



City of Tualatin  
Planning Division

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# Single-family Architectural Review Guidelines

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The Level I (Clear & Objective) and  
Level II (Discretionary) Process



# ATTENTION:

Failure to provide the minimum information outlined below would make a required application incomplete and delay review and approval.

1. ARSF is a Planning Division design review, not a Building Division permit review. Submittal of the minimum information is for Planning review, not Building, and occurs prior to any issuance of building permit(s). ARSF is required if a proposal triggers any of the triggers on the applicant worksheet on p. 10 of this application packet PDF file. After completing the worksheet, and even if ARSF is *not* triggered, include a copy with a building permit application to Building.
2. The applicant *must* provide a copy of site plan showing the footprint and orientation of the new house or existing house with new addition relative to lot lines, i.e. showing where the new house or existing house with new addition is placed on the lot. Without this information, staff cannot confirm eligibility for the side yard exemption.
3. Submit *one* copy to Planning of a plan set.
4. The applicant *must* provide window area for each elevation ("elevation" meaning facade or wall) of a house as a percentage of the total elevation area. There are required minimums in the table on p. 5 of this application packet.
5. A side elevation of a new house may be exempt *only* if it would be adjacent of the side yard of another house. The rear elevation is never exempt.
6. Because ARSF is a Planning review, do not submit a full building permit set. Planning needs excerpts of a plan set as follows:
  - a. A site plan showing the footprint and orientation of the new house or existing house with new addition relative to lot lines;
  - b. Elevations (four: front, rear, side 1/left, and side 2/right; note: the required window areas per elevation may be on the plan sheets or included on a separate letter-size sheet that may be stapled to the plan set);
  - c. Floor plan for main level, and additional levels if any; and
  - d. Roof plan.Exclude irrelevant sheets such as those with electrical, mechanical, plumbing, or structural details.

# 1

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## Single-family Architectural Review Guidelines

### Understanding the Rules

On May 12, 2008, the Tualatin City Council approved Ordinance No. 1260-08, which created architectural review standards for detached single-family dwellings in the City of Tualatin. The ordinance went into effect on June 11, 2008.

Before Ordinance No. 1260-08 was approved, Tualatin did not have any standards for single-family dwelling design. The Tualatin City Council decided that some guidelines were needed to encourage originality, flexibility and innovation in construction, discourage monotonous, drab, and inharmonious development, and avoid stark unarticulated building façades (elevations), while keeping costs reasonable and providing multiple options to achieve continuity in design within the City. The result of this decision is the Single-family Architectural Review process, which is intended to promote functional, safe, innovative and attractive buildings that are compatible with the surrounding environment [Tualatin Development Code (TDC) 73.170(1)].

### Deciding if the Rules Apply

Single-family Architectural Review applies to all of the following:

- 1) Any new single-family dwelling.
- 2) Any addition or alteration to an existing single-family dwelling when it results in:
  - A 35% or more expansion of the structure's footprint (area covered by the ground floor of the dwelling), or
  - A new second or higher story, or
  - A 35% or more alteration (in area or square feet) of an existing wall plane (except for the wall plane of a side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling).

Anyone undertaking a construction project on a single-family dwelling in Tualatin that meets any of the criteria listed here must apply for Single-family Architectural Review through the City's Community Development Department, Planning Division.

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## Determining which Level of Review to Apply

There are two levels of Single-family Architectural Review:

- 1) **Level I (Clear & Objective) Single-family Architectural Review.** When an application for Level I review is submitted, the plans are reviewed by staff against a set of clear and objective standards for percentage of window area (glazing or glass area) in the wall plane, roof design elements and wall design elements on each elevation of the dwelling. If the proposal meets all Level I standards, an administrative approval is issued. If the proposal does not meet the Level I standards, an administrative denial is issued and the applicant is encouraged to either redesign the proposed project and resubmit for Level I review, or apply for Level II (Discretionary) Single-family Architectural Review. Variances to Level I review are prohibited. Section 2 of these Guidelines explains the Level I standards.
- 2) **Level II (Discretionary) Single-family Architectural Review.** When an application for Level II review is submitted, the application is processed as a limited land use decision, which involves a neighborhood/developer meeting, opportunity for agency and property owner comment, and review by staff against a set of discretionary guidelines for roofs, wall design elements, architectural character, and overall architectural design. If the proposal meets all the Level II criteria, an administrative approval is issued. If the proposal does not meet the Level II criteria, an administrative denial is issued and the applicant is encouraged to either redesign the proposed project and resubmit for Level II review, or request review of the decision by the Architectural Review Board. Section 3 of these Guidelines explains the Level II criteria.

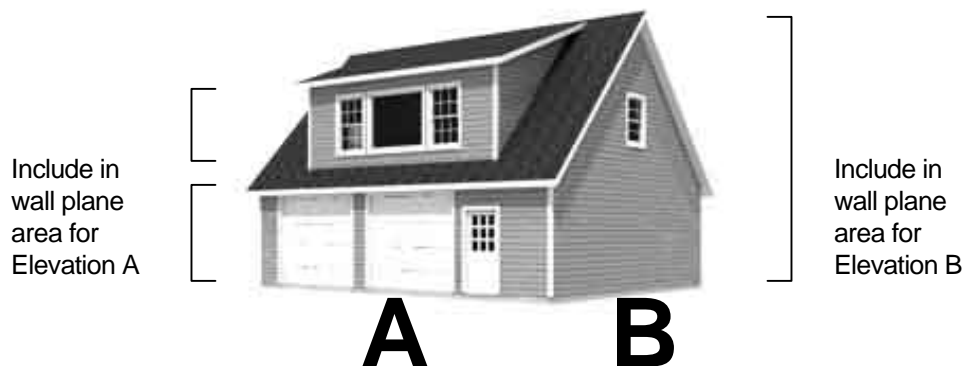
Whether the Level I (Clear & Objective) or Level II (Discretionary) process is applied in reviewing a Single-Family Architectural Review application, approval must be received and any appeal period related to Level II review must have ended before any application for Building Permits is submitted. A Level I or Level II approval from the Community Development Department, Planning Division, must be attached to the Building Permit application and plans when they are submitted or they will not be accepted by the Engineering & Building Department for review, processing and approval.

## Level I (Clear & Objective) Standards

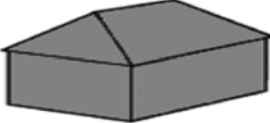





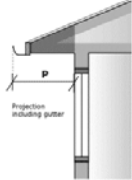

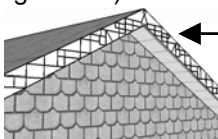



The Level I Single-family Architectural Review standards differ for each elevation (façade) of the dwelling and for each of three aspects of an elevation including percentage of window area (glazing), roof design elements, and wall design elements. The standards apply to all elevations of the dwelling except a side of the dwelling located in a side yard where the side yard abuts the side yard of an adjacent dwelling. The following table displays the standards as they apply to each elevation of a single-family dwelling:

Dwelling Elevation	Windows as Percentage of Wall Plane (minimum)	Roof Design Elements (minimum)	Wall Design Elements (minimum)
<b>Front Elevation</b> [73.190(1)(a)(i)]	12%	3	5
	10%	3	6
	8%	3	7
<b>Side Elevation</b> [73.190(1)(a)(ii)]	8%	2	4
	6%	2	5
<b>Rear Elevation</b> [73.190(1)(a)(iii)]	12%	2	4
	10%	2	5








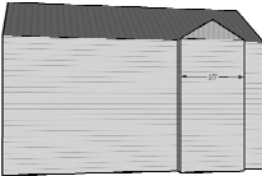

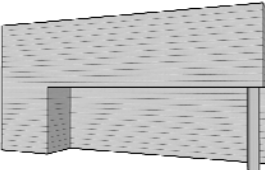

When calculating the percentage of window coverage in each elevation or side of a dwelling, it is necessary to look at each elevation two-dimensionally, or as a flat surface or wall plane. The wall plane includes all vertical surfaces on one side of a dwelling from the base of the main floor level up including walls, garage doors, entries, gable ends, dormers, etc., and excluding any roof areas. Garage door windows may be counted toward the required window coverage percentage. [TDC 73.190(1)] As shown in the above table, the percentage of window coverage may be reduced in increments of 2% to specified minimums for each additional Wall Design Element provided on an elevation.



As shown below, there are 6 Roof Design Elements and 18 Wall Design Elements to select from in meeting the Level I (Clear & Objective) Single-family Architectural Review standards for each elevation of the dwelling:

<b>Roof Design Elements</b>		
<b>Roof Pitch or Slope</b>	<p>Pitched or sloping roof, such as a gable roof, which slopes downward in two parts from a central ridge forming a gable at each end, or hip roof, which has sloping ends and sides that meet at an inclined projecting angle. [73.190(1)(a)(iv)(B)]</p>  	
<b>Varied Roof Pitch, Plane Height or Orientation</b>	<p>Variation in roof pitch, height of roof planes, or roof orientation, such as in a roof with multi-level eaves. [73.190(1)(a)(iv)(F)]</p>  	
<b>Dormers</b>	<p>Dormer, such as hipped, gabled, shed, or eyebrow dormer design, which is a projecting structure built out from a sloping roof and housing a window, vent, or decorative element. [73.190(1)(a)(iv)(A)]</p>  	
<b>Eaves</b>	<p>Roof eave of at least twelve inches (12"). [73.190(1)(a)(iv)(C)]</p>  	
<b>Overhangs</b>	<p>Roof overhang (bargeboard or verge board) of at least six inches (6") measured outward from the face of the dwelling wall or wall plane. [73.190(1)(a)(iv)(D)]</p>  	
<b>Gable End Elements</b>	<p>Window, decorative vent, door, decorated verge boards, trusses, false beams, corbels, brackets, or other decorative element(s) in gable ends. [73.190(1)(a)(iv)(E)]</p>  	

## Wall Design Elements

<p><b>Entry (Front Only)</b></p>	<p>Recessed entry – front elevation (façade) only. [73.190(1)(a)(v)(A)]</p>		
<p><b>Portico (Front Only)</b></p>		<p>Portico – front elevation (façade) only. A roofed porch-like space, open along at least one side, connected to the main dwelling entrance, supported by columns or pillars, and either protruding from or recessed within the main dwelling structure. [73.190(1)(a)(v)(B)]</p>	
<p><b>Porch</b></p>	<p>Covered porch at least thirty-six square feet (36 sq. ft.) in area and at least four feet (4') deep. [73.190(1)(a)(v)(C)]</p>		
<p><b>Balconies</b></p>		<p>Balcony, which projects from the wall plane and is enclosed by a railing or parapet (low protective wall). [73.190(1)(a)(v)(D)]</p>	
<p><b>Vertical Offsets</b></p>	<p>Vertical offsets, at least two (2), either projecting or recessed, and at least six inches (6") deep and a minimum of four feet (4') long. [73.190(1)(a)(v)(E)]</p>		
<p><b>Horizontal Offsets</b></p>		<p>Horizontal offset, either projecting or recessed, at least five inches (5") deep. [73.190(1)(a)(v)(F)]</p>	

**Wall Design Elements continued**

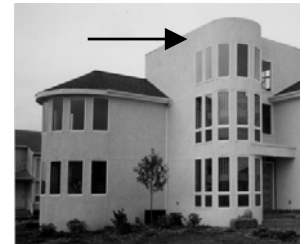
**Columns or Pilasters**

Column or pilaster, either complete or engaged (where one part of its surface is in contact with a wall plane), and in the wall plane, at a change in wall plane, or at a corner of the dwelling. [73.190(1)(a)(v)(H)]



**Engaged Towers**

Engaged tower, either square, rectangular, circular or polygonal in form. [73.190(1)(a)(v)(J)]

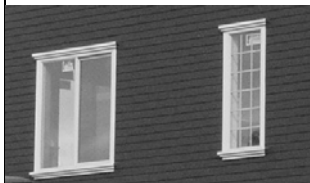


**Bay Windows, Box Windows, Box Bays**

Bay window, box window, or box bay, which projects at least six inches (6") outward from the wall plane and forms a bay, alcove, or window seat. [73.190(1)(a)(v)(G)]



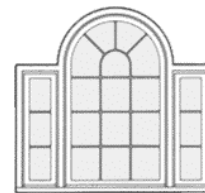
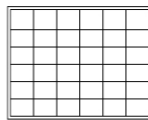
**Windows Trim or Surrounds**



Window trim or surround (casing) at least three and one-half inches (3.5") wide that completely surrounds the window, either with or without a sill beneath the window. [73.190(1)(a)(v)(K)]

**Window Grids, Multi-paned Sashes or Shaped Windows**

Window grids, windows with multi-paned sashes, or elliptical, palladian, segmental arch, semicircular, or similarly shaped windows. [73.190(1)(a)(v)(L)]












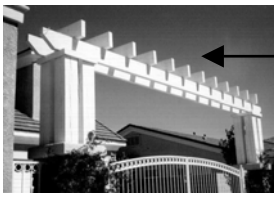

**Lintels or Arches**

Lintel, arch, or similar decorative header casing on windows, the main entry door, portico, garage door(s), or other opening in the wall plane. [73.190(1)(a)(v)(M)]





**Wall Design Elements continued**

<p><b>Shutters</b></p>		<p>Shutters, as a matched pair for or on a window, either movable or fixed, designed to cover a window and filter light, and usually of wood or similar construction and paneled or fitted with louvers. [73.190(1)(a)(v)(N)]</p>	
<p><b>Varied Wall Cladding or Wall-Surface Pattern</b></p>	<p>Variation in wall cladding, wall-surface pattern, or decorative materials such as shakes, shingles, brick, stone or other similar. [73.190(1)(a)(v)(O)]</p>  		
<p><b>Bands, Band Courses, Belly Bands or Similar Horizontal Elements</b></p>		<p>Band, band course, band molding, belly band, belt course, or similar horizontal element of relatively slight projection marking a division in the wall plane and adding architectural interest to a façade or elevation. [73.190(1)(a)(v)(R)]</p>	
<p><b>Decorative Garage Doors</b></p>		<p>Decorative or “architectural” garage door(s), with or without windows, and including patterning relief at least five-eighths inch (5/8”) deep over the door(s) surface, excepting the window area if windows are present. [73.190(1)(a)(v)(P)]</p>	
<p><b>Chimneys</b></p>		<p>Exterior chimney of brick, stone, composite masonry or similar materials. [73.190(1)(a)(v)(I)]</p>	
<p><b>Decorative Trellises or Trelliswork</b></p>	<p>Decorative trellis or trelliswork, consisting of open rafter ends or beams and cross pieces to create the appearance of a structure over which climbing plants might be trained to grow. [73.190(1)(a)(v)(Q)]</p> 		



### Level I Single-family Architectural Review – Applicant Worksheet

Existing dwelling footprint \_\_\_\_\_ sq.ft.

Proposed addition \_\_\_\_\_ sq.ft.

Percentage increase \_\_\_\_\_ % 35% or more? 

Yes	No
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Existing number of stories in dwelling \_\_\_\_\_ stories Adding new second or higher story? 

Yes	No
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Existing dimension of wall plane #1 \_\_\_\_\_ sq.ft

Proposed dimension of wall plane #1 \_\_\_\_\_ sq.ft

Percentage increase \_\_\_\_\_ % 35% or more? 

Yes	No
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Existing dimension of wall plane #2 \_\_\_\_\_ sq.ft

Proposed dimension of wall plane #2 \_\_\_\_\_ sq.ft

Percentage increase \_\_\_\_\_ % 35% or more? 

Yes	No
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Existing dimension of wall plane #3 \_\_\_\_\_ sq.ft

Proposed dimension of wall plane #3 \_\_\_\_\_ sq.ft

Percentage increase \_\_\_\_\_ % 35% or more? 

Yes	No
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Existing dimension of wall plane #4 \_\_\_\_\_ sq.ft

Proposed dimension of wall plane #4 \_\_\_\_\_ sq.ft

Percentage increase \_\_\_\_\_ % 35% or more? 

Yes	No
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**If one or more “Yes” box is checked by the applicant, the proposed construction project on an existing single-family dwelling in Tualatin meets the criteria for Single-family Architectural Review. Please see the Community Development Department, Planning Division for Guidelines and an application packet.**

# 2

## Applying for Level I (Clear & Objective) Single-family Architectural Review

### Submitting a Level I Application

Applications for Level I Single-family Architectural Review must include the following:

- A completed Application Form, which includes, at a minimum, the following information:
  - The names, addresses, and telephone numbers of the property owners and applicants.
  - The signatures of all property owners and applicants.
  - The site address and the assessor's map number and tax lot number.

A copy of the Application Form is included in these Guidelines as Attachment 1.

- A completed City Fact Sheet. A copy of the City Fact Sheet is included in these Guidelines as Attachment 2.
- Three copies of a plot plan (minimum size 8.5" x 11") drawn to a legible scale, which includes north arrow, scale, property lines or lot lines, public and/or private easements, lot dimensions, setbacks, structure footprint, roof lines, deck/porch/balcony lines, impervious ground surfaces, driveway location and driveway slope, and trees 8" or greater in diameter measured at 4' above ground level.
- Three copies of building elevations, drawn to scale, for all sides of the dwelling and including a calculation of the percentage of window coverage (glazing or glass area) for each elevation.

Submit all completed applications to the Community Development Department, Planning Division.

Include with each completed Application Form (one per dwelling) the applicable fee payment in the following amount:

- Level I (Clear & Objective) Single-family Architectural Review      \$ 50.00

**ATTACHMENT 1: APPLICATION FOR SINGLE-FAMILY ARCHITECTURAL REVIEW**

<b>Direct Communication to Name:</b>	<b>Title:</b>
<b>Address:</b>	<b>Email address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Applicant's Name:</b>	
<b>Address:</b>	<b>Email address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Applicant's Signature:</b>	
<b>Date:</b>	
<b>Property Owner's Name:</b>	
<b>Address:</b>	<b>Email address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Property Owner's Signature:</b>	
<b>Date:</b>	
(NOTE: Letter of authorization is required if not signed by owner.)	
<b>Architect's Name:</b>	<b>Title:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Landscape Architect's Name:</b>	<b>Title:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Engineer's Name:</b>	<b>Title:</b>
<b>Address:</b>	<b>Email Address:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>
<b>Project Title:</b>	
<b>Project Address:</b>	
<b>Brief Project Description:</b>	
<b>Proposed Use:</b>	
<b>Value of Improvements: \$</b> _____	
AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION ABOVE, ON THE CITY FACT SHEET AND THE SURROUNDING PROPERTY OWNER MAILING LIST (IF APPLICABLE) IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION AND LAND USE.	
<b>Applicant's Signature:</b>	
<b>Date:</b>	

Case No. \_\_\_\_\_ Date Received: \_\_\_\_\_ Complete as of: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Fee: Level I (\$50) \_\_\_\_\_ Level II (\$700) \_\_\_\_\_

## ATTACHMENT 2: CITY OF TUALATIN FACT SHEET

(Shaded areas do not apply to Single-family Architectural Review applications)

### General Information

Property Owner:	Applicant:
<b>Site Address:</b>	
Assessor's Map and Tax Lot #:	Planning District:
Parcel Size: _____ acres _____ sq.ft.	
Architectural Review Type: _____ Residential _____ Commercial _____ Industrial	
Proposed use:	
Development area: _____ acres _____ sq.ft.	Building footprint: _____ sq.ft.
Development area coverage: _____ %	Paved area: _____ sq.ft.

### Parking

Spaces required (see TDC 73.400)	
(example: warehouse @ 0.3/1000 GFA)	
_____ @ _____ /1000 GFA = _____	
_____ @ _____ /1000 GFA = _____	
_____ @ _____ /1000 GFA = _____	Spaces provided
Total parking required: _____ spaces	Total parking provided: _____ spaces
Standard = _____	Standard = _____
Handicapped accessible = _____	Handicapped accessible = _____
Van pool = _____	Van pool = _____
Compact = (max. 35% allowed) = _____	Compact = _____
Loading berths = _____	Loading berths = _____

### Bicycles

Covered spaces required:	Covered spaces provided:
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### Landscaping

Landscaping required: _____ % of development area	Landscaping provided: _____ % of development area
_____ sq.ft.	_____ sq.ft.
Landscaped parking island area required: _____ %	Landscaped parking island area provided: _____ %

### Trash and Recycling Facility

Minimum standard method: _____ sq.ft.	
Other method: _____ sq.ft.	

### For Commercial/Industrial Projects Only

Total building area:	2 <sup>nd</sup> floor: _____ sq.ft.
Main floor:	3 <sup>rd</sup> floor: _____ sq.ft.
Mezzanine:	4 <sup>th</sup> floor: _____ sq.ft.

### For Residential Projects Only

Number of buildings:	Total sq.ft. of buildings: _____ sq.ft.
Building stories:	Building coverage: _____ %
Proposed density:	

### For City Personnel to Complete

Type of case and file number:
Staff contact person:
Proposal:
Decision criteria:



### Level I Single-family Architectural Review – Staff Review Checklist

Dwelling Elevation	Windows as Percentage of Wall Plane (minimum) As shown on submitted Elevations	Staff Check	Required Roof Design Elements (min)	Staff Check	Required Wall Design Elements (min)	Staff Check
<b>Front Elevation</b> [73.190(1)(a)(i)]	12% _____	_____	3	_____	5	_____
	10% _____	_____	3	_____	6	_____
	8% _____	_____	3	_____	7	_____
<b>Side Elevation 1</b> [73.190(1)(a)(ii)]	8% _____	_____	2	_____	4	_____
	6% _____	_____	2	_____	5	_____
<b>Side Elevation 2</b> [73.190(1)(a)(ii)]	8% _____	_____	2	_____	4	_____
	6% _____	_____	2	_____	5	_____
<b>Rear Elevation</b> [73.190(1)(a)(iii)]	12% _____	_____	2	_____	4	_____
	10% _____	_____	2	_____	5	_____

Roof Design Elements		Staff Check			
		Front	Side 1	Side 2	Rear
Roof Pitch or Slope	Pitched or sloping roof. [73.190(1)(a)(iv)(B)]				
Varied Roof Pitch, Plane Height or Orientation	Variation in roof pitch, height of roof planes, or roof orientation. [73.190(1)(a)(iv)(F)]				
Dormers	Dormer, such as hipped, gabled, shed, or eyebrow dormer design. [73.190(1)(a)(iv)(A)]				
Eaves	Roof eave of at least twelve inches (12"). [73.190(1)(a)(iv)(C)]				
Overhangs	Roof overhang (bargeboard or verge board) of at least six inches (6"). [73.190(1)(a)(iv)(D)]				
Gable End Elements	Window, decorative vent, door, decorated verge boards, trusses, false beams, corbels, brackets, or other decorative elements(s) in gable ends. [73.190(1)(a)(iv)(E)]				
<b>Total Roof Design Elements</b>					

(Review continued on Reverse)

Case No. \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Fee: Level I (\$50) \_\_\_\_\_

Complete as of: \_\_\_\_\_  
 Date Reviewed: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Approved: \_\_\_\_\_  
 Approved by: \_\_\_\_\_

Wall Design Elements		Staff Check			
		Front	Side 1	Side 2	Rear
Entry (Front Only)	Recessed entry. [73.190(1)(a)(v)(A)]				
Portico (Front Only)	A roofed porch-like space, open along at least one side, supported by columns or pillars. [73.190(1)(a)(v)(B)]				
Porch	Covered porch at least thirty-six square feet (36 sq. ft.) in area and at least four feet (4') deep. [73.190(1)(a)(v)(C)]				
Balconies	Balcony enclosed by a railing or parapet. [73.190(1)(a)(v)(D)]				
Vertical Offsets	Vertical offsets, at least two (2), either projecting or recessed, and at least six inches (6") deep and a minimum of four feet (4') long. [73.190(1)(a)(v)(E)]				
Horizontal Offsets	Horizontal offset, either projecting or recessed, at least five inches (5") deep. [73.190(1)(a)(v)(F)]				
Columns or Pilasters	Column or pilaster, either complete or engaged. [73.190(1)(a)(v)(H)]				
Engaged Towers	Engaged tower, either square, rectangular, circular or polygonal in form. [73.190(1)(a)(v)(J)]				
Bay Windows, Box Windows, Box Bays	Bay window, box window, or box bay, which projects at least six inches (6") outward from the wall plane. [73.190(1)(a)(v)(G)]				
Windows Trim or Surrounds	Window trim or surround (casing) at least three and one-half inches (3.5") wide that completely surrounds the window. [73.190(1)(a)(v)(K)]				
Window Grids, Multi-paned Sashes or Shaped Windows	Window grids, windows with multi-paned sashes, or elliptical, palladian, segmental arch, semicircular, or similarly shaped windows. [73.190(1)(a)(v)(L)]				
Shutters	Shutters, as a matched pair for or on a window, either movable or fixed. [73.190(1)(a)(v)(N)]				
Varied Wall Cladding or Wall-Surface Pattern	Variation in wall cladding, wall-surface pattern, or decorative materials. [73.190(1)(a)(v)(O)]				
Bands, Band Courses, Belly Bands or Similar Horizontal Elements	Band, band course, band molding, belly band, belt course, or similar horizontal element of relatively slight projection. [73.190(1)(a)(v)(R)]				
Decorative Garage Doors	Decorative or "architectural" garage door(s), with or without windows, and including patterning relief at least five-eighths inch (5/8") deep over the door(s) surface. [73.190(1)(a)(v)(P)]				
Chimneys	Exterior chimney of brick, stone, composite masonry or similar materials. [73.190(1)(a)(v)(I)]				
Decorative Trellises or Trelliswork	Decorative trellis or trelliswork. [73.190(1)(a)(v)(Q)]				
<b>Total Wall Design Elements</b>		_____			

*The definitions below are excerpted from the Tualatin Development Code (TDC), Section 31.060 because they relate to single-family architectural review (ARSF).*

## **Section 31.060 Definitions.**

Alteration. Addition to, or otherwise change the exterior appearance of any part of a landmark including new construction. Maintenance and repair as defined in TDC 68.100(2) is not considered alteration of a landmark.

Double Frontage Lot. A lot having public right-of-way frontage on two sides, but is not a corner lot; or a lot having frontage on three sides.

Dwelling Unit. A habitable structure containing one or more rooms designed for occupancy by one individual or family and not having more than one cooking facility.

Flag Lot. A lot the major portion of which has access to a public street by means of a narrow strip of the lot.

Frontage. A property line abutting a public right-of-way.

Gross Floor Area. The sum of the gross horizontal areas of the several floors of a building or structure measured from the exterior face of exterior walls, or from the centerline of a wall separating two buildings.

Lot, Corner. A lot abutting two intersecting streets other than an alley.

Lot, Through. (also called a double frontage lot). A lot that fronts upon two parallel streets or that fronts upon two streets that do not intersect at the boundaries of the lots.

Lot Area. The total horizontal area, calculated in square feet, within the property lines of the lot.

Lot Coverage. The proportional amount of land on a lot covered by buildings.

Lot Line. The property line bounding a lot.

Lot Line, Front. The lot line separating the lot from the street other than an alley.

Lot Line, Rear. A lot line which is opposite and most distant from the front lot line and, in the case of an irregular, triangular, or other-shaped lot, a line ten feet in length within the lot, parallel to and at a maximum distance from the front lot line. On a corner lot, the shortest lot line abutting adjacent property that is not a street shall be considered a rear lot line.

Lot Line, Side. Any lot line not a front or rear lot line.

Lot Width. The horizontal distance between the side lot lines, ordinarily measured parallel to the front lot line, at the center of the lot, or, in the case of a corner lot, the horizontal distance between the front lot line and a side lot line.

Porch. A covered entrance to a building.

Property, Adjacent. A parcel which is touching, or which is across a public right-of-way, an easement, a small creek or a small stream from the extension of the property lines of the subject property.

Single-Family Dwelling. A single dwelling unit detached or separate from other dwelling units. A dwelling unit not having common walls with another dwelling unit.

Yard. An open space on a lot which is unobstructed by buildings or structures from the ground upward.



Yard Setback. An open space on a lot which is unobstructed by buildings or structures from the ground upward and is the minimum horizontal distance between the public street right-of-way or side and rear property lines to the front, side and rear lines of a building or structure located on a lot.

Yard Setback, Front. An open space between side lot lines, and measured horizontally from the front lot line at right angles to the front lot line to the nearest point of the building.

Yard Setback, Rear. An open space extending between side lot lines, and measured horizontally at right angles from the rear lot line of the nearest point of a building.

Yard Setback, Side. A yard between a building and the side lot line, measured horizontally at right angles to the side lot line from the side lot line to the nearest point of the building.

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formance. An excused absence may be obtained by contacting the Chairman or Secretary of the Board at least 24 hours prior to any scheduled Board meeting. No member of the Board may be excused for more than 3 Board meetings during any calendar year. Misconduct means conviction of a crime or violation of the Code of Ethics, ORS 244,040, or laws concerning conflicts of interest, ORS 244.120. [Amended by Ord. 862-92, § 51, passed March 23, 1992.]

### Section 73.034 Chairman.

The City Council member of the Board shall serve as Chairman. [Amended by Ord. 637-84, § 2, passed June 11, 1984.]

### Section 73.035 Voting.

Four members shall constitute a quorum for the transaction of business. The Chairman shall be counted to determine a quorum and shall have the same voting powers as other members of the Board. Each member shall have one vote. A majority vote of the members shall be required for all Board actions. An alternate member shall have the same voting rights as the professional member for whom the alternate member is designated.

### Section 73.036 Meetings and Records.

The Board shall hold two regular meetings each month. However, the regular meetings need not be held if there are no drawings or plans submitted for review by the Board. The deliberations and proceedings of the Board shall be public. [Amended by Ord. 637-84, § 3, passed June 11, 1984.]

### Section 73.037 Rules.

The Board may adopt and amend rules to govern the conduct of its business, consistent with the provisions of this Code.

### Section 73.038 Ex Officio Member Under Eighteen (18) Years of Age.

In addition to the regular members of the Board, the City Council may appoint not more than one ex officio member under the age of eighteen (18) years, who shall serve a one-year

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term which may be renewed for one additional year. Except as otherwise provided, such ex officio member shall be treated as a board member, i.e., by receiving a copy of the agenda and staff report, and by full participation in the Board's discussion. Such ex officio member shall not be counted for purposes of establishing a quorum for the conduct of Board business and shall not be permitted to vote on motions or other action taken by regular Board members. The qualification of members of the Board under 73.031 shall not apply to the ex officio member. In addition to other criteria deemed relevant by the Council for appointment or removal, the Council may consider the effect of participation on the Board on such person's academic performance. [Added by Ord. 888-93, § 11, passed March 22, 1993.]

## ARCHITECTURAL REVIEW APPROVAL

### Section 73.040 Architectural Review Plan Approval Required.

(1) Except for an addition or alteration to an existing single-family dwelling when it results in less than a 35% expansion of the structure's existing footprint or less than a 35% alteration of an existing wall plane or only affects the wall plane of the side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling, as permitted by these standards, no new building, condominium, townhouse, single family dwelling, addition or alteration to an existing single-family dwelling when it results in a 35% or more expansion of the structure's existing footprint or a new second or higher story or a 35% or more alteration of an existing wall plane (except for the wall plane of a side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling), manufactured dwelling park, small-lot subdivision, landscape improvement (excluding greenways, parks and other Parks and Recreation Department road side improvements), parking lot improvement or expansion, above ground public utility facility (sewer or water pump stations, pressure reading stations

and water reservoir), electrical substation, above ground natural gas pumping station, installation of decorative lighting (e.g. neon), exterior painting, awnings, murals, wireless communication facility, attached wireless communication facility or exterior major remodeling shall occur until the architectural review plan required under TDC 31.071 has been reviewed and approved by the Community Development Director and City Engineer or their designees, or by the Architectural Review Board or City Council for conformity with applicable standards or criteria.

(2) No new single-family dwelling or addition or alteration to an existing single-family dwelling when it results in a 35% or more expansion of the structure's existing footprint or a new second or higher story or a 35% or more alteration of an existing wall plane (except for the wall plane of a side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling), as permitted by these standards, shall occur until the architectural review application under TDC 31.071(7) has been reviewed and approved by the Community Development Director or their designee for conformity with the applicable standards or criteria.

(3) Construction, site development and landscaping shall be carried out in substantial accord with the approved architectural review plan or application. Review of the proposed architectural review plan or application and any changes thereto shall be conducted in accordance with Chapter 31.

[Amended by Ord. 743-88 §32, passed March 28, 1988; Ord. 844-91 §8, passed Oct. 14, 1991; Ord. 862-91 §51, passed March 23, 1992; Ord. 864-94 §13, passed April 13, 1992; Ord. 904-93 §43, passed Sept. 13, 1993; Ord. 965-96 §81, passed Dec. 9, 1996; Ord. 988-97 §12, passed Dec. 8, 1997; Ord. 979-97 §49, passed July 14, 1997; Ord. 988-97 §12, passed Dec. 8, 1997; Ord. 1025-99 §31, passed July 26, 1999; Ord. 1026-99 §95, passed Aug. 9, 1999; Ord. 1260-08 §6, Amended, 5/12/08.]

### **Section 73.050 Criteria and Standards.**

(1) In exercising or performing his or her powers, duties, or functions, the Community

Development Director shall determine whether there is compliance with the following:

(a) The proposed site development, including the site plan, architecture, landscaping, parking and graphic design, is in conformance with the standards of this and other applicable City ordinances insofar as the location, height, and appearance of the proposed development are involved;

(b) The proposed design of the development is compatible with the design of other developments in the general vicinity; and

(c) The location, design, size, color and materials of the exterior of all structures are compatible with the proposed development and appropriate to the design character of other developments in the vicinity.

(2) In making his or her determination of compliance with the above requirements, the Community Development Director shall be guided by the objectives and standards set forth in this chapter. If the architectural review plan includes utility facilities or public utility facilities, then the City Engineer shall determine whether those aspects of the proposed plan comply with applicable standards.

(3) In determining compliance with the requirements set forth, the Community Development Director shall consider the effect of his or her action on the availability and cost of needed housing. The Community Development Director shall not use the requirements of this section to exclude needed housing types. However, consideration of these factors shall not prevent the Community Development Director from imposing conditions of approval necessary to meet the requirements of this section. The costs of such conditions shall not unduly increase the cost of housing beyond the minimum necessary to achieve the purposes of this Code. As part of the Architectural Review process, the Community Development Director has no authority to reduce dwelling unit densities.

(4) As part of Architectural Review, the property owner may apply for approval to remove trees, in addition to those exemptions al-