



City of Tualatin

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INSTRUCTIONS AND REQUIREMENTS FOR INTERPRETATION OF CODE PROVISIONS

Section [31.070](#) of the Tualatin Development Code ([TDC](#)) regulates interpretations. The City Manager has assigned to the Community Development Director the responsibility of interpreting all terms, provisions and requirements of the TDC.

A party wishing an interpretation shall submit an application to the Community Development Department - Planning Division accompanied by information listed below. If any information is missing or incomplete, the Community Development Director will not act on the request until all necessary information is provided. Once a complete application is submitted the Community Development Director has 30 days to issue a final decision [[31.070\(3\)](#)]. The decision shall include findings of fact and conclusions for the particular aspects of the decision, based upon applicable criteria. The Planning Division maintains a collection of past decisions.

The Community Development Director's interpretation decision may be appealed to the City Council pursuant to Section [31.070\(4\)](#) of the TDC.

An optional Scoping Meeting is highly recommended prior to the required Pre-Application meeting. To schedule a [Scoping](#) or a [Pre-Application meeting](#) with the Community Development Department - Planning Division, you may contact (Lynette Sanford, Office Coordinator at 503-691-3026 or lsanford@ci.tualatin.or.us). The pre-application meeting should occur as the earliest step of your project. The application to request a Pre-Application meeting is available on the city website along with the current fee schedule.

The following information shall accompany an interpretation application:

1. Include a copy of the Washington and/or Clackamas County Assessor's Map(s) showing the subject property and properties within 1,000 feet of the subject property (one set of maps in sufficient).
2. Include the correct names and addresses of all owners of property within 1,000 feet of the subject property pursuant to [TDC 31.064\(1\)](#). If the 1,000-foot area (Ordinance No. 1304-10 page 59 of 61) includes lots within a platted residential subdivision the notice area shall extend to include the entire subdivision of which the lots are part and the applicant shall identify these subdivisions for staff as part of the mailing notification list. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name the notice area need not include the additional phases. The Tax Lot number and Assessor's Map Number must be included with each name and address. The names, addresses and map/lot numbers must be placed on the blank matrix or exact facsimile provided with the application

materials. The spacing of the address on the matrix is critical because the addresses are reproduced onto pre-gummed address labels for mailing (one list of property owners is sufficient).

3. On a separate page include a detailed description of factors related to the issue for interpretation, including, but not limited to:
 - a. type of manufacturing of commercial processes;
 - b. character of activity to be conducted on the site;
 - c. the nature of any machinery used;
 - d. noise and odor characteristics, associated with the use of activity;
 - e. outside storage of materials or products;
 - f. type and size of structures required;
 - g. the amount and type of traffic generated;
 - h. amount of parking required;
 - i. number of persons who would occupy the premises at any one time;
 - j. number and type of customer/client base; and
 - k. any other information which the City Manager or his designate determines to be relevant to a determination of the issue.

If you have any questions about the interpretation process, please call the Community Development Department - Planning Division at 503-691-3026.

