EXHIBIT 3.2

Beaverton
OREGON

Public Works
Engineering and Site Development

January 13, 2016

Julie Sosnovske
DKS Associates
720 SW Washington St., Suite 500
Portland, OR 97205

RE: Engineering Design Modification Request for Vose Elementary.

Dear Ms. Sosnovske:

Your application and request for Engineering Design Modifications were received in December 2015. The modification request includes:

1. Modification of the Engineering Design Manual Standard of minimum access spacing to less than required 180 feet.

Your request was reviewed per Engineering Design Manual section 145 Design Modifications. The request is approved as detailed in your request. Due to site constraints, impacts to property usability, and permitting conditions the spacing is approvable for this location. Your request is approved.

If you would like to discuss the response I am available at 503.526.2449 for questions.

Sincerely,

Wendy Prather, PE, CFM
Interim City Engineer
Public Works
wprather@beavertonoregon.gov

C: Jabra Khasho, City Traffic Engineer
Jason Turinsky, Associate Planner

Requests for a Modification of the Engineering Design Manual and Standard Drawings

General Instructions

All requests for modifications of the Engineering Design Manual and Standard Drawings shall be made to the City's Public Works Department, to the attention of the City Engineer, in accordance with Section 145 of the Engineering Design Manual (the "Manual")

This form is to be used for the following types of requests:

- Requests for approval of proposed deviations from the Manual (including the Standard Drawings.)
- Requests for a change of the Manual's text. (Some changes may require City Council approval.)
- Requests for a change of a Standard Drawing (Some changes may require City Council approval.)

Unless specified otherwise, to request deviations from or changes to the Manual or you must submit a hard copy of your proposed changes with this completed form and to:

City Engineer
City of Beaverton
PO Box 4755
Beaverton OR 97076

You may also fax your request(s) for deviations or changes to the attention of the City Engineer at (503) 350-4052.

Also, you are requested to submit an electronic copy of your proposed deviations/changes to the City Engineer at publicworks@ci.beaverton.or.us as well.

Required Information

Please fill in the blanks below and submit this completed form with the attachments listed below:

Name: Julie Sosnovske **Date:** December 8, 2015

Agency/Firm: DKS Associates **Telephone Number:** 503-972-1288

Project Name: Vose Elementary School

Project Location: (Please give address, or if no address is available, Tax Lot No. of site property) 11350 SW Denney Road, Beaverton, OR

Please briefly describe your changes here: Modification to access spacing standard

Has this project been assigned a City Planner? X **Yes** ☐ **No**

If yes, who? Jason T

Attachments:

- [X] **Location Map for Project**
- [X] **Detailed descriptions(s) of requested Design Modifications (including applicable City Standards within project) by reference, name and address of project and location within project**
- [X] **Reason(s) for requested modification(s)**
- [X] **For each desired deviation or modification, the site conditions that apply to each applicable criteria in Design Manual subsection 145.1.5**
- [X] **A comparison between the City's standard and the desired deviation or modification regarding form, function, operation and maintenance**
- [X] **Plan and profile drawings with dimensions showing the proposed deviation(s), and/or proposed revision(s) of Standard Drawing(s), as applicable**
- ☐ **Reference(s) to pertinent nationally recognized specifications or standards, if any, that support your request**
- ☐ **Other:**

DETAILED INSTRUCTIONS

Instructions for Requesting Deviation(s) from the Design Manual:

To request deviation(s) from the Design Manual, the Design Engineer shall request deviation(s) in accordance with the procedural requirements of the Engineering Design Manual, Chapter 1, Section 145, and shall complete and submit this form accompanied by the information required by Section 145.

Instructions for Requesting Text Changes:

A. For "red-lined" hard copy submissions, please open the chapter you wish to change, change the line spacing to double, and insert your handwritten changes, then scan the hard copy and send us the hard copy by fax or regular mail and the scanned copy by e-mail. Our fax number is (503) 350-4052.

B. For modifications using MS Word software to change the text, changes should be submitted in "Track Changes" format. For "Track Changes" files, we need to receive your changes with Track Changes enabled.

1. To enable Track Changes:
    a. Open the chapter you want to revise.
    b. On the **Tools** menu, click **Track Changes**.

    When the Track Changes feature is enabled, TRK appears on the status bar (a horizontal bar at the bottom of the screen that displays information about the current condition of the program, such as the status of items in the window, the progress of the current task, or information about the selected item) at the bottom of your document. When you turn off change tracking, TRK is dimmed.

    c. Make the changes you want by inserting, deleting, or moving text or graphics. You can also change formatting.

2. To change line spacing:

    a. Select the text you want to change.

    b. On the **Formatting** toolbar, click **Line Spacing**, and then do one of the following:

    - To apply a new setting, click the arrow, and then select the number that you want.
    - To apply the most recently used setting, click the button.
    - To set more precise measurements, click the arrow, click **More**, and then select the options you want under **Line Spacing**.

C. You must submit a hard copy of your changes for approval in accordance with Section 145 of the Manual. An electronic copy is also requested (optional) but a hard copy is **mandatory.**

Instructions for Requesting a Modification of a Standard Drawing:

A. To request a modification of a standard drawing, or to request the use of a standard drawing specifically requiring approval by the City Engineer, the Design Engineer shall request modification of use of said standard drawing in accordance with the procedural requirements of the Engineering Design Manual, Chapter 1, Section 145.

B. A proposed modification of a standard drawing and supplemental explanatory drawings shall have the City's title block, logo, block information, drawing title and number removed, and shall bear the seal of the Design Engineer

responsible for modifying or preparing them, respectively. If the City's title for a standard drawing is re-used on a modified standard drawing, the word "(MODIFIED)" in all upper case letters and enclosed in parentheses as shown herein, shall be added at the end of the title. Each proposed modification shall be encircled with a "cloud" in the same manner as is the convention for changes in construction drawings.

C. In addition, it is the Design Engineer's responsibility to modify and/or supplement the standard drawings with technical specifications and additional drawings as necessary to provide a complete, properly functioning project that conforms in all respects to the City's requirements.

D. Requests for modifications of Standard Drawings must be submitted in hard copy form. An electronic copy is also requested (optional) but a hard copy is **mandatory.**

DKS
720 SW Washington St.
Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

MEMORANDUM

DATE: December 7, 2015

TO: Wendy Prather, Interim City Engineer, City of Beaverton
Jabra Khasho, City Traffic Engineer, City of Beaverton

FROM: Julie Sosnovske, P.E., Peter L. Coffey, P.E.

SUBJECT: Request for a Modification of the Engineering Design Manual – Vose Elementary School Access Spacing

This memorandum documents a request for a modification to the City of Beaverton Engineering Design Manual for access spacing. The proposed Vose Elementary School east and west accesses do not conform to the City's driveway access spacing.[1] The following elements are included in this memorandum:

- Location Map for Project

  See appendix
- Detailed description of requested Design Modification

  See Section I below
- Reason for requested modification

  The modification is requested in order to allow the proposed project to provide separate access for bus and other motor vehicle traffic, which is desirable on school sites to alleviate conflicts between two types of traffic that operate differently. The modification also allows the provision of a right-out only access which will relieve congestion at the SW King Boulevard/SW Denney Road traffic signal.
- For each desired deviation or modification, the site conditions that apply to each applicably criteria in Design Manual subsection 145.1.5

  Conditions that apply:

  2. Topography, right-of-way, or other geographical conditions or impediments impose an undue economic hardship on the applicant, an an equivalent alternative that can accomplish the same design objective is available and does not compromise public safety or accessibility.

     Several existing driveways/accesses to adjacent properties are within the City's access spacing standard, but not within the right-of-way of the proposed project, and therefore not under the applicant's control. The proposed accesses do not compromise public safety or accessibility.

  3. A change to a standard is required to address a specific design or construction problem, and if not modified, the standard will impose an undue hardship on the applicant with little or no materials benefit to the public.

     Separate driveways for buses and visitors are generally desirable on school sites for safety. Based on the City's requirement for the primary school access to be located at the existing SW King Bouelvard/SW Denney Road intersection, a secondary access that meets the City's access spacing is not feasible given existing

[1] City of Beaverton Engineering Design Manual, Chapter II – Streets, 210.13 Driveways, C - F.

development along SW Denney Road. If the standard is not modified, the standard would impose an undue hardship and would create adverse conditions for the public accessing the site (if buses and other traffic were required to use the same access).

- A comparison between City's standard and the desired deviation or modification regarding form, function, operation and maintenance

  See Section I below

- Plan and profile drawings with dimensions showing the proposed deviation(s), and/or proposed revision(s) of Standard Drawing(s), as applicable

  See appendix – note that only plan drawing is shown since profile drawing is not relevant

- Reference(s) to pertinent nationally recognized specifications or standards, if any, that support your request

  N/A

- Other: *N/A*

1. Description of Requested Design Modification/Comparison Between City's Standard and the Desired Deviation

The proposed project is on Denney Road, which is designated by the City of Beaverton as a collector roadway and has a posted speed of 35 mph. Based on the City's corner clearance for driveways, a minimum distance of 180 feet is required between the face of curb of intersecting street (driveway) and the nearside edge of driveway. The west and east driveways are each addressed separately.

East Driveway

The east driveway for the new Vose Elementary School project is proposed to be located approximately 173 feet east of the SW King Boulevard/SW Denney Road intersection, and is proposed as a right-out only access. There are no streets or driveways within 180 feet of the east access on the north side of SW Denney Road. However, in addition to the SW King Boulevard/SW Denney Road intersection, there is one driveway to the east that is within 180 feet and one driveway just over 180 feet. Both driveways serve the Oregon Decorative Rock site, immediately east of the Vose Elementary School site. Table 1 summarizes streets and driveways within (or close to) 180 feet of the proposed access.

Table 1: Existing Accesses within 180 Feet of East Project Access (Right-Out Only)

Side of Street (SW Denney Road)	*Description*	*Distance and direction from proposed access*	*Summary*
South Side	SW King Boulevard/ SW Denney Road	173 feet west	Existing traffic signal/Proposed Vose Elementary School main driveway
	Oregon Decorative Rock Driveway	106 feet east	Existing commercial driveway – appears to be minor site access – very little room for maneuvering behind this access
	Oregon Decorative Rock Driveway	181 feet east	Existing commercial driveway – appears to be minor site access – very little room for maneuvering behind this access

The SW King Boulevard/SW Denney Road intersection is an existing traffic signal and the primary site access is planned to be constructed as a south leg of this intersection, per the City's request. The east access is proposed as a right-out only access to provide an alternate site egress from the main Vose Elementary School parking lot. Clear sight distance is available between the proposed access and the traffic signal at SW King Boulevard and the traffic signal will provide gaps in the traffic stream for vehicles turning right. The two accesses east of the site (Oregon Decorative Rock) are existing low-

volume accesses that are not expected to generate more than a few trips an hour (even during peak periods). Therefore, conflicts with traffic from these driveways are expected to be minimal.

West Driveway

The west driveway for the new Vose Elementary School project is proposed to be located approximately 185 feet west of the SW King Boulevard/SW Denney Road intersection, and is proposed as a full access driveway. During school hours, this driveway is planned to be limited to staff parking and school buses. Up to 10 regular buses and four special education (SPED) buses are anticipated during each school peak (a.m. and afternoon school peak). Staff members will use the driveway to access the west parking lot, which accommodates 49 parking stalls. Table 2 summarizes streets and driveways within (or near) 180 feet of the proposed access on both sides of SW Denney Road.

Table 2: Existing Accesses within (or near) 180 Feet of West Project Access (Full Access for Staff and Buses)

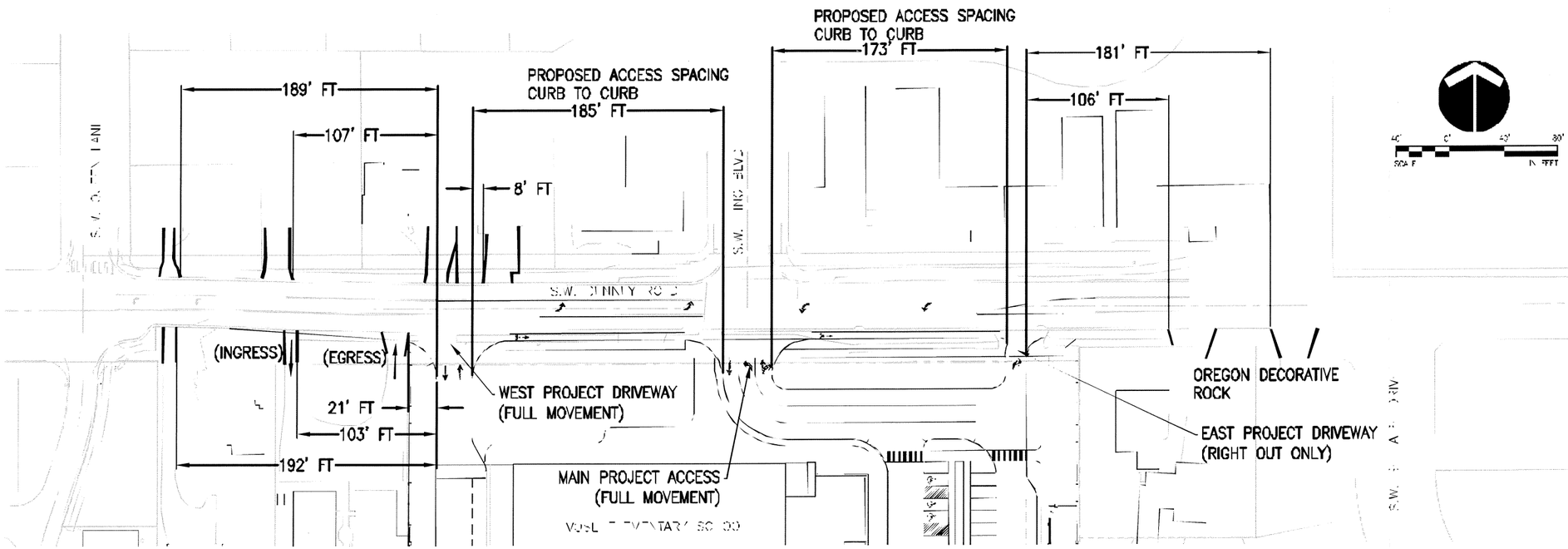
Side of Street (SW Denney Road)	***Description***	***Distance and direction from proposed access***	***Summary***
South Side	Existing multi-family residential buildings (egress only)	21 feet west	Existing multi-family residential egress – parking provided for up to 17 vehicles
	Existing multi-family residential buildings (ingress only)	103 feet west	Existing multi-family residential ingress – parking provided for up to 17 vehicles
	Existing single-family residential driveway	192 feet west	Existing low-volume single-family driveway
North Side	Existing single-family residence	8 feet east	Existing low-volume single-family driveway
	Existing single-family residence	Directly opposite proposed driveway	Existing low-volume single-family driveway
	Existing single-family residence	107 feet west	Existing low-volume single-family driveway
	Existing single-family residence	189 feet west	Existing low-volume single-family driveway

There are several existing accesses within 180 feet of the proposed full-access to the west school parking lot. The most significant of these are the two accesses to the multi-family residential site immediately west of the school. The circulation for that site is striped to require one-way traffic into and out of the site, with ingress at the west driveway and egress at the east driveway. Potential conflicts are between vehicles accessing the west school access and vehicles accessing the residential site access, however, since each of these driveways is expected to have relatively low traffic volumes and clear sight distance between them will be provided, this is not expected to be a significant issue. The remaining driveways within the access spacing standard are low-volume existing single-family driveways (typically one or two trips during each peak hour), which are not expected to create significant conflicts with the proposed access.

The proposed site plan for Vose Elementary School provides a significant improvement for traffic operations and safety compared to the existing site plan. The school district has worked closely with City staff to develop a site plan that meets the unique needs of an elementary school, while fitting into the existing conditions and numerous driveways along SW Denney Road. We request that the City approve the request for modification to the City of Beaverton Engineering Design Manual access spacing.

APPENDIX

- Vose K5 - Access Spacing Diagram



Design Development

ACCESS SPACING DIAGRAM
Vose K5
Beaverton School District

EXHIBIT

DLR Group
Architecture Planning Interiors

otak
Henmi Global Partner