

# PRE-APPLICATION CONFERENCE NOTES

## ➤ DEVELOPMENT ENGINEERING ◀



City of Tigard, Oregon  
Community Development  
*Shaping A Better Community*

### PUBLIC FACILITIES

**Tax Map(s):** 2S109DB Zeider/Anderson  
**Tax Lot(s):** 1700 and 1800  
**Use Type:** R-7

These notes were prepared based on information provided by the applicant showing a 30-lot proposed subdivision on two existing tax lots south of Summit Ridge St.

The extent of necessary public improvements and dedications which shall be required of the applicant will be recommended by City staff and subject to approval by the appropriate authority. There will be no final recommendation to the decision making authority on behalf of the City staff until all concerned commenting agencies, City staff and the public have had an opportunity to review and comment on the application. The following comments are a projection of public improvement related requirements that may be required as a condition of development approval for your proposed project.

#### Right-of-way dedication:

The City of Tigard requires that land area be dedicated to the public:

- (1.) To increase abutting public rights-of-way to the ultimate functional street classification right-of-way width as specified by the Community Development Code; or
- (2.) For the creation of new streets.

Approval of a development application for this site will require right-of-way dedication for:

- SW Summit Ridge St to 27 feet from centerline of right-of-way (54 feet total ROW)
- Internal public streets to 54 feet total ROW width (parking on both sides) or 50 feet (parking on one side only).
- Three-Quarter Streets (if any) along property boundaries to 38 feet total ROW width

***Tigard Municipal Code (TMC) 18.810.030 D-H and 18.810.040B require street connections north to Summit Ridge St, east to Pine View St (along with Black Walnut and Kostel) and southwest to the 133<sup>rd</sup> Ave right-of-way (along with the property to the west).***

Street improvements: (Subject to rough proportionality)

- Partial street improvements will be necessary along SW Summit Ridge St to include:
  - 16 feet of pavement from face of curb to centerline
  - concrete curb (or curb and gutter)
  - 5-foot planter exclusive of curb

- storm sewers and other underground utilities
- 5-foot concrete sidewalk
- street trees
- street signs, traffic control devices, streetlights and a two-year streetlight fee.
- Other: Pavement tapers as needed

*An adjustment can be requested for curb-tight sidewalk. See TMC 18.370 for criteria. Clear public benefit would need to be shown for allowing the adjustment.*

- Full street improvements will be necessary along internal public streets:
  - 32 feet of pavement (parking on both sides) or 28 feet (parking on one side only)
  - concrete curb (or curb and gutter)
  - 5-foot planter exclusive of curb
  - storm sewers and other underground utilities
  - 5-foot concrete sidewalk
  - street trees
  - street signs, traffic control devices, streetlights and a two-year streetlight fee.
  - Other:
  
- Three-Quarter street improvements will be necessary if a street is built along the edge of the property:
  - 28 feet of pavement from face of curb to edge
  - concrete curb (or curb and gutter) along property side
  - 5-foot planter exclusive of curb along property side
  - storm sewers and other underground utilities
  - 5-foot concrete sidewalk along property side
  - street trees along property side
  - street signs, traffic control devices, streetlights and a two-year streetlight fee.
  - Other:

*Any dead-end streets (not stubs for future connection) would need to be terminated with a cul-de-sac meeting city and TVF&R standards – typically 48-foot radius.*

**18.730.040 Additional Setback Requirements:** This section sets requirements for additional setback distance from roadways. The minimum yard requirement shall be increased in the event a yard abuts a street having a right-of-way width less than required by its functional classification on the city's transportation plan map and, in such case, the setback shall be not less than the setback required by the zone plus one-half of the projected road width as shown on the transportation map.

*This does not appear to be applicable in this case*

Agreement for Future Street Improvements:

In some cases, where street improvements or other necessary public improvements are not currently practical, the improvements may be deferred. In such cases, a condition of development approval may be specified which requires the property owner(s) to provide a future improvement guarantee. The City Engineer will determine the form of this guarantee. The following street improvements may be eligible for such a future improvement guarantee:

(1.) *This does not appear to be applicable in this case*

(2.) \_\_\_\_\_

Overhead Utility Lines:

Section 18.810.120 of the Tigard Municipal Code (TMC) requires all overhead utility lines adjacent to a development to be placed underground or, if approved by the City Engineer, a fee in-lieu of undergrounding can be paid. This requirement is valid even if the utility lines are on the opposite side of the street from the site. If the fee in-lieu is approved, it is equal to \$ 35.00 per lineal foot of street frontage that contains the overhead lines.

*The utilities along the adjacent streets appear to be all underground already. All utilities serving the property shall be placed underground including utilities serving the houses to remain.*

Sanitary Sewers:

The applicant will need to verify adequacy of existing lines to accommodate the proposed development. Contact the City of Tigard Utility Billing Department for connection fees.

*Sanitary sewer appears to be available under adjacent streets. All properties (including the existing houses to remain) will need to be connected to sanitary sewer.*

Water Supply:

The City of Tigard provides public water service in this area. Coordinate with the City of Tigard Public Works Department for information regarding adequate water supply for the proposed development and connection fees.

Fire Protection:

Tualatin Valley Fire and Rescue District [Contact: John Wolff, 503-259-1504] provides fire protection services within the City of Tigard. The District should be contacted for information regarding the adequacy of circulation systems, the need for fire hydrants, or other questions related to fire protection.

Storm Sewer Improvements:

All proposed development within the City shall be designed such that storm water runoff is conveyed to an approved public drainage system. The applicant will be required to submit a proposed storm drainage plan for the site, and may be required to prepare a sub-basin drainage analysis to ensure that the proposed system will accommodate runoff from upstream properties when fully developed.

*Provide a plan that shows how the storm drainage system for the site connects to the public system. Storm drainage plan and calculations shall be submitted with the application for it to be considered complete.*

*Storm water detention is required. Storm water detention facilities must be reviewed and approved by the city. Storm water detention calculations shall be submitted to the Development Engineer for review and approval. The stormwater plan and facilities must meet Clean Water Services (CWS) standards.*

Storm Water Quality:

The City has agreed to enforce Surface Water Management (SWM) regulations established by the Unified Sewerage Agency (USA) (Resolution and Order No. 00-7) which requires the construction of on-site water quality facilities. The facilities shall be designed to remove 65 percent of the phosphorus contained in 100 percent of the storm water runoff generated from impervious surfaces. The resolution contains a provision that would allow an applicant to pay a fee in-lieu of constructing an on-site facility provided specific criteria are met. The City will use discretion in determining whether or not the fee in-lieu will be offered. If the fee is allowed, it will be based upon the amount of impervious surfaces created; for every 2,640 square feet, or portion thereof. Please contact the Building Division for the current fee. Preliminary sizing calculations for any proposed water quality facility shall be submitted with the development application. It is anticipated that this project will require:

- Construction of an on-site water quality facility.
- Payment of the fee in-lieu.

*Water quality treatment is required. Calculations for sizing of water quality treatment facilities must be submitted to the Development Engineer for review and approval. Water quality facilities also must be reviewed and approved by the city. Review and comply with provisions of Chapter 4 Clean Water Services Design and Construction Standards (Runoff Treatment and Control).*

Other Comments:

*Water quality and detention facility design and construction must be certified by a professional engineer as meeting Clean Water Services requirements. After completion of the construction of these facilities, the applicant shall enter into an agreement with the city on city-furnished forms for long-term maintenance of the facilities. This agreement will be recorded and city staff will be periodically inspecting the facilities for compliance with the terms of the agreement.*

**TRANSPORTATION DEVELOPMENT TAX**

In 1990, Washington County adopted a county-wide Traffic Impact Fee (TIF) which was replaced in 2008 by a Transportation Development Tax (TDT) that became effective 7/1/09. The TDT program collects fees from new development based on the development's projected impact upon the City's transportation system. The applicant shall be required to pay a fee based upon the number of trips which are projected to result from the proposed development. The calculation of the TDT incorporates the proposed use of the land and the size of the project. The TDT is calculated, due, and payable at the time of building permit issuance. In limited circumstances payment of the TDT may be allowed to be deferred until the issuance of an occupancy permit. Deferral of payment until occupancy is permissible only when the TDT exceeds the TDT rate for a single-family home.

*Pay TDT as required.*

**PERMITS**

Public Facility Improvement (PFI) Permit:

Any work within a public right-of-way in the City of Tigard requires a PFI permit from Development Engineering. A PFI permit application is available at the Planning/Engineering counter in the Permit Center at City Hall. For more extensive work such as street widening improvements, main utility line extensions or subdivision infrastructure, plans prepared by a registered professional engineer must be submitted for review and approval. The PFI permit application shall include any on-site water quality and detention facilities that may be required as part of the land use approval.

The Permittee will also be required to post a performance bond, or other such suitable security. Where professional engineered plans are required, the Permittee must execute a Developer/Engineer Agreement, which will obligate the design engineer to perform the primary inspection of the public improvement construction work. The PFI permit fee structure is as follows:

**NOTE: If an PFI Permit is required, the applicant must obtain that permit prior to release of any permits from the Building Division.**

*A PFI permit is required for this project. This permit must be obtained before any work begins on site.*

Building Division Permits:

The following is a brief overview of the type of permits issued by the Building Division. For a more detailed explanation of these permits, please contact the Development Services Counter at 503-639-4171, ext. 304.

Site Improvement Permit (SIT). This permit is generally issued for all new commercial, industrial and multi-family projects. This permit will also be required for land partitions where lot grading and private utility work is required. This permit covers all on-site preparation, grading and utility work. Home builders will also be required to obtain a SIT permit for grading work in cases where the lot they are working on has slopes in excess of 20% and foundation excavation material is not to be hauled from the site.

Building Permit (BUP). This permit covers only the construction of the building and is issued after, or concurrently with, the SIT permit.

Master Permit (MST). This permit is issued for all single and multi-family buildings. It covers all work necessary for building construction, including sub-trades (excludes grading, etc.). This permit can not be issued in a subdivision until the public improvements are substantially complete and a mylar copy of the recorded plat has been returned by the applicant to the City. For a land partition, the applicant must obtain an Engineering Permit, if required, and return a mylar copy of the recorded plat to the City prior to issuance of this permit.

Other Permits. There are other special permits, such as mechanical, electrical and plumbing that may also be required. Contact the Development Services Counter for more information.

<b>PREPARED BY:</b>	<b>Mike McCarthy</b>	<b>12/4/13</b>
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# PRE-APPLICATION CONFERENCE NOTES

## ➤ DEVELOPMENT ENGINEERING ◀



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### PUBLIC FACILITIES

**Tax Map(s):** 2S109DB Venture Prop  
**Tax Lot(s):** 1700 and 1800  
**Use Type:** R-6

These notes were prepared based on information provided by the applicant showing a 29-lot proposed subdivision on two existing tax lots south of Summit Ridge St.

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*Limit slopes of 12 – 15% to 250 feet.*

Street improvements: (Subject to rough proportionality)

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  - concrete curb (or curb and gutter)

- 5-foot planter exclusive of curb
- storm sewers and other underground utilities
- 5-foot concrete sidewalk
- street trees
- street signs, traffic control devices, streetlights and a two-year streetlight fee.
- Other: Pavement tapers as needed
  
- Full street improvements will be necessary along internal public streets:
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*Pay TDT as required.*

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Other Permits. There are other special permits, such as mechanical, electrical and plumbing that may also be required. Contact the Development Services Counter for more information.

<b>PREPARED BY:</b>	<b>Greg Berry</b>	<b>8/14/14</b>
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