



12725 SW Millikan Way, P.O. Box 4755, Beaverton, OR 97076 [www.beavertonoregon.gov](http://www.beavertonoregon.gov)

December 7, 2022

Holst Architecture  
Attn.: Sarah Vaz  
123 NE 3rd Avenue  
STE 310  
Portland, OR 97232

**Subject: CATT Intensive Services Building (PA2022-0049)**

Dear Sarah Vaz,

Thank you for attending the Pre-Application Conference held on November 23, 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  
**CATT Intensive Services Building**  
**PA 2022-0049, November 23, 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:** November 23, 2022

**PROJECT INFORMATION:**

Project Name: CATT Intensive Services Building

Project Description: Applicant proposes to 1) change the use from office to residential care facility, 2) add approximately 19,800 sq. ft. of building area with a three-story addition, and 3) reconfigure the west parking lot.

Property Owners: Washington County  
155 N. First Avenue  
Hillsboro, OR 97124

Site Address: 17911 NW Evergreen Place

Tax Map and Lots: 1N130CD TL 203

Zoning: Community Services (CS)

Comp Plan Designation: Community Commercial

Site Size: Approximately 2 acres

**APPLICANT INFORMATION:**

Applicant's Name: Washington County  
Attn: Stuart Spafford  
169 N. First Avenue  
Hillsboro, OR 97124

Applicant's Rep: Holst Architecture  
123 NE 3rd Avenue  
STE 310  
Portland, OR 97232

Phone / e-mail: (503) 233-9856/svaz@holstarc.com

**PREVIOUS LAND USE HISTORY:**

CUP1991-0029; DR2010-0031; WF2005-0001; WF2008-0002; WF2012-0006; WF2014-0013; WF2017-0009; WF2018-0007; WF2021-0016

**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 (including the City’s 5% technology fee:

<b>Conditional Use Permit (RESIDENTIAL CARE)</b>	<b>\$10,500</b>
<b>Conditional Use Permit (HOURS OF OPERATION)</b>	<b>\$10,500</b>
<b>Design Review Two</b>	<b>\$6,500 – 25,000</b>
<i>possible</i> <b>Design Review Three</b>	<b>\$10,000 – 27,000</b>
<i>possible</i> <b>Loading Determination</b>	<b>\$1,000</b>
<i>possible</i> <b>Tree Plan Two</b>	<b>\$5,000</b>

\* **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.

\*\*\***Projects that require multiple applications that are reviewed concurrently per BDC 50.15.3 shall be charged 100% of the highest application fee applicable, and 75% of the remaining application fees.**

**SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):**

Based on the information presented at the pre-application, a Type 2 (Design Review Two) or a Type 3 (Design Review Three) application will be required. A Neighborhood Review Meeting is required for Type 3 applications. Staff recommend coordinating with the Five Oaks/Triple Creek Neighborhood Advisory Committee (NAC) if a Type 3 application will be required. Contact: Miles Glowacki, Neighborhood and Public Involvement Program Coordinator, 503.526.3706, [mglowacki@BeavertonOregon.gov](mailto:mglowacki@BeavertonOregon.gov) and Five Oaks/Triple Creek NAC Chair David Kamin, [davidk@johnlscott.com](mailto:davidk@johnlscott.com).

**CHAPTER 20 (LAND USES):**

Zoning: CS (Community Service)  
Applicable Code Sections: BDC 20.10.20

**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.	Conditional Use	40.15.15.5	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
2.	Conditional Use	40.15.15.5	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
3.	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.	possible Design Review Three	40.20.15.3	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
5.	possible Loading Determination	40.50.15	<input type="checkbox"/> Type 1	<input checked="" type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
6.	possible Tree Plan Two	40.90.15.2	<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 60.07 (Drive-Up Window Facilities)
- Section 60.10 (Floodplain Regulations)
- Section 60.15 (Land Division Standards)
- Section 60.20 (Mobile & Manufactured Home Regulations)
- Section 60.25 (Off-Street Loading)
- Section 60.30 (Off-Street Parking)
- Section 60.33 (Park and Recreation Facilities)
- Section 60.35 (Planned Unit Development)
- Section 60.40 (Sign Regulations)
- Section 60.45 (Solar Access Protection)
- Section 60.50 (Special Use Regulations)

**Section 60.55 (Transportation Facilities)**

**Section 60.60 (Trees and Vegetation)**

**Section 60.65 (Utility Undergrounding)**

**Section 60.67 (Significant Natural Resources)**

**Section 60.70 (Wireless Communication)**

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). Staff recommends that applicants contact CWS staff as early as possible in order to obtain a *Service Provider Letter (SPL)*. 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 Chapter 3 of the *Design and Construction Standards* at: [www.cleanwaterservices.org/permits-development/design-construction-standards](http://www.cleanwaterservices.org/permits-development/design-construction-standards)

If no sensitive areas exist on or within 200 feet of the project site, CWS can also issue a statement indicating no sensitive areas exist which the city will also accept as documentation under Section 50.25.1.F. To start the environmental review process and obtain an SPL, complete the pre-screening site assessment form. For more information about CWS environmental review, you may email [splreview@cleanwaterservices.org](mailto: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](mailto:Jerem/Foster@tvfr.com)

No comments provided. TVF&R requires a Service Provider Letter (SPL).



**Lawrence Arnbrister**, Building, City of Beaverton  
(503) 526-2408 / [larnbrister@beavertonoregon.gov](mailto:larnbrister@beavertonoregon.gov)

No comments provided.



**Silas Shields**, Site Development, City of Beaverton  
(503) 526-2550 / [sshields@beavertonoregon.gov](mailto:sshields@beavertonoregon.gov)

Plan reviewed. Written comments attached.

- Elizabeth Cole**, Recycling & Waste Reduction Program Coordinator, City of Beaverton  
 (503) 526-2460 / [ecole@beavertonoregon.gov](mailto:ecole@beavertonoregon.gov)  
 Comments attached.
- Kate McQuillan**, Transportation Planner, City of Beaverton  
 (503) 526-2427 / [kmcquillan@beavertonoregon.gov](mailto:kmcquillan@beavertonoregon.gov)  
 Plan reviewed. Comments attached.
- Naomi Vogel**, Washington County Land Use and Transportation  
 (503) 846-7639 [Naomi\\_Vogel@co.washington.or.us](mailto:Naomi_Vogel@co.washington.or.us)  
 Plan reviewed.
- Joseph Auth**, Transportation Systems Engineer, City of Hillsboro  
 (503) 681-5256 / [joseph.auth@hillsboro-oregon.gov](mailto:joseph.auth@hillsboro-oregon.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 Permit(s)** (Type 3). As proposed, the project will require two Conditional Use permits. A Conditional Use permit is required for the proposed use, Residential Care Facilities, per Row 4 in BDC Table 20.10.20.A. An additional Conditional Use permit is required for the use's hours of operation per Row 30 in BDC Table 20.10.20.A. Staff notes that superscript 7 in Row 30 is applicable because the proposed use is Commercial and is located within 500 feet from an existing Residential use in a Residential zone.
  - b. **Design Review Two** (Type 2). The Design Review Two application may be applied for if the applicant's ultimate plans demonstrate compliance with all applicable Design Review Standards.
  - c. **Possible Design Review Three** (Type 3). The Design Review Three application may be required if the proposal does not meet all applicable Design Standards. If a Design Review Three application is required, the applicant may choose to address a mix of Design Standards and Design Guidelines.
  - d. **Possible Loading Determination** (Type 2). If a loading berth cannot be, or is not proposed to meet the dimensional standards, a Loading Determination application is required. Please contact staff for more information.
  - e. **Possible Tree Plan Two** (Type 2) If any trees are proposed for removal within an identified Wetland or significant natural resources area they are considered protected trees and a Tree Plan application is required. Please contact staff for more information on a Tree Plan Two application.
1. **Loading Standards.** The proposal meets the threshold to require a loading berth per BDC 60.25.05. A single Type B loading berth is required per Row 3 in BDC Table 60.25.15. Please see the attached

transportation notes for additional information. If a loading berth cannot be, or is not proposed to meet the dimensional standards, a Loading Determination application is required. Please contact staff for more information.

2. **Requirements for Nonconforming Upgrades.** Required upgrades to nonconforming portions of the site are determined based on the project's proposed on-site changes. Portions of the site or the existing building proposed for modification, as well as any new building additions, must meet the applicable Design Review Design Principles, Standards and Guidelines in BDC Chapter 60. Conversely, portions of the site and the existing building proposed to remain unchanged are generally not required to be upgraded if they are not impacted by the proposed changes.
3. **Traffic Impact Analysis.** As discussed in the attached transportation notes, it is not known at this time if a traffic impact analysis will be required for the proposal. In the event that a traffic impact analysis is required, staff notes that the applicant will need to coordinate with City of Beaverton, City of Hillsboro, and Washington County with regards to scoping, reviewing, and commenting.
4. **Potential Significant Riparian Corridor & Wetlands.** The City's GIS maps indicate the possibility of a significant riparian corridor as well as wetlands on-site, located where a portion of a new building is proposed. A wetland delineation and concurrence from the Department of State Lands (DSL) is likely required and should be sought prior to filing for land use applications to ensure the proposed impacts and any required mitigation can be accommodated if wetlands are identified in the delineation. The project's impact to any sensitive areas will be determined by CWS via the applicant's required Service Provide Letter, as discussed below. Please note that if any trees are proposed for removal within an identified Wetland or significant natural resources area, they are considered protected trees and a Tree Plan application is required. Please contact staff for more information on a Tree Plan Two application.
5. **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. Please see the attached memorandum from Site Development for additional information. Required SPL's include the following:
  - 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 an SPL to address fire code issues related to development. The SPL form can be found at the following link <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-letter-for-city-of-Beav-62>
  - c. **Water Service:** City of Beaverton is the water service provider for the site. All developments require a Water Service Provider Letter to address water service provision. The SPL form can be found attached to these pre-application conference notes and should be submitted to [mailboxengineering@beavertonoregon.gov](mailto:mailboxengineering@beavertonoregon.gov) once completed.
6. **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.
7. **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).





## TRANSPORTATION NOTES FROM PRE-APPLICATION MEETING

### Community Development Department

Project Name: **CATT Intensive Services**  
Pre-Application Conference #: **PA2022-0049**

**Date:** November 30, 2022

**Applicant:** David Martinez, Washington County, Applicant

Sarah Vaz, Holst Architecture, Applicant's Representative

**Project Planner:** Aaron Harris, AICP, Senior Planner

**Notes prepared by:** Kate McQuillan, AICP, Senior Planner

☎ (503) 526-2427 ✉ [kmcquillan@beavertonoregon.gov](mailto:kmcquillan@beavertonoregon.gov)

These comments are based on the information provided at the **11/23/22 Pre-Application Conference Meeting** for a proposal at **17911 NW Evergreen Place**. 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).

### 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.

#### **Frontage Improvements**

- Construct sidewalk improvements to the minimum Local Street standard: 6.5 foot wide landscape strip and 5 foot wide sidewalk. (EDM Standard Drawings 200-4)
  - The proposed development is within a Commercial or Multiple Use Zone, and will likely need to undergo a Design Review application (2 or 3). **An alternative sidewalk design of ten (10) foot curb-tight sidewalk with tree wells is required** (BDC 60.05.20.7, and EDM Standard Drawing 216).

Replace substandard sidewalk ramps along the site's frontage to be in compliance with the Americans with Disabilities Act and the EDM Section 210.23.

Provide photometric data demonstrating that illumination for any public transportation facilities meets the minimum lighting levels established in the Engineering and Design Manual (EDM) Section 450.

Provide on-street lighting consistent with EDM Section 450 and as recommended in a required lighting analysis for the site's frontage to the private shared access.

### **Off-Street Loading Requirements**

The proposed development will increase or alter up to 25% of an existing building or structure's the gross floor area, and thus must comply with the minimum number of loading spaces, and loading berth dimensions, as described in BDC 60.25.

*\*As shared during the pre-application meeting, the proposed use will require at least one Type B Loading Berth to be located on the site.*

Provide a site plan showing the turning movements for freight / delivery truck vehicles both within the internal site's circulation, as well as the ingress and egress to the site.

### **Off-Street Parking (Vehicles and Bicycles)**

Off-street vehicle parking requirements are not applicable at this time.

*\*As shared during the pre-application conference, recent changes to the Oregon administrative rules prevent the City of Beaverton from requiring parking for residential treatment facilities for land use applications submitted on or after January 1, 2023.*

The proposed parking areas must meet parking design standards within BDC 60.30.15 and 60.30.20. Two-way drive aisles shall be a minimum of 24-feet.

*\*Proposed changes to the existing parking lot will be required to meet the various parking lot design standards within the Beaverton Development Code and the Engineering Design Manual.*

The proposed parking area(s) must meet the parking lot design standards within the City's Engineering Design Manual Section 210.21, subsections I and N.

*\*Proposed changes to the existing parking lot will be required to meet the various parking lot design standards within the Beaverton Development Code and the Engineering Design Manual.*

The proposal is subject to additional parking lot and circulation standards as part of Design Review including but not limited to landscape buffer between parking lots and public streets; landscaped islands in parking areas; limitations to siting parking areas in relation to public streets; etc. Please see BDC 60.05.20 for all applicable standards.

*\*Proposed changes to the existing parking lot will be required to meet the various parking lot design standards within the Beaverton Development Code and the Engineering Design Manual.*

The proposed development is required to provide the minimum number of both short term and long term bicycle parking as detailed on BDC 60.30.10. The location of bicycle parking and design features for long term bicycle parking will also be required (see Engineering Design Manual Chapter 3).

### **Bicycle and Pedestrian Circulation**

Pedestrian and bicycle accessways shall be provided in between full street connections, or between a street and a destination, as required in BDC 60.55.25.9.

Provide site plans that show the proposed development must provide reasonably direct, paved walkways with a minimum five feet of unobstructed width as outlined in BDC 60.55.25.10. Walkways are required through parking areas, connected to building entrances, and must utilize different paving materials.

Walkways that border perpendicular parking spaces shall be a minimum 7-feet wide unless concrete wheel stops, bollard, curbing, landscaping or other improvements are provided to prevent parked vehicles from obstructing the walkway (BDC 60.55.25.10.E).

### **Access / Driveways**

Driveway meets the minimum width shown in EDM Standard Drawings 210 & 211. (BDC 60.55.35.3)

Driveway meets the minimum spacing standards for both the nearest neighboring driveway and the nearest public intersection as detailed in EDM Section 210.21. (BDC 60.55.35.3)

Demonstrate that any access(es) to public rights of way or private streets meet the minimum is required to submit verification that the minimum sight distance standards in EDM Section 210.21 can be met. Verification may be required from a registered engineer in the state of Oregon. (BDC 60.55.35.3)

Shared or common driveways will be required to write and record a cross-over and maintenance easement during either final plat review, or through the Site Development permitting process.

*\*Staff understands that there are currently reciprocal access easements in place for the shared private driveway. Please provide a copy of any applicable access easements as part of your land use application submittal package.*

## SYSTEM DEVELOPMENT CHARGES

Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

The TDT is based on the estimated traffic generated by each type of development. To estimate the tax please use Washington County's TDT Self Calculation Form: [www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm](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).

This proposal may be eligible for the "Change-In-Use Discount" for TDT. If eligible, this discount could provide up to a 75% discount on TDT for certain redevelopment or reuse of existing buildings for the first 5,000 square feet converted to a more intensive use. Please consult Washington County's website on TDT for program details.

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](mailto:cddmail@BeavertonOregon.gov).

## OTHER REVIEWING TRANSPORTATION AGENCIES

**WASHINGTON COUNTY** - The proposed development is located within close proximity to NW Cornell Road which is maintained by Washington County. Should a Traffic Impact Analysis be warranted per BDC 60.55.20, County staff will need to be included in the scoping process. Please contact Naomi Vogel at (503) 846-7639, or [Naomi.Vogel@co.washington.or.us](mailto:Naomi.Vogel@co.washington.or.us).

**City of Hillsboro** - The proposed development is located within close proximity to NW Evergreen Parkway which is maintained by the City of Hillsboro. Should a Traffic Impact Analysis be warranted per BDC 60.55.20, City of Hillsboro staff will be included in the scoping process. Please see additional comments from Hillsboro staff attached to the pre-application conference summary.



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:** CATT – Intensive Care Services

**Pre-Application Conference Number:** PA2022-0049

**Date:** November 23, 2022

**Prepared by:** Silas Shields-Site Development Division

**Ph:** (503) **Fx:** (503) 526-2550 **Email:** [sshields@BeavertonOregon.gov](mailto:sshields@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. There is an existing stormwater management facility that is designed to provide water quality treatment for this site. This facility needs rehabilitation and may be eligible for a future public stormwater improvement project. Per CWS chapter 4 requirements for implementing a water quality approach, **the city will accept a fee-in-lieu payment for any stormwater quality, quantity, and hydromodification facilities since there is a more effective regional approach within the subbasin.** Any stormwater fees will be per the city fee schedule and CWS rates and charges.

City of Beaverton sanitary sewer and storm drainage are in the vicinity of this project and can serve this site. There is an 8" public sanitary line near the northeast corner of the property. The public storm system begins near the intersection of NW Evergreen Pl. and NE Evergreen Pkwy. There is a 42" storm line located there. This site appears to have a private storm system that discharges directly to a public stormwater treatment pond.

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

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

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

Per sections 307 and 311 of Oregon Uniform Plumbing Code, storm and/or sanitary sewer that serve/crosses more than one lot shall be a public system or as approved by the building division plumbing code.

A professional surveyor will need to document where existing utility lines and any easement limits are in relation to property boundaries. Proposed relocations of any public utilities and easements will need to be shown with the Land Use application. Please note that no permanent structures including building footings, doors swinging out and roof eaves can encroach into existing public utility systems and associated easements.

A sanitary sewer flow determination report prepared by a professional civil engineer may be required with this application. Please refer to CWS DCS Section 5.04.1 for sanitary conveyance flow determination standards.

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

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

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"/>	City of Beaverton utility system & SPL's Contact: Engineering at (503) 526-2269 or engineering@beavertonoregon.gov
<input checked="" type="checkbox"/>	Tualatin Valley Fire and Rescue - Permit Contact: DFM Jeremy Foster at (503) 259-1414 or Jeremy.Foster@tvfr.com
<input checked="" type="checkbox"/>	Clean Water Services District <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Prescreen Letter/Service Provider Letters/Wetlands/Creeks/Springs Contact: Lindsey Obermiller at (503) 681-3653 or email <a href="mailto:SPLReview@cleanwaterservices.org">SPLReview@cleanwaterservices.org</a></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"/>	Oregon Department of Environmental Quality <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>DEQ 1200-CN Erosion Control Permit</b> (for disturbance of 1-4.99 Acres) – Submit to City of Beaverton Site Development for processing: 503-350-4021</li> </ul>
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Geotechnical report may be required
<input checked="" type="checkbox"/>	Submit City of Beaverton Stormwater Management Worksheet
<input checked="" type="checkbox"/>	Storm water facilities required <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Quantity Control for Conveyance Capacity</li> <li><input checked="" type="checkbox"/> Hydromodification</li> </ul>

- ☒ Quality Treatment

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

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



Brown = City Water Line within TVWD Wheeled Area

Red = City Sanitary Line

Orange = City Storm Line



## Aaron Harris

---

**From:** Joseph Auth <Joseph.Auth@hillsboro-oregon.gov>  
**Sent:** Wednesday, November 16, 2022 9:18 AM  
**To:** Aaron Harris  
**Cc:** Charlie Shell; Dan Hazel  
**Subject:** [EXTERNAL] RE: CATT Intensive Services Building pre-application (PA2022-0049)

**CAUTION:** This email originated from outside the City of Beaverton. Exercise caution when opening attachments or clicking links from unknown senders.

Hi Aaron,

I spoke with our Development Services team. They will not be sending a representative to the pre-application meeting next week. They requested that I share with you my comments from our Transportation Systems Division:

- If the City of Beaverton is requiring a TIA, the City of Hillsboro wants to participate in scoping, reviewing, and commenting on the TIA.
- The City of Hillsboro wants to have a preliminary intersection sight distance measurement submitted with the land use application for NW Evergreen Place connection with NE Evergreen Parkway using a speed of 40 mph and the gap time needed to cross multiple lanes.
- The City of Hillsboro wants the applicant to provide the crossover, fire, and other easements with the land use application.
- The site appears not to border NE Evergreen Parkway, so I'm not sure we can request for right-of-way dedication. If we can, we want 52-feet of right-of-way dedication from the centerline and an 8-foot public utility easement.
- The driveway apron for NW Evergreen Place connection to NE Evergreen Parkway should be updated to ADA standards if this request is proportional, there is ability to obtain the construction easements, and the apron does not meet ADA standards.

I carbon copied our Public Works team. Let me know if you have any questions.

Sincerely,

Joseph Auth, PE | *Transportation Systems Engineer*  
City of Hillsboro, Oregon – Community Development Department  
Transportation Systems Division  
Direct Office Phone 503-681-5256 | Direct Cellphone 503-476-2278  
Fax 503-681-5250  
email [joseph.auth@hillsboro-oregon.gov](mailto:joseph.auth@hillsboro-oregon.gov)  
web [www.Hillsboro-Oregon.gov](http://www.Hillsboro-Oregon.gov) | Twitter [@CityofHillsboro](https://twitter.com/CityofHillsboro)

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**From:** Aaron Harris <aharris@beavertonoregon.gov>  
**Sent:** Tuesday, November 15, 2022 1:28 PM  
**To:** Joseph Auth <Joseph.Auth@hillsboro-oregon.gov>  
**Subject:** RE: CATT Intensive Services Building pre-application (PA2022-0049)

Greetings Joseph,

Thank you for the quick response. And my thanks in advance for your team's input.

Best,

## Aaron Harris

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**From:** Elizabeth Cole  
**Sent:** Wednesday, November 23, 2022 11:36 AM  
**To:** Aaron Harris  
**Subject:** FW: [EXTERNAL] You've been invited to Studio Session PA2022-0049 CATT - Intensive Services Building  
**Attachments:** Food\_Scraps\_Business\_Estimation\_Guide.pdf; Beaverton\_EnclosureGuidelines\_Aug2022\_Updated.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Aaron,

Attached are the documents I referenced during this pre-app. The enclosure guideline document doesn't address this type of business directly. I would recommend that they use a **combination of the multifamily** estimate based on how many long-term/overnight residents they are planning for **plus some restaurant** to ensure enough space for the kitchen and office waste.

**The Food Scraps guide does have a care facilities listed. I'll assume that calculation will work for this project. I would recommend that even if it shows that they'll be exempt (less than 250 pounds per week) to plan enough space for at least one 60-gallon food waste cart. It's not a lot of space and it would help to ensure they meet the requirement if we later find out they're not exempt.**

It'd be great to **review a set of plans with this hauler** once they've identified the waste enclosure location and size. I'm happy to coordinate that and consolidate feedback to send back to you.

Thank you,

**Elizabeth Cole**

*(gender pronouns: she/her/hers)*

Recycling & Waste Reduction Program Coordinator

City Services & Engagement Department

City of Beaverton | PO Box 4755 | Beaverton, OR 97076

p: 503.526.2460 | [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov)

In office M, T: 7a-4:30p, Working remotely W, Th: 7a-4:30p, EOF: 7a-3:30p

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**From:** studio@bluebeamops.com <studio@bluebeamops.com>

**Sent:** Tuesday, November 8, 2022 7:28 AM

**To:** Elizabeth Cole <ecole@beavertonoregon.gov>

**Subject:** [EXTERNAL] You've been invited to Studio Session PA2022-0049 CATT - Intensive Services Building

**CAUTION:** This email originated from outside the City of Beaverton. Exercise caution when opening attachments or clicking links from unknown senders.



# 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

Land Use	Garbage	Mixed recycling	Glass recycling	Food waste
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

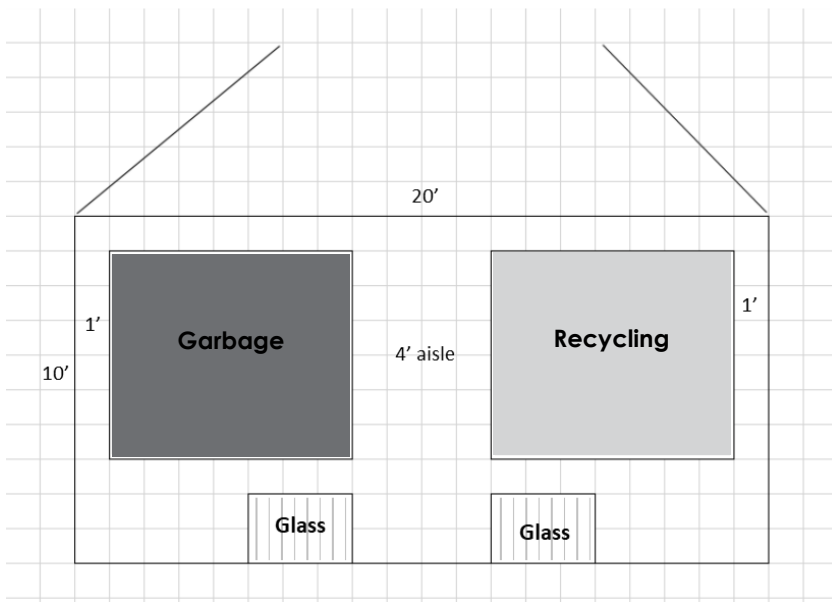
Containers (excludes carts) should have a minimum of one foot clearance on all sides.

<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)

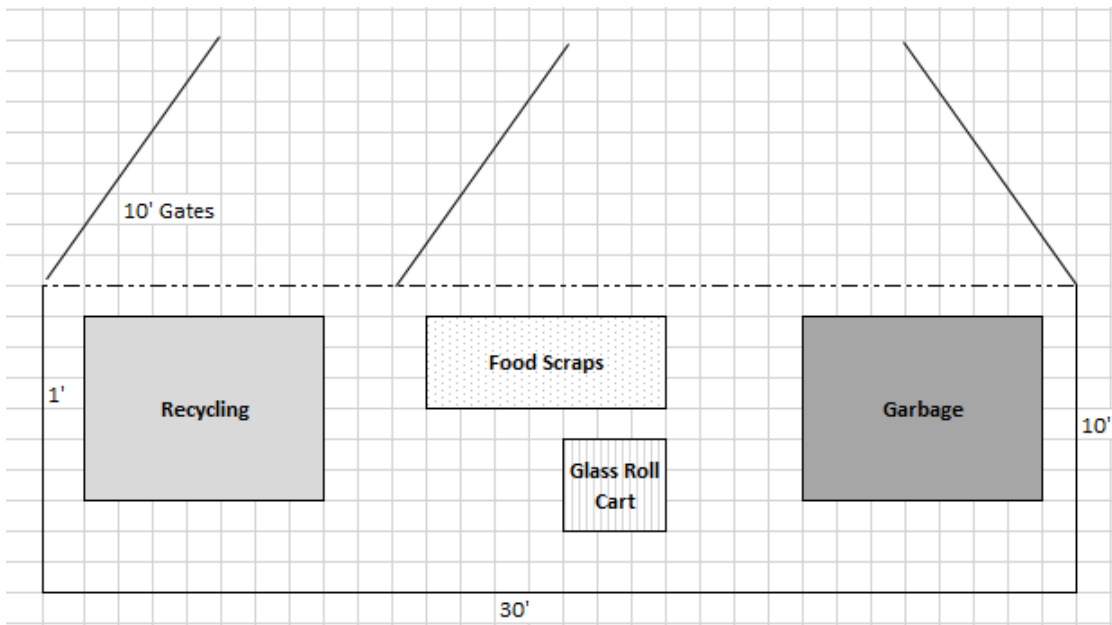
## Examples of receptacle layouts

- 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.



Water Service Provider Letter (SPL)

PLEASE RETURN THIS FORM TO:

PRE-APPLICATION DATE: \_\_\_\_\_

APPLICANT:

SITE INFORMATION:

Contact: \_\_\_\_\_

Tax Map(s): \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Size: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Nearest cross-street (or directions to site): \_\_\_\_\_

OWNER(S):

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PROPOSED PROJECT NAME: \_\_\_\_\_

PROPOSED DEVELOPMENT ACTION (ex. Design Review, Land Division, Conditional Use, etc.): \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

RESIDENTIAL: Single Fam. Multi-Fam. INDUSTRIAL/COMMERCIAL: Type of Use: CONDITIONAL USE: No. of Students/Employees/Etc.:
No. of Units: Gross Floor Area SQ. FT. Gross Floor Area SQ FT.

Average Daily Demand (gallons/day): Peak Daily Demand (gallons/day): Peak Hour (gallons/day):

FIRE FLOW REQUIRED: (gpm): IRRIGATION FLOW REQUIRED: (gpm):

\*\*\*FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE\*\*\*

\*\*\*Both agency signatures required

TVWD [ ] ADEQUATE [ ] INADEQUATE SERVICE LEVEL TO SERVE THE PROPOSED PROJECT. Describe why service level is inadequate and needed improvements or modification required to provide adequate services. (Use additional sheets to explain if necessary)

SIGNATURE: TITLE: DATE:

COB [ ] ADEQUATE [ ] INADEQUATE SERVICE LEVEL TO SERVE THE PROPOSED PROJECT. Describe why service level is inadequate and needed improvements or modification required to provide adequate services. (Use additional sheets to explain if necessary)

SIGNATURE: TITLE: DATE: