



CITY OF BEAVERTON

Community Development Department
Planning Division
12725 SW Millikan Way
PO Box 4755
Beaverton, OR. 97076
Tel: (503) 526-2420
Fax: (503) 526-2550
BeavertonOregon.gov

OFFICE USE ONLY

FILE #:
FILE NAME::
TYPE: RECEIVED BY:
FEE PAID: CHECK/CASH:
SUBMITTED:: LWI DESIG:
LAND USE DESIG: NAC:

CONDITIONAL USE APPLICATION

PLEASE SELECT THE SPECIFIC TYPE OF CONDITIONAL USE FROM THE FOLLOWING LIST:

- TYPE 2 MINOR MODIFICATION OF A CONDITIONAL USE
TYPE 3 MAJOR MODIFICATION OF A CONDITIONAL USE
TYPE 3 PLANNED UNIT DEVELOPMENT
TYPE 3 NEW CONDITIONAL USE

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: Wishcamper Development Partners
ADDRESS: 131 South Higgins, Suite P-1
(CITY, STATE, ZIP) Missoula, MT 59802
PHONE: FAX: E-MAIL: jmetcalf@wishcamperpartners.com
SIGNATURE: CONTACT: Justin Metcalf
(Original Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: Otak, Inc.
ADDRESS: 808 SW Third Ave, Suite 800
(CITY, STATE, ZIP) Portland, OR 97204
PHONE: 503.415.2384 FAX: E-MAIL: li.alligood@otak.com
SIGNATURE: CONTACT: Li Alligood, AICP
(Original Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: Blackbird Land Holdings LLC
ADDRESS: PO Box 5123
(CITY, STATE, ZIP) Missoula, MT 59806
PHONE: FAX: E-MAIL: jmetcalf@wishcamperpartners.com
SIGNATURE: CONTACT: Justin Metcalf

Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.

PROPERTY INFORMATION (REQUIRED)

Table with 3 columns: ASSESSOR'S MAP & TAX LOT #, LOT SIZE, ZONING DISTRICT. Rows include 2S106B000203, 2S106B000200, 2S106B000204.

AREA TO BE DEVELOPED (s.f.): 32.4 ac
EXISTING USE OF SITE: Rural residential
PROPOSED DEVELOPMENT ACTION: A new park in the R1 zone.
PRE-APPLICATION DATE: 06/24/2020



Received  
Planning Division  
6.11.21

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## CONDITIONAL USE SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

- A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
  - *Have you submitted for a permit from another division?*
- B. CHECKLIST.** Provide **one (1) completed** copy of this five (5) page checklist.
- C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed project including, but not limited to, the changes to the site, structure, landscaping, parking, and land use. In the written statement, please:
  - Address all applicable provisions of Chapter 20 (Land Uses)
  - Address all applicable provisions of Chapter 60 (Special Regulations)
  - Provide individual findings specifically addressing how and why the proposal satisfies each of the criterion within the appropriate Approval Criteria Section of Chapter 40 of the City's *Development Code* (ORD 2050), attached.
  - Provide the hours of operation, total number of employees, and maximum number of employees per shift. If more than one type of operation exists or is proposed for the project site, please specify the information requested above for each use.
- D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- E. SITE ANALYSIS INFORMATION.**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed parking modification: _____ sq. ft.</li> <li>Proposed number of parking spaces: _____</li> <li>Proposed use: _____</li> <li>Parking requirement: _____</li> <li><input type="checkbox"/> Existing landscaped area: _____ sq. ft.</li> <li>Percentage of site: _____ %</li> <li>Proposed landscape modification: _____ sq. ft.</li> <li>Percentage of site: _____ %</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Existing parking area: _____ sq. ft.</li> <li>Existing number of parking spaces: _____</li> <li><input type="checkbox"/> Existing building height: _____ ft.</li> <li>Proposed building height: _____ ft.</li> <li><input type="checkbox"/> Existing building area: _____ sq. ft.</li> <li>Proposed building modification: _____ sq. ft.</li> </ul>
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- F. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact, Lindsey Obermiller, Environmental Plan Reviewer at (503) 681-3653 or [ObermillerL@CleanWaterServices.org](mailto:ObermillerL@CleanWaterServices.org)
- G. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**  
Provide a copy of the pre-application conference summary as required by the City's *Development Code Section 50.25.1.E*. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.
- H. NEIGHBORHOOD REVIEW MEETING. (REQUIRED FOR TYPE 3 APPLICATIONS ONLY)**  
Provide the following information as required by the City's *Development Code Section 50.30*. The Neighborhood Review Meeting must be held within the six (6) months prior to the submission date of the proposed project application.
- 1. A copy of the meeting notice mailed to surrounding property owners and the NAC Representative
  - 2. A copy of the mailing list used to mail out the meeting notice.
  - 3. A written statement representative of the on-site posting notice.
  - 4. Affidavits of mailing and posting
  - 5. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
  - 6. Meeting minutes that include date, time and location, as well as, oral and written comments received
  - 7. Meeting sign-in sheet that includes names and address of attendees.
  - 8. Documentation verifying that the meeting minutes and sign-in sheets have been provided to the NAC representative.
- I. TRAFFIC GENERATION.** Provide documentation showing any projected or actual increase in vehicle trips per day to and from the site. Either the Institute of Transportation Engineers (ITE) Trip Generation manual or an evaluation by a traffic engineer or civil engineer licensed by the State of Oregon may be used for this determination. ***Note: a traffic study may be required as part of the application submittal when deemed necessary by the Planning Director. The determination is made at the time of a Pre-Application Conference.***
- J. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.
- K. PLANNED UNIT DEVELOPMENT DESCRIPTION. (REQUIRED FOR PLANNED UNIT DEVELOPMENT APPLICATIONS ONLY)**  
Submit a detailed description of the proposed planned unit development.  
Provide the following information:
- 1. The intent of the project.
  - 2. The factors which make the project desirable to the general public and to surrounding areas.
  - 3. The features and details of the project development.
  - 4. The schedule of timing and phasing (if applicable) of the development program.
  - 5. Any other material which the applicant believes to be relative to the use

## PLANS & GRAPHIC REQUIREMENTS- REQUIRED FOR ALL CONDITIONAL USE APPLICATIONS

All plans, except architectural elevations, shall be presented at a **minimum of 1" = 20' engineering scale** and on a **maximum sheet size of 24" x 36"**. Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

### **Include all of the following information:**

- A. EXISTING CONDITIONS PLAN:**
- 1. North arrow, scale and date of plan.
  - 2. Vicinity map.
  - 3. The entire lot(s), including area and property lines dimensioned.
  - 4. Points of existing access, interior streets, driveways, and parking areas.
  - 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, tot lots, and lighting.
  - 6. Existing right-of-way and improvements.
  - 7. Dimension from centerline to edge of existing right-of-way.
  - 8. Existing topographical information, showing 2 ft. contours.
  - 9. Surrounding development and conditions within 100 ft. of the property such as zoning, land uses, buildings, driveways, and trees.
  - 10. Location of existing public and private utilities, easements, and 100-year floodplain.
  - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - 12. Sensitive areas, as defined by Clean Water Services (CWS) standards.
  - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
  - 14. Existing trees 6" in dbh (diameter at breast height) or larger. Indicate genus, species and size. Dbh is measured at 54" above grade.
- B. DIMENSIONED SITE PLAN:**
- 1. North arrow, scale and date of plan.
  - 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
  - 3. Points of access, interior streets, driveways, and parking areas.
  - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - 5. Proposed right-of-way, dedications and improvements.
  - 6. Dimension from centerline to edge of proposed right-of-way.
  - 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
  - 8. Location of storm water quality/detention facilities.
  - 9. Boundaries of development phases, if applicable.
  - 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - 11. Sensitive areas, as defined by CWS standards.
  - 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- C. ARCHITECTURAL ELEVATIONS:** Provide drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and

structure(s) and indicate the materials, colors, and textures proposed for the structures.

**PLANS & GRAPHIC REQUIREMENTS**-The following plans, D through H, may be required to be part of the application submittal when deemed necessary by the Planning Director. If a Pre-Application Conference has been completed, the determination is made at that time.

**Submit a total of three (3) sets of plans**

- D. PLANNED UNIT DEVELOPMENT PLAN:**
- 1. North arrow, scale and date of plan.
  - 2. The entire lot(s), including area, property lines dimensioned.
  - 3. Specific location of proposed circulation for pedestrians and vehicles, including points of access, interior streets, driveways, loading areas, transit lines, bicycle facilities and parking areas.
  - 4. Specific location of proposed buildings and other structures, indicating design character and density.
  - 5. Specific location of proposed right-of-way, dedications and improvements.
  - 6. Boundaries of development phases, if applicable.
  - 7. Proposed vegetative character of site including the location of Natural Resource Areas, Significant Trees, and Historic Trees as established by the City of Beaverton's inventories.
  - 8. Location of Sensitive areas, as defined by the Unified Sewerage Agency standards, including streams, riparian areas, and wetlands.
  - 9. Location of rock out-croppings and upland wooded areas.
  - 10. Specific location of proposed storm water quality facilities, detention facilities, or both.
  - 11. Specific location of proposed public uses, including schools, parks, playgrounds, and other public open spaces.
  - 12. Specific location of proposed common open spaces, schematic massing of buffering, screening, and landscape featuring.
- E. GRADING PLAN:**
- 1. North arrow, scale and date of plan.
  - 2. The entire lot(s).
  - 3. Points of access, interior streets, driveways, and parking areas.
  - 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - 5. Proposed rights-of-way, dedications and improvements.
  - 6. Dimension from centerline to edge of proposed right-of-way.
  - 7. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
  - 8. Location of 100 year flood plain.
  - 9. Location of storm water quality/detention facilities.
  - 10. Boundaries of development phases, if applicable.
  - 11. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - 12. Sensitive areas, as defined by the CWS standards.
  - 13. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-croppings, and streams. *Wetlands must be professionally delineated.*
  - 14. Existing trees 6" dbh or larger. Indicate which trees are proposed to be saved and which are proposed to be removed.
- F. LIGHTING PLAN:**
- 1. Location of all existing and proposed exterior lighting, including those mounted on poles, walls, bollards and the ground.
  - 2. Type, style, height, and the number of fixtures per light.
  - 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
  - 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.

- 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.



**G. UTILITY PLAN:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications and improvements.
- 6. Proposed topographical information, showing 2 ft. contours.
- 7. Location of 100 year flood plain.
- 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
- 9. Boundaries of development phases, if applicable.
- 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 11. Sensitive areas, as defined by the CWS standards.
- 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*



**H. LANDSCAPE PLAN:**

- 1. North arrow, scale and date of plan.
- 2. The entire lot(s).
- 3. Points of access, interior streets, driveways, and parking areas.
- 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
- 5. Proposed right-of-way, dedications and improvements.
- 6. Boundaries of development phases, if applicable.
- 7. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
- 8. Sensitive areas, as defined by the CWS standards.
- 9. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
- 10. Existing trees 6" dbh or larger proposed to be saved. Include genus, species, and size.
- 11. The location and design of proposed landscaped areas, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
- 12. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting.
- 13. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
- 14. Proposed location of light poles, bollards and other exterior illumination.
- 15. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

**Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.**

***I have provided all the items required by this five (5) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

Li Alligood, AICP

**Print Name**

503.415.2384

**Telephone Number**

  
Digitally signed by Li Alligood, AICP  
 DN: cn=Li Alligood, o=City of Beaverton, ou=City of Beaverton, email=li.alligood@beaverton.gov, c=US

**Signature**

12/23/2020

**Date**