

Mailed and sent to applicant via e-mail on  
February 22, 2017 - SW Exhibit 1.2



**CITY OF BEAVERTON**  
Community Development Department  
Planning Division  
12725 SW Millikan Way / PO Box 4755  
Beaverton, OR 97076  
General Information - (503) 526-2222 VTDD  
www.BeavertonOregon.gov

## Design Review Compliance Letter

**DATE:** February 22, 2017  
**FILE:** DR2017-0003 OBRC Building and Site Modifications  
**LOCATION:** 9307 SW Beaverton-Hillsdale Highway  
Beaverton, OR 97005

### PROJECT DESCRIPTION SUMMARY:

Proposed changes to the existing building exterior, including modification of the existing storefront and creation of a loading platform. Other changes include new guardrails and stairs for accessing the new loading platform. Minor changes to the parking lot include new ADA compliant parking spaces. Striping for thirteen parking spaces will be removed to allow vehicle access and maneuvering near the loading platform. Also proposed are minor changes to existing on-site landscaping for accommodating a pedestrian ramp associated with the new ADA parking space proposal. Also proposed are minor changes to existing on-site lighting. All trees on-site are to remain. All perimeter fencing remains unchanged.

**Applicant:**  
Woodblock Architecture  
Attn: Michael Parshall  
107 SE Washington Street, Suite 250  
Portland, Oregon 97214

**Property Owner:**  
Oregon Beverage Recycling Cooperative  
Attn: Stephanie Marcus  
3900 NW Yeon Avenue  
Portland, Oregon 97210

Dear Mr. Parshall and Ms. Marcus,

City staff reviewed the above referenced application and finds the proposal to meet the thresholds and approval criteria for a Design Review Compliance Letter. City of Beaverton therefore approves this Design Review Compliance Letter for *OBRC Building and Site Modifications*, subject to conditions as stated herein. Please review these conditions of approval. The decision is based on the facts and findings presented in the analysis portion of this letter.

There is a standard twelve (12) day appeal period following this approval. Attached to this letter is an appeal waiver form. Should the waiver form not be completed, this approval shall not be valid until the appeal period has ended and no appeal has been received.

Reviewed by:

A handwritten signature in dark ink, appearing to be "SW".

Scott Whyte, AICP  
Senior Planner  
City of Beaverton  
Planning Division  
(503)526-2652

## ANALYSIS AND FINDINGS FOR DESIGN REVIEW COMPLIANCE APPROVAL OBRC Building and Site Modifications

Approval criteria for Design Review Compliance Letter (DRCL) are found in Section 40.20.15.1.C of the Development Code. In response to these criteria, staff incorporate the applicant's written statement dated February 13, 2017, which describes the scope of work to be performed on the developed property located at 9307 SW Beaverton Hillsdale Highway.

### **Section 40.20.15.1.C Approval Criteria**

In order to approve a Design Review Compliance Letter application, the decision making authority shall make findings of fact based on evidence provided by the applicant demonstrating that all the following criteria are satisfied:

1. ***The proposal satisfies the threshold requirements for a Design Review Compliance Letter application.***

Facts and Findings: Thresholds for the Design Review Compliance Letter (DRCL) application include minor design changes to existing building or site, including but not limited a.) *Facade changes, except changes in color, b.) Addition, elimination, or change in location of windows, c.) Addition, elimination, or change in location of person doors and loading doors, d.) Addition of new and change to existing awnings, canopies and other mounted structures to an existing facade, ... f.) Modification of up to 15 percent on-site landscaping with no reduction in required landscaping, g.) Modification of off-street parking spaces with no reduction in required parking spaces or increase in paved area, ... l.) Addition or modification of on-site lighting.*

Staff refer to the applicant's written statement dated February 13, 2017, which identifies the scope of work to be performed. In review of the applicant's written statement and plans, staff finds the proposal to be consistent with the threshold descriptions found in Section 40.20.15.1.A, and specifically items a, b, c, d, f, g, and l, identified above.

Therefore, staff finds that the proposal meets the criterion for approval.

2. ***All City application fees related to the application under consideration by the decision making authority have been submitted.***

Facts and Findings: The applicant paid the required fee (\$116.00) for the Design Review Compliance Letter application.

Therefore, staff finds that the proposal meets the criterion for approval.

3. ***The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.***

Facts and Findings: In review of the plans and materials received, staff finds the proposal to contain all applicable submittal requirements identified in Section 50.25.1. Staff determined the DRCL to be complete on February 16, 2017.

Therefore, staff finds that the proposal meets the criterion for approval.

4. ***The proposal meets all applicable Site Development Requirements of Sections 20.05.15., 20.10.15., 20.15.15., and 20.20.15. of the Development Code unless the applicable provisions are subject to an Adjustment, Planned Unit Development, or Variance application which shall be already approved or considered concurrently with the subject proposal.***

Facts and Findings: Section 20.10.15 of the Development Code identifies standards for building height and setbacks specific to the Community Service (CS) zone. Staff refer to the applicant's written statement dated February 13, 2017, which identifies the scope of work to be performed. In this case, the scope of work to be performed includes a minor remodel of the existing building but no proposal for expansion. Standards contained in Section 20.10.15 generally pertain to building height and setback standards. Where building walls and roof of the existing building are to remain where located, standards under 20.10.15 are not applicable for consideration in this case.

Therefore staff finds that Criterion No. 4 does not apply.

5. ***The proposal, which is not an addition to an existing building, is consistent with all applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards).***

Facts and Findings: Staff refer to the applicant's written statement dated February 13, 2017, which identifies the scope of work to be performed. Staff also refer to Section 40.20.10.4.C of the Development Code which limits the scope of review conducted by the city. Specifically, the second sentence in Section 40.20.10.4.C reads: *Only that portion of existing building or site area that is proposed for redevelopment is subject to design review standards or guidelines as determined applicable.*

In this case, Criterion No. 5 is applicable as the scope of work does not include a building addition. Applicable provisions of Section 60.05.15 through 60.05.30 (Design Standards) include those relevant to that portion of the building or site that is proposed for change and relevant to the limited scope of changes identified by the applicant. Specifically, staff finds design standards related to building articulation and materials (60.05.15.1), loading area screening (60.05.20.2) landscaping (60.05.25.5) and lighting (60.05.30) to be applicable for consideration.

In review of the standards that pertain to building materials (60.05.15.1) staff notes that the applicant will retain existing window glazing of the subject building and that proposed changes will maintain consistency with minimum percentages identified under Section 60.05.15.1 at 35%. Staff also notes that existing building materials remain unchanged with this proposal. In review of standards that pertain to loading area screening (60.05.20.2) staff notes the applicant will introduce a wood screen wall to the new loading area so that the loading area cannot be seen from the nearest public street (Beaverton-Hillsdale Highway). In review of standards that pertain to landscaping (60.05.25.5) staff notes the applicant will introduce a new pedestrian pathway to ensure ADA compliance. While this pathway is shown to slightly reduce existing landscaping on-site, the applicant's plans demonstrate how the remaining amount of landscape is consistent with the minimum fifteen percent identified in 60.05.25.5 (15% of the gross site area). In review of standards that pertain to lighting (60.05.30) staff notes the applicant's foot-candle photometric plan is shown to comply with minimum and maximum intensity levels identified by code. The applicant's materials include details for light fixtures. These details demonstrate how the light source will not be seen from abutting properties.

Therefore, staff finds that the proposal meets the criterion for approval.

6. ***If applicable, the proposed addition to an existing building, and only that portion of the building containing the proposed addition, complies with the applicable provisions of Sections 60.05.15 through 60.05.30 (Design Standards) as they apply to the following:***
  - a. ***Building articulation and variety. (Section 60.05.15.1).***
  - b. ***Roof forms. (Section 60.05.15.2).***
  - c. ***Exterior building materials. (Section 60.05.15.4).***
  - d. ***Foundation landscaping requirements. (Section 60.05.25.4.D).***
  - e. ***Screening roof-mounted equipment requirements.(Section 60.05.15.5).***
  - f. ***Screening loading areas, solid waste facilities and similar improvements. (Section 60.05.20.2).***
  - g. ***Lighting requirements. (Section 60.05.30).***
  - h. ***Pedestrian circulation***

Facts and Findings: In this case, the proposal is not an addition to an existing building.

Therefore Criterion No. 6 does not apply.

7. ***The proposal complies with all applicable provisions in Chapter 60 (Special Regulations).***

Facts and Findings: Staff refer to the applicant's written statement dated February 13, 2017, which identifies the scope of work to be performed. Staff also refer to the Off-Street Parking standards identified in Section 60.30.10 of the Development Code. This case, the applicant will remove the existing striping associated with thirteen parking spaces. Where the property currently provides a total of 41 spaces, removal of thirteen spaces will reduce the total to 28 spaces. Staff refer to the applicant's parking data provided on Sheet A002 of the approved plan set (Exhibit A). In review of the applicant's plans, staff finds the parking data to be consistent with the parking ratios identified in Section 60.30.10 for *Retail* (at 3.3 spaces per 1,000 square feet) and *Storage* (0.3 space per 1,000 square feet). Total required off-street parking is therefore ten spaces. The applicant's plan for retaining 28 spaces meets required off-street parking standards identified in Section 60.30.10.

Staff concurs with the applicant's need for removing striping associated with thirteen parking spaces. Removing the striping will accommodate vehicle maneuvering and temporary truck parking next to the new loading platform. This platform is included as part of the work to be performed and will be located along the east side of the building. The new platform effectively reduces the vehicle width necessary for accessing the thirteen parking spaces (at current angle configuration of 90 degrees). For safe access and maneuvering, the minimum vehicle access width for parking should be at least 24 feet. While the 90 degree parking configuration is not feasible, the city is not opposed to partial use of this area for parallel parking purposes. The plan for parallel parking is not shown as part of the application and is therefore not subject to review.

Staff notes that the existing loading area located that is located on the north side of the building will remain unchanged by this proposal. Based on the size of the existing building, one Type B loading berth as described in Section 60.25.15 of the Development Code is required. Although the applicant does not intend to utilize the loading bay along the north side of the building, the proposal is not to alter. Accordingly, the bay on the north side of the building can be used and currently meets required dimensional standards of the Type B berth identified in Section 60.25 of the Beaverton Development Code.

**Therefore, staff finds the proposal meets the criterion for approval.**

8. ***Except for conditions requiring compliance with approved plans, the proposal does not modify any conditions of approval of a previously approved Type 2 or Type 3 application.***

Facts and Findings: Staff reviewed past land use records that pertain to the subject property (city case files BDDR 18-72 and BDR 93-020 – Pier 1 Imports) and found no conditions that preclude the ability to modify parking, loading, landscaping and lighting as proposed.

**Therefore, staff finds the proposal meets the criterion for approval.**

9. ***Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.***

Facts and Findings: The applicant has submitted this Design Review Compliance Letter application in concert with a Building Permit application. The Building Permit is subject to administrative review and is identified as a condition of approval hereto.

**Therefore, staff finds the proposal meets the criterion for approval.**

Based on the facts and findings presented, the Design Review Compliance Letter for **DR2017-0003 (OBRC Building and Site Modification)** is approved, subject to the conditions identified below.

## **CONDITIONS OF APPROVAL**

1. In accordance with Section 50.90.1 of the Development Code, Design Review approval shall expire after one year from the date of approval unless prior to that time a construction permit has been issued and substantial construction pursuant thereto has taken place, or an application for extension is filed pursuant to Section 50.93, or that authorized development has otherwise commenced in accordance with Section 50.90.3.B.
2. All construction shall be carried out in accordance with the plan on file at City Hall, as approved by the Director, Exhibit A, and lighting fixture details, Exhibit B.
3. Details of the wood fence (style) to the loading platform shall be provided to the Planning Department prior to issuing the Building Permit associated with this proposal.
4. Prior to any on-site excavation or concrete installation, a 48-hour minimum notice to the One Call Utility Locating Center (Ph. (503) 246-6699) shall be given. The applicant shall resolve any utility conflicts prior to work commencing as proposed.
5. Prior to building construction, the applicant must obtain a Building Permit through the City of Beaverton Building Division.
6. Erosion control best management practices shall be provided on-site and maintained during all soil disturbing activity and periods of exposed ground.
7. A sign identified by the applicant's plans (related to hours of operation from 7am and to 10pm) is to be posted outside the building. The sign is also to discourage leaving bottles/bags outside the drop door.