



September 26, 2024

To: Planning Commission

From: Planning Division

RE: Report of Administrative Review Land Use Applications

The following report represents administrative review applications processed by the Planning Department staff since last reported August 31, 2024.

Applications Approved by the Planning Division

File No.	Name/Description	Site	Applicant
DR-003-24 Approved on 9/23/2024	Tonkin Hillsboro Ford Development Review approval for two building additions and associated site improvements on a lot approximately 5.8 acres in size zoned C-G Commercial General	4151 SE TUALATIN VALLEY HWY; 1S209BA00300, 1S209BA00401	Steven Maguire AXIS Design Group 503-284-0988
DR-025-24 Approved on 9/3/2024	Tech Center Landscape Conversion Development Review for the conversion of an existing landscaped area into a parking lot on two lot totaling approximately 8.47 acres in size zoned I-P Industrial Park	7451 NE EVERGREEN PKWY; 1N226B000100, 1N226B000200	Josh Sanderson Lovett Inc. 503-577-0994
MOD-009-24 Approved on 9/26/2024	Hamby Park Minor Modification to an approved 10 lot Subdivision (SUB-008-22)	952 NE JACKSON SCHOOL RD; 1N231AB02301, 1N231AC03600	Victoria Korynta Pioneer Design Group
SUB-002-24 Approved on 9/20/2024	Western Shade Preliminary Subdivision plat approval for a 14 lot single detached dwelling subdivision with a minor adjustment on three lots approximately 1.53 acres zoned MR-1 and PUD:R-7, MR-1	990 SE 8TH AVE; 1S206D000800, 1S206D000900 1S206DC02300	Victoria Korynta Pioneer Design Group 503-643-8286

If you have any questions regarding this report, please contact the Planning Division at 503-681-6153.

Key to Acronyms:

DR = Development Review

MOD = Modification

SUB = Subdivision

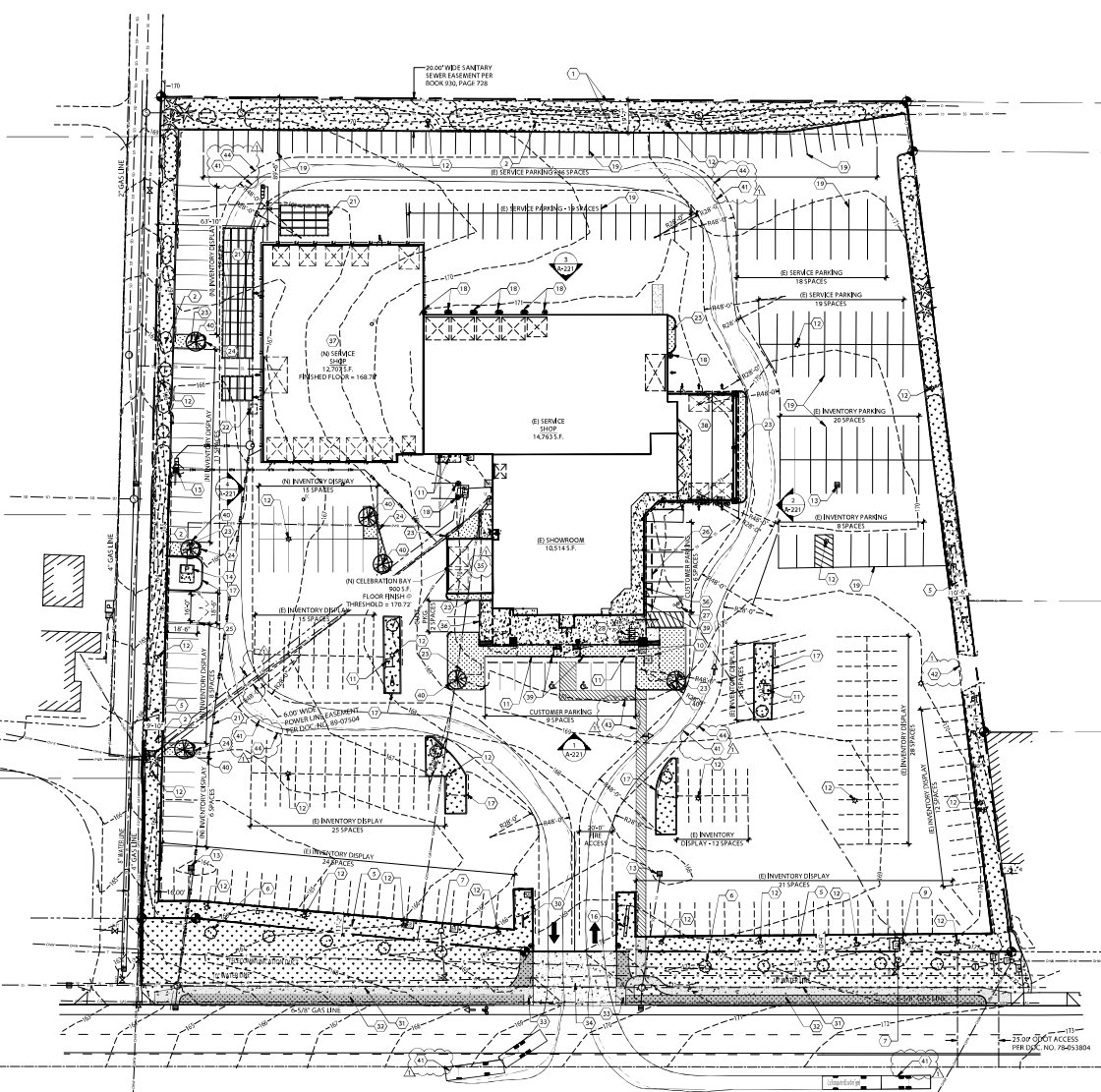
SNRP = Significant Natural Resource Plan

Hillsboro
APPROVED W/CONDITIONS
 CASE FILE # 20240004
 THE APPROVAL OF THESE PLANS IS CONDITIONAL UPON THE INSTALLATION OF THE UTILITIES AND THE CONSTRUCTION OF THESE PLANS HAVING BEEN REVIEWED AND APPROVED BY THE CITY OF HILLSBORO.

SITE PLAN KEYED NOTES:

- (1) 1/4" X 1/4" LIGHT OBTUSCURING FROM ADJACENT RESIDENTIAL
- (2) VEGETATIVE SCREENING
- (3) PROPERTY LINE TO BE RECONSTRUCTED
- (4) NOT USED
- (5) PAVING DISPLAY BUFFER
- (6) TREES IN ROW TO REMAIN
- (7) FIRE HYDRANT TO REMAIN
- (8) DIRECTIONAL SIGN IN ROW SALVAGE FOR RELOCATION ON PROPERTY
- (9) FDC TO REMAIN
- (10) EV CHARGER TO REMAIN
- (11) UNDERGROUND ELECTRICAL CONDUIT TO REMAIN
- (12) SITE LIGHTING TO REMAIN
- (13) CATCH BASIN
- (14) POWER SERVICE
- (15) DIRECTIONAL SIGN
- (16) PYLON LIGHT
- (17) CONCRETE CURB
- (18) BOLLARD
- (19) STRIPING TO REMAIN
- (20) LANDSCAPING
- (21) NO BIKEWAY (4 STALLS)
- (22) PROVIDE MOUNTABLE CURB
- (23) RELOCATED (8) DIRECTIONAL SIGN
- (24) PROVIDE (8) SIDEWALK
- (25) PROVIDE 6" X 6" CURB, TIGHT PLANTER STRIP
- (26) NO ADA RAMP
- (27) NO DRIVEWAY APPROACH
- (28) NO POWER SERVICE
- (29) DIRECTIONAL SIGN
- (30) Pylon LIGHT
- (31) CONCRETE CURB
- (32) BOLLARD
- (33) STRIPING TO REMAIN
- (34) LANDSCAPING
- (35) NO BIKEWAY (4 STALLS)
- (36) PROVIDE MOUNTABLE CURB
- (37) NO BIKEWAY APPROACH - SERVICE SHOP
- (38) INCLUDE (8) SERVICE VEHICLE RECEPTION W/ IN WALLS AND GLAZING
- (39) NO POLE MOUNTED ACCESSIBLE PARKING SIGN
- (40) NO PARKING AREA
- (41) AUTO TRANSPORT TRUCK CIRCULATION PATH
- (42) OWNER TO RECORD RECIPOCAL CROSSOVER AGREEMENT W/ ADJACENT PROPERTY
- (43) NO ACCESSIBLE PEDESTRIAN ROUTE TO R.O.W.
- (44) NO ACCESS LANE

REGISTERED ARCHITECT
STATE OF OREGON
AXIS DESIGN GROUP
 11104 S.E. STARK STREET
 PORTLAND, OR 97216
 T. 503.344.6988 F. 503.466.9276



SITE STATISTICS (PROPOSED)

TOTAL IMPARABLE SURVEY	250,679.54	100%
IMPERVIOUS AREA:		
BUILDING FOOTPRINT BUILDINGS	21,367 SF	
PAVING SURFACE AREA	3,263 SF	
BUILDING FOOTPRINT NEW	12,741 SF	
BUILDING ADDITION (SERVED)	37,337 SF	
TOTAL BUILDING FOOTPRINT	37,337 SF	
(E) REMAINING CANOPY AREA	1,709 SF	
NEW CANOPY AREA	1,315 SF	
TOTAL CANOPY AREA	3,024 SF	
TOTAL ROOF AREA	39,311 SF	(15.7%)
TOTAL IMPROVED SURFACES	102,200 SF	(72.8%)
PERVIOUS SURFACE AREA	22,222 SF	(8.8%)
PERVIOUS AREA (LANDSCAPE)		
PERVIOUS AREA (TERRACE)	27,099 SF	
PERVIOUS AREA - REMOVED	1,299 SF	
PERVIOUS AREA - NEW	3,651 SF	
PERVIOUS SURFACE AREA	28,927 SF	(11.5%)

PARKING COUNTS (PROPOSED)

STANDARD STALLS	12
ACCESSIBLE STALLS	1
TOTAL PARKING	13

- PROPOSED SITE PLAN GENERAL NOTES**
- ALL EXISTING AND NEW BIKEWAY EQUIPMENT WILL BE SCREENED FROM STREETS AND ADJACENT PROPERTIES BY EXISTING NEW PARTS OR ARCHITECTURAL SCREEN SYSTEMS.
 - TRASH COLLECTION AREA WILL BE SCREENED. SEE NOTE 23 AND EXISTING PARKING ON A-105.
 - ALL EXISTING AND NEW GRADING INCLUDING EXISTING BIKEWAY WILL BE SCREENED FROM STREETS AND ADJACENT PROPERTIES BY EXISTING OR NEW BUILDING STRUCTURES.
 - ALL NEW ON-SITE PEDESTRIAN CIRCULATION INCLUDING BIKEWAYS AND BIKEWAY EQUIPMENT SHALL BE LIGHTED TO A MIN. OF 3 FOOT CANDLES.
 - MIN. LIGHTING LEVEL AT THE PRIMARY BUILDING ENTRANCE SHALL BE 3 FOOT CANDLES.
 - MIN. LIGHTING LEVEL AT PROPOSED BIKEWAY SHALL BE 3 FOOT CANDLES.
 - NO ACCESSIBLE PEDESTRIAN ROUTE TO R.O.W.
 - NO ACCESS LANE

USE

DISBURSE GOODS SALES	MINIMUM	2,700,000 SF/1000 SF = 21
VEHICLE SERVICE AND REPAIR	MINIMUM	3,127,500 SF/1000 SF = 83

BIKEWAY PARKING REQUIREMENTS (BASED ON VEHICLE PARKING RATIO)

1500-2000 VEHICLES: 1 BIKEWAY STALL
 2000-3000 VEHICLES: 2 BIKEWAY STALLS
 3000-4000 VEHICLES: 3 BIKEWAY STALLS
 4000+ VEHICLES: 4 BIKEWAY STALLS

SITE PLAN LEGEND

DECIDUOUS TREE	GAS METER	RIGHT-OF-WAY LINE
CONIFEROUS TREE	GAS VALVE	BOUNDARY LINE
TREE STUMP	UTILITY POLE	PROPERTY LINE
FIRE HYDRANT	POWER VAULT	CURB
FIRE DEPARTMENT CONNECTION	ELECTRICAL METER	ENTRENCHED CURB
WATER METER	POWER JUNCTION BOX	EDGE OF PAVEMENT
WATER VALVE	EV CHARGING STATION	EASEMENT
WATER VAULT	POWER TRANSFORMER	ENCE LINE
WATER HOSE BIB	LIGHT POLE	GRAVEL EDGE
SANITARY SEWER CLEAN OUT	TELEPHONE/TELEVISION MANHOLE	POWER LINE
SANITARY SEWER MANHOLE	TELEPHONE/TELEVISION JUNCTION BOX	OVERHEAD WIRE
STORM SEWER CLEAN OUT	TELEPHONE/TELEVISION FIBER	TELEPHONE LINE
STORM SEWER CATCH BASIN	SIGN	GAS LINE
STORM SEWER MANHOLE	BOLLARD	STORM SEWER LINE
WATER BOX	FOUND SURVEY MONUMENT	SANITARY SEWER LINE
(B) CONCRETE	(B) LANDSCAPE	WATER LINE
(B) ASPHALT		

PROPOSED SITE PLAN LANDSCAPE DESIGN NOTES

NOTE: LANDSCAPE DESIGN BY LICENSED LANDSCAPE ARCHITECT TO BE PROVIDED WITH APPLICATION FOR BUILDING PERMIT. SEE SECTION 161.000 FOR THE APPLICABLE SECTIONS OF THE HILLSBORO COMMUNITY DEVELOPMENT CODE AS INDICATED BELOW IN ANY AREA DESIGNATED AS NEW OR IMPROVED LANDSCAPING AND DOES NOT APPLY TO AREAS LABELED AS "EXISTING TO REMAIN" UNLESS NOTED OTHERWISE.

1.2.5.0 LANDSCAPING

1.2.5.0.1 LANDSCAPING STANDARDS

- ALL REQUIRED PARKING STALLS BE MAINTAINED TO THE FOLLOWING STANDARDS:
- EXCAVATING SHALL RECEIVE REGULAR WEEDING. WEEDING IS NEEDED TO ENSURE THE PLANTS ARE NOT STRESSED DURING THE WINTER PORTIONS OF THE GROWING SEASON FROM APRIL 15TH THROUGH OCTOBER 15TH. WATER SHALL BE PROVIDED IN A MANNER THAT ALLOWS PENETRATION INTO THE SOIL AROUND THE TREE.
- STAKES AND TIES SHALL BE MAINTAINED AND REPAIRED AS NEEDED. STAKES AND TIES SHALL BE REPLACED AS NEEDED. ANY PLANT THAT HAS NO LIVE GROWTH OR BENT IN ALL OR A PORTION OF THE SCALFOLDING BRANCHES SHALL BE REPLACED. ANY PLANT THAT HAS LOST 50% OR MORE OF ITS TOTAL FOLIAGE OR HAS A REDUCTION OF 50% OF NORMAL LEAF SIZE FOR THAT SPECIES.
- IMPROVEMENT STANDARDS
- MINIMUM SIZE AND SPACING FOR LANDSCAPING MATERIALS. TABLE 12.50.220-1 SHOWS THE MINIMUM SIZE AND SPACING FOR LANDSCAPING MATERIALS. 1/2" PLANTING
- INSTALLATION OF PLANT MATERIALS SHALL BE IN ACCORDANCE WITH THE AMERICAN NURSERY AND ASSOCIATION STANDARDS AND THE FOLLOWING STANDARDS:
- PLANT MATERIALS SHALL BE NURSERY STOCK OR THE EQUIVALENT QUALITY AND INSTALLED TO INDUSTRY STANDARDS OR BETTER AND:
- PLANT MATERIALS SHALL BE STAKED TO CURRENT INDUSTRY STANDARDS OR BETTER. STAKES AND GUY LINES SHALL NOT INTERFERE WITH W/ BOLLARD OR FLOOD FRAME IMPACT.
- FOR NON-RESIDENTIAL DEVELOPMENT, REQUIRED LANDSCAPING SHALL BE LOCATED, SELECTED AND INSTALLED AS AN INTEGRAL PART OF THE SITE, BUILDING AND LANDSCAPE DESIGN OF THE DEVELOPMENT SITE.
- WHERE PRACTICABLE LANDSCAPING SPECIES SHALL BE SELECTED TO CORRESPOND IN SCALE WITH THE STRUCTURES IN THE PROJECT, INCLUDING SELECTION OF TALLEST-BEIGHT SPECIES ADJACENT TO TALLEST BUILDINGS. NOT BE LOCATED AS NOT PERMITTED BY OVERHEAD CITY UTILITIES OR REBULLED SETBACKS.
- SELECTED LANDSCAPING SHALL INCLUDE A MIXTURE OF VERTICAL AND HORIZONTAL ELEMENTS SUCH AS GROUND COVER, SHRUBS AND TREES. TREES SHALL BE INCORPORATED IN LANDSCAPED AREAS THAT ARE AT LEAST 15 FEET FROM THE ADJACENT STREET.
- NUISANCE PLANTS AS DEFINED IN SECTION 12.01.000 ARE NOT PERMITTED FOR USE IN ANY LANDSCAPED DEVELOPMENT. ANY PLANT THAT HAS NO LIVE GROWTH OR BENT IN ALL OR A PORTION OF THE SCALFOLDING BRANCHES SHALL BE REPLACED. ANY PLANT THAT HAS LOST 50% OR MORE OF ITS TOTAL FOLIAGE OR HAS A REDUCTION OF 50% OF NORMAL LEAF SIZE FOR THAT SPECIES.
- NATURAL EXISTING VEGETATION MAY BE COUNTED TOWARD THE LANDSCAPING REQUIREMENT PROVIDED THAT THE NATURAL VEGETATION IS MAINTAINED CONTINUOUSLY TO REMOVE INVASIVE PLANTS AND TO KEEP THE NATURAL VEGETATION ALIVE.
- REQUIRED LANDSCAPING IN SURFACE PARKING LOTS IS SUBJECT TO THE STANDARDS IN SECTION 12.50.260F IN ACCORDANCE WITH THE STANDARDS IN THIS SECTION.
- APPROVED LANDSCAPING IN COMMON OPEN SPACE AREAS, PARKING STRIPS, AND IN ALL YARDS ADJACENT TO A PUBLIC OR PRIVATE STREET SHALL BE INSTALLED TO MAINTAIN BALANCE OF OCCUPANCY OR FINISH BUILDING INSPECTING. WITH CITY APPROVAL, FINANCIAL ASSURANCE ACCEPTABLE TO THE PLANNING DIRECTOR MAY BE PROVIDED TO ENSURE INSTALLATION OF REQUIRED LANDSCAPING NOT MORE THAN 6 MONTHS FOLLOWING ACCEPTANCE OF PUBLIC INFRASTRUCTURE PROJECT FINAL CERTIFICATE OF OCCUPANCY.
- LANDSCAPING PROVISION AND MAINTENANCE ARE CONTINUING OBLIGATIONS OF THE PROPERTY OWNER. IF PLANTING THE PROPERTY OWNER SHALL REPLACE EACH ANNUAL WITH AN EQUIVALENT TYPE.
- EVERGREEN SHRUBS, REPTILES, EVERGREEN SHRUBS, DECIDUOUS TREE PLACES (INDIVIDUAL TREE, ETC.) ALL MANICURE LANDSCAPING FEATURES REQUIRED AS PART OF A DEVELOPMENT APPROVAL SHALL BE MAINTAINED IN GOOD CONDITION OR REPLACED WITH SUBSTANTIALLY SIMILAR FEATURES.
- LANDSCAPING AND FOREVEGETATION PROJECTS (INCLUDING SHRUBS, TREES, GUY WIRING, OR LARGE) ABOVE SHALL BE INSTALLED WHEREVER PARKING SPACES, ACCESS AISLES, DRIVEWAYS, OR PEDESTRIAN MONUMENTS WOULD NOT BE IMPROVED BY LANDSCAPING.
- MINIMUM LANDSCAPING REFERENCE ALLOWED: IF COMPLIANCE WITH THE STANDARD OF THE SECTION IS NOT MET, THE AREA OF INTERIOR PARKING LOT LANDSCAPING SHALL BE LIMITED TO 10% LANDSCAPING OTHERWISE APPLICABLE TO OTHER REQUIREMENTS. ALL LANDSCAPING REQUIRED UNDER THE PROVISIONS OF THE SUBSECTION MAY BE APPLIED TOWARD COMPLIANCE WITH OTHER APPLICABLE LANDSCAPING REQUIREMENTS.

1.2.5.0.2 VEHICLE PARKING AND LOADING DESIGN AND IMPROVEMENTS

- PARKING LOT SCREENING AND LANDSCAPING
- GENERAL PARKING LOT LANDSCAPING STANDARDS
- COVERAGE: A MINIMUM OF 10% OF ALL REQUIRED PARKING LOT LANDSCAPED AREAS INCLUDING REQUIRED PLANTING SHALL BE PROVIDED. PLANTING SHALL BE PLANTED WITH TREES AND SHRUBS AND CONTAINING COVER CONSTITUTING 1/3 LOW GROUND EVERGREEN SHRUBS, 2/3 EVERGREEN GROUND COVER. THE PERCENTAGE OF COVER SHALL BE CALCULATED AT PLANT MATURITY.
- PLANT SIZE: THE MINIMUM PLANTING SIZE FOR ALL TREES, SHRUBS AND GROUND COVERS IN PARKING LOT LANDSCAPING SHALL COMPLY WITH THE STANDARDS BY TABLE 12.50.220-1.
- INTERIOR LANDSCAPING
- SURFACE PARKING AREAS SHALL INCLUDE INTERIOR LANDSCAPING MEETING THE FOLLOWING STANDARDS:
 - PLANTING ISLANDS: AT LEAST ONE 2" CALIBER STREET TREE SHALL BE PLANTED IN PROTECTED ISLANDS AT END OF EACH PARKING ROW AND AT INTERVALS TO BE DETERMINED BY THE PLANNING DIRECTOR. PLANTING ISLANDS SHALL BE AT LEAST 4 FEET WIDE WITH A MINIMUM AREA OF 100 SQ FT IN A DOUBLE LANE PARKING ROW OR 50 SQ FT IN A SINGLE LANE PARKING ROW. THE MINIMUM AREA OF EACH ISLAND SHALL BE LANDSCAPED CONFORMITELY WITH THE GENERAL STANDARDS IN PARAGRAPH 2 ABOVE.
 - ALL OTHER AREAS: INTERIOR LANDSCAPING CONFORMITELY WITH THE GENERAL STANDARDS IN PARAGRAPH 2 ABOVE SHALL BE INSTALLED WHEREVER PARKING SPACES, ACCESS AISLES, DRIVEWAYS, OR PEDESTRIAN MONUMENTS WOULD NOT BE IMPROVED BY LANDSCAPING.
- MINIMUM LANDSCAPING REFERENCE ALLOWED: IF COMPLIANCE WITH THE STANDARD OF THE SECTION IS NOT MET, THE AREA OF INTERIOR PARKING LOT LANDSCAPING SHALL BE LIMITED TO 10% LANDSCAPING OTHERWISE APPLICABLE TO OTHER REQUIREMENTS. ALL LANDSCAPING REQUIRED UNDER THE PROVISIONS OF THE SUBSECTION MAY BE APPLIED TOWARD COMPLIANCE WITH OTHER APPLICABLE LANDSCAPING REQUIREMENTS.

MINIMUM SIZES AND SPACING FOR LANDSCAPING MATERIAL
 TABLE 12.50.220-1

SPECIES	MINIMUM SIZE AT PLANTING	MAXIMUM SIZE AT PLANTING
DECIDUOUS TREES	SINGLE STEM 4 INCH CALIBER MULTI-STEM 8 INCH HEIGHT	MATURE GUYON VETHA APART 15 INCH ON CENTER 18 FEET ON CENTER IF PLANTED AS A SCREENING BUFFER
CONIFEROUS TREES	6 FEET HEIGHT LARGE SHRUBS (6 FEET MATURE HEIGHT)	5 GALLON POT 3 FEET ON CENTER
MEDIUM SHRUBS (1 TO 2 FEET MATURE HEIGHT)	3 GALLON POT	4 FEET ON CENTER
SMALL SHRUBS (1 TO 2 FEET MATURE HEIGHT)	1 GALLON POT	3 FEET ON CENTER
GROUND COVERS AND ANNUALS	1 GALLON POTS 4 INCH POTS 2 1/4 INCH POTS	18 INCHES ON CENTER 12 INCHES ON CENTER

REVISIONS

NO.	DESCRIPTION	DATE
1	RESP TO DEV REV	06/21/24

DESIGN BY: DEH
 CHECKED BY: SIM
 JOB NO: 22014
 DATE: 01/29/2024
 ISSUED FOR: DEV REVIEW
 SHEET TITLE
 PROPOSED SITE PLAN
 SHEET NO.



CIRCULATION AND AERIAL PLAN

WESTERN SHADE SUBDIVISION
HILLSBORO, OREGON

Designed by	MLS	Date	08/02/23
Drawn by	BMH	Date	08/02/23
Reviewed by	MLS	Date	08/02/23
Project No.	999-381	REF.	
North Scale:			
Vert. Scale:			

By			
Revision			

No.		Date	
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Project: WESTERN SHADE SUBDIVISION
No.: 999-381
Type: PLANNING
Sheet: