



Development Process 101

Your Home, Your Neighborhood: Shaping Your Community



Keeping the Community Involved

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Land Use Review: Understanding the Process and Getting Involved

September 21, 2019

Agenda

1. About Beaverton's Development Process
2. Categories of Review
3. How to participate
4. Discussion and questions



Beaverton's Development Process

Development and land use of the city is regulated through a permitting process that has three main components:

- Land Use
- Site Development
- Building

Many things do not require a permit; while some things require one or two of the above, but not all.

Important Documents

- **Comprehensive Plan** sets broad policy for city
- **Development Code** regulates use, size, placement, and design
- **Engineering Design Manual** regulates infrastructure and utilities
- **Oregon State Building Code** regulates safety and technical design of building construction
- Other codes: Transportation System Plan, Fire, Clean Water Services, etc.

How are Land Use Decisions Made?

- The processes and procedures come from state law and the Beaverton Development Code
- Decisions are made at the staff level (Director), by Planning Commission, and sometimes City Council
- Applications must be determined to meet the approval criteria in the Beaverton Development Code
- Approval criteria are listed in the code for each land use application

Application Types

- **No Land Use Review Needed**
- **Type 1:** low complexity
- **Type 2:** medium complexity
- **Type 3:** high complexity/discretionary

Application Types

No Review Needed

- Proposal meets all standards
- Building or Site Development Permits may be required

Examples:

- Single Family Home
- Internal commercial renovation

Application Types

Type 1

- Limited scope
- Clear and objective standards
- Planning Director (or designated staff) is decision maker
- No notice required

Examples:

- New Signs
- Minor exterior changes to commercial buildings

Application Types

Type 2

- Broader scope
- Clear and objective standards
- Planning Director is decision maker
- 300 ft. notice required

Example:

- New apartment building that meets all code standards

Application Types

Type 3

- Large projects or projects that do not meet objective standards or a use not permitted outright
- Discretionary approval criteria
- 500 ft. notice required
- Public Hearing held - Planning Commission is decision maker

Examples

- New apartment building that needs adjustment to design standards
- Use permit requiring additional review

Land Use Process – Public Involvement

Neighborhood Meeting

- Required for Type 3 applications
- Applicant led (not City)
- Notice to NAC and property owners within 500 ft. (20-days prior)
- Discuss initial development proposal
- Get feedback from neighbors



Land Use Process – Public Involvement

Public Notice- Mailing Notice

- Provides information about the proposal
- Give public deadlines for providing comments
- Provides date of Public Hearing
- Provides reference regarding approval criteria

 CITY OF BEAVERTON
Community and Economic Development
Department
Planning Division
4755 SW Griffith Drive
PO Box 4755
Beaverton, OR 97076
Tel: (503) 536-2420
Fax: (503) 526-3720

PUBLIC HEARING NOTICE Date of t
mark you
wish to at

Hearing Date: May 30, 2012 Date of t
mark you
wish to at Hearing Body: Planning Commission

Project Name: **Lowami Hart Woods Nature Park** Case file numbers
should be referenced in
written testimony.

Case File No.: CU2012-0001, DR2012-0004, TP2012-0001

The applicant, THPRD, requests approval by the Planning Commission to improve Lowami Hart Woods Nature Park. The applicant requests approval of a Conditional Use permit for a new park in the R7 zone and Design Review Three approval for the proposed improvements. Proposed park improvements include construction of three paved trails six feet in width, one soft surface trail, a parking area, picnic and restroom facilities, and other associated improvements. The applicant requests approval of a Tree Plan Two for removal of trees within Significant

Land Use Process – Public Involvement

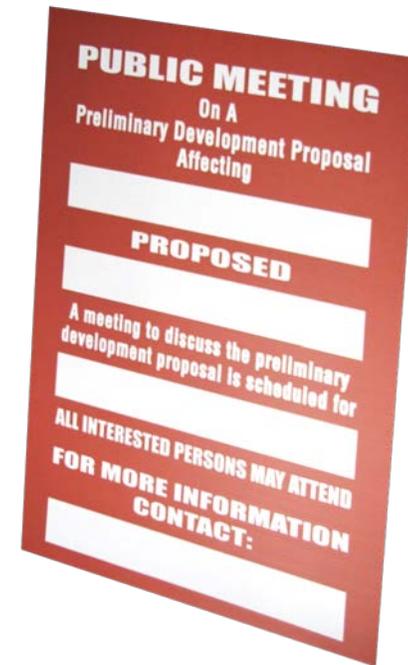
Public Hearings-Planning Commission

- Type 3 applications
- Staff report posted on website 7 days prior to hearing
- The public may provide comments at the hearing, in writing or through verbal testimony
- Planning Commission determines whether the application meet **approval criteria**

How to Participate

Attend the Neighborhood Review Meeting

- Ask questions
- Take your own notes at the neighborhood review meeting
- After the meeting, watch for an application to be filed



How to Participate

Watch for public notices

- Written notice: sent property owners in notice area (300/500 feet)
- Newspaper notice-published every Thursday in the Beaverton Valley Times
- Notice Board: posted on the site
- If you see a notice, check the website, or come to City Hall to review the file or contact the assigned planner



How to Participate

Understand the approval criteria

- Applicable approval criteria will be referenced in the written notice and discussed in detail in the application
- Testimony should address how a proposal meets or does not meet the approval criteria
- The most effective public testimony speaks to the approval criteria

How to Participate

Talk to Staff

- Write down questions ahead of time
- Start with the front desk staff and ask to see the project file
- For in-depth questions, ask to speak to the project planner
- Understand it is staff's job to work with both you and the applicant on a project



How to Participate

Submit Written Comments

- Review the applicant materials ~ Know your facts
- Stick to the approval criteria
- **Type 2:** projects they must be submitted **prior** to the end of the public comment period.
- **Type 3:** comments must be provided by the time of the hearing.

How to Participate

Testify at the Public Hearing

- Review the Staff Report & applicant materials
- Know your facts and approval criteria
- Practice your testimony
- Be concise, professional and polite



How to Participate

Through the NAC

- Formal position at NAC meeting (voted on)
- NAC testimony (addressing approval criteria & reflective of NAC decisions)
- Resource for information, even if not taking a formal position

After Land Use Decision

- Notice of Decision is mailed, and posted on the website
- Decision may be appealed if written or verbal comments have been submitted that address the approval criteria
- Project may need further permits from Site Development and Building

Resources

City Web Page

www.BeavertonOregon.gov/DevelopmentProjects

Public Notice and Staff Reports by NAC

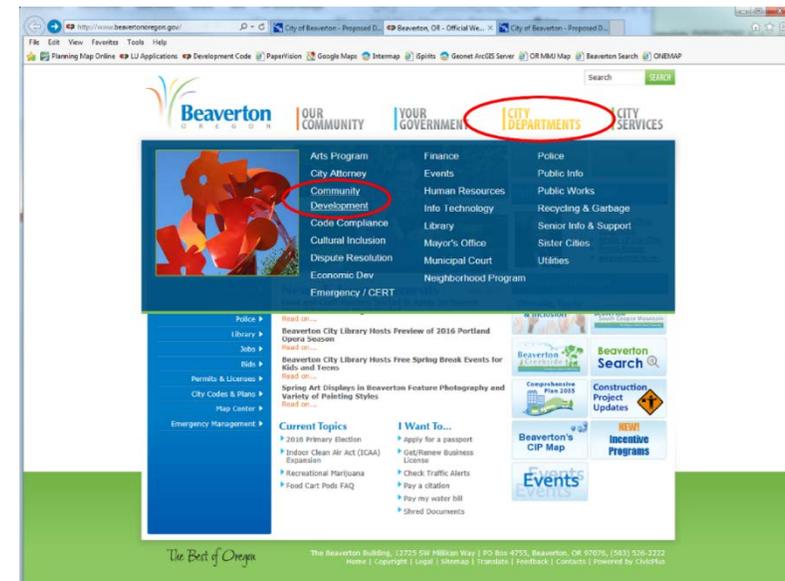
Planning Counter – City Hall

Phone Number: **503-526-2420**

Neighborhood Association
Committees -

City's Neighborhood Office

Phone: **503-526-2243**



Land Use Review:
Understanding the Process and Getting Involved

Questions?



Land Use Review:
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Development Process 101

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Sessions C&D: 12:00 – 12:45

Session C

Long Range Planning and Why It's Important

Meeting Rooms A&B

Session D

Affordable Housing Options & Renters Rights

Library Auditorium