



April 5, 2024

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

Subject: Pre-Application Summary Notes for Herzog Meier VW Volvo Service Renovation

Dear Erin Upham,

Thank you for attending the Pre-Application Conference held on March 6, 2024. 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) 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
503-278-0318

PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for

Herzog Meier VW Volvo Service Renovation
PA2024-00124, March 6, 2024

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: March 6, 2024

PROJECT INFORMATION:

Project Name: **Herzog Meier VW Volvo Service Renovation**

Project Description: Changes to the service building approved under DR2020-0079 / APP2021-0002 and modified by DR2022-0083, including reducing the size of the new building to 9,575 square feet, eliminating the breezeway connecting the new and old buildings, retaining the existing service building area previously indicated for demolition, reducing the number of new parking spaces and increasing the service vehicle staging areas, and retaining the 8 Community Trees previously intended to be removed.

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.
- **CU2020-0006 / DR2020-0079 (APP2021-0002) / LO2020-0003 / PD2020-0005 / SDM2020-0007 (APP2021-0003) / TP2020-0005:** Major Modification of a Conditional Use approval to increase the gross floor area of the existing conditionally permitted Major Automotive Service use on the site; Design Review Three approval to partially demolish 5,703 square feet of the existing automotive service building, construct a new 24,900 square foot, one-story, automotive service building containing service bays and manual carwash with rooftop storage for inventory vehicles, and reconfigure the on-site vehicle circulation and parking areas; Loading Determination approval to reduce the required off-street loading spaces from three to two; Parking Requirement Determination approval to establish an off-street parking ratio for the Major Automotive Service use; Sidewalk Design Modification approval to modify the sidewalk and planter strip widths for a portion of the sidewalk; and Tree Plan Two approval to remove eight Community Trees.
- **DR2022-0083:** Approval for a Modification of a Design Review Three approval (DR2020-0079 Herzog Meier Expansion, as amended by APP2021-0002 Appeal of Herzog Meier Expansion Design Review Three) for changes to the new automotive service building that include reducing the building footprint and removing rooftop inventory vehicle storage and the associated ramp; and to remove two conditions of approval related to the vehicle ramp.
- **LU2023-00941 Herzog Meier VW Volvo Service Extension (EXT2023-00935 / EXT2023-00936 / EXT2023-00939 / EXT2023-00940):** Request for approval for a two-year extension for the Major Modification of a Conditional Use, Design Review Three, Sidewalk Design Modification, and Tree Plan Two applications associated with the 2020 Herzog Meier Expansion project.

*****A decision on the Extension applications should be issued the week of April 8th.*****

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 / Modification of a Decision (DR2022-0083)	\$31,817.10*
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See **Key Issues/Considerations** herein for description of applications and associated process.

Please note that beginning on July 1, 2022, a 5% technology fee will be assessed on all applications. The fees shown above include this fee.

* The minimum fee, including the technology fee, for a Design Review Three application, which has a fee based on project value, is \$11,784.15. The maximum fee, including the technology fee, is \$31,817.10. Land use application project value is the total cost of all on-site improvements, inclusive of buildings and site area subject to land use review based on professional estimates by a licensed engineer, architect, landscape designer, or contractor. These estimates may include, but are not limited to, grade and fill of the site, paving, placement of utilities, lighting, landscaping, and other site improvements. Not included are land costs, administrative and professional fees, and other government fees. Based on the project valuation provided by the applicant of \$49,000,000, the fee, including the technology fee, would be the maximum amount of \$31,817.10; however, please ensure that the project valuation is only for aspects of the project that are different from the prior approval. For example, you would include the cost of the new service building and tenant improvement for the existing building but would not include the frontage improvements on TV Highway, assuming that they are going to be the same as what was approved through the Council appeal and thus reflected in the 2022 decision to be modified.

No fee increases are scheduled at this time; however, the fees are subject to change each February. 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 City 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. For example, a proposal that includes a **Modification of a Design Review Three Decision** 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 Design Review Three application, which is a Type 3 application.

Neighborhood Advisory Committee (NAC): **Central Beaverton**
Contact: Rachel Phillip, rphilip21@gmail.com

Please copy the City's Neighborhood Office (neighbormail@beavertonoregon.gov) on communications with the NAC Chairs.

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

Instructions for conducting or attending Neighborhood Review Meetings can be found in BDC Section 50.30 and at the following link: <https://content.civicplus.com/api/assets/3f3dbebe-bd25-4ed6-8102-2d198238db25?cache=1800>.

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

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: None
Minimum interior side setback: 10 feet
Minimum rear setback: None

Minimum depth: 100 feet
Minimum open air display front setback: 20 feet⁵
Minimum street side setback: None
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.

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 / Modification of a Decision	<u>40.20.15.3</u> <u>50.95.6.</u>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

Comments: In order for your application(s) to be deemed complete, a written statement necessary, supported by substantial evidence in response to all applicable approval criteria. Specifically, your application narrative(s) 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 type="checkbox"/> Section 60.40 (Sign Regulations) |
| <input type="checkbox"/> Section 60.45 (Solar Access Protection) | <input checked="" 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 application(s) 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><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 Service Provider Letter (SPL)</u>. For many development permits, the SPL is required before the application is determined to be complete (BDC 50.25.1.F) which starts the Beaverton land use review processes. CWS environmental regulations are explained in <u>Chapter 3 of the Design and Construction Standards</u> 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 environmental review, you may email splreview@cleanwaterservices.org or contact Laurie Bunce, CWS Engineering Technician, at (503) 681-3639.</p>
<p><input checked="" type="checkbox"/></p>	<p>Carl Werner, Building, City of Beaverton (503) 526-2472 / cwerner@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> The revised scope is a wholesale change to the project, large enough that the previous building permit should be withdrawn and a new permit application should be submitted (scope change is too major to be considered a revision). The Building Division completed the full cycles of both Fire & Life Safety and Structural reviews, hence no refunds will be given for those services rendered.</p>
<p><input checked="" type="checkbox"/></p>	<p>Kimberlee McArthur, Floodplain Manager, City of Beaverton (503) 526-2524 / kimberleemcarthur@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Provide an updated flood elevation certificate. The valuation of the project cannot exceed \$2,154,353.50 or the floodplain regulations will apply.</p>
<p><input checked="" type="checkbox"/></p>	<p>Hunter Jin, Site Development, City of Beaverton (503) 526-2626 / hjin@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. Comments attached.</p>
<p><input checked="" type="checkbox"/></p>	<p>Fabio de Freitas, Transportation, City of Beaverton (503) 526-2427 / fdefreitas@beavertonoregon.gov</p> <p><input checked="" type="checkbox"/> Plan reviewed. Comments attached.</p>
<p><input checked="" type="checkbox"/></p>	<p>Marah Danielson, ODOT Development Review (503) 731-8258 / marah.b.danielson@odot.oregon.gov</p>

	<input checked="" type="checkbox"/> Plan reviewed. Comments attached.
<input type="checkbox"/>	Elizabeth Cole , Recycling, City of Beaverton (503) 526-2460 / ecole@beavertonoregon.gov <input type="checkbox"/> No written comments provided to date / not expected.

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 **Modification of a Decision** application is required to modify a prior decision. Because the applicant wishes to modify an approved **Design Review Three** decision, the modification will utilize the Design Review Three application form and the fee for a Design Review Three application. The applicant must address the Facilities Review (40.03.1) and Design Review Three (40.25.15.3.C) approval criteria for the proposed changes to the building and site design and the Modification of a Decision (50.95.6) approval criteria for the removal of the conditions of approval that are identified on the attached Land Use Order. Please see the attached Design Standards Checklist for the standards that appear to be applicable. You will need to address the corresponding design guidelines if a design standard is not met. The guidelines that were addressed in the DR2022-0083 decision include 60.05.35.6.D (Building location and orientation in Commercial and Multiple Use zones) and 60.05.35.8.A (Ground floor elevations on commercial and multiple use buildings).
2. **Off-Street Parking.** Although motor vehicle parking spaces are no longer be required, if the applicant proposes to provide them with the development, the spaces and parking areas must meet the dimensional requirements in Sections 60.30.10.9 and 60.30.15. Please pay special attention to 60.30.15.10, which contains new requirements when 21,780 SF of new or modified surface parking area is added to a site. Vehicle staging areas are not included in surface parking area. Restriping without grinding down the parking area surface does not count as modified parking areas.
3. **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 a Service Provider Permit (SPP) to address fire code issues related to development. The SPP form can be found at the following link: <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Washington-C-64>
 - c. **Water Service:** All developments require a Water SPL to address water service provision. The SPL form is attached.
4. **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.

5. **Beaverton Electronic Permitting System (BEPS)**. Effective April 3, 2023, all new Land Use Applications must be submitted through BEPS (<https://prod.buildinginbeaverton.org/>), which includes 24/7 access to an online portal with comprehensive project tracking and the ability to pay fees online. For more information, including instructions, visit: <https://www.beavertonoregon.gov/1543/Electronic-Permitting-System>

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** abut 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** _____



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

PRE-APPLICATION CONFERENCE MEETING SUMMARY

Site Development & Engineering

Project Name: Herzog Meier VW Volvo Service Renovation

Pre-Application Conference Number: PA2024-00124

Date: March 6, 2024

Prepared by: Hunter Jin - Site Development Division

Ph: (503) 526-2626 **Fx:** (503) 526-2550 **Email:** hjin@BeavertonOregon.gov

General Notes:

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

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

Per Beaverton City Code, Section 9.05.046 for Extension of Facilities, 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 and can serve this site. Contact plan review staff directly regarding any questions or needs involving City sanitary sewer or storm drainage systems.

City of Beaverton is the water provider for this site. A Service Provider Letter (SPL) will be required for new connections to the water system and/or changes in water meter size, see next page for contact information.

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

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

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 or as approved by the building division plumbing code.

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.

With any frontage improvements/dedication, per EDM Section 130, the minimum width for a Public Utility Easement (PUE) shall be 8 feet. The PUE shall be located along all property lines adjacent to public rights-of-way. The City may require a larger PUE in commercial and industrial areas and where right-of-way widths are sub-standard. SWM facilities, including side slopes, retaining walls, perimeter fencing (when required) and all associated structures, shall not be installed within a PUE. Meter boxes or other public water infrastructure shall not be located in a PUE.

With any frontage improvements street tree plantings and any storm water facility plantings must be shown with the land use application and must be per jurisdictional approved planting lists.

With any frontage improvements, design feasibility for driveway and sidewalk ramp design to meet ADA standards will need to be shown with the land use application. For proposed frontage improvements, site plan designed by a licensed professional and based on survey will be required. Additionally, street lighting per section 450 in the EDM will be required.

Per Beaverton development code 60.65, 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. See next page for flood elevation information.

Floodplain regulations are found in Chapter 60 of the City Development Code, Chapter 9.05 of the City Code, and Chapter 5, Section 5.10 of CWS DCS

Survey datum information on site plans must be documented with the land use application. Within the floodplain, 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/CO/publicworks/asbuiltrequestform.aspx>

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

<input checked="" type="checkbox"/>	City of Beaverton permit- Engineering Site Development , Engineering Grading, FC-Right of Way The current Site Development Permit is in review and has not yet been issued. The new proposal will need to be permitted through the same process. Contact: Site Development Division at (503) 350-4021 or sitedevelopment@beavertonoregon.gov
<input checked="" type="checkbox"/>	City of Beaverton Building permit Contact: Building Division at (503) 526-2493
<input checked="" type="checkbox"/>	Must underground all utilities (PGE, communications etc.) to site as well as any affected overhead utilities.
<input checked="" type="checkbox"/>	City of Beaverton utility system & SPL's (for City Water System) Contact: Engineering at (503) 526-2269 or engineering@beavertonoregon.gov
<input checked="" type="checkbox"/>	Tualatin Valley Fire and Rescue - Permit Contact: DFM Jeremy Foster at (503) 259-1414 or Jeremy.Foster@tvfr.com
<input checked="" type="checkbox"/>	Oregon DOT (District 2B). For work within, access, or construction access. (SW TV Highway) <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Contact: Stacey Stubblefield at (971) 673-1343• <input checked="" type="checkbox"/> Drainage Contact: Jim Nelson at (971) 673-2942
<input checked="" type="checkbox"/>	Clean Water Services District (Stormwater Connection Authorization to be resubmitted and re-approved with the SD resubmittal) <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

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Source Control Permit (all non-residential) - Contact: Source Control Division at (503) 681-5175
<input checked="" type="checkbox"/>	<p>Oregon Department of Environmental Quality (Will be resubmitted and re-reviewed by CWS)</p> <ul style="list-style-type: none"> <input checked="" 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 checked="" type="checkbox"/>	Mapped FEMA Floodplain
<input checked="" type="checkbox"/>	Map Number
<input checked="" type="checkbox"/>	<p>Level of 100 year flood in vicinity of the site, Base Flood Elevation (BFE):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cut and fill grading balance required <input checked="" 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 above BFE <p>Additional Floodplain Requirements may come from the Building Department. Contact the City Floodplain Manager at kimberleemcarthur@beavertonoregon.gov for comments on the proposed revision</p>
<input checked="" type="checkbox"/>	<p>A downstream storm water analysis is required for this development per CWS 2.04.2.m.3. For development constructing new impervious surface of greater than 5,280 square feet, or collecting and discharging greater than 5,280 square feet of impervious area, perform a capacity and condition analysis of existing downstream storm facilities and conveyance elements receiving flow from the proposed development.</p>
<input checked="" type="checkbox"/>	Submit updated City of Beaverton Stormwater Management Worksheet
<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

- Quality Treatment

The engineer of record can request fee in lieu for hydromodification and quality treatment if development meets criteria set forth in CWS DCS Section 4.03.7.a and 4.04.2.a and City EDM Section 530.1.A.4.

Payment of credit against SWM SDC for detention facilities is covered in CWS DCS Section 4.02.1.c.



PRE-APPLICATION MEETING TRANSPORTATION RESPONSE

Community Development Department

Project Name: Herzog Meier Volkswagen/Volvo Service Renovation

Pre-Application Conference#: PA2024-00124

Date: March 21, 2024

Applicant: Erin Upham, AXIS Design Group

Project Planner: Lauren Russell, Associate Planner

Notes prepared by: Fabio de Freitas, Senior Planner

 (503) 526-2557  fdefreitas@beavertonoregon.gov

These comments are based on the information provided at the March 6, 2024 Pre-Application Conference for a proposal at 4275 SW 139th Way. 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 sections of the Beaverton Development Code (BDC).

GENERAL NOTES

Transportation-related comments during the meeting generally consisted of on-site operations, pedestrian and vehicle circulation, and expected right-of-way (ROW) improvement requirements. See below for more details on each of these items.

REQUIREMENTS TO BE ADDRESSED

Traffic Impact Analysis

It is unclear whether the proposal triggers the requirement to complete a Traffic Impact Analysis. Please provide verification from a registered traffic engineer in the form of a trip generation memorandum with additional details on the expanded use proposed for the site as well as the square footage of the uses. The applicant may subtract estimated trip generation of any existing land uses on the site. *Please note that City Transportation staff will consider the trip generation calculation based on the "Automobile Sales (New)" rate (#840) as described in the current edition of the ITE Trip Generation Manual.*

BDC Section 60.55.20 defines the thresholds for when a Traffic Impact Analysis is required (generally summarized as either when a development or land use change will generate 300 or more daily vehicle trips, or, at the discretion of the City Engineer, if traffic impacts attributable

to the development have the potential to significantly impact the safe and efficient operation of the existing public transportation system). The trip generation memorandum will inform the potential need for a TIA.

If a TIA is triggered for this proposal, it will need to address all the requirements laid out in BDC Section 60.55.20. Prior to commencing of the preparation of a TIA, the applicant must submit a memo from a traffic engineer that describes the scope and assumptions of the TIA. After receipt of the memo, staff will contact the applicant's traffic engineer to discuss any required modifications, request a revised scope and subsequently approve commencement of work. Please note - the TIA will not be accepted without prior approval of the written scope of work. Lastly, if a TIA is triggered, because the site has street frontage along Tualatin Valley Highway (TV-Hwy), a facility under the authority of the Oregon Department of Transportation (ODOT), including ODOT staff in the TIA scoping process will be required.

Frontage Improvements

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

Construct the following sidewalk corridor improvements along each identified site frontage:

SW Tualatin Valley Hwy:

This street is classified in the City's Transportation System Plan as a Principal Arterial and is under the authority of Oregon Department of Transportation (ODOT). ODOT relies on the City of Beaverton's sidewalk corridor standards, accordingly, the applicant must provide the standard: 0.5-ft wide curb, 7-ft wide furnishing zone (landscape strip/ planter), 6-ft wide sidewalk, and 1-ft wide frontage zone. (EDM Standard Drawing 200-1). *City staff are aware that the applicant has submitted engineering plans to ODOT for the improvements noted here and that ODOT's review process is nearing completion.*

SW 139th Way:

This street is classified in the City's Transportation System Plan as a Local street, accordingly, the applicant must provide the standard: 0.5-ft wide curb, 6-ft wide furnishing zone (landscape strip/planter), 5-ft wide sidewalk, and 0.5-ft wide frontage zone. (EDM Standard Drawing 200-4).

SW Whitney Way (western half):

This street is classified in the City's Transportation System Plan as a Local street. Instead of providing the same sidewalk corridor as noted above for SW 139th Way, this site frontage was subject to a previously approved Sidewalk Design Modification (SDM2020-0003) and the requirements remain the same: 0.5-ft wide curb, 5-ft wide furnishing zone (landscape strip/planter), 5-ft wide sidewalk, and 0.5-ft wide frontage zone.

SW Whitney Way (eastern half):

The applicant shall provide a 0.5-ft wide curb, 6-ft wide furnishing zone (landscape strip/planter), 5-ft wide sidewalk, and 0.5-ft wide frontage zone.

SW 141st Ave:

No sidewalk corridor improvements are triggered along this site frontage.

- Replace substandard sidewalk ramps at the (site-adjacent) corners at the intersections of SW Tualatin Valley Hwy/SW 139th Way and SW 139th Way/SW Whitney Way with Americans with Disabilities Act (ADA)-compliant ramps and consistent with EDM Section 210.23.
- Provide photometric data demonstrating that illumination for any public transportation facilities meets the minimum lighting levels established in EDM Section 450.
- Provide on-street lighting consistent with EDM Section 450 and as recommended in a required lighting analysis for the **site's frontages** along SW Tualatin Valley Hwy, SW 139th Way and SW Whitney Way.

Property Dedication

- As previously required via the approved Sidewalk Design Modification (SDM2020-0003), a 1-ft property dedication for public right-of-way (ROW) purposes will be required along 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 60.25.15. Based on the size of the proposed new building (9,575 sf), this triggers the need for one Type B loading space.
- Provide a site plan showing the turning movements for freight/delivery truck vehicles (including new/used vehicle loaders), waste/recycling vehicles and emergency service vehicles both within the internal site's circulation, as well as the ingress and egress to the site.

Off-Street Parking (Vehicles and Bicycles)

- The BDC has no minimum required off-street vehicle parking requirements. The applicant is referred to BDC Table 60.30.10.5.A for maximum permitted off-street parking spaces allowed.
- Any areas of the parking lot that are proposed to change must meet parking design standards within BDC 60.30.15 and 60.30.20. Two-way drive aisles shall be a minimum of 24-feet. Staff expressed concerns related to circulation requirements of the Development Code (see below) for pedestrians and all vehicles on-site in association with areas on the site plan identified as "service staging". Unless these areas are better delineated, it is possible that there will be conflicts between service vehicle staging and pedestrian and vehicle circulation. Additionally, an undefined service vehicle staging area could result in maintaining necessary aisle widths for efficient and necessary circulation. Staff recognizes that expecting service vehicles will be maneuvered on-site only by Herzog Meier staff (after initial check-in procedures have been completed) – nonetheless, without better demarcation of the staging areas, the applicant may have challenges demonstrating satisfaction with the applicable Development Code approval criteria regarding circulation.

As an additional item that is related to the parking lot design standards, staff identified concerns with the proposed trash/recycling enclosure. As shown on the submitted site plan, the doors for the enclosure will open outward and into the adjacent drive aisle. If left opened, those doors may impact the circulation of vehicles and potentially hinder safe pedestrian passage. The doors must be redesigned such that they don't open outwardly (not even temporarily) or the enclosure must be relocated elsewhere on the site where it won't potentially impact circulation.

- The proposed parking area(s) must meet the parking lot design standards within the City's Engineering Design Manual Section 210.21, subsections I and N.
- The proposal is subject to additional parking lot and circulation standards as part of Design Review including but not limited to landscape buffer between parking lots and public streets; landscaped islands in parking areas; limitations to siting parking areas in relation to public streets; etc. Please see BDC 60.05.20 for all applicable standards.
- The proposed development is required to provide the minimum number of both short-term and long-term bicycle parking as detailed in BDC Table 60.30.10.5.B. Based on the rate in said table (referring to the commercial/retail use ratio), 2 short-term bicycle parking are required and 2 long-term bicycle parking spaces are triggered for the proposed project. The location of bicycle parking and design features for long-term bicycle parking will also be required, pursuant to the standards found in BDC Chapter 60.30 and EDM Section 340.

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 60.55.25.9.
- Provide site plans that show the proposed development provides reasonably direct, paved walkways with a minimum 5-ft of unobstructed width as outlined in BDC 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 (BDC 60.55.25.10.E).

Access / Driveways

- The expansion of the service center operations on the site may result in opportunities to provide greater service than current capacity. Additional service opportunities may result in impacts to the current intake process at the entrance to the service center, site entrance and on-site pedestrian and vehicle circulation.

In relation to the various circulation-related approval criteria, the applicant is requested to clearly identify the service intake process, including but not limited to the following information:

- Are services provided by appointment only or can patrons “drive up” for services?
- What are the service center hours and how many services are typically provided on a daily basis?
- How many vehicles can be stacked within the covered service receiving/processing area? How quickly are patrons processed through the initial intake procedure upon arriving for an appointment?
- How many additional vehicles can be stacked along the driveway leading to the covered service receiving/processing area, without those vehicles extending onto the abutting sidewalk or street.
- Any additional information that the applicant can provide to explain the service processing operations. *Staff may have concerns with queuing of vehicles awaiting processing and potentially temporarily parked across the abutting sidewalk and/or street. A queuing analysis prepared by a registered traffic consultant may be necessary to assess the potential conflicts with the abutting right-of-way.*

ADDITIONAL APPLICATIONS

Sidewalk Design Modification

If the minimum sidewalk standards cannot be met due to topographic issues, physical conditions, or environmental conditions, the applicant may choose to pursue a Sidewalk Design Modification, a Type-1 land use application (see BDC Section 40.55). This land use application requires that the applicant demonstrate approval criteria can be met.

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/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 System Development Charges 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 Hwy 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.

If a traffic impact analysis is triggered, the applicant is required to contact ODOT before preparing the traffic impact analysis 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)



3/22/2024

ODOT # 10420

ODOT Pre-Application Response

Project Name: Herzog-Meier VW-Volvo Service Renovation	Applicant: Erin Upham
Jurisdiction: City of Beaverton	Jurisdiction Case #: PA2024-0012
Site Address: 4180 SW 141st Ave	State Highway: Tualatin-Valley Hwy (OR 8)

The site of this proposed land use action is adjacent to Tualatin-Valley Hwy (OR 8). ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation.

All ODOT permits and approvals must reach 100% plans before the District Contact signs off on a local jurisdiction building permit or other necessary requirement before construction. **The applicant should contact the District Contact indicated below to determine permit requirements and to obtain application information.**

These comments, standards, and requirements are current as of the date of this letter. If the project scope and/or timeline has been modified, the applicant should contact the ODOT Region 1 Development Review program (ODOT_R1_DevRev@odot.oregon.gov) for an updated letter as updated comments may be necessary.

LAND USE PROPOSAL

The applicant has a previous land use decision for improvements to the property. They are proposing to modify the previous land use decision as per their pre-application narrative quoted below:

To reduce construction cost on the previously approved project, the following scope is proposed:

- Reduce the size of the proposed service building from 24,900 sf to 9,575 sf.
- Retaining the existing service building area previously indicated for demolition and instead renovate the façade and the building interior.
- Reduce the number of new parking spaces and increase the service vehicle staging areas
- Retain 8 community trees previously intended for demolition
- Provide new frontage improvements along SW 139th Way
- Frontages along SW Whitney Way and SW Tualatin Valley Highway to remain
- Provide a new trash enclosure

City planning staff is providing the applicant with information regarding the land use processes that will be required.

COMMENTS/FINDINGS

State Highway Frontage Improvements

The applicant has already submitted plans to ODOT's District 2B Permits for the State highway frontage improvements that are required by the City of Beaverton. Four plan reviews have been completed by ODOT technical reviewers and the applicant received comments from ODOT on 12/5/23.

ODOT recommends the city require the applicant to construct the improvements as laid out in the attached plan set including the following cross section: 7.3' planter, 6' sidewalk and 2' buffer. Once the applicant submits final plans for ODOT review it may take a few months to obtain ODOT approval and permit issuance.

Permits **are required** by ODOT for all work in the State highway right of way.

ODOT Technical Review Requirements

All alterations within the State highway right of way are subject to ODOT standards. Alterations along the State highway but outside of the ODOT right of way may also be subject to ODOT review pending its potential impact on the safe operation of the State highway.

The following ODOT manuals may apply:

- ODOT Traffic Manual
- ODOT Highway Design Manual
- ODOT Hydraulics Design Manual

The ODOT Traffic Manual (TM) identifies items that require ODOT Region Traffic Engineer (RTE) approval. Items requiring RTE approval must be prepared by an Oregon-registered Professional Engineer (P.E.) and will be reviewed by the ODOT Region 1 Technical Center. See the TM for information on authorities and required approvals. Some approvals require a unique request form (Traffic Approval).

Deviations from ODOT Standards

Proposed alterations that deviate from ODOT standards will require a Design Exception/Deviation prepared by an Oregon-registered Professional Engineer (P.E.) for review by the ODOT Region 1 Technical Center. ODOT can only determine if design elements will require a Design Exception/Deviation or RTE approval once detailed plans have been reviewed.

Note: A Design Exception/Deviation or RTE approval items may take **6 months or longer to process**. The preparation of a Design Exception or RTE approval does not guarantee its ultimate approval.

ODOT RECOMMENDED CONDITIONS OF APPROVAL FOR LOCAL JURISDICTION

State Highway Frontage Improvements

- Curb, sidewalk, curb ramps including a 7.3' planter, 6' sidewalk and 2' buffer shall be constructed as necessary to implement the jurisdiction's planned cross section along the State highway consistent with ODOT Highway Design Manual, ODOT Traffic Manual, and Americans with Disabilities Act (ADA) standards.

Note: Ownership of public frontage improvements constructed by the development shall be consistent with jurisdictional boundaries.

Permits and Agreements to Work in State Highway

- An ODOT Miscellaneous Permit must be obtained for all work in the State highway. When the total value of improvements within the State highway is estimated to be \$100,000 or more, a Cooperative Improvement Agreement (CIA) with ODOT is required. A CIA will address the transfer of the improvements to ODOT and any associated technical and administrative costs for projects that meet this improvement threshold. Agreements shall address the work standards that must be followed, maintenance responsibilities, and compliance with ORS 276.071, which includes State of Oregon prevailing wage requirements.

Note: If a CIA is required, it may take **6 months or longer** to process.

Contact the ODOT Development Review Planner identified below for further coordination or questions regarding ODOT comments and requirements during the land use process.

Please send a copy of the Land Use Notice to: ODOT_R1_DevRev@odot.oregon.gov.

Development Review Planner: Marah Danielson	Marah.b.danielson@odot.oregon.gov
District Contact: District 2B	D2bup @odot.oregon.gov



Remit Form to: MailboxEngineering@BeavertonOregon.gov

Water Service Provider Letter (SPL)

yellow highlight mandatory info

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: _____

Participants (12)



Find a participant

- LR** Lauren Russell, City o... (Host, me)
- CW** Carl Werner - City of Bea... (Guest)
- EU** Erin Upham, AXIS Design... (Guest)
- TB** Tim Brunner (Guest)
- CM** Chris Meier (Guest)
- EM** Ed Miranda (Guest)
- FD** Fabio de Freitas (Guest)
- Hunter (Guest)
- KH** Kara Hall, City of Beavert... (Guest)
- KG** Kelli G.- Firwood Design ... (Guest)
- M** Marah (ODOT) (Guest)
- TH** Tom Herzog (Guest)