of Beaverton. CWS also conducts environmental review for proposed development projects that are located in proximity to sensitive areas (generally wetlands, riparian areas and stream corridors). Staff recommends that applicants contact <u>CWS staff as early as possible in order to obtain a <i>Service Provider Letter (SPL)</i></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 Chapter 3 of the <i>Design and Construction Standards</i> at: www.cleanwaterservices.org/permits-development/design-construction-standards</p> <p>If no sensitive areas exist on or within 200 feet of the project site, CWS can also issue a statement indicating no sensitive areas exist which the city will also accept as documentation under Section 50.25.1.F. To start the environmental review process and obtain an SPL, complete the pre-screening site assessment form. For more information about CWS</p>
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	environmental review, you may email splreview@cleanwaterservices.org or contact Laurie Bunce , CWS Engineering Technician, at (503) 681-3639.
<input type="checkbox"/>	Kimberlee McArthur , Building Official, City of Beaverton (503) 526-2524 / kimberleemcarthur@beavertonoregon.gov <input type="checkbox"/> Comment: No written comments provided to date / not expected.
<input type="checkbox"/>	Steve Brennen , Operations, City of Beaverton (503) 526-2200 / sbrennen@beavertonoregon.gov <input type="checkbox"/> Comment: No written comments provided to date / not expected.
<input checked="" type="checkbox"/>	Silas Shields , Site Development, City of Beaverton (503) 350-4055 / sshields@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. See attached memo.
<input checked="" type="checkbox"/>	Jabra Khasho , Transportation, City of Beaverton (503) 526-2221/ jkhasho@beavertonoregon.gov <input checked="" type="checkbox"/> Plan reviewed. See attached memo.
<input type="checkbox"/>	Elizabeth Cole , Recycling Program, City of Beaverton (503) 526-2460 / ecole@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.
<input type="checkbox"/>	Naomi Vogel , Washington County (503) 846-7623/ naomi_vogel@co.washington.or.us <input type="checkbox"/> No written comments provided to date / not expected.
<input checked="" type="checkbox"/>	Marah Danielson , ODOT Development Review (503) 731-8258/ marah.b.danielson@odot.state.or.us <input checked="" type="checkbox"/> Plans reviewed. SW Tualatin Valley Highway is an ODOT roadway. ODOT will require 5.5 feet of right-of-way donation along this frontage.

KEY ISSUES/CONSIDERATIONS:

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

1. **Land Use Applications.** A **Design Review Two** application will be required for this proposal, whether the applicant designs the enclosed service drive as a building addition or a new building. As part of the written narrative, please address the applicable sections of Chapter 60 as noted above.

The applicant's written statement submitted with the pre-application conference request indicated that the applicant anticipates Design Review Three. If you are either unable or choose not to meet an applicable design standard, a **Design Review Three** application would instead be required, and you would demonstrate compliance with the applicable corresponding design guideline(s). Please refer to the attached design standards checklist as a guide to which standards appeared to be applicable based on the pre-application submittal.

Staff identified several design standards that did not appear to be met based on the submitted site plan and building elevations. These are:

- **60.05.15.1 Building articulation and variety:** At least 30% of each building elevation visible from public streets must be permanent architectural features. Maximum spacing between permanent architectural features is 40 feet.

- **60.05.15.2 Roof forms:** All roofs with a slope of less than 4/12 pitch shall be articulated with a parapet wall that must project vertically above the roof line at least 12 inches or architecturally treated, such as with a decorative cornice.
- **60.05.15.4 Exterior building materials:** No more than 30% of each building elevation visible from public streets or containing a primary building entrance can be plain, smooth, unfinished concrete, concrete block, plywood, and sheet pressboard. Plain, smooth, exposed concrete and concrete block used as foundation material must not be more than 3 feet above finished grade adjacent to foundation wall.
- **60.05.15.6 Building location and orientation along streets in commercial and multiple use zones:** Buildings in Commercial zones shall occupy a minimum of 35% public street frontage where a parcel exceeds 60,000 gross square feet. The building shall be located no farther than 20 feet from the property line and the area between the building and the property line must be landscaped. At least one primary building entrance must be oriented toward an abutting street, be set back no more than 20 feet from the street, and the pedestrian connection to this entrance must not cross vehicular circulation and parking areas.
- **60.05.15.8 Ground floor elevations on commercial and multiple use buildings:** At least 35% of the ground floor elevations visible from public streets or containing a primary building entrance must be permanently treated with windows, display areas, or glass doorway openings. Less glazing may be provided in a Commercial zoning district when increased building articulation and architectural variety is provided. At least 35% of the ground floor elevations facing public streets or that are located where pedestrians are allowed to walk must provide weather protection.
- **60.05.20.3 Pedestrian circulation:** A reasonably direct walkway connection is required between primary entrances, public streets, transit stops, and other pedestrian destinations. Pedestrian connections through parking lots shall be physically separated from adjacent vehicle parking and parallel vehicle traffic. Where pedestrian connections cross driveways or vehicular access aisles, a continuous walkway shall be provided that is composed of a different paving material than the primary on-site paving material. Pedestrian walkways shall be at least 5 feet wide.
- **60.05.20.5 Parking area landscaping:** A landscaped planter island shall be required for every 10 contiguous parking spaces. The island shall have a minimum of 70 square feet, a minimum width of 6 feet, planted with a tree with a minimum mature height of 20 feet, and curbed to protect landscaping.
- **60.05.20.7 Sidewalks along streets and primary building elevations in commercial and multiple use zones:** A sidewalk or walkway internal to the site is required along building elevations that include a primary building entrance that is at least 10 feet wide with an unobstructed path that is at least 5 feet wide.
- **60.05.25.5 Minimum landscape requirements for non-residential development and mixed use development:** At least 15% of the total gross lot area shall be landscaped. All building elevations visible from public streets that do not have windows on the ground floor shall have landscaping along their foundations at least 5 feet wide and comprised of 1 tree every 30 feet, 1 shrub every 3 feet, and groundcover plants.

The aggregate floor area of the Vehicle Sales and Minor Automotive Services uses will be 53,377 square feet. For commercial establishments between 50,001 and 100,000 square feet, three Type B loading berths are required. Type B loading berths shall be at least 30 feet long by 12 feet wide by 14.5 feet high with 30 feet maneuvering apron. A **Loading Determination** application will be if the required loading spaces will not be provided or cannot meet dimensional requirements.

The proposal would increase the Minor Automotive Service use on the site from 14,959 square feet to 34,889 square feet. The Vehicle Sales use on the site would remain 18,488 square feet. The parking ratio table does not include Vehicle Sales nor Minor Automotive Service uses though it does include more general Retail and Service Businesses uses. Based on the submitted plans, it appears that the a minimum of 61 spaces are required for the Vehicle Sales use and a minimum of 105 spaces are required for the Minor Automotive Service use for a total of 166 required parking spaces. Please note that parallel and tandem or stacked spaces do not count toward the minimum parking requirement. The site plan must clearly distinguish which spaces on the site are for the Vehicle Sales and Minor Automotive Service uses (specify spaces for employees, customers, and the storage of vehicles awaiting service or pick up) and which spaces are for display or storage of vehicles that are for sale or for lease.

The submitted site plan appears to show only 90 spaces that are not reserved for staging, display, or storage. There are two ways to propose fewer than 166 on-site parking spaces for the Vehicle Sales and Minor Automotive Service uses. A **Parking Requirement Determination** application will be required if you would like the Director to establish in writing an off-street parking ratio or requirement for a use not listed or substantially similar to a use listed in the parking tables. Alternatively, a **Major Adjustment** application will be required if you would like to deviate from the minimum parking requirement. Please note that the adjustment approval criteria requires the applicant to demonstrate that there are special conditions or circumstances on the site that make it difficult or impossible to meet the minimum parking requirement, that these conditions or circumstances do not result from the applicant's actions, and that the proposed modification equally or better meets the intent of the minimum parking standard.

2. **Service Provider Letters (SPL)**. The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Staff has identified the following service provider letters as applicable to your proposal:
 - a. **Clean Water Services (CWS)**: All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/>
 - b. **Tualatin Valley Fire & Rescue (TVF&R)**: TVF&R requires as 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**: All developments require a Water SPL to address water service provision. The SPL form is attached.
3. **System Development Charges**. The Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits, in addition to other System Development Charges. The SDC charges are not assessed or evaluated through the land use application review process.

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

To estimate the tax please use Washington County's TDT Self Calculation Form: www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm). 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.

4. **Electronic Plan Review.** The City of Beaverton offers electronic plan submission for Planning, Site Development, and Building permit review. For more information please visit our Apply for Permits page at <https://www.beavertonoregon.gov/2047/Apply-for-Permits> or contact staff.

Pre-Application Conference Worksheet for Design Review Standards

for PA _____ held on ____/____/____

Title: _____

In review of the plans and material submitted for Pre-Application consideration, staff have determined your project is subject to Design Review **Compliance Letter** **Type 2** provided that the plans and graphic exhibits submitted for consideration illustrate compliance with “applicable” Design Review Standards identified under Sections 60.05.15 through 60.05.30 of the City Development Code. If your proposal does not meet applicable design standards, your proposal is subject to Design Review Type 3 (per application Thresholds 7 or 8 of Section 40.20.15.3.A). In review of the plans and materials submitted for Pre-Application Conference consideration, staff has identified certain Design Standards (below) that appear “applicable”. Generally speaking, applicable Design Standards include those pertaining to:

A: **Permitted** **Conditional use**

Within a(n): **Residential** **Commercial** **Industrial** **Multiple Use zone**

For a(n): **Multi-Family Residential** **Commercial** **Industrial** **Multiple Use building type.**

That **does** **does not** about a “Major Pedestrian Route” **Class:** _____

In summary, the applicable design standards appear to include the following:

- 60.05.15 (Building Design and Orientation Standards)
1. Building Articulation and Variety - **A** **B** **C** **D** _____
 2. Roof Forms - **A** **B** **C** **D** **E** _____
 3. Primary Building Entrances _____
 4. Exterior Building Materials - **A** **B** **C** _____
 5. Roof-mounted equipment - **A** **B** **C** _____
 6. Building location/orientation along street in Multiple Use and Commercial zoning districts - **A** **B** **C** **D** **E** **F** _____
 7. Building Scale along Major Pedestrian Routes - **A** **B** **C** _____
 8. Ground floor elevations on commercial and multiple use buildings - **A** **B** _____
 9. Residential units fronting common greens & shared courts in multiple use zones **A** through **G** _____
- 60.05.20 (Circulation and Parking Design Standards)
1. Connections to the public street system - _____
 2. Loading areas, solid waste facilities and similar improvements - **A** **B** **C** **D** **E** _____
 3. Pedestrian circulation - **A** **B** **C** **D** **E** **F** _____
 4. Street frontages and parking areas - **A** _____
 5. Parking area landscaping - **A** **B** **C** **D** _____
 6. Off-Street parking frontages in Multiple-Use Districts - **A** **B** **C** _____
 7. Sidewalks along streets/primary building elevations in Multiple-Use and Commercial zones - **A** **B** _____
 8. Connect on-site buildings, parking, and other improvements with identifiable streets and drive aisles in Residential, Multiple-Use and Commercial Districts - **A** **B** _____
 9. Ground floor uses in parking structures - _____
- 60.05.25 (Landscape, Open Space and Natural Areas Design Standards)
1. – 3. Minimum Landscape Requirements for Duplexes and Attached Dwellings in R-3.5, R-2 and R-1 zones – based number of units proposed _____
 4. Minimum Landscaping Requirements for Required Front Yards and Required Common Open Space in Multiple Family Residential Zones - **A** **B** **C** **D** **E** **F** _____
 5. Minimum Landscaping Requirements for Conditional Uses in Residential Districts, and for Developments in Multiple-Use, Commercial and Industrial Districts - **A** **B** **C** **D** _____
 6. - 7. Standards for “Common Greens” and “Shared Courts” in Multiple-Use Zones _____
 7. Standards for “Common Greens” and “Shared Courts” in Multiple-Use Zones _____
 8. Retaining Walls - _____
 9. Fences and Walls - **A** **B** **C** **D** **E** _____
 10. Minimize significant changes to existing surface contours at residential property lines - **A** **B** **C** _____
 11. Integrate water quality, quantity, or both facilities - _____
 12. Natural Areas _____
 13. Landscape Buffer Requirements – **A** **B**(B-1) **C**(B-2) **D**(B-3) **E** **F** **G** _____
- 60.05.30 (Lighting Design Standards)
1. Adequate on-site lighting and minimize glare on adjoining properties - **A** **B** **C** **D** **E** _____
 2. Pedestrian-scale on-site lighting - **A** **B** **C** _____



TRANSPORTATION NOTES FROM PRE-APPLICATION MEETING

Community Development Department

Project Name: **Herzog Meier Service Building**

Pre-Application Conference #: **PA2019-0087**

Date: December 19, 2019

Applicant: Tim Brunner, Axis Design Group, Applicant

Erin Upham, Axis Design Group, Applicant's Representative

Project Planner: Lauren Russell, AICP, Associate Planner

Notes prepared by: Kate McQuillan, AICP, Senior Planner

 (503) 526-2427  kmcquillan@beavertonoregon.gov

These comments are based on the information provided at the 12/11/19 Pre-Application Conference Meeting for a proposal at 4180 SW 141st Avenue. The summary notes below are to highlight key transportation issues that need to be addressed in any future land use applications for the discussed proposal. Any proposed development and its associated transportation impacts shall be in compliance with the City of Beaverton's Transportation System Plan (TSP) and the Engineering Design Manual 2019 (EDM) in addition to all applicable land use code.

GENERAL NOTES

The applicant is proposing a number of changes to the subject property resulting in a net increase of approximately 19,900 square feet of auto-oriented uses. The applicant may be required to dedicate property for right of way purposes if the existing right of way widths adjacent to the property's frontage do not meet the adopted functional classification standards within the EDM's Standard Drawings. The applicant will be required to improve the sidewalks along SW 139th Way and SW Whitney Way similar to the sidewalk improvements previously made along the site's frontage to SW 141st Avenue. Substandard sidewalk ramps at driveway crossings and adjacent intersections will be required to be upgraded to meet the minimum ADA standards. Ensuring that proposed on-site circulation is safe and efficient will be critical. Staff will need to understand how employees, customers, and services (such as garbage and deliveries) will utilize the space.

REQUIREMENTS TO BE ADDRESSED

Right of Way Dedication

You may be required to dedicate public street right of way on SW 139th Way and SW Whitney Way, streets classified as Local Streets; and on SW 141st Avenue, a street classified as a Collector (BDC Sec 60.55.30, and EDM Standard Drawing 200-2 and 200-4). You will need a

registered engineer to confirm the right-of-way width and note the width in submitted site plans.

Traffic Impact Analysis

It is unclear whether or not the proposal trigger's the requirement to complete a Traffic Impact Analysis. Please provide verification from a registered traffic engineer with additional details on the uses proposed for the site as well as the square footage of the various uses. The applicant may subtract estimated trip generation of any existing land uses on the site. BDC Section 60.55.20 defines the thresholds for when a Traffic Impact Analysis is required.

Frontage Improvements

The following frontage improvements will be required and will need to be reflected in the submitted land use application:

Construct full half street improvements to the minimum street standards. (EDM Standard Drawings 200).

Construct sidewalk improvements along the site's frontages of both SW 139th Way and SW Whitney Way. (EDM Standard Drawings 200-4)

The proposed development is within a Commercial or Multiple Use Zone, and will likely need to undergo a Design Review application (2 or 3). An alternative sidewalk design of ten (10) foot curb-tight sidewalk with tree wells may be permitted without needing to obtain a Sidewalk Design Modification. See EDM Standard Drawing 216 for additional guidance.

Replace substandard sidewalk ramps along the site's frontage(s) to any public streets including driveways and intersections to be in compliance with the Americans with Disabilities Act and EDM Section 210.23.

Provide on-street lighting consistent with EDM Section 450 and as recommended in a required lighting analysis for the site's frontages on SW 139th Way and SW Whitney Way.

Off-Street Loading Requirements

The proposed use requires a minimum number of loading spaces, and loading berth dimensions, as described in BDC Sec 60.25.

Provide a site plan showing the turning movements for freight / delivery truck vehicles both within the internal site's circulation, as well as the ingress and egress to the site.

*As discussed during the pre-application meeting, turning templates for the appropriate garbage truck size will also be required to show how trash service will utilize the newly proposed trash enclosure.

Off-Street Parking (Vehicles and Bicycles)

The proposed development requires the minimum and maximum number of parking spaces as detailed in BDC Section 60.30.10.

The proposed and modified parking areas must meet parking circulation and dimensions that meet BDC Section 60.30.15 and 60.30.20. Two-way drive aisles shall be a minimum of 24-feet.

The proposed development is required to provide the minimum number of both short term and long term bicycle parking as detailed on BDC 60.30.10. The location of bicycle parking and design features for long term bicycle parking will also be required.

Bicycle and Pedestrian Circulation

Pedestrian and bicycle accessways shall be provided in between full street connections, or between a street and a destination, as required in BDC Section 60.55.25 (9).

Provide site plans that show the proposed development must provide reasonably direct, paved walkways with a minimum five feet of unobstructed width as outlined in BDC Section 60.55.25 (10). Walkways are required through parking areas, connected to building entrances, and must utilize different paving materials.

Walkways that border perpendicular parking spaces shall be a minimum 7-feet wide unless concrete wheel stops, bollard, curbing, landscaping or other improvements are provided to prevent parked vehicles from obstructing the walkway.

Access / Driveways

The applicant must provide site plans that show the following:

- Driveway meets the minimum width shown in EDM Standard Drawings 210 & 211.
- Driveway meets the minimum spacing standards for both the nearest neighboring driveway and the nearest public intersection as detailed in EDM Section 210.21.

The applicant is required to submit verification from a registered traffic engineer that the minimum sight distance standards in EDM Section 210.21 can be met at both accesses along SW 139th Way.

Shared or common driveways will be required to write and record a cross-over and maintenance easement during either final plat review, or through the Site Development permitting process.

ADDITIONAL APPLICATIONS

Sidewalk Design Modification

If the minimum sidewalk standards cannot be met, the applicant can pursue a Sidewalk Design Modification which is a Type-1 land use application (see BDC Section 40.55).

Design Exception Request

Applicants may submit a one-time request for a Design Exception to the Engineering Design Manual are made to the City's Public Works Engineer Department (EDM Section 160). The

application form and instructions can be found on the Public Works website at:
<https://www.beavertonoregon.gov/234/Design-Exceptions-Revisions-Appeals>

SYSTEM DEVELOPMENT CHARGES

Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

The TDT is based on the estimated traffic generated by each type of development. To estimate the tax please use Washington County's TDT Self Calculation Form: [www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/Transportation Planning/transportation-development-tax.cfm](http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or jkhasho@BeavertonOregon.gov.

Additional SDC's May Apply. 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.

OTHER REVIEWING TRANSPORTATION AGENCIES

OREGON DEPARTMENT OF TRANSPORTATION – The proposed development has frontage on Tualatin-Valley Highway which is maintained by the Oregon Department of Transportation (ODOT). ODOT may have additional requirements or permits. Please contact Marah Danielson at (503) 731-8258, or marah.b.danielson@odot.state.or.us.

Applicant is required to contact ODOT before preparing a traffic impact analysis (if required) to review the proposed scope of work.

TRIMET - The proposed development is in close proximity to bus and/or light rail service provided by TriMet. Note that City staff may route future land use applications to TriMet staff for review. (BDC 60.55.10.1, and BDC 60.55.40)



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

Development Engineering Issues

Project Name: Herzog-Meier Service Bldg

Pre-Application Conference Number: PA2019-0087

Date: December 11, 2019

Prepared by: Silas Shields-Site Development Division

Ph: (503) 350-4055 **Fx:** (503) 526-2550 **Email:** sshields@BeavertonOregon.gov

General Notes:

This development and associated storm water management measures shall be in compliance with the City of Beaverton and Clean Water Services standards in place at the time of land use application. The project was reviewed for compliance with City of Beaverton (COB) 2019 Engineering Design Manual (EDM) and the 2019 R&O 19-05 Clean Water Services (CWS) Design & Construction Standards (DCS).

Public utilities (water, sanitary sewer and storm drainage) must be brought to serve this site upon development and to facilitate future adjacent development.

City of Beaverton sanitary sewer and storm drainage are in the vicinity of this project. There are 8" sanitary lines on SW Whitney Way and SW 141st Ave. There is a 12" storm line on SW 139th Way. There is also a 36" storm line along the floodway that goes through the site.

City of Beaverton is the water provider for this site. There are 8" water lines on both SW 139th Way and SW Whitney Way. There is a 6" water line on SW 141st Ave. An SPL will be required for new connections to the water system, see next page for contact information.

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

Per sections 307 and 311 of Oregon Uniform Plumbing Code, storm and/or sanitary sewer that serve/crosses more than one lot shall be a public system.

A professional surveyor will need to document where existing utility lines and any easement limits are in relation to property boundaries. Proposed relocations of any public utilities and easements will need to be shown with the Land Use application. Please note that no permanent structures

including building footings, doors swinging out and roof eaves can encroach into existing public utility systems and associated easements.

If a septic system and/or water well are present onsite, documentation will need to be provided showing proper decommissioning of these facilities.

Please review provisions of Beaverton Code 9.05.110 and 9.05.115 for grading standards. No grading can occur within 10 feet of a property line or half the height of the vertical embankment created, whichever is greater. This applies to all exterior property boundaries of the proposed project.

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 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. LIDA are summarized in CWS DCS Table 4-3 and sizing per Section 4.08.4.

Street tree plantings and storm water facility plantings must be per jurisdictional approved planting lists.

Provide Option C lighting per the Engineering Design Manual, Chapter 4 along frontage improvements within City limits. Where there are existing Option A and/or Option B street lights along the frontage, their lights shall be removed and replaced with Option C light per Chapter 4. No existing Option A and/ or Option B lights along the frontage or the opposite side of the frontage shall be included in the lighting analysis to meet the lighting requirements.

Any affected overhead utilities, as well as new connections into the site must be placed underground.

The plans or other submittals must document how a future building is elevated or entire structure is dry-flood proofed per FEMA definitions. The 100-year base flood elevation (BFE) as currently mapped, is at 187.0 feet NAVD-88. The building design flood elevation (DFE) minimum finish floor or dry flood-proofing elevation is 188.0 feet NAVD-88. Motor vehicle long-term parking can occur at or below 1 foot of the 100-year BFE. Short term parking is allowed only at an elevation at or above elevation 185.0 feet (NAVD-88) which is one foot below the 10-year flood event (186.0 feet NAVD-88). Within the mapped floodway, only vehicle maneuvering is allowed; no designated parking or other stationary use is allowed.

The flood conveyance and storage of the site at each 1 foot contour must be preserved or enhanced with a zero-rise certification by a registered professional engineer.

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/secure/publicworks/ABSubmit.aspx>

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

<input checked="" type="checkbox"/>	City of Beaverton Site Development, grading or right of way permit Contact: Site Development Division at (503) 350-4021
<input checked="" type="checkbox"/>	City of Beaverton Building permit Contact: Building Division at (503) 526-2493
<input checked="" type="checkbox"/>	Street lighting design per City of Beaverton EDM Option: <input checked="" type="checkbox"/> C
<input checked="" type="checkbox"/>	Must underground all utilities (PGE, communications etc.) to site as well as any affected overhead utilities.
<input checked="" type="checkbox"/>	City of Beaverton system Contact: Brion Barnett at (503) 526-2592
	<input checked="" type="checkbox"/> 410 HGL <input type="checkbox"/> 550 HGL <input type="checkbox"/> Other/Split zone
<input checked="" type="checkbox"/>	Tualatin Valley Fire and Rescue - Service Provider Letter Contact: DFM Jeremy Foster at (503) 259-1414 or Jeremy.Foster@tvfr.com
<input checked="" type="checkbox"/>	Oregon DOT (District 2B). For work within, access, or construction access to SW Tualatin Valley Hwy. <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact: Stacey Stubblefield at (971) 673-1343 <input type="checkbox"/> Drainage Contact: Jim Nelson at (971) 673-2942 Oregon DOT (Salem Office) Rail/Street Crossing <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Contact: Carrie A. Martin at (503) 986-6801 or Carrie.A.Martin@ODOT.state.or.us
<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"/> Connection to CWS Sewer – Contact: Permit Staff at (503) 681-5100 <input type="checkbox"/> Source Control Permit (all non-residential) - Contact: Source Control Division at (503) 681-5175
<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

	<ul style="list-style-type: none"> • <input type="checkbox"/> DEQ 1200-CN Erosion Control Permit (for disturbance of 1-4.99 Acres) – Submit to City of Beaverton Site Development for processing: 503-350-4021 • <input type="checkbox"/> DEQ 1200-C Erosion Control Permit (for disturbance of 5 or more acres) - Submit to City of Beaverton Site Development for processing: 503-350-4021 • <input type="checkbox"/> DEQ Letter of “No Further Action” NFA or other documentation concerning soil and/or groundwater contamination on this property and clearance allowing new construction – Contact: Tiffany Johnson at (503) 229-6258 or email Johnson.tiffany@deq.state.or.us
<input checked="" type="checkbox"/>	Mapped FEMA Floodplain
<input checked="" type="checkbox"/>	Map Number 41067C0527F
<input checked="" type="checkbox"/>	<p>Level of 100 year flood in vicinity of the site: 187.0 Feet</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Cut and fill grading balance required • <input type="checkbox"/> Must flood proof* non-residential building <p>*ASCE/SEI 24-05, 2011 OSSC (2009 IBC) Appendix G (Flood Resistant Construction)</p> <p>OR</p> <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Certified minimum finish floor required • <input checked="" type="checkbox"/> 1 foot <input type="checkbox"/> 2 feet above base floor elevation
<input checked="" type="checkbox"/>	Requires City of Beaverton impervious surface inventory
<input checked="" type="checkbox"/>	<p>Storm water facilities required</p> <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 <p>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.</p> <p>Payment of credit against SWM SDC for detention facilities is covered in CWS DCS Section 4.02.1.c.</p>



Water Service Provider Letter (SPL)

PLEASE RETURN THIS FORM TO:

PRE-APPLICATION DATE: _____

APPLICANT:

SITE INFORMATION:

Contact: _____

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

Company: _____

Address: _____

Size: _____

Phone: _____

Address: _____

Email: _____

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

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: Single Fam. Multi-Fam. INDUSTRIAL/COMMERCIAL: Type of Use: CONDITIONAL 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: TITLE: 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: TITLE: DATE:



PRE APPLICATION CONFERENCE ATTENDANCE

PRE APP NO: PA2019-0087

DATE: 12/11/2019

PRE APP NAME: Herzog Meier Service Building

<u>NAME</u>	<u>EMAIL</u>	<u>PHONE</u>
Silas Shields	sshields@beavertonoregon.gov	503-350-4055
Erin Upham	erinu@axisdesigngroup.com	503-284-0988
Tim Brunner	tim.b@axisdesigngroup.com	503-284-0988
Tom Herzog	tom.herzog@herzogmeier.com	503-372-3220
Chris Meier	chris.meier@herzogmeier.com	503-372-3220
Korey Derrick	KDerrick@DOWL.com	971-280-8659
Kate McQuillan	KMcquillan@beavertonoregon.gov	(503) 526-2427
Bill Berg	bberg@beavertonoregon.gov	503-350-4037
Miles Glowacki	MGLOWACKI@BEAVERTONOREGON.GOV	503-526-2706
Naomi Patibandla	npatibandla@beavertonoregon.gov	503-526-2513
LAVREN RUSSELL	LRUSSELL@BEAVERTONOREGON.GOV	503-526-3718