



Received
Planning Division
11/30/2021

Guggenheim Studio
Attn: Reid Leslie
915 NW 19th Avenue Suite C
Portland, OR 97209

Subject: PA2021-0052 Bakery Blocks

Dear Reid Leslie,

Thank you for attending the Pre-Application Conference (Pre-App) held on September 1, 2021. 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,

Jana Fox
Current Planning Manager
(503) 523-8530

PRE-APPLICATION CONFERENCE MEETING SUMMARY NOTES

Prepared for PA2021-0052 – Bakery Blocks

The following pre-application notes have been prepared pursuant to Section 50.20 of the Beaverton Development Code. All applicable standards, guidelines and policies from the City Development Code, Comprehensive Plan and Engineering Design Manual and Standard Drawings identified herein are available for review on the City's web site at: www.beavertonoregon.gov. Copies of the Development Code and Comprehensive Plan are also available for review at the Planning Counter located within the Community Development Department. Copies of these documents are also available for purchase.

The following is intended to identify applicable code sections, requirements and key issues for your proposed development application. Items checked are to be considered relevant to your proposed development.

PRE-APPLICATION CONFERENCE DATE: September 1, 2021

PROJECT INFORMATION:

Project Name: PA2021-0052 Bakery Blocks

Project Description: Alteration of a Historic Landmark: modification of a previous decision to keep paneling on the porch.

Property/Deed Owner: KAD LLC re: Katharine Gerrish

Site Address: 12375 SW Broadway Street

Tax Map and Lot: Tax Map 1S115BB, Tax Lots 06001

Zoning: Regional Center Old Town (RC-OT)

Comp Plan Designation: Downtown Regional Center (DRC)

Site Size: Approximately .05 Acres

APPLICANT INFORMATION:

Applicant's Name: KAD LLC
Attn: Katharine Gerrish

Applicant's Rep: Guggenheim Studio
Attn: Reid Leslie

Phone / Fax: Phone (503) 272-1566

SECTION 50.15. CLASSIFICATION OF APPLICATIONS:

Applications are subject to the procedure (Type) specified by the City Development Code. Per Section 50.15.2 of the Code, when an applicant submits more than one complete application for a given proposal, where each application addresses separate code requirements and the applications are subject to different procedure types, all of the applications are subject to the procedure type which requires the broadest notice and opportunity to participate. The application proposal is subject to a Type 3 procedure, subject to public hearing before the Planning Commission. Section 50.15.2 provides for consolidated processing of applications.

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 materials provided, the **potential** identified application fees (land use only) are as follows:

Modification of a Decision - Historic Review: Alteration of a Landmark	\$1,049.49
Downtown Design Review Compliance Letter	\$173.88

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

SECTION 50.30 (NEIGHBORHOOD REVIEW MEETING):

Based on the information presented at the pre-application, a Neighborhood Review Meeting is not required for a modification of a decision application.

CHAPTER 20 (LAND USES):

Zoning: Section 70.03 Regional Center Old Town, “The RC-OT District encompasses the City of Beaverton's original downtown, and is intended to maintain the mix of uses, scale of development, and appearance that are characteristic of this historically significant area while supporting existing and future businesses in moving toward and achieving the vision of the Regional Center.”

Comments: In order for your application to be deemed “complete”, the written narrative portion of the proposal is to address applicable Sections of Chapter 70. See Approval Criteria #10 of the Historic Review Alteration of a Landmark application.

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

Applicable Application Type(s):

<u>Application Description</u>	<u>Code Reference</u>	<u>Application Type</u>			
Modification of a Decision - Historic Review, Alteration of a Landmark	40.35.15.1 and 50.95	<input type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input checked="" type="checkbox"/> Type 3	<input type="checkbox"/> Type 4
Downtown Design Review Compliance Letter	40.23.15.1	<input checked="" type="checkbox"/> Type 1	<input type="checkbox"/> Type 2	<input type="checkbox"/> Type 3	<input type="checkbox"/> Type 4

“The purpose of Historic Review is to preserve, enhance, and perpetuate landmarks and districts which represent or reflect elements of the City’s cultural, social, economic, and architectural history and to promote the use of historic districts and landmarks for the education, pleasure, housing and public welfare of the City’s current and future citizens.” BDC Section 40.35.05

Threshold 1: Changes to any aspect of the exterior appearance, including but not limited to, exterior finish materials, architectural detailing, and changes to window and door locations or dimensions.

“The purpose of Design Review is to promote Beaverton’s commitment to the community’s appearance, quality pedestrian environment, and aesthetic quality. It is intended that monotonous, drab, unsightly, dreary and inharmonious development will be discouraged. Design Review is also intended to conserve the City’s natural amenities and visual character by ensuring that proposals are properly related to their sites and to their surroundings by encouraging compatible and complementary development.” BDC Section 40.20.05

Threshold 1: Minor Design Changes to existing building or site including, but not limited to:
a. Façade Changes, except for changes in color.

Comments: Please note that in order for your application to be deemed complete you will need to provide a written statement, supported by substantial evidence for 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. You should consult these special requirements in the preparation of written and plan information for a formal application:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Section 70.04 (Downtown Design Review Standards and Guidelines) | <input type="checkbox"/> Section 60.07 (Drive-Up Window Facilities) |
| <input type="checkbox"/> Section 60.10 (Floodplain Regulations) | <input type="checkbox"/> Section 60.15 (Land Division Standards) |
| <input type="checkbox"/> Section 60.20 (Mobile & Manufactured Home Regulations) | <input type="checkbox"/> Section 60.25 (Off-Street Loading) |
| <input type="checkbox"/> Section 60.30 (Off-Street Parking) | <input type="checkbox"/> Section 60.33 (Park and Recreation Facilities) |
| <input type="checkbox"/> Section 60.35 (Planned Unit Development) | <input type="checkbox"/> 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: In order for the application(s) to be deemed complete, the applicant is to provide written analysis addressing how the proposal meets all applicable provisions/requirements as checked above, in addition to responding to the application approval criteria. Signs are subject to a separate application for Sign Permit through the City.

Proposal will also be subject to the City’s Design Review Design Principles, Standards and Guidelines (60.05). Proposal is subject to the Approval Criteria for Type 3 Historic Review Alteration of a Landmark. See “Key Issues/Considerations” herein for additional information.

OTHER DEPARTMENT/AGENCY CONTACTS:

Your project may require review by other City departments and outside agencies. Please plan to contact the following staff persons at the City of Beaverton or other agencies when their name is checked. In some instances, some or all of these staff persons may submit written comments for the pre-application conference. These comments may be discussed at the pre-application conference and will be attached to this summary.

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

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 or contact **Laurie Bunce**, CWS Engineering Technician, at (503) 681-3639.

Jeremy Foster, Tualatin Valley Fire & Rescue

503-259-1414 / Jeremy.Foster@tvfr.com

TVF&R requires as SPL to address fire code issues related to development. The SPL form is attached to these notes.



Lawrence Arnbrister, Building, City of Beaverton

(503) 526-2408 / larnbrister@beavertonoregon.gov

Plans reviewed. No Comments.



Kate McQuillan, Senior Transportation Planner, City of Beaverton

(503) 526-2427 / kmcquillan@beavertonoregon.gov

Plans reviewed. No Comments.



Naomi Patibandla, Site Development, City of Beaverton, Site Development

(503) 526-2513 / npatibandla@beavertonoregon.gov

Plans reviewed. No Comments.



Naomi Vogel, Washington County Land Use and Transportation

naomi_vogel@co.washington.or.us (503) 846-7639

Washington County was not sent copies of the Pre-Application materials.

KEY ISSUES/CONSIDERATIONS:

Staff has identified the following key development issues, or design consideration or procedural issues that you should be aware of as you prepare your formal application for submittal. The identification of these issues or considerations here does not preclude the future identification of other key issues or considerations:

1. **Applications.** Herein staff has identified the application for a **Modification of a Decision- Historic Review, Alteration of a Landmark and Downtown Design Review Compliance Letter.**
 - a. **Modification of a Decision – Historic Review** is needed to modify the previously approved Historic Review application which included the removal of the porch enclosure. The narrative should address the proposed retention of the porch enclosure as the element of the decision to be modified. Responses will need to be made to the Modification of a Decision additional approval criteria in 50.95 in addition to the standard approval criteria in Chapter 40. The application should focus only on the proposed modification and should not include re-review of the other previously approved elements of the Historic Review which are not subject to modification.
 - b. **Downtown Design Review Compliance Letter.** Responses to applicable Design Standards and Guidelines for the downtown area is now found in Chapter 70 and are different than those in place when the previous approval was sought. Responses are only needed to Design Standards which are applicable to the proposed façade change.

2. **Service Provider Letters (SPL).** The City of Beaverton requires service provider letters from special districts who provide services to the subject site. Service Provider Letters are required prior to your application being deemed complete in the land use process. Staff has identified the following service provider letters as applicable to your proposal:
 - a. **Clean Water Services (CWS):** All development within the City requires a Clean Water Services SPL for environmental review. Information can be found at Clean Water Services Website <https://www.cleanwaterservices.org/permits-development/step-by-step-process/environmental-review/> This is not required unless additional changes are proposed which affect the site and not just the building.

- b. **Tualatin Valley Fire & Rescue (TVF&R)**: TVF&R requires as SPL to address fire code issues related to development. The SPL form is attached to these notes.
3. **Electronic Plan Review**. The City of Beaverton offers electronic plan submission for Planning, Site Development, and Building permit review. For more information please visit our Apply for Permits page at <https://www.beavertonoregon.gov/2047/Apply-for-Permits> or contact staff.
4. **System Development Charges**. The Washington County Transportation Development Tax (TDT) will be due for developments prior to issuance of building permits, in addition to other System Development Charges. The SDC charges are not assessed or evaluated through the land use application review process.

The TDT is based on the estimated traffic generated by each type of development. The TDT is collected prior to the issuance of a building permit; or in cases where no building permit is required (such as for golf courses or parks), prior to final approval of a development application.

To estimate the tax please use Washington County's TDT Self Calculation Form: www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm). For more information please contact Jabra Khasho, City of Beaverton Transportation Engineer, at (503) 526-2221 or jkhasho@BeavertonOregon.gov.

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