

Received
Planning Division
10/09/2023

EXHIBIT 4.3



Exhibit C: Pre-Application Conference Notes

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12725 SW Millikan Way, P.O. Box 4755, Beaverton, OR 97076 www.beavertonoregon.gov

July 26, 2022

AKS Engineering & Forestry, LLC
Attn.: Mimi Doukas
12965 SW Herman Road
STE 100
Tualatin, OR 97062

Subject: Ridgewood Park Dog Park (PA2022-0023)

Dear Applicant,

Thank you for attending the Pre-Application Conference held on July 6, 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 but have provided written comments hereto. Please feel free to contact anyone who provided comments. Contact names, telephone numbers 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 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,

Aaron Harris
Senior Planner
(503) 616-8453

**PRE-APPLICATION CONFERENCE
MEETING SUMMARY NOTES**
Prepared for
Ridgewood Park Dog Park
PA 2022-0023, July 6, 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. 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: July 6, 2022

PROJECT INFORMATION:

Project Name: Ridgewood Park Dog Park

Project Description: Applicant proposes to construct a new dog run at Ridgewood Park in an existing grassy area. The dog run consists of a small fenced-in area with bag stations, trash cans, and a double-gate safety entrance. Fencing is planned to be four feet in height. Tree removal and grading are not proposed.

Property Owners: Tualatin Hills Parks and Recreation District
15707 SW Walker Road
Beaverton, OR 97006

Site Address: None

Tax Map and Lots: 1S102CD TL 1500

Zoning: RMA (Residential Mixed A)

Comp Plan Designation: Residential

Site Size: Approximately 1.27 acres

APPLICANT INFORMATION:

Applicant's Name: Tualatin Hills Parks and Recreation District
Attn.: Nicole Paulsen
6220 SW 112th Avenue
STE 100
Beaverton, OR 97008

Applicant's Rep: AKS Engineering & Forestry
Attn.: Mimi Doukas
12965 SW Herman Road
STE 100
Tualatin, OR 97062

Phone / e-mail: (503) 563-6151/mimid@aks-eng.com

PREVIOUS LAND USE HISTORY:

None.

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 and materials provided, the identified application fees (land use only) are as follows. The City charges a 5% technology fee in addition to the base application fees. Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee, and 75% of the remaining application fees. The fees below do not include the technology fee or the application bundling fee reduction but are the independent application fees. The Planning Division Fee Schedule can be found on our website <https://www.beavertonoregon.gov/777/Applications-Fees-Brochures>

New Conditional Use	\$10,500
Design Review Compliance Letter	\$420
<i>Possible Design Review Two</i>	\$6,500 – 25,000 **
Parking Determination	\$1,000

* **See Key Issues/Considerations** for description of applications and associated process. Application fees may be subject to increase. The fees in effect at the time a complete application is received will control.

** **Design Review application fees are based on 1.25% of project value.** Please review the City of Beaverton fee schedule, effective July 1, 2022, for more information.

SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, Neighborhood Review Meeting is not required. A Neighborhood Review Meeting is required for Type 3 applications.

CHAPTER 20 (LAND USES):

Zoning: RMA (Residential Mixed A)
Applicable Code Sections: BDC Section 20.05

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):

	Application Description	Code Reference	Application Type (process)			
1.	New Conditional Use	40.15	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
2.	Design Review Compliance Letter	40.20.15.1	<input checked="" type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	<i>possible</i> Design Review Two	40.20.15.2	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
4.	Parking Determination	40.55.15.1	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

Comments: In order for your application to be deemed complete, a written statement is necessary, supported by substantial evidence in response to all applicable approval criteria. Your application narrative will need to explain how and why the proposed application will meet the 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. Please review special requirements in the preparation of written and plan information for a formal application:

- Section 60.05 (Design Review Principles Standards and Guidelines)**
- Section 60.10 (Floodplain Regulations)
- Section 60.20 (Mobile & Manufactured Home Regulations)
- Section 60.30 (Off-Street Parking)**
- Section 60.35 (Planned Unit Development)
- Section 60.55 (Transportation Facilities)**
- Section 60.65 (Utility Undergrounding)
- Section 60.70 (Wireless Communication)
- Section 60.07 (Drive-Up Window Facilities)
- Section 60.15 (Land Division Standards)
- Section 60.25 (Off-Street Loading)
- Section 60.33 (Park and Recreation Facilities)
- Section 60.40 (Sign Regulations)
- Section 60.50 (Special Use Regulations)**
- Section 60.60 (Trees and Vegetation)
- Section 60.67 (Significant Natural Resources)

Comments: For the application(s) listed above to be deemed complete, written analysis will need to identify and explain how the proposal meets all applicable provisions/requirements as checked above. See *Key Issues / Considerations* herein for additional notes.

OTHER DEPARTMENT/AGENCY CONTACTS:

Your project may require review by other City departments and outside agencies. Staff recommend contacting the following 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:

Recommended
contact for
further
information
if checked

Clean Water Services

(CWS not sent copy of Pre-Application materials)

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). Based on the proposed scope of work, a *Service Provider Letter* (SPL), is not required for the project. A CWS pre-screen form, which can be found at the following link, should be completed prior to application submittal to verify that the project does not require a CWS service provider letter: <https://dynamic.cleanwaterservices.org/Forms/PreScreen>

For more information about CWS environmental review, you may email splreview@cleanwaterservices.org or contact **Laurie Bunce**, CWS Engineering Technician, at (503) 681-3639.

Jeremy Foster, Tualatin Valley Fire & Rescue,
503-259-1414 / Jerem/Foster@tvfr.com

No comments provided. An SPL is not required based on the proposed scope of work.

Lawrence Arnbrister, Building, City of Beaverton
(503) 526-2408 / larnbrister@beavertonoregon.gov

Plan reviewed. It is not anticipated that building permits will be required based on the proposed scope of work.

Hunter Jin, Site Development, City of Beaverton
(503) 526-2626 / hjin@beavertonoregon.gov

Plan reviewed. Written comments attached.

Elizabeth Cole, Recycling & Waste Reduction Program Coordinator, City of Beaverton
(503) 526-2460 / ecole@beavertonoregon.gov

No comments provided.

Diana Powers, Development Review Planner, ODOT
Diana.Powers@odot.oregon.gov

No comments provided.

Kate McQuillan, Transportation Planner, City of Beaverton
(503) 526-2427 / kmcquillan@beavertonoregon.gov

Plan reviewed. Written comments attached.

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** In review of the plans and materials submitted for consideration, staff has identified the following land use applications. Please note that the City of Beaverton allows, and staff recommends, concurrent review of land use applications where applicable.
 - a. **New Conditional Use** (Type 3).
 - b. **Design Review Compliance Letter** (Type 1). The Design Review Compliance Letter (DRCL) application may be applied for if the applicant's ultimate plans demonstrate compliance with all applicable Design Review Standards in BDC Section 40.20.15.1.
 - c. **Possible Design Review Two** (Type 2). The Design Review Two application may be required if the proposal does not meet the DRCL Design Standards at BDC Section 40.20.15.1.
 - d. **Parking Determination** (Type 2).
1. **New Conditional Use.** Staff has determined that the project will require two Conditional Use Permits (CUPs). Public Parks are a Conditional Use in the RMA Zone per BDC Table 20.05.20.A, and the existing park has never been issued a CUP. Therefore, a CUP for the existing park will be required with the project. In addition, the proposed Public Dog Park/Dog Run is also a Conditional Use per BDC Table 20.05.20.A. A second CUP for the dog run will also be required with the project.
2. **Parking Determination.** The applicant must apply for a Parking Determination Application to propose a minimum parking rate for the proposed use. Please see the attached memorandum from Senior Planner Kate McQuillan for additional information.
3. **Coordination with ODOT Required.** The proposal is partially located on ODOT right-of-way. ODOT must sign the project application forms as a co-applicant or provide written proof of consent.
4. **Tree Protection.** Staff encourages the applicant to install tree protection around existing on-site trees during development, consistent with BDC Section 60.60.20.
5. **Pedestrian Access.** The proposal should provide a hard surface path to the dog run for pedestrian connectivity, consistent with BDC Section 60.05.20.3.
6. **Clean Water Services (CWS) Pre-Screen Form.** It is not anticipated that the project will require any service provider letters. Please complete the CWS pre-screen form at the following link to demonstrate at the time of application submittal that the project does not require a service provider letter from CWS: <https://dynamic.cleanwaterservices.org/Forms/PreScreen>
7. **Traffic Impact Analysis.** It is unclear whether or not the proposal requires a Traffic Impact Analysis (TIA). Please see the attached memorandum from Senior Planner Kate McQuillan for additional information.

8. **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 [Apply for Permits | Beaverton, OR - Official Website \(beavertonoregon.gov\)](#) or contact staff.
9. **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.



TRANSPORTATION NOTES FROM PRE-APPLICATION MEETING

Community Development Department

Project Name: **Ridgewood Park Dog Run**

Pre-Application Conference #: **PA2022-0023**

Date: July 7, 2022

Applicant: Nicole Paulsen, Tualatin Hills Parks and Recreation

Mimi Doukas, AICP, RLA, from AKS Engineering & Forestry, Applicant's Representative

Project Planner: Aaron Harris, AICP, Senior Planner

Notes prepared by: Kate McQuillan, AICP, Senior Planner

 (503) 526-2427  kmcquillan@beavertonoregon.gov

These comments are based on the information provided at the **7/6/22 Pre-Application Conference Meeting** for a proposal at **Ridgewood Park on SW Wilshire Street**. 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

The pre-application meeting discussed a proposal to add a dog run to an established park along SW Wilshire Street adjacent to US Highway 26. In order to meet the Conditional Use permit approval criteria related to providing minimum required parking, the applicant must apply for a Parking Determination Application to propose a minimum parking rate for the proposed use. This application requires data from three comparable sites that support the proposed parking rate.

REQUIREMENTS TO BE ADDRESSED

Right of Way Dedication

Right of way dedication is not anticipated at this time.

Traffic Impact Analysis

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

**As discussed during the pre-application meeting, Transportation staff rely upon the Institute of Transportation Engineers (ITE) trip generation manual for changes to traffic impacts from a project. The ITE manual does not contain a land use for dog run or dog park. Using the data needed for the required parking determination application (see below), the applicant can prepare estimates for traffic generated from the proposed use within Ridgewood Park.*

Frontage Improvements

Frontage improvements are not identified at this time.

Off-Street Loading Requirements

Off-street loading requirements are not applicable at this time.

Off-Street Parking (Vehicles and Bicycles)

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

**As discussed during the pre-application meeting, neither parks nor dog parks/dog runs are listed in the Development Code's minimum parking requirement table. As such, the applicant is required to submit a Parking Determination application to establish a parking minimum appropriate for this use. The applicant must provide data from three comparable sites – sites within or near Beaverton of similar size and with the dog run facilities. The data used to demonstrate that the requested parking rate will satisfy demand must be signed and stamped by registered engineer.*

Bicycle and Pedestrian Circulation

Bicycle and pedestrian circulation requirements do not apply.

Access / Driveways

There are no access requirements identified at this time.

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) may 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 SDC's may apply. For information regarding sanitary sewer, storm sewer, water, park, Metro construction excise, School District construction excise, and other applicable fees please use the Building Division link: <http://www.beavertonoregon.gov/DocumentCenter/Home/View/605> or contact the Building Department at cddmail@BeavertonOregon.gov.

OTHER REVIEWING TRANSPORTATION AGENCIES

OREGON DEPARTMENT OF TRANSPORTATION – The proposed development has frontage on US-26, which is maintained by the Oregon Department of Transportation (ODOT). ODOT may have additional requirements or permits. Please note that ODOT staff will be routed any project materials.

Aaron Harris

From: Hunter Jin
Sent: Tuesday, July 12, 2022 9:31 AM
To: Aaron Harris
Subject: PA2022-0023 Ridgewood Dog Run Notes

Hi Aaron,

I have only one note for this project considering the limited scope of their work:

- A COB FC/ROW Permit will be required if traffic impacts such as flagging or road closure will occur on COB roadways during the work

Thanks!

Hunter Jin, E.I.T.

Engineering Associate | Site Development
City of Beaverton | 12725 SW Millikan Way, 4th floor
PO Box 4755 | Beaverton OR 97076
503-526-2626 f: 503-526-2550 | www.BeavertonOregon.gov



@BeavertonCityGovernment

My work hours are 8 am to 4:30 pm M-F. The best way to reach me is via email. Alternatively, you can reach me at (503) 526-2626. You can also text me at (503) 577-3785.