

# Exhibit B

## Memo

Subject: Engineering Comments for Design Review at 2612 Baseline

Date: September 20, 2024

By: Terry, Keyes, P.E., City Engineer

---

These comments are based on existing conditions on the site.

While the comments should not be interpreted as the final engineering comments on the development, these comments attempt to cover all major public infrastructure, erosion control, and stormwater runoff requirements related to development of this site.

## General

The site consists of a 1.35-acre site on the north side of Baseline, just east of the car wash.

All plans for public improvements must be designed by a registered professional engineer. Bonding for public improvements is typically required to ensure the improvements are completed in a satisfactory manner. Any improvements within the Baseline right-of-way (ROW) must be approved by both the City and Oregon Department of Transportation (ODOT). ODOT requires its own permits for any work in their right-of-way. The timelines for ODOT review and permitting is typically longer than the city's timelines.

The City Engineer permits all work in the public right-of-way as well as on-site erosion control, stormwater treatment, and stormwater detention. Other on-site improvements are permitted by the Building Official. The Building Official and City Engineer work closely together to avoid the applicant getting mixed signals on their plan reviews. The applicant should not submit plans directly to Clean Water Services (CWS), but instead direct all stormwater questions to the City.

## Street

### *General*

The city will not require a traffic study for this project. The traffic generated by the project can easily be handled by the transportation system in the area.

### *Baseline*

The frontage along Baseline is fully improved with pavement, curb/gutter, drainage, and sidewalk. No overhead telecommunication lines exist. The only improvements lacking are street trees and street lights.

### **Frontage improvements for Baseline required by the City include:**

- **Cobra-head street lights on their own poles**
- **Street trees meeting the City's Public Works Standards**

Since Baseline is State highway, ODOT may impose additional requirements for frontage improvements. If the City and ODOT requirements conflict, typically the more stringent requirement prevails. However, since no new vehicle access is

proposed on the Baseline frontage, ODOT is unlikely to impose any additional requirements.

**Any work in the ODOT right-of-way requires an ODOT permit.**

### Water

A 12-inch ductile iron water main exists on the north side of Baseline, fronting the site. The main has capacity to serve development on the site. No additional public water main extensions are required for development of this site.

Fire hydrants exist at the SW and SE corners of the site on Baseline. While the Public Works Department requires no additional fire hydrants, the Fire Department may require additional hydrants.

### Sanitary Sewer

An 8-inch public sanitary sewer exists along the north side of Baseline fronting the property. This line has capacity for the project. No public sanitary sewer improvements are required for the project

Because a pair of restaurants are proposed, the Building Department will likely grease traps or other apparatus to prevent fats, oil, and grease from entering the public sewer system and causing maintenance issues.

### Stormwater

#### *Conveyance*

A public storm sewer exists along the north side of Baseline fronting the property. This line is owned by ODOT and requires their approval to connect to.

#### *Treatment, Detention, and LIDA*

Stormwater runoff from all new development in urban Washington County must be treated and detained in accordance with Clean Water Services (CWS) Standards. The CWS requirements consist of three parts.

- 1) *Treatment* – All runoff from new impervious surfaces must be treated before release into the public storm system. Treatment for commercial sites like this typically entails use of biofiltration swales, rain gardens, or stormwater filters
- 2) *Hydromodification or Detention* – This requirement is based on a series of factors. These factors and their ratings for this site are:

Risk – low

Development Class – developed area

Project Size – medium (12,000-80,000 sq.ft.)

These criteria place the project in CWS's *Category 2*. Category 2 projects require significant detention as spelled out in the CWS Design and Construction Standards. Detention is typically provided by underground pipes or surface ponds.

- 3) *Low Impact Development Approach (LIDA)* – Projects must also incorporate some type of LIDA or green approach to stormwater control. Surface stormwater facilities such as swales, rain gardens, and detention ponds meet the LIDA requirement. Other approaches that meet LIDA include: pervious pavement and green roofs.

**Therefore, the project will need to meet the CWS requirements for treatment, hydromodification, and LIDA as outlined above.**

The plans show surface stormwater facilities along the Baseline frontage. These facilities appear to be large enough to easily meet the stormwater treatment and detention standards.

**Also, since the site discharges into the ODOT storm system, ODOT will likely require their stormwater standards also be met. The ODOT and CWS standards are different.**

Before embarking on the final stormwater design, the applicant is **STRONGLY** advised to meet with the City and ODOT's plan reviewers to discuss the stormwater requirements and how they will be met. This type of meeting will save the applicant significant time in the review process.

Finally, during the pre-application meeting, the applicant inquired whether stormwater facilities could be shared between property owners. Assuming the parcel will be split, a joint facility for treatment and detention is possible. If the treatment or detention facilities straddle the property line, both parcel owners will need to sign a Private Stormwater Facilities Maintenance Agreement that ensures the facilities will be maintained in perpetuity. If the treatment or detention facilities are on a single lot, then that property owner will need to sign the Maintenance Agreement. The two property owners would then likely need a private agreement to share the facilities.

#### **Service Provider Letter**

The applicant provided the required *Service Provide Letter* (SPL) with the application.

#### **Erosion Control**

**An erosion control plan is required for this project.** Since 1 acre or more of land will be disturbed, the erosion control plan will need to meet the requirements for a 1200-CN permit.

**From:** [Yvette Hamilton](#)  
**To:** [Tim Franz](#)  
**Subject:** 26th/TV HWY  
**Date:** Tuesday, September 24, 2024 2:33:21 PM

---

Hi Tim –

I have looked at this and have no comments at this time except the standard, provide a soils report. I have emailed Chad and asked him to come get the thumb drive and check it and send it back to you with his comments. Thanks –

Yvette

Yvette Hamilton  
Building Official  
City of Forest Grove  
Building Department  
1924 Council Street  
Forest Grove, OR 97116  
Phone 503-992-3244  
Email [yhamilton@forestgrove-or.gov](mailto:yhamilton@forestgrove-or.gov)

**From:** [Chad Toomey](#)  
**To:** [Tim Franz](#)  
**Subject:** Windy"s / Chipotle  
**Date:** Thursday, September 26, 2024 2:23:17 PM

---

Tim,

Dave and I looked through the plans for the Windy's and Chipotle and everything looks good on our end.

*Chad Toomey*

**Deputy Fire Marshal**

Forest Grove Fire and Rescue

O-503.992.3196

C-971.348.9898