



July 14, 2022

Beaverton School District  
Attn: Eric Bolken  
16550 SW Merlo Road  
Beaverton, OR 97006

Subject: Pre-Application Summary Notes for Raleigh Hills Elementary School

Dear Eric Bolken,

Thank you for attending the Pre-Application Conference held on June 29, 2022. 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 Raleigh Hills Elementary School PA2022-0020, June 29, 2022

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](http://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.

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**PRE-APPLICATION CONFERENCE DATE:** June 29, 2022

### PROJECT INFORMATION:

Project Name: **Raleigh Hills Elementary School**

Project Description: Replace the existing 59,260 SF school that has 539 students and 67 staff with an approximately 97,000 SF school that has 790 students and 85 staff. The existing school is K-8 and the replacement school will be PreK-5.

Property/Deed Owner: Beaverton School District #48J  
16550 SW Merlo Road  
Beaverton, OR 97006

Site Address: 5225 SW Scholls Ferry Road

Tax Map and Lot: Tax Map: 1S113CA, Tax Lot: 00400  
Zoning: Residential Mixed C (RMC)  
Comp Plan Designation: Lower Density Neighborhoods(NR-LD)  
Site Size: 9.65 acres

### APPLICANT INFORMATION:

Applicant's Name: Eric Bolken  
Beaverton School District  
16550 SW Merlo Road  
Beaverton, OR 97006

Phone / Email: 503-704-6783 / [eric\\_bolken@beaverton.k12.or.us](mailto:eric_bolken@beaverton.k12.or.us)

Applicant's Representative: Frank Angelo  
MIG | APG  
506 SW 6<sup>th</sup> Avenue, Suite 400  
Portland, OR 97204

Phone / Email: 503-577-4087 / [fangelo@migcom.com](mailto:fangelo@migcom.com)

## PREVIOUS LAND USE HISTORY:

- **DR2015-0046 Raleigh Hills K-8 Classroom Addition:** Design Review Compliance Letter approval for the construction of two classrooms under an existing covered play area.
- **ANX2012-0001 / CPA2012-0002 / ZMA2012-0004:** Annexation to the City of Beaverton and approval of an annexation-related Comprehensive Plan Map Amendment from Washington County Institutional to City Standard Density Neighborhoods and an annexation-related Zoning Map Amendment from Washington County Institutional to City R7.

## 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 estimated application fees (**land use only**) are as follows:

<b>Major Adjustment (bicycle parking)</b>	<b>\$6,142.50</b>
<b>New Conditional Use</b>	<b>\$8,268.75</b>
<b>Design Review Three*</b>	<b>\$28,350.00</b>
<b>Replat One</b>	<b>\$1,260.00</b>
<b>Legal Lot Determination</b>	<b>\$551.25</b>
<b>Tree Plan Two</b>	<b>\$3,937.50</b>
<i>Possible <b>Minor Adjustment (building height)</b></i>	<i><b>\$1,968.75</b></i>
<i>Possible <b>Major Adjustment (building height)</b></i>	<i><b>\$6,142.50</b></i>

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. Also beginning on July 1, 2022, projects that require multiple applications that are reviewed concurrently per BDC Section 50.15.3 shall be charged 100% of the highest application fee and 75% of the remaining application fees. The fees shown above include the technology fee and reflect the 25% discount on all applications except the Design Review Three application, which has the highest application fee.

\*For Design Review Three applications, the application fee is equal to 1.25% of project valuation with a minimum fee amount of \$10,000 and a maximum fee amount of \$27,000. The technology fee and total are calculated based on the application fee. 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 in project value are land costs, administrative and professional fees, and other governmental fees. Proposals with a project value of \$2,160,000.00 or higher are subject to the maximum fee amount of \$27,000.

**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 **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 Design Review Three application, which is a Type 3 application. Staff always recommends community outreach through a neighborhood meeting. Neighborhood Advisory Committee: (NAC): **Denney Whitford / Raleigh West** Contact: Ernie Conway, [e-citizen@consystency.net](mailto:e-citizen@consystency.net) / 503-646-5688 or Sherry Moore, [abiding1968@aol.com](mailto:abiding1968@aol.com) / 503-567-8492

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](mailto: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: Residential Mixed C (RMC)

Applicable Code Sections: 20.05.15 – Site Development Standards and 20.05.20 – Land Uses.

Minimum lot width: 20 feet	Minimum front yard setback: 10 feet
Minimum side yard setback: 5 feet	Minimum rear yard setback: 15 feet
Minimum setback between buildings: 6 feet	Maximum building height: 35 feet

Educational institutions: Conditional

**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.	<b>Major Adjustment</b> (Threshold #3)	<b><u>40.10.15.2</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
2.	<b>New Conditional Use</b> (Threshold #1)	<b><u>40.15.15.5</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
3.	<b>Design Review Three</b> (Threshold #2)	<b><u>40.20.15.3</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<input type="checkbox"/> Type 4
4.	<b>Replat One</b> (Threshold #2)	<b><u>40.45.15.2</u></b>	<input checked="" type="checkbox"/> <b>Type 1</b>	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
5.	<b>Legal Lot Determination</b> (Threshold #3)	<b><u>40.47.15.1</u></b>	<input checked="" type="checkbox"/> <b>Type 1</b>	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
6.	<b>Tree Plan Two</b> (Threshold #1)	<b><u>40.90.15.2</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
7.	<i>Possible Minor Adjustment</i> (Threshold #1)	<b><u>40.10.15.1</u></b>	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> <b>Type 2</b>	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
8.	<i>Possible Major Adjustment</i> (Threshold #1)	<b><u>40.10.15.2</u></b>	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> <b>Type 3</b>	<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"/> <b>Section 60.05 (Design Review Principles Standards and Guidelines)</b> | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities)                  |
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations)  | <input checked="" type="checkbox"/> <b>Section 60.15 (Land Division Standards)</b>   |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations)                              | <input checked="" type="checkbox"/> <b>Section 60.25 (Off-Street Loading)</b>        |
| <input checked="" type="checkbox"/> <b>Section 60.30 (Off-Street Parking)</b>                                | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities)              |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development)  | <input checked="" type="checkbox"/> <b>Section 60.40 (Sign Regulations)</b>          |
| <input checked="" type="checkbox"/> <b>Section 60.50 (Special Use Regulations)</b>                           | <input checked="" type="checkbox"/> <b>Section 60.55 (Transportation Facilities)</b> |
| <input checked="" type="checkbox"/> <b>Section 60.60 (Trees and Vegetation)</b>                              | <input checked="" type="checkbox"/> <b>Section 60.65 (Utility Undergrounding)</b>    |

Section 60.67 (Significant Natural Resources)

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 <i>Service Provider Letter</i> (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 <a href="#">Chapter 3 of the <i>Design and Construction Standards</i></a> at: <a href="http://www.cleanwaterservices.org/permits-development/design-construction-standards">www.cleanwaterservices.org/permits-development/design-construction-standards</a></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 <a href="#">pre-screening site assessment form</a>. For more information about CWS environmental review, you may email <a href="mailto:splreview@cleanwaterservices.org">splreview@cleanwaterservices.org</a> or contact <b>Laurie Bunce</b>, CWS Engineering Technician, at (503) 681-3639.</p>
<p><input checked="" type="checkbox"/></p>	<p><b>Lawrence Arnbrister</b>, Building, City of Beaverton (503) 526-2408 / <a href="mailto:larnbrister@beavertonoregon.gov">larnbrister@beavertonoregon.gov</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<p><input type="checkbox"/></p>	<p><b>Steve Brennen</b>, Operations, City of Beaverton (503) 526-2200 / <a href="mailto:sbrennen@beavertonoregon.gov">sbrennen@beavertonoregon.gov</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<p><input checked="" type="checkbox"/></p>	<p><b>Hunter Jin</b>, Site Development, City of Beaverton (503) 526-2626 / <a href="mailto:hjin@beavertonoregon.gov">hjin@beavertonoregon.gov</a> <input checked="" type="checkbox"/> Plan reviewed. Comments attached.</p>
<p><input checked="" type="checkbox"/></p>	<p><b>Kate McQuillan</b>, Transportation, City of Beaverton (503) 526-2427 / <a href="mailto:kmcquillan@beavertonoregon.gov">kmcquillan@beavertonoregon.gov</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<p><input type="checkbox"/></p>	<p><b>Marah Danielson</b>, ODOT Development Review (503) 731-8258 / <a href="mailto:marah.b.danielson@odot.state.or.us">marah.b.danielson@odot.state.or.us</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>
<p><input checked="" type="checkbox"/></p>	<p><b>Naomi Vogel</b>, Washington County (503) 846-7623 / <a href="mailto:naomi_vogel@co.washington.or.us">naomi_vogel@co.washington.or.us</a> <input type="checkbox"/> No written comments provided to date / not expected.</p>



**Elizabeth Cole**, Recycling, City of Beaverton  
(503) 526-2460 / [ecole@beavertonoregon.gov](mailto:ecole@beavertonoregon.gov)



Please see the attached recycling materials.

### **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 **Major Adjustment** application is required to deviate from the minimum amount of required long-term bicycle parking because it would be an adjustment of more than 10% from a numerical requirement contained in Section 60.30 (Off-Street Parking). The applicant will need to demonstrate that there is a hardship and something unique to the use or site for an adjustment to be warranted. The key approval criteria for a Major Adjustment application are:

- 40.10.15.2.C.3: Special conditions or circumstances exist on the site that make it difficult or impossible to meet the applicable development standard for an otherwise acceptable proposal.
- 40.10.15.2.C.4: The special conditions or circumstances do not result from the actions of the applicant and such conditions and circumstances do not merely constitute financial hardship or inconvenience.
- 40.10.15.2.C.9: Any adjustment granted shall be the minimum necessary to permit a reasonable use of land, buildings, and structures.
- 40.10.15.2.C.10: Either it can be demonstrated that the proposed modification equally or better meets the intent of the standard to be modified or the proposal incorporates building, structure, or site design features or some combination thereof that compensate for the requested adjustment.

A **New Conditional Use** application is required because Educational Institutions uses are conditionally permitted in the underlying zoning district and a prior Conditional Use approval for the proposed use is not already in effect. As part of the land use narrative, you will need to demonstrate compliance with applicable Comprehensive Plan policies. Staff has reviewed the policies of the Comprehensive Plan and has found the following policies to be applicable to the proposal:

- Goal 3.1.1: Encourage development and land use patterns that support a variety of transportation options.
  - Policy 3.1.1.a: Emphasize pedestrian convenience and safety in all developments and transportation facilities.
  - Policy 3.1.1.c: Ensure that new development is designed to provide safe, comfortable, and direct pedestrian and bicycle connections for all, regardless of ability or age, to and through the development, including to reach nearby points of interest.
- Goal 3.8.1: Complete and livable neighborhoods.
  - Policy 3.8.1.g: Ensure integration of parks and schools into neighborhoods in locations where safe, convenient connections from adjacent neighborhoods on foot and by bike are or will be available.

- Goal 3.8.2 Lower Density Neighborhoods: Provide residential neighborhoods that emphasize housing variety and integrate parks, schools, and other community institutions.
- Goal 5.7.1: Cooperate with the Beaverton School District in its efforts to provide the best possible educational facilities and services to Beaverton residents.
  - Policy 5.7.1.a: The City shall encourage the School District to provide facilities that will adequately accommodate growth while recognizing the limited supply of buildable land in the city for such facilities.
  - Policy 5.7.1.b: Schools should locate within or adjacent to residential districts for the convenience of those the facilities serve. However, public and private school proposals should be assessed for compatibility in order to assure that the stated purposes of the residential districts are not unnecessarily eroded.
  - Policy 5.7.1.c: The City shall encourage the District to provide for schools throughout the City in locations that are easily accessible to those they are intended to serve.
- Goal 8.4.1: Create and protect a healthy acoustical environment within the City.
  - Policy 8.4.1.a: Noise impacts shall be considered during development review processes.

A **Design Review Three** application will be required to construct more than 30,000 gross square feet of non-residential floor area within a Residential zoning district. As part of the written narrative, please address the applicable sections of Chapter 60 as noted above. The applicant will need to demonstrate that the proposal is consistent with all applicable provisions of Sections 60.05.35 through 60.05.50 (Design Guidelines). Please refer to the attached design guidelines checklist as a guide to which guidelines appear to be applicable based on the pre-application submittal.

A **Replat One** application is required because the subject property has never been part of a previously recorded plat and a **Legal Lot Determination** application is required to determine the legal status of a lot that was created prior to the enactment of current subdivision regulations. Staff recommends providing a title report or deed history for the property so that it can be determined when the lot was created in its current size and shape.

A **Tree Plan Two** application is required for the removal of five or more Community Trees, or more than 10% of the number of Community Trees on the site, whichever is greater, within a one calendar year period. Please note that while Community Trees are one of seven categories of trees that are protected and regulated, there is no mitigation requirement for their removal.

2. **Building Height.** In the pre-application conference submittal, the applicant indicated that several of the proposed buildings could exceed the zoning district's 35-foot maximum building height. As stated above, the applicant will need to demonstrate that there is a hardship and something unique to the use or site for an adjustment to be warranted. A Minor Adjustment application would be required for up to and including a 10% adjustment from the numerical site development requirements specified in Chapter 20 (Land Uses) and a Major Adjustment application would be required for more than 10% and up to and including 50%. Therefore, a proposed building height of up to 38'-6" would be a Minor Adjustment and a proposed building height more than 38'-6" and up to and including 52'-6" would be a Major Adjustment.

The key approval criteria for Major Adjustment applications are listed in the above item and they are almost identical for Minor Adjustment applications. Please note that the one approval criterion that would become applicable if proposing a second adjustment and not just the Major Adjustment for minimum long-term bicycle parking is 40.10.15.2.C.8: If more than one adjustment is being requested concurrently, the cumulative effect



of the adjustments will result in a proposal which is still consistent with the overall purpose of the applicable zoning district.

Staff encourages the applicant to explore the height-related Low Impact Development credits as an alternative to an adjustment application. Information about Low Impact Development techniques is found in Section 60.12 Habitat Friendly Development Practices. There are three techniques that could be options for obtaining up to 12 feet of additional building height. These techniques are:

- **Eco-Roof:** Install an eco-roof that is at least 10% of the building footprint.
    - For every one square foot of eco-roof proposed, an applicant can request a credit of one square foot toward an increase in building height up to 12 feet within the building footprint.
    - The building receiving the height increase shall be the building with the eco-roof.
  - **Rain Garden:** Integration of a facility that provides a bio-detention function, bio-retention function, or other vegetated on-site stormwater disposal function within a project site.
    - For every one cubic foot of water detained or retained by the rain garden, an applicant can request a credit of up to three square feet toward an increase in building height up to 12 feet, not to exceed the square footage of the building footprint.
    - The building receiving the height increase shall be located within the project site where the rain garden is proposed.
    - If not within a public right of way, the property owner shall set aside the rain garden in a conservation easement.
  - **Rooftop Garden:** Integration of a rooftop garden in the design of buildings.
    - For every one cubic foot of rooftop garden, an applicant can request a credit of up to one-half square foot toward an increase in building height up to 12 feet, not to exceed the building footprint.
    - The building receiving the height increase shall be the building with the rooftop garden.
    - A rooftop garden shall be equivalent to at least 25% of the building footprint and at least 30% of the garden area shall contain live plants.
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>

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](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](mailto: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](mailto:cddmail@BeavertonOregon.gov).

5. **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 Guidelines for PA2022-0020 held on 06/29/2022

In review of the plans and materials submitted for Pre-Application consideration, staff has determined your project is subject to **Design Review Three** due to the following Threshold(s): #2 (per Section 40.20.15.3.A of the Beaverton Development Code). For your application to be deemed complete on the first review, your written response to the Design Review Three approval criteria, must address applicable Design Guidelines. In review of the plans and materials submitted for Pre-Application Conference consideration, staff has identified certain Design Guidelines (below) that appear “applicable.” Generally, applicable Design Guidelines include those pertaining to:

A:  Permitted  Conditional use  
 Within a:  Residential  Commercial  Industrial  Multiple Use zone  
 For a:  Multi-Family Residential  Commercial  Industrial  Multiple Use building type.  
 That  does  does not abut a “Major Pedestrian Route” Class: \_\_\_\_\_

In summary, the applicable Design Guidelines appear to include the following:

- 60.05.35 (Building Design and Orientation Guidelines)
  1. Building articulation and variety - A B C D E F \_\_\_\_\_
  2. Roof forms - A B C \_\_\_\_\_
  3. Primary building entrances - A B \_\_\_\_\_
  4. Exterior building materials - A B \_\_\_\_\_
  5. Screening of equipment -  \_\_\_\_\_
  6. Building location/orientation in Commercial and Multiple Use zones - A B C D \_\_\_\_\_
  7. Building scale along Major Pedestrian Routes - A B \_\_\_\_\_
  8. Ground floor elevations on commercial and multiple use buildings - A B \_\_\_\_\_
  9. Compact Detached Housing design - A B C D \_\_\_\_\_
  10. Ground floor elevations on eligible residential-only buildings - A \_\_\_\_\_
- 60.05.40 (Circulation and Parking Design Guidelines)
  1. Connections to the public street system -  \_\_\_\_\_
  2. Loading areas, solid waste facilities, and similar improvements - A B \_\_\_\_\_
  3. Pedestrian circulation - A B C D E F \_\_\_\_\_
  4. Street frontages and parking areas -  \_\_\_\_\_
  5. Parking area landscaping -  \_\_\_\_\_
  6. Off-street parking frontages in Multiple Use zones - A B \_\_\_\_\_
  7. Sidewalks along streets/primary building elevations in Commercial/Multiple Use zones - A B \_\_\_\_\_
  8. Connect on-site buildings, parking, and other improvements with identifiable streets and drive aisles in Residential, Commercial, and Multiple Use zones - A B \_\_\_\_\_
  9. Parking structures in Multiple Use zones -  \_\_\_\_\_
- 60.05.45 (Landscape, Open Space, and Natural Areas Design Guidelines)
  1. Common open space for residential uses in Residential zones – A B C D \_\_\_\_\_
  2. Minimum landscaping in Residential zones - A B \_\_\_\_\_
  3. Minimum landscaping for Conditional Uses in Residential zones and for developments in Commercial, Industrial, and Multiple Use zones - A B C D E \_\_\_\_\_
  4. Common greens - A B C D \_\_\_\_\_
  5. Shared courts - A B \_\_\_\_\_
  6. Retaining walls -  \_\_\_\_\_
  7. Fences and walls - A B \_\_\_\_\_
  8. Changes to existing on-site surface contours at residential property lines -  \_\_\_\_\_
  9. Integrate water quality, quantity, or both facilities-  \_\_\_\_\_
  10. Natural areas  \_\_\_\_\_
  11. Landscape buffering and screening requirements – A B C D \_\_\_\_\_
- 60.05.50 (Lighting Design Guidelines) 1 2 3 4 \_\_\_\_\_



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

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## PRE-APPLICATION CONFERENCE MEETING SUMMARY

### Site Development & Engineering

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**Project Name:** Raleigh Hills School

**Pre-Application Conference Number:** PA2022-0020

**Date:** June 29, 2022

**Prepared by:** Connie Rodriguez-Site Development Division

**Ph:** (503) 526-2550 **Fx:** (503) 526-2550 **Email:** [crodriguez@BeavertonOregon.gov](mailto:crodriguez@BeavertonOregon.gov)

This project will be reassigned to Hunter Jin. Hunter's contact information:

**Ph:** (503) 526-2626 **Email:** [hjin@BeavertonOregon.gov](mailto:hjin@BeavertonOregon.gov)

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### 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.

Clean Water Services sanitary sewer and storm drainage are in the vicinity of this project and can serve this site. There is an 8-inch public storm system at the North-West area of the site. There is also an 8-inch public sanitary sewer running along the eastern property line of the site.

Raleigh Hills Water District is the water service provider for this site, 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).

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 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.

Per Beaverton development code 60.65, any affected overhead utilities, as well as new connections into the site must be placed underground.

**Resources:**

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

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

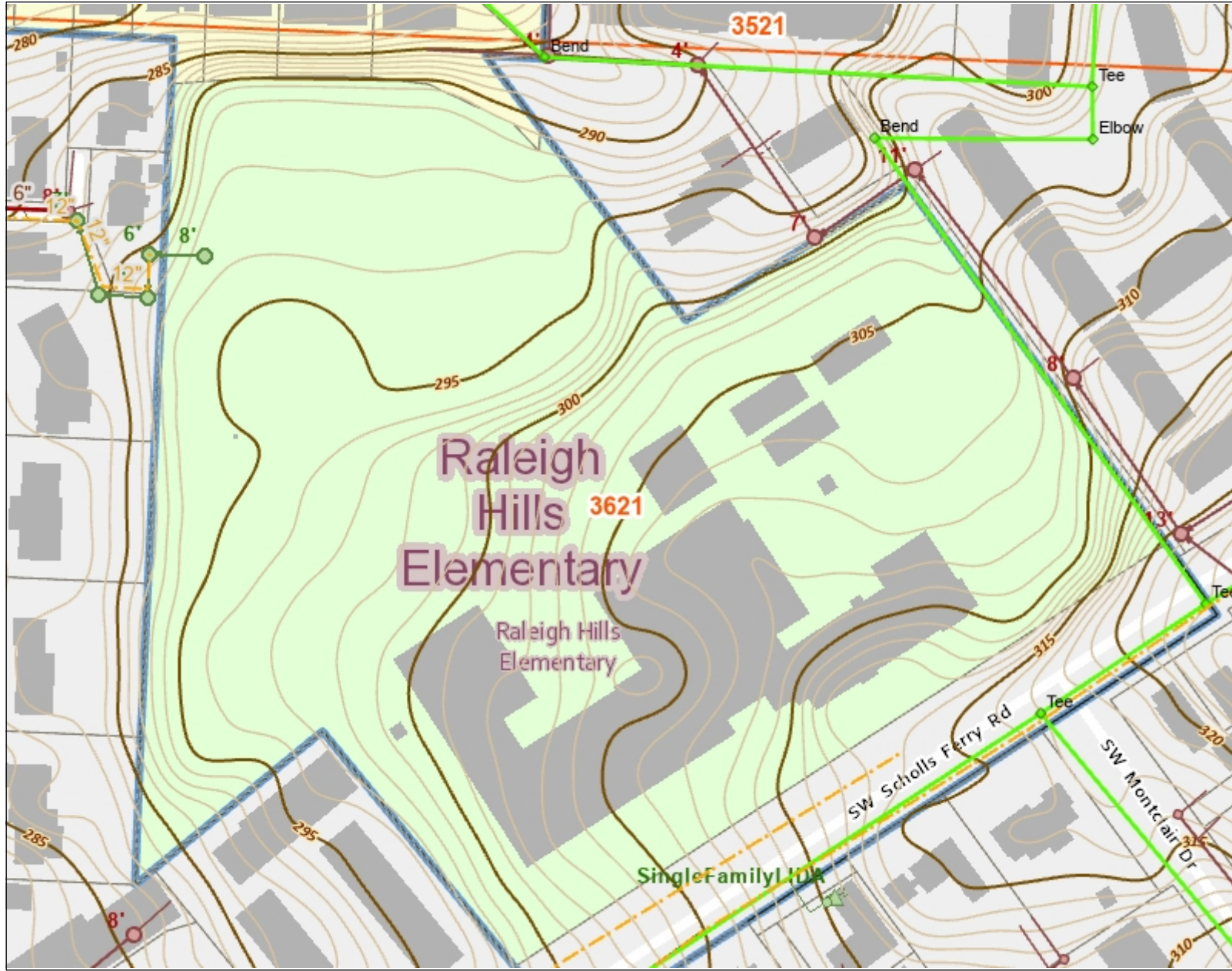
<input checked="" type="checkbox"/>	City of Beaverton permit- Engineering Site Development Contact: Site Development Division at (503) 350-4021 or sitedevelopment@beavertonoregon.gov
<input checked="" type="checkbox"/>	City of Beaverton Building permit Contact: Building Division at (503) 526-2493
<input checked="" type="checkbox"/>	Must underground all utilities (PGE, communications etc.) to site as well as any affected overhead utilities.
<input checked="" type="checkbox"/>	Raleigh Water District Contact: Matt Steidler at (503) 292-4894
<input checked="" type="checkbox"/>	Washington County For work within SW Scholls Ferry Road, access, or construction access.

	<p>Note: Storm and sanitary sewer in County roads inside City limits are City owned and maintained.</p> <p>Some street lights on County roads are City owned.</p> <p>Contact DLUT at (503) 846-7623 or email roadpermits@co.washington.or.us.</p> <ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Facilities and access permits</li> <li>• <input checked="" type="checkbox"/> Right of Way permits</li> </ul>
<input checked="" type="checkbox"/>	<p>Tualatin Valley Fire and Rescue - Permit</p> <p>Contact: DFM Jeremy Foster at (503) 259-1414 or Jeremy.Foster@tvfr.com</p>
<input checked="" type="checkbox"/>	<p>Clean Water Services District</p> <ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Prescreen Letter/Service Provider Letters/Wetlands/Creeks/Springs</li> </ul> <p>Contact: Lindsey Obermiller at (503) 681-3653 or email <a href="mailto:SPLReview@cleanwaterservices.org">SPLReview@cleanwaterservices.org</a></p> <ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Connection to CWS owned and maintained systems– Contact: Permit Staff at (503) 681-5100</li> <li>• <input checked="" type="checkbox"/> Source Control Permit (all non-residential) - Contact: Source Control Division at (503) 681-5175</li> </ul>
<input checked="" type="checkbox"/>	<p>Oregon Department of Environmental Quality</p> <ul style="list-style-type: none"> <li>• <input checked="" 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</li> </ul>
<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"/>	<p>Submit City of Beaverton Stormwater Management Worksheet</p>
<input checked="" type="checkbox"/>	<p>Storm water facilities required</p> <ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> Quantity Control for Conveyance Capacity</li> <li>• <input checked="" type="checkbox"/> Hydromodification</li> <li>• <input checked="" type="checkbox"/> Quality Treatment</li> </ul>

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.





### Legend

- Storm Open Drains
- Storm Gravity Mains - STATUS:
  - Abandoned
  - Existing, Other
  - Existing, COB
  - Planned
  - Planned, Other
- Storm Detentions
- Storm Vault
- PS Sewer Network Structures
- + Sewer FSE Grease Traps
- Sewer Gravity Mains - STATUS:
  - Abandoned
  - Existing, Other
  - Existing, COB
  - Planned
- Planned Water Control Valves
- Planned Water Lateral Lines
- ⊗ Planned Water Meters
- Planned Water Mains
- Water Backflow Assembly
- Water Test Stations
  - Test Station
  - Lead and Copper Station
- Water Control Valves
  - Altitude Valve
  - Backflow
  - CARV
  - Check Valve
  - Other
  - PRV

### Notes

0.0 0 0.02 0.0 Miles

Report Date: 06/27/2022



The information supplied in this application represents the best data available at the time of publication. City of Beaverton GIS makes no claims, representations, or warranties as to its accuracy or completeness.



# Recycling & Garbage Enclosure Guidelines

This document is intended to serve as a resource in determining the minimum space that should be included for shared garbage and recycling collection areas in plans for commercial and multifamily developments. They should be used in conjunction with the relevant sections of the Beaverton Development Code and the Beaverton Code referenced below.

The City of Beaverton is committed to helping build a more sustainable community, one that minimizes its use of natural resources, protects the environment, and creates a healthy, positive and safe setting for all of its community members. By providing garbage and recycling service that meets the needs of the user (customer/tenant) and service provider while also minimizing service frequency, and therefore greenhouse gas emissions, we are able to contribute to this vision.

## Regulations

Beaverton Code [4.08.530](#) requires all businesses to recycle and as of 2021, qualified food generating businesses will be required to have weekly food scraps collection. Property owners and managers must provide services that enable tenants to be in compliance with Beaverton code.

City of Beaverton [Solid Waste & Recycling Administrative Rules](#) section E.3.a et seq. requires that multifamily and commercial property owners subscribe to weekly garbage and recycling service and shall provide a sufficient number and adequate size to prevent overflow of waste materials. Recycling and food scraps containers must be in both quantity and location reasonably similar to garbage and must be convenient for tenants to use.

All garbage and recycling facilities are required to be screened from public view by the [Beaverton Development Code](#) (Section 60.05.20.2) and will require land use approval to modify or construct. Please contact the Planning Division at 503-526-2420 for more information on screening requirements.

## Cost and collection efficiency and environmental sustainability

The most efficient and cost-effective collection service is one that minimizes the number of service stops per week and the number of times the driver gets out the truck. Properly designed enclosures should:

- Be designed to contain one week's worth garbage, recycling and food scraps.
- Be of adequate size and number to prevent overflow of garbage, recycling and food scraps.
- Allow the service vehicle to access the receptacle without the driver needing to physically move it.

Maximizing efficiencies help keep solid waste service rates reasonable. Enclosures, and the truck access to them, should be designed to enable the most cost-effective and efficient service possible.

Designing for the most efficient enclosure possible reduces local truck traffic, saving money on road maintenance and repair, and reducing the city's green-house gas emissions which will help us reach our Climate Action Plan goal of zero emissions by 2050.

## What to avoid

### Inadequate size

If the enclosure is too small, receptacles may get placed outside of the enclosure which conflicts with Beaverton Development Code. Small enclosures can make it difficult to impossible for the user and service provider to access the receptacles. A larger enclosure allows for flexible service levels and is more easily adapted to the changing needs of businesses, e.g. a restaurant may require room for a food scrap collection receptacle in addition to garbage and recycling, whereas an office building will generally not require these additional services.

If a roof is added to the enclosure, a minimum of 16 feet vertical clearance is necessary to allow lids to be opened and closed and the container to be removed for servicing. Clearance outside of the container is required to be 25 feet for front load container servicing.

### Inadequate gates

Trucks require a minimum of 65 feet of straight on access in front of the enclosure to service containers.

Gates should be a minimum of 10 feet wide per container without a center post. Gates must lock in the open and closed position. The gates should open to a minimum of 120 degrees. For example, if you intend to have two containers in one enclosure, the gates should be 20' wide without a center post.

### Location

Trucks should be able to safely enter the property and re-enter traffic without the need of backing. An enclosure at the end of an alley or in a place without adequate room for service vehicles to turnaround creates a dangerous situation for collection staff, as well as for vehicles, bicyclists and pedestrians.

The largest and most common truck used is about 37 feet in length. Driveways and lots should be designed to accommodate trucks with a turn radius of 60 feet, overhead clearance of 14 feet and weight of 55,000 lbs.

## Enclosure designs

Plans submitted to the City should detail the location(s) and size of the enclosure(s). The plan should also show container footprints. Applicants are encouraged to contact Beaverton's Solid Waste & Recycling program with any questions, 503-526-2460 or email [RecyclingMail@BeavertonOregon.gov](mailto:RecyclingMail@BeavertonOregon.gov).

## Table A: Service level recommendations

All recommendations below assume once a week service as the preferred level of service; it is the most cost-effective, reduces green-house gas emissions and traffic. Food may be an exception and in some situations collected more than once a week. Please note, these are starting points, exact service levels will vary based on several factors (layout, type of business, number of employees etc.).

Table 1

<b>Land Use</b>	<b>Garbage</b>	<b>Mixed recycling</b>	<b>Glass recycling</b>	<b>Food waste</b>
Multi-family residential	40 gallons per living unit	40 gallons per living unit	3 gallon per living unit	---
Grocery	Compactor	Compactor for cardboard plus 6 cubic yards	64 gallons	16 cubic yards
Hotel w/restaurant	18 cubic yards	12 cubic yards	64 gallons	3 cubic yards
Hotel without restaurant	12 cubic yards	6 cubic yards	35 gallons	---
Office	3 yards per 20,000 sf	3 yards per 20,000 sf	35 gallons per 20,000 sf	---
Restaurant	3 cubic yards per 1500 sf	6 cubic yards per 1500 sf	35 gallons per 1500 sf	3 cubic yards per 1500 sf
Retail	3 yards per 8,000 sf	3 yards per 8,000 sf	35 gallon per 8,000 sf	---

## Table B: Receptacles sizes

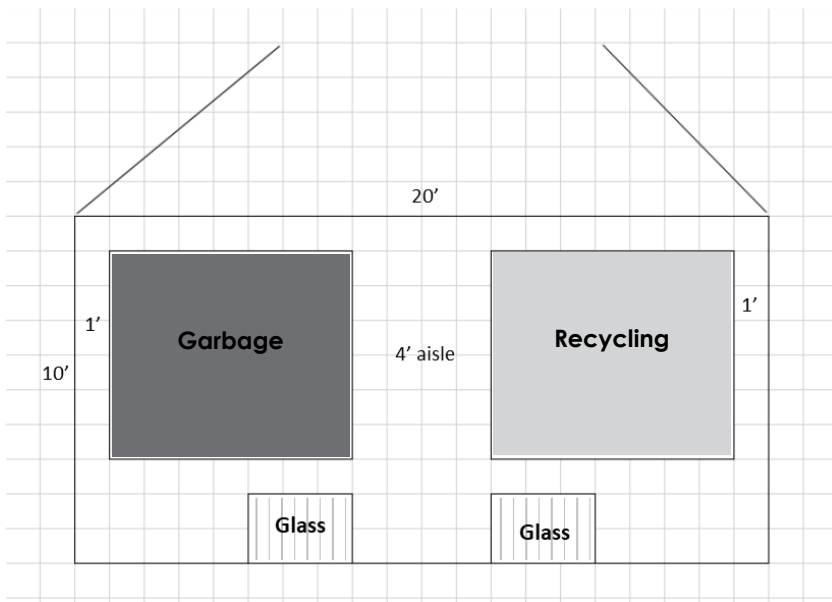
Containers (excludes carts) should have a minimum of one foot clearance on all sides.

<b>Volume</b>	<b>Foot Print</b>	<b>Height</b>
35-gallon cart (.20 cubic yard)	21" W x 24" D	39 inches
65-gallon cart (.34 cubic yard)	27" W x 29" D	41 inches
95-gallon cart (.52 cubic yard)	30" W x 34.0" D	46 inches
1 cubic yard	84" W x 24" D	37.5 inches (with casters)
1.5 cubic yards	84" W x 36" D	43.5 inches (with casters)
2 cubic yards	84" W x 36" D	49.5 inches (with casters)
3 cubic yards	84" W x 45" D	55.5 inches (with casters)
4 cubic yards	84" W x 54" D	61.5 inches (with casters)
6 cubic yards	84" W x 68" D	60 inches (no casters)

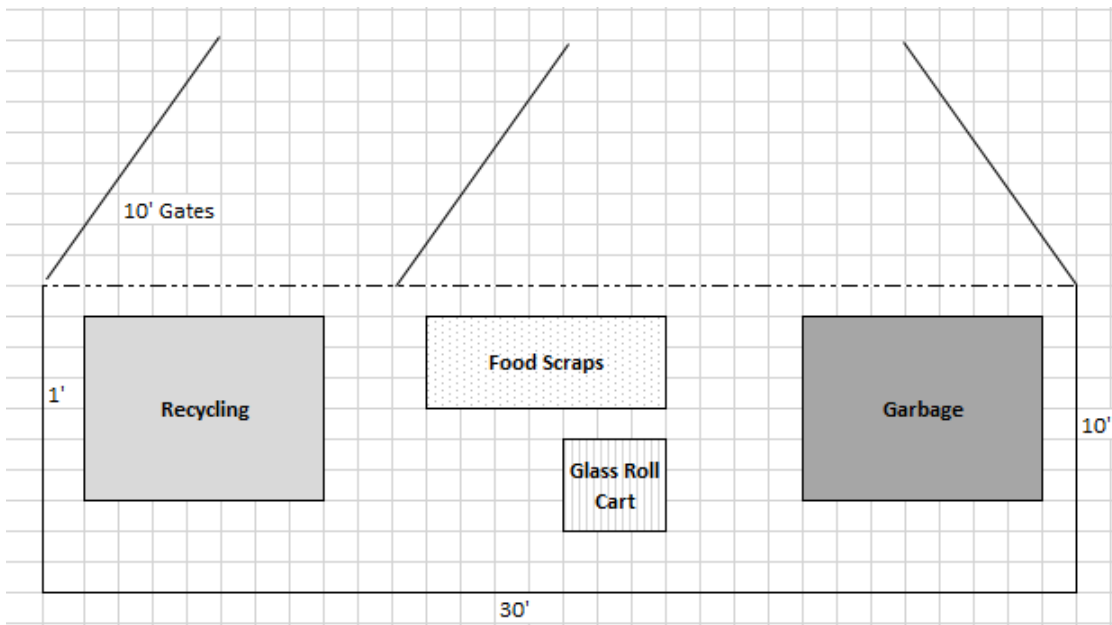
## Examples of receptacle layouts

- Layout dimensions are approximate.
- Receptacle layouts show interior dimensions, no curb, footings or other obstructions.
- Provide a minimum of one foot interior clearance between receptacles (excluding carts) and other obstructions (walls, curbs, equipment, trees).
- Provide a minimum of sixteen foot vertical clearance to open lids (from ground to top of lid) and vehicle access.
- Provide a minimum 10 foot gate to easily remove receptacles. No center post.

### A. 10 x 20 (residential – 200 sf)



### B. 10 x 30 (commercial w/food scraps – 300 sf)





# Business food scraps separation requirements

## Public benefits of a regional solid waste system

Through its management of the regional solid waste system, Metro seeks to:

- Protect people's health
- Protect the environment
- Get good value for the public's money
- Keep our commitment to the highest and best use of materials
- Be adaptable and responsive in managing materials
- Ensure services are available to all types of customers

*In July 2018, the Metro Council adopted a policy that requires certain types of businesses to keep their food scraps out of the garbage starting in 2020.*

## What types of materials are included in the food scraps program?

The program is for food scraps only. Food scraps include excess, spoiled or unusable and inedible food such as waste from fruits, vegetables, meats, dairy products, fish, shellfish, nuts, seeds, grains, coffee grounds and similar material that results from the storage, preparation, cooking, handling, selling or serving of food for human consumption. Food scraps do not include large amounts of oils and meats that are collected for rendering or other beneficial uses or any food fit for human consumption that has been set aside, stored properly and is accepted for donation.

*It is important to note that the program covers food scraps that are generated "back-of-house."* Back-of-house is the area of business operation where food preparation areas and kitchens are located and that is not accessible to customers. The food scraps separation requirement *does not apply* to food that is generated front-of-house. Front-of-house is the area of a business accessible to customers where food is consumed and where some establishments' customers are asked to dispose of garbage and food scraps, such as at quick-serve restaurants. A business may choose to include front-of-house food scraps in its collection program, but the business must take full responsibility for ensuring that the food scraps are free of non-food items, such as cups, napkins, cutlery and other materials, before placing the food scraps in their collection bin.

## What types of businesses are required to participate in the food scraps separation program?

**Grocery Stores:** Establishments that sell food and beverages including grocery stores, warehouse clubs, wholesalers, and specialty food stores.

**Restaurants:** Establishments that prepare meals, snacks and beverages, to customers' order, for immediate consumption on and off premises. This includes organizations and corporate campuses with full service and on-site cafeterias as well as catering companies.

**Lodging and Hotels:** Establishments primarily engaged in providing short-term lodging with full service restaurants or on-site food preparation.

**Hospitals:** Establishments, licensed as hospitals, with full-service restaurants or on-site food preparation.

**Nursing and Residential Care Facilities:** Establishments primarily engaged in providing residential care with full-service restaurants or on-site food preparation. This includes retirement and assisted living facilities.

**Correctional Facilities:** Jails, prisons, or other place of incarceration with on-site cafeterias or food preparation.

## Business food scraps collection requirements

**Colleges and Universities:** Higher-education institutions with full-service restaurants or on-site food preparation including those that offer two- to four-year programs in the arts and sciences, technical and vocational schools, and junior and community colleges.

**Elementary and Secondary Education:** Schools with on-site cafeterias or food preparation including a centralized kitchen that prepares food for delivery to multiple school locations.

**Food and Beverage Manufacturers:** Establishments primarily engaged in producing food and beverage products such as fruit and vegetable canning, chocolate and confectionery manufacturing, meat, poultry and seafood processing, commercial bakeries, and breweries.

**I own or manage a food service business described above. When does my business need to have a food scraps separation program in place to comply with the requirements?**

### **Business Group 1:**

- **Implementation period begins March 31, 2020.**
- **Businesses that generate 1,000 pounds or more of food scraps per week.**  
(Equivalent to about four 60-gallon roll carts per week)



### **Business Group 2:**

- **Implementation period begins March 31, 2021.**
- **Businesses that generate 500 pounds or more of food scraps per week.**  
(Equivalent to about two 60-gallon roll carts per week)



### **Business Group 3:**

- **Implementation period begins September 30, 2022.**
- **Businesses that generate 250 pounds or more of food scraps per week.**  
(Equivalent to about one 60-gallon roll cart per week)



*(Conversion Factors: 800 pounds per yard and 4 pounds per gallon; 60-gallon roll cart = 240 pounds)*

## **How do I know when my business needs to comply with the requirement?**

The **Food Scraps Generation Estimation Guide** (see page 4) will help you estimate the quantity of food scraps your business generates and determine when your business needs to comply with the requirements.

If your business has practices in place to prevent food waste, you may generate less than indicated by industry averages. Individual estimates may also vary depending on the type of food service. For example, full-service, sit-down restaurants are more likely to generate higher quantities of food scraps compared to quick-serve or take-out restaurants. Technical assistance specialists from your city or county's garbage and recycling department can help you estimate your food scraps generation levels through free on-site assistance. They will also help with program set-up, training and problem-solving.

## Business food scraps collection requirements

The Estimation Guide was developed based on industry data from published reports and studies including work done by the California Department of Resources Recycling and Recovery (CalRecycle). CalRecycle conducts periodic in-depth studies of waste generated by businesses to better understand the types and amounts of materials generated. The per-employee generation rates for each business type used in the Food Scraps Generation Estimation Guide were developed based on these in-depth studies. These rates represent industry averages that can be used to help estimate the quantity for food scraps your business generates. This source data is also used by the U.S. Environmental Protection Agency and other agencies for similar purposes. Metro will continue to refine the Food Scraps Generation Estimation Guide as updated or improved data become available.

### How does the food scraps separation requirement apply to:

**Businesses that are part of a chain with multiple locations?** The requirement is based on the amount of food waste generated per location, rather than the entire chain. For example, if one location generates 1,000 pounds of food scraps per week or more, that location is part of Group 1. If another location produces less than 1,000 pounds of food scraps per week, that location is subject to the requirement at a later date.

**Facilities with multiple buildings with common ownership such as a college or corporate campus?** The requirement is based on the total amount generated by all food-related operations such as cafeterias and catering for the entire campus. If the campus as a whole generates 1,000 pounds of food scraps per week or more, then the campus is included in Group 1, even if no single building on the campus disposes of more than 1,000 pounds of food scraps per week.

**Businesses in a shopping mall or multi-tenant building with shared garbage collection service?** The requirement is based on the amount of food scraps generated at each individual business located in the mall or building, rather than the total amount generated by all the food-related businesses located in the mall or building. For example, if one business generates 1,000 pounds of food scraps per week, that business is subject to the requirement in Group 1.

### I read this document and it didn't answer all of my questions. Who can I call for more information?

Call Metro at 503-234-3000 to speak with someone who may be able to answer any questions about this policy that are not addressed here.



## Business food scraps collection requirements

### Food Scraps Generation Estimation Guide

To estimate the quantity of food scraps your business generates and determine when you likely need to have a food scraps separation system in place, select your business category and enter the number of full-time employees that work at your business.

























<b>Grocery stores</b>	# of full-time employees	× 4000 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Restaurants<sup>1</sup></b>	# of full-time employees	× 2760 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Lodging and hotels</b>	# of full-time employees	× 1200 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Hospitals</b>	# of full-time employees	× 300 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Nursing and residential care facilities</b>	# of full-time employees	× 300 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Correctional facilities</b>	# of full-time employees	× 1700 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Colleges and universities</b>	# of full-time employees	× 300 pounds of food scraps per employee per year	÷ 52 weeks per year	= pounds of food scraps per week
<b>Elementary and secondary schools</b>	Elementary and secondary schools will be included in Group 3, starting in September 2022, regardless of the amounts of food scraps they generate.			
<b>Food and beverage manufacturers</b>	Food scraps generation and handling vary widely by food product manufacturer. City and county technical assistance staff will help these businesses determine if and when they will need to have a program in place.			

**Source for Business Generation Estimates:** Cascadia Consulting Group. *2014 Generator-Based Characterization of Commercial Sector Disposal and Diversion in California*. Publication # DRRR 2015-1543. California Department of Resources and Recycling and Recovery, September 2015.  
<http://www.calrecycle.ca.gov/publications/Documents/1543/20151543.pdf>

<sup>1</sup> For organizations and corporate campuses with full service and on-site cafeterias that are not included as another business category such as hospitals, colleges and universities or correctional facilities, enter the number of full-time employees involved with food preparation and service.

## Participants (21)

Find a participant

- LR** Lauren Russell, City o... (Host, me)  
-  Eric Bolken (Guest)  
- FA** Frank Angelo MIG | APG (Guest)  
-  Doaa Elhaggan, BSD (Guest)  
-  Jane Gooding | DLR Gro... (Guest)  
- KL** Khoi Le (Guest)  
-  Tim Ganey | DLR Group (Guest)  
- CR** Connie Rodriguez (Guest)  
-  Elizabeth Cole (she/her) |... (Guest)  
- GA** Garth Appanaitis, DKS (h... (Guest)  
- HJ** Hunter Jin (Guest)  
- JK** Jabra Khasho (Guest)  
-  james steele (Guest)  
-  Jon Pheanis MIG |APG (Guest)  
- KO** Kelly Ota - HHPR (Guest)  
- LA** Lawrence Arnbrister (Guest)  
- MK** Matt Koehler (Cameron ... (Guest)  
- N** NaomiV (Guest)  
- PS** Peter Swinton (he/his) - ... (Guest)  
- SR** Shayna Rehberg (Guest)  
-  Steven Sparks (Guest)  