CITY OF BEAVERTON
DESIGN EXCEPTION REQUEST (Instructions)

For City Engineering Office use only	
Control No:	

1	**Project Name:**		**FC/ROW/SD/CIP #:**	2
	Project Location:			

PROJECT DATA

Functional Classification:	3 ☐ Arterial ☐ Collector ☐ Neighborhood Route ☐ Local ☐ Other				
Current ADT (Year):	4			**Design ADT (Year):**	4
Posted Speed: mph	**Design Speed:** mph 5			**Anticipated Approval Date:**	6
Funding:	☐ Private ☐ City ☐ State ☐ Federal				
Current Estimate:		**Additional Cost to Meet Standard:**			
NHS: ☐ **Non NHS:** ☐ 7	**Top 10% SPIS Site:**	**Yes** ☐ **No** ☐ 7			

Design Exceptions		
☐ Design Speed 8	☐ Lane Width	☐ Bridge Rail 8
☐ Horizontal Alignment	☐ Parking Width	☐ Pavement Design Life
☐ Vertical Alignment	☐ Bike Lane/Multi-Use Path Width	☐ Vertical Clearance
☐ Intersection Sight Distance	☐ Median Width	☐ Superelevation
☐ Stopping Sight Distance	☐ Length of Cul-de-sac	☐ Superelevation Runoff
☐ Intersection / Driveway Spacing	☐ Shy Distance	☐ Clear Zone
☐ Pavement Cross Slope	☐ ADA Standards 8	☐ (Other)
☐ Grade	☐ Bridge Width	Sidewalk Width[1]

[1] Needs a Sidewalk Modification from Planning.

Description of Project:

9 **Description of Exception**:

Location of Design Feature:

Reasons For Not Attaining Standard: (Such As Cost/ Benefit, Crash History, Environmental, Etc.)

Effect on Other Standards:

Compatibility with Adjacent Sections and Context:

10 **Mitigation for Exception Included In Design:**

11 **Supporting Documentation (Include the appropriate Plan Section, Cross Section, Alignments Sheets & Plan Details):**

Form Updated: 01JAN2019

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Signatures

Prepared By: _____ **Date:** _____
(Engineer of Record)

Print Name:		**Phone:**			
Company Name:					
Company Address:					
City:		**ST:**		**Zip:**	
Email Address:					

Concurred By: _____ **Date:** _____
(Site Development Division Manager, Public Works Director, OPS Program Manager, etc.)

_____
(Print Name)

Concurred By: _____ **Date:** _____
(City Traffic Engineer)

Jabra Khasho
(Print Name)

Approved By: _____ **Date:** _____
(City Engineer)

Geoff Hunsaker
(Print Name)

PREPARED BY:

ENGINEER OF RECORD PROFESSIONAL ENGINEER STAMP

Form Updated: 01JAN2019

Design Exception Request Instructions

1 Project Name/Location:

Development or project name as known by the City. If the name changes over the course of the project indicate the original name of the project as shown; Example: Willow Creek Place (AKA: Brunson Heights Development).

The location can be an address, tax lot number for the subject site property or, if necessary, a location described in relation to an intersection of two streets. Include an area map showing the location of the project or exception in with the supporting documentation.

2 FC/ROW/SD/CIP #: The City of Beaverton uses a numbering system to make sure that project documents are associated with the proper project.

FC - Facility Permit number. The FC Permit covers sidewalk repairs, street trees, sewer, storm and water service line repair within the ROW

ROW - Right Of Way Permit number. The ROW Permit is for non-franchise utilities, including other municipal utilities that have facilities (a water main) passing through the City.

SD - Site Development Permit Number. These permits are for new development and cover grading and installation of all public infrastructure, water, sewer, storm, paving, sidewalk, etc.

CIP - Capital Improvement Project number assigned by the Engineering Division.

3 Functional Classification: The functional classification for Beaverton's streets can be found in the City of Beaverton Comprehensive Plan and is crucial to selecting the correct design parameters for streets within the City of Beaverton. The City Traffic Engineer can confirm the classification should there be any question.

4 Current ADT, Design ADT: ADT is a factor in determining the gravity of a design deficiency. The latest traffic counts collected by the City, for the Current ADT (Year), can be found at https://www.beavertonoregon.gov/323/Traffic-Counts. The Design ADT (Year) is usually determined through a Traffic Report. Many projects do not require a Traffic Report and in that case this field may be left blank or "N/A" put in the field.

5 Design Speed: The design speed is a critical design component that defines multiple design standards. It is not necessarily the same as posted speed. AASHTO's "A Policy on Geometric Design of Highways and Streets - 2011" in the chapter titled Design Controls and Criteria, discusses the design speed at great length. The selection of design speed is made by the City Traffic Engineer.

6 Anticipated Approval Date: This is the date that approval or denial of the exception is expected in order for the project to stay on schedule. Generally, a design exception review and approval can be completed within one month of receipt. It is recommended that exception requests be submitted as soon as possible to build in a buffer for those reviewing and approving the exceptions, and for questions to be resolved. Be advised that incomplete or poorly written requests will be returned, with comment(s), for revision.

To avoid delays it is recommended that the design engineer meet with City staff in advance to discuss the exceptions and come to initial agreement on the proposed exception(s), proposed and potential mitigations, and to determine if a reasonable change can eliminate or reduce the impact of the deficiency. Staff involved will normally be the City Traffic Engineer, the Site Development Division Manager, the City Engineer and others as needed. This will help the exception request move more smoothly through the

process. These meetings also allow agreement as to which exceptions can be bundled into one request, verses separate requests.

While the City will process design exceptions as expediently as possible, be advised that late submittals are subject to the workload of other requests and projects that are already in the queue. Late submittals, especially coupled with assumptions and a lack of communication, increases the risk of delay in the issuance of the permit required to proceed with construction.

7 **NHS, SPIS Site:**

NHS - If there is a question about whether a street is on the NHS (National Highway System) then contact the City Traffic Engineer for clarification.

SPIS - The Safety Priority Indexing System (SPIS) rates specific location of crashes. Safety funding may be available to correct locations that are in the top 10%. Contact the City Traffic Engineer to determine if the design exception includes a SPIS Site.

8 **Design Speed, ADA Standards, and Bridge Rail:** These are items that are the most difficult to justify. These will only be considered in extreme situations with mitigation measures included.

Design Speed effects many other design standards that can have unintended reductions in inappropriate locations. As a result, the City of Beaverton does not approve design exceptions for Design Speed. The City instead requires the Engineer of Record to submit design exceptions for the feature(s) that fall(s) below the design criteria required by the design speed. It is important to show that the deficiency is not a safety problem, or that it can be mitigated in a way that does not violate driver expectations. Unintended consequences occur when driver expectations are violated.

ADA standards get into civil rights issues. Documentation of specific project decisions is required for these sensitive designs. Physical inability to comply with prescribed design standards requires a design exception. Financial constraints for not complying with standards require an additional letter signed by the City Engineer or designee.

The Bridge Rail exception refers to the NCHRP Report 350 crash test level requirement or the AASHTO MASH test level requirements.

9 **Description of Exception:** Limit the number of exceptions to 1 type per form, unless they are like items as described below. The use of multiple forms helps to segregate the issues. When multiple exceptions are being requested, grouping like items on the same form is encouraged. For example, horizontal alignment, vertical alignment, and super elevation share closely related issues.

When multiple exceptions are contained in one form, number the exceptions beginning in this section and keep consistent numbering through the document's remaining sections.

10 **Mitigation:** Describe items that have been included in the design to mitigate the specific design exception. Contact the City Traffic Engineer to discuss the potential options available. A mitigation that was accepted on one project may not work the same on another project as each project and location has its own conditions and constraints that must be considered.

11 **Supporting Documentation:** The Design Exception submittal must include appropriate plan section, cross section, alignment sheet and plan details. Digital pictures may also be included.