



City of Tualatin

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October 3, 2016

James D. Zupancic, Chairman and CEO
Stafford Hills Club
5916 Nyberg Lane
Tualatin, OR 97062

RE: Final Decision for AR-16-0008 Stafford Hills Club Westside Parking Expansion Architectural Review at 5916 SW Nyberg Lane, Tualatin, OR 97062 (Tax Lot 21E19C 00900)

Dear Mr. Zupancic,

The 14-day period for requesting a review of the Architectural Review Decision for the Stafford Hills Club Westside Parking Expansion expired at 5:00 pm, September 29, 2016. As no appeals were filed, the Architectural Review Decision dated September 15, 2016 becomes a final decision.

AR-16-0008 is approved with the following Architectural Review (AR) conditions:

PRIOR TO ISSUANCE OF BUILDING PERMITS:

- AR-1 Prior to obtaining building permits on the subject site, the Applicant shall submit three (3) revised paper plan sets—24 x 36, a paper narrative, and electronically in Adobe PDF file format—for review and approval to the Planning Division that meet the conditions of approval below. The narrative shall explain how and on what page each condition of approval has been met. The submittal shall contain page numbers and a table of contents. No piecemeal submittals will be accepted. Each submittal will be reviewed in two weeks.
- AR-2 The Applicant shall revise the appropriate documents to ensure that the parking inventory as depicted in Table 1 of this report is consistently referenced throughout all application materials.
- AR-3 The Applicant shall comply with the incorporated Public Facilities Recommendation (PFR) from the Engineering Division.

PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY:

- AR-4 The Applicant shall construct proposed buildings and all site improvements as illustrated on approved plans and conditions of approval.

Please note the following code requirements apply to the site in an on-going manner:

- The Applicant must submit sign permit applications separately from this Architectural Review (AR) for any proposed signage.
- Accessways shall be constructed, owned and maintained by the property owner. TDC 73.160(1)(g)

- All landscaping approved through the AR process must be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved by the AR decision, unless subsequently altered with Community Development Director's approval. TDC 73.100(1)
- Site landscaping and street trees shall be maintained to meet the vision clearance requirements. TDC 73.400(16)

Please be advised (as applicable):

- The plan sets for the Planning Division must contain sheets relevant to AR conditions of approval while also not being a full building permit set. For example, because the Planning Division needs no erosion control or roof framing plan sheets, exclude them.
- Following Planning Division approval of revised plans and when the constructed site is ready, the applicant must contact the Planning Division for a site inspection in order to obtain a certificate of occupancy (CO). This inspection is separate from inspection(s) done by the Building Division. Staff recommends scheduling a Planning inspection at least three (3) business days in advance of the desired inspection date.

PRIOR TO ISSUANCE OF WATER QUALITY PERMITS:

- PFR-1 Update the existing National Pollutant Discharge Elimination System (NPDES) Erosion Control Permit in accordance with Tualatin Municipal Code (TMC) section 3-5-060.
- PFR-2 Submit final stormwater and water quality plans and associated calculations.
- PFR-3 Submit PDFs of final site and permit plans.
- PFR-4 Submit plans that are sufficient to obtain a Stormwater Connection Permit Authorization Letter that complies with the submitted Service Provider Letter conditions and obtain an Amended Service Provider Letter as determined by Clean Water Services for any revisions to the proposed plans.
- PFR-5 Submit final site plans showing the Natural Area, the Sensitive Area and Vegetated Corridor boundary per TDC 72.040.

PRIOR TO ISSUANCE OF BUILDING PERMITS:

- PFR-6 Obtain a Water Quality Permit.
- PFR-7 The applicant will survey, stake and mark, with City approved boundary markers labeled Natural Area, the Sensitive Area and Vegetated Corridor easement adjacent to the new parking lot addition and obtain approval from the Community Services Director.
- PFR-8 The applicant will grant an easement to Clean Water Services over the entire Sensitive Area and Vegetated Corridor for water quality preservation and storm and surface water drainage and detention and obtain approval from the Community Services Director.

PRIOR TO A CERTIFICATE OF OCCUPANCY:

PFR-9 Submit the last elevation certificate that shows the as-built construction with photos.

PFR-10 The applicant shall complete all private improvements.

Sincerely,

A handwritten signature in blue ink, appearing to read "CHB III", with a stylized flourish at the end.

Charles H. Benson III
Associate Planner

cc: Aquilla Hurd-Ravich, AICP, Planning Manager
Jeff Fuchs, PE, City Engineer
Tony Doran, EIT, Engineering Associate
Lynette Sanford, Office Coordinator
Evan Zupancic, Stafford Hills Club
Kelsey Hofmeister, Stafford Hills Club

File: AR-16-0008