



City of Tualatin

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March 1, 2018

ARCHITECTURAL REVIEW

AR-17-0007

**** APPROVAL WITH CONDITIONS ****

Case #: 17-0007

Project: Rivercrest Meadows Apartments – Clubhouse Conversions

Location: 11795 SW Tualatin Road

Applicant/Owner: Joe Zuber; CR Rivercrest Meadows Communities LLC

Applicant/Rep.: Michael McLaughlin; Myhre Group Architects

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Arrangements can be made to provide these materials in alternative formats such as large type or audio recording. Please contact the Planning Division at 503.691.3026 and allow as much lead time as possible.

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I. INTRODUCTION

A. Project Description

The property owner CR Rivercrest Meadows Communities LLC, represented by Myhre Group Architects is proposing the conversion of a two-story common area building (clubhouse) into three one-bedroom apartment units. The units are configured with two on the first floor and one on the second floor. Associated site work includes the conversion of an existing pool into an approximately 21 ft by 40 ft soccer field. The applicant is also proposing to fill an existing 48 sq ft spa and 94 sq ft wading pool. Exterior alterations would include a new external stairway to access the second story unit and a separate private outdoor deck at the second level, as well as alterations to some of the windows and doors.

The proposed project would not result in any other changes to built structures that comprise the Rivercrest Meadows Apartments allowed per AR-89-29. The applicant contends that the subject clubhouse and accessory pool area have sat unused for two years.

B. Site Description

Rivercrest Meadows Apartments are located west of SW 115th Street, between SW Hazelbrook Road and SW Tualatin Road. The clubhouse building is located on the eastern side of Washington County Tax Lot 2S115CO01600, approximately 230' north of Tualatin Road. The site is approximately 10.78 acres in size and gently slopes up-hill to the southwest corner of the site.

The subject lot and neighboring lots are located in the City of Tualatin's Medium-High Residential District (RMH).

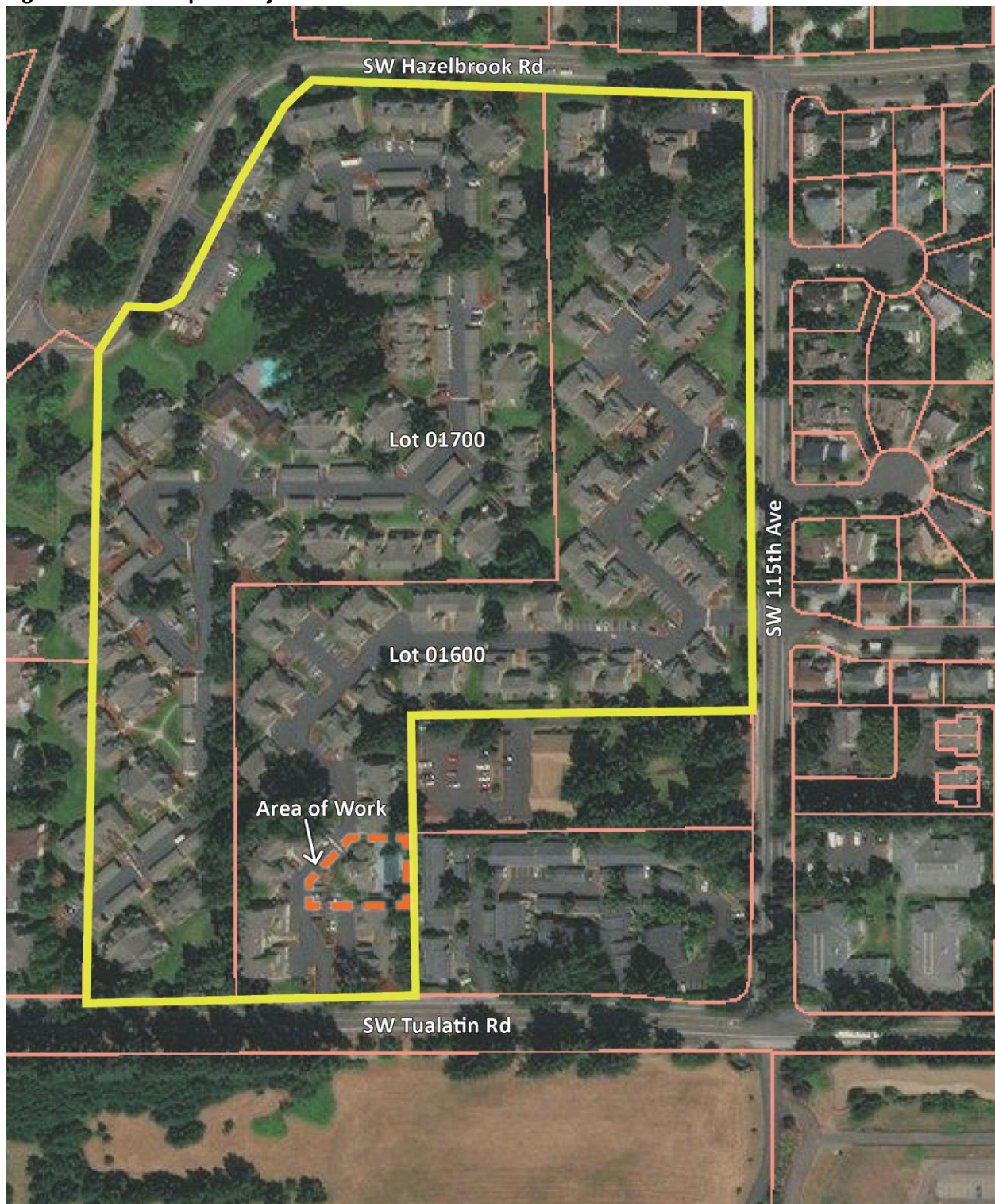
C. Project Schedule

The Neighborhood/Developer meeting required by Tualatin Development Code (TDC) 31.063 was held on July 12, 2017 commencing at 5:30 PM at the Tualatin Public Library Community Room, located at 18878 SW Martinazzi Avenue, Tualatin, OR 97062. One member from the community attended the meeting, along with two representatives from the City of Tualatin. Following a discussion concerning parking and potential off-site impacts, findings from a traffic engineer report of parking impacts were made available. The meeting was adjourned at approximately 6:15 PM.

Notice was mailed to owners of property within 1,000 feet of the subject site, and to owners of property in any residential subdivision within 1,000 feet of the subject site on December 28, 2017, pursuant to TDC 31.064(1). Staff did receive two sets of written comments during the comment period that ended January 11, 2018: one from Korey Jerome regarding parking concerns. The other comment received was from Dawn Westphal, again addressing parking concerns. These comments were shared with the applicant and the applicant was encouraged to respond. The comments are provided as Attachment 102.

Staff visited the site on December 15, 2017 and January 24, 2018.

Figure 1. Aerial Map of Subject Site and Area of Work



II. CONDITIONS OF APPROVAL

Based on the Findings and Conclusions presented, staff recommends approval of AR-17-0007 subject to the following Architectural Features (AF) conditions:

CONDITIONS OF APPROVAL DOCUMENTATION:

AF-1 Prior to applying for building permits on the subject site, the applicant shall submit 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 (2) weeks.

PRIOR TO APPLICATION FOR A GRADING PERMIT:

- AF-2 In order to remove trees, the applicant must submit a Tree Preservation Site Plan and tree assessment that includes all details outlined in TDC 34.210(1). The granting or denial of a tree removal permit will be based on findings that address criteria in TDC 34.230.
- AF-3 The applicant must identify trees and other plant materials proposed for retention and appropriate protection fencing on grading plan sheets pursuant to TDC 73.250.
- AF-4 All trees depicted and identified on landscape plans (or similar) must be retained unless modified in accordance with TDC 73.100(1).

PRIOR TO APPLICATION FOR A BUILDING PERMIT:

- AF-5 The applicant must provide illustrative and written evidence that TDC 73.130(3) is met. A minimum of 1,350 square feet of shared outdoor area must be provided onsite, of which a minimum of 450 square feet shall be dedicated to children's play area.
- The applicant must provide evidence that year-round and active shared outdoor areas are provided. Examples of appropriate shared outdoor areas include gazebos, covered spaces, swimming pool areas, walking trails or sport recreation fields. Examples of appropriate children's play areas include sand boxes, bark chip areas, play structures, basketball courts, hard surface courts and wading pools.
- AF-6 The applicant must revise the appropriate sheets to note the location of postal delivery areas for the proposed three units pursuant to TDC 73.130(5)(a) and (b). Postal delivery areas must be well lit and provide safe pedestrian access.
- AF-7 The applicant must provide a landscaping plan that illustrates on and above-grade electrical and mechanical equipment is screened with sight obscuring fences, walls, or landscaping pursuant to TDC 73.130(5)(c).
- AF-8 The applicant must revise the appropriate sheets to increase the width of proposed walkways to six feet pursuant to TDC 73.130(7). Curb ramps must be provided wherever a walkway crosses a curb.
- AF-9 The applicant must provide a landscape plan that illustrates all areas not occupied by buildings, parking spaces, drive aisles, and pedestrian areas are landscaped pursuant to TDC 73.300. Proposed landscaping must meet the tree and plant specification standards of TDC 73.260.
- AF-10 The applicant must provide a landscape plan that illustrates a six foot wide landscaped transition area between parking areas and the building pursuant to TDC 73.330(4). Deciduous shade trees located at not less than 30 feet on center shall be located in this transition area. The trees shall meet the requirements of TDC 73.360(7). Groundcover plants mixed with low shrubs must

completely cover the remainder of this area within three years. Native trees and shrubs are encouraged.

- AF-11 The applicant must provide a landscape plan that illustrates one additional deciduous shade tree be provided in the parking area pursuant to TDC 73.350(3).
- AF-12 The applicant shall comply with the incorporated Public Facilities Recommendation (PFR) from the City of Tualatin Engineering Division.

PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY:

- AF-13 The applicant must construct and provide the four surface parking stalls as shown and described in the submittal, pursuant to TDC 73.370(2).
- AF-14 The applicant shall submit scaled elevations that illustrate future above-grade mechanical equipment (including rooftop units) screened by a parapet or other method as proposed by the applicant when submitting for a mechanical permit, pursuant to TDC 73.160(4)(a).
- AF-15 The applicant shall construct proposed buildings and all site improvements as illustrated on approved plans and conditions of approval.

PLEASE BE ADVISED:

- The plan sets for the Planning Division must contain sheets relevant to Architectural Features 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. This inspection is separate from inspection(s) done by the Building Division. Staff recommends scheduling a Planning inspection at least three business days in advance of the desired inspection date.

III. PLANNING FINDINGS

The Planning Division findings in the following section are based on interpretive compliance with the Tualatin Development Code (TDC) and other applicable ordinances. All references are to sections in the TDC unless otherwise noted.

In the following section, planning staff comments, findings, and conditions of approval are in Italic font.

A. Previous Related Land Use Actions

- AR-89-29 Rivercrest Meadows (122 units)
- AR-90-41 Hazelbrook [Rivercrest] Meadows (landscape revisions)
- AR-91-20 Hazelbrook [Rivercrest] Meadows (modification)

B. Planning Districts and Adjacent Land Uses

The subject property is located in the [Medium High Density Residential \(RMH\)](#) planning district where residential uses such as, garden apartments, townhomes, and condominiums are permitted pursuant to TDC 42.020.

Adjacent planning districts and land uses are:

North: Low Density Residential (RL) Planning District*

- SW Hazelbrook Road
- Washington County land

East: Low Density Residential (RL) Planning District

Medium Low Density Residential (RML) Planning District

Medium High Density Residential (RMH) Planning District

- SW 115th Avenue
- Arrowhead Subdivision
- Fox Run Subdivision
- Apostolic Lutheran Church
- Tualatin Woods Townhomes

South: Manufacturing Park (MP) Planning District

- SW Tualatin Road
- Undeveloped land owned by Jae Oregon
- Jae Oregon

West: Medium High Density Residential (RMH) Planning District

- Rivercrest Meadows Apartments (Lot 01700)

**Located in planning area, outside of city limits*

C. Planning District Uses

Section 42.015 Permitted Density

Housing density shall not exceed 15 dwelling units per net acre, except as set forth below:

(1) Where provided by TDC 42.150.

Applicant Response: Allowed density is 15 DU x 10.78 acres = 162 units max. 125 dwelling units exist on site when the proposed three dwelling units are built, therefore the proposal complies with the maximum density requirement.

AR89-29 approved 122 units in 1989. The subject proposal involves the conversion of an existing community building into three additional units. Density standards are met.

Section 42.020 Permitted Uses

No building, structures or land shall be used, and no building or structures shall be erected, enlarged or altered, except for the following uses:

(1) Townhouses and multi-family dwellings, including duplexes and triplexes.

Multi-family dwellings are permitted outright in the Medium High Density Residential (RMH) planning district.

D. Lot Sizes

Section 42.040 Lot Size for Permitted Uses

(1) Except for lots for public utility facilities, natural gas pumping stations and wireless communication facilities which shall be established through the Subdivision, Partition or Lot Line Adjustment process and as otherwise provided, the lot size for a permitted use pursuant to TDC 42.020(1) is:

(a) Except for townhouses whose minimum lot size shall be 1,400 square feet, the minimum lot area shall be 10,000 square feet.

(i) When used for multiple-family residential purposes on less than an acre of land, the minimum lot area shall be according to the following table:

Number of Dwelling Units	Square Feet of Lot Required
2	10,000
3 and above	10,000 square feet, plus 2,581 square feet for each unit exceeding two

The proposal is located on a 10.85-acre lot. This standard does not apply.

(ii) For multiple-family residential purposes on one acre and larger, the minimum lot area shall be 2,904 square feet per dwelling unit.

Applicant Response: The minimum lot size for a total of 125 units is 125 DU x 2,904 SF/DU = 363,000 SF. Actual lot size is greater than 469,000 SF and therefore meets the criteria.

This standard is met.

(b) Except for townhouses whose minimum average lot width shall be 14 feet, the minimum average lot width shall be 75 feet.

The proposal includes infill of a previously developed site. The average lot width is approximately 264 feet.

(c) Except for townhouses whose minimum lot width shall be 14 feet on a cul-de-sac street, the minimum lot width shall be 40 feet on a cul-de-sac street.

The proposal is not located on a cul-de-sac. This standard does not apply.

(d) Except for townhouses which shall not occupy more than 90 percent of the lot area, buildings shall not occupy more than 40 percent of the lot area.

The proposal is a conversion of an existing building. No change to building coverage is included in this proposal.

(e) For flag lots, the minimum lot width at the street shall be sufficient to comply with at least the minimum access requirements contained in TDC 73.400(7) - (12).

The proposal is not located on a flag lot. This standard does not apply.

(2) Except as otherwise provided, the primary lot for condominiums shall conform to TDC 42.050.

The proposal does not include condominiums. This standard does not apply.

E. Setback Requirements

Section 42.060 Setback Requirements for Permitted Uses

Except as otherwise provided, the setbacks for permitted uses are:

- (1) The front yard setback shall be a minimum of 20 feet for 1-story, 25 feet for 1 1/2-story, 30 feet for 2-story, and 35 feet for 2 1/2-story structures. The front yard setback for townhouses shall be 0-20 feet as determined in the Architectural Review process. The minimum setback to a garage door shall be 20 feet.**
- (2) The side yard setback shall be a minimum of 5 feet for 1-story, 7 feet for 1 1/2-story, 10 feet for 2-story, and 12 feet for 2 1/2-story structures. Where living spaces face a side yard, the minimum setback shall be 20 feet. The side yard setback for townhouses shall be determined in the Architectural Review process.**
- (3) On corner lots, the setback is the same as the front yard setback on any side facing a street other than an alley.**
- (4) The rear yard setback is the same as the side-yard setback.**
- (5) Where buildings are grouped as one project on one tract of land, the minimum distance between two buildings at any given point shall not be less than the sum of the maximum required side yards, computed separately for each building at that point. The minimum distance between two buildings on separate lots for townhouses shall be determined in the Architectural Review process.**

Applicant Response: The proposal is to remodel an existing building near a side yard, which requires a ten-foot setback at two stories. The building is more than 50 feet from the property line and therefore meets the criteria.

The existing building was reviewed under AR89-29 and setbacks are addressed in page 2 and 3 of the AR89-29 Staff Report (Attachment 104). The building footprint is not expanding; therefore, the standard is met as shown on Site Plan Sheet A1.01, dated 12.14.17.

(6) Off-street parking and vehicular circulation areas shall be set back a minimum of 10 feet from any public right-of-way or property line. The setback for such areas for townhouses shall be determined in the Architectural Review process.

The applicant is proposing four additional parking stalls as shown on Site Plan Sheet A1.01, dated 12.14.17 and as described in TDC 73.370. These stalls are located near the existing building and approximately 130 feet away from SW Tualatin Road and approximately 48 feet from a property line. This standard is met.

(7) Setbacks for a wireless communication facility shall be established through the Architectural Review process, which shall consider TDC 73.510, be a minimum of 5 feet, and shall be set back from an RL District, or an RML District with an approved small lot subdivision, no less than 175 feet for a monopole that is no more than 35 feet in height and the setback shall increase five feet for each one foot increase in height up to 80 feet in height, and the setback shall increase 10 feet for each one foot increase in height above 80 feet.

No wireless communication facilities are included with this proposal. This standard does not apply.

(8) Except for setbacks abutting property lines in the RL District, the decision authority may allow a reduction of up to 35% of the required front, side or rear yard setbacks, as determined in the Architectural Review process, if as a result the buildings are farther away from fish and wildlife habitat areas, and provided the following criteria are met...

The applicant is not seeking a setback reduction. This standard does not apply.

F. Structure Height

Section 42.090 Structure Height

(1) Except as otherwise provided, the maximum structure height is 35 feet.

Applicant Response: The structure is existing and does not exceed the 35-foot maximum height. (No additional height is proposed).

The existing building is 33 feet tall as shown on Exterior Elevations Sheet A7.10, dated 12.14.17. No change in height is proposed. This standard has been met.

G. Development Review Approval

Section 73.050 Criteria and Standards

(1) In exercising or performing his or her powers, duties, or functions, the Planning 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.**

Applicant Response: The structure is existing and as proposed will be compatible with the design of other development that surrounds it. Like surrounding residential development, the building is two stories, incorporates pitched roof forms with composition roofing, utilizes lap siding with vinyl windows, and has variation in both form and color for visual interest.

This standard is met as shown on Site Plan Sheet A1.01 and Exterior Elevations Sheet A7.10, dated 12.14.17.

(2) In making his or her determination of compliance with the above requirements, the Planning 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.

The proposed development includes utility facilities and/or public utility facilities. These facilities are reviewed by the City of Tualatin Engineering Division and the applicant shall comply with the incorporated Public Facilities Recommendation (PFR) from the Engineering Division.

(3) In determining compliance with the requirements set forth, the Planning Director shall consider the effect of his or her action on the availability and cost of needed housing...

The conversion of an existing building to additional apartment units has a positive effect on the availability of needed housing. This standard has been met.

(4) As part of Architectural Review, the property owner may apply for approval to cut trees in addition to those allowed in TDC 34.200. The granting or denial of a tree cutting permit shall be based on the criteria in TDC 34.230.

The application did not provide a tree preservation site plan or tree assessment. The removal of one tree is noted on Existing Site Plan Sheet A1.00, dated 12.14.17. A condition has been added as AF-2 to meet tree removal standards.

- (5) Conflicting Standards.** In addition to the MUCOD requirements, the requirements in TDC Chapter 73 (Community Design Standards) and other applicable Chapters apply. If TDC Chapters 57, 73 and other applicable Chapters, conflict or are different, they shall be resolved in accordance with TDC 57.200(2).

The proposal is not located in the MUCOD. This standard does not apply.

H. Landscape and Building Maintenance

Section 73.100 Landscaping and Building Installation and Maintenance

- (1) All landscaping approved through the Architectural Review Process shall be continually maintained, including necessary watering, weeding, pruning and replacement, in a manner substantially similar to that originally approved through the Architectural Review Process, unless subsequently altered with Community Development Director approval.**

This standard applies to the site in an on-going manner. Violation of this standard is a matter of code enforcement.

- (2) All building exterior improvements approved through the Architectural Review Process shall be continually maintained including necessary painting and repair so as to remain substantially similar to original approval through the Architectural Review Process, unless subsequently altered with Community Development Director approval.**

This standard applies to the site in an on-going manner. Violation of this standard is a matter of code enforcement.

I. Site Planning

Section 73.130 Standards

The following standards are minimum requirements for multi-family and townhouse development:

(1) Private Outdoor Areas.

- (a) Except within the Central Design District, or within the Mixed Use Commercial Overlay District in which case the Architectural Review process shall determine the appropriate outdoor area, a separate outdoor area of not less than 80 square feet shall be attached to each ground level dwelling unit. These areas shall be separated from common outdoor areas in a manner which enables the resident to control access from separate to common areas with elements, such as walls, fences or shrubs.**
- (b) Except for townhouses, a separate outdoor area of not less than 48 square feet in the form of balconies, terraces, or loggias shall be provided for each unit located above the ground level, except that within the Central Design District or the Mixed Use Commercial Overlay District such outdoor areas may be less than 48 square feet.**

Applicant Response: Each of the 3 new units include more than 48 sf of private outdoor area. Graphics are indicated on the plans to identify these areas.

The proposal is not located in the Central Design District or within the Mixed Use Commercial Overlay District. Two units proposed on the lower floor each include approximately 84 square feet of fenced private outdoor area as shown on Floor Plans Sheet A2.10 dated 12.13.17. One unit is located above ground level. This unit includes a 48 square foot balcony as shown on Floor Plans Sheet A2.10 dated 12.13.17. These standards have been met.

(2) Entry Areas.

- (a) Except as provided in TDC 73.130(2)(b), a private main entry area shall be provided in addition to required private outdoor areas and designed so that they are considered a private extension of each dwelling unit. Except for townhouses, each entrance area shall be a minimum of 24 square feet in area for each dwelling unit and may be combined to serve more than a single unit, subject to the following minimum area requirements:**
 - (i) Two dwelling units for one-story buildings or two-story townhouses (48 square feet).**
 - (ii) Four dwelling units for two-story buildings (96 square feet).**
 - (iii) Six dwelling units for three-story buildings (144 square feet).**
 - (iv) Unlimited for four-story and greater and for buildings with dwelling unit entries from interior corridors.**
- (b) Within the Central Design District, or within the Mixed Use Commercial Overlay District as determined in the Architectural Review process, a private main entry area need not meet the minimum square footage requirements in TDC 73.130(2)(a).**
- (c) Entry areas shall be separated from on-site parking areas and public streets with landscaping, change of grade, low fences, walls or other means that enable the resident to supervise and control access and to retain privacy.**

Applicant Response: Each of the 3 new units include 24 sf of outdoor entry area. Graphics are indicated on the plans to identify these areas.

The proposal is not located in the Central Design District or within the Mixed Use Commercial Overlay District. Staff finds the bottom units include an existing 24 square foot covered- entry area. A 24 square foot entry is proposed for the upper unit entry area as shown on Site Plan Sheet A1.01, dated 12.14.17 and Floor Plans Sheet A2.10, dated 12.13.17. This standard is met.

(3) Shared Outdoor Areas and Children's Play Areas.

- (a) Except for townhouses, projects with 12 or more dwelling units shall provide year round shared outdoor areas for both active and passive recreation (gazebos and other covered spaces are encouraged to satisfy part of this requirement) totaling not less than 450 square feet per dwelling unit. Except adult only projects, a minimum of 150 square feet of the 450 square feet shall be provided as a children's play area.**
- (b) The shared outdoor and children's play areas shall be located and designed in a manner which:**
 - (i) Provides approximately the same accessibility to the maximum number of dwelling units possible;**
 - (ii) Allows residents to watch over these areas from windows in at least two adjacent dwelling units. These windows must provide viewing from the kitchen, living room, dining room or other activity room (bedrooms or bathrooms are not included);**
 - (iii) Provides a separation from all entryway and parking areas with a landscaped transition area measuring a minimum of 10 feet wide;**
 - (iv) Controls access to shared outdoor areas from off-site as well as from on-site parking and entrance areas with features such as fencing, walls and landscaping;**
 - (v) Provides both sunny and shady spots; and**
 - (vi) Provides a usable floor surface (material such as lawn, decks, wood chips, sand and hard surface materials qualify).**
- (c) These standards shall not apply to townhouses or within the Central Design District or within the Mixed Use Commercial Overlay District. Within the Mixed Use Commercial Overlay District the amount of shared outdoor areas and children's play areas shall be consistent with the intent of the Mixed Use Commercial Overlay District and shall be appropriate for the design and scale of residential use proposed as determined through the Architectural Review process.**

Outdoor Shared Areas: Common areas in multi-family developments used by residents for outdoor activities. Outdoor-shared areas can include, but are not limited to open lawn areas, gazebos, covered spaces, swimming pool areas, walking trails or sport recreation fields.

Children's Play Area: An area designated for the recreation of children. Such as sand boxes, bark chip areas, areas containing play structures, basketball courts, hard surface courts and wading pools.

Applicant Response: Shared Outdoor Areas and Children's play areas of 450 sf per dwelling unit are required. $450\text{sf/du} \times 125\text{du} = 56,250$ sf required. The site contains more than 140,000 sf of shared outdoor area, and therefore continues to meet this requirement. See drawing for additional information.

Provisions for shared outdoor area or children's play area were added through Plan Text Amendment (PTA) 91-06 and Ordinance 862-92 in 1992. These standards went into effect after Rivercrest Meadows Apartments were developed. Therefore, the existing site was not reviewed to these standards.

The applicant is proposing to convert an existing recreation building into three one-bedroom apartment units. These three units are required to comply with the shared outdoor area and children's play area standards.

*Shared Outdoor Areas $3(450-150) = 900$ sq ft
Children's Play Areas $3*150 = 450$ sq ft*

This proposal also includes infill of an existing wading pool, jacuzzi, and swimming pool. The swimming pool is to be converted into a 687 square foot turf "soccer field" as shown on Site Plan Sheet A1.01, dated 12.14.17. No details are provided for the finished treatment of the wading pool and jacuzzi. It is unclear to staff what sort of amenity the filled wading pool or jacuzzi will serve.

The applicant has provided Shared Outdoor Calculations Sheet A3.10, dated 12.14.17, which illustrates all common and open lawn areas provided on-site. Staff notes this calculation includes passive open lawn areas. With the exception of the 687 sq ft play turf, no other active recreation amenity has been described as part of the proposal. The applicant's narrative is also silent on the existing square footage of children's play areas provided on-site. No details have been provided in the proposal to address year-round active recreation amenities, accessibility to residents, visibility from units, separation to entry and parking areas, and materials proposed for usable floor surfaces.

Staff visited the site on January 24, 2018 to review shared open space on Lot 36 of Hazelbrook Farm (Tax Lot 01600). Lot 37 of Hazelbrook Farm (Tax Lot 01700) was not reviewed for purposes of this proposal or site visit, as it is a separate legal lot. Staff found that a child's play area is located near the northern entrance of SW 115th Avenue on Lot 36. No information or square footage of this facility has been addressed in the application materials. Staff found no year-round or active amenities for Lot 36 besides the subject clubhouse and various pools proposed for decommissioning. Staff notes that an unused water feature is located at the southwest corner of the clubhouse. The application illustrates its location on the Site Plan but describes no plans for the future use of this facility.

A condition of approval has been added to ensure the shared outdoor area and children's play area standards are met.

Condition of Approval: The applicant must provide illustrative and written evidence that TDC 73.130(3) is met. A minimum of 1,350 square feet of shared outdoor area must be provided onsite, of which a minimum of 450 square feet shall be dedicated to children's play area.

The applicant must provide evidence that year-round and active shared outdoor areas are provided. Examples of appropriate shared outdoor areas include gazebos, covered spaces, swimming pool areas,

walking trails or sport recreation fields. Examples of appropriate children's play areas include sand boxes, bark chip areas, play structures, basketball courts, hard surface courts and wading pools.

(4) Safety and Security.

- (a) Except for townhouses, private outdoor areas shall be separated from shared outdoor areas and children's play areas with elements such as walls, buildings, landscaping, and changes in grade in a manner which enables residents to utilize these areas as an extension of their units.**

A privacy fence is proposed at the lower units and an elevated balcony is proposed on the upper unit to provide a private outdoor area separate from the shared outdoor area as shown on Site Plan Sheet A1.01 and Exterior Elevations Sheet A7.11, dated 12.14.17. This standard has been met.

- (b) Windows shall be located to encourage watching over entry areas, shared outdoor areas, walkways and parking areas.**

There are a number of windows proposed that face entry, shared outdoor, and parking areas. This standard is met as shown on Exterior Elevations Sheet A7.10-12, dated 12.14.17.

- (c) An outdoor lighting system shall be provided which facilitates police observation and resident observation through strategic location, orientation and brightness without shining into residential units, public rights-of-way, or fish and wildlife habitat areas.**

New lighting is proposed near entries and private outdoor areas. Lighting will not shine into adjacent residential units, public rights-of-way, or fish and wildlife areas. This standard is met as shown on Exterior Elevations Sheet A7.10-12, dated 12.14.17.

- (d) An identification system shall be established which clearly orients visitors and emergency services as to the location of residential units. Where possible, this system should be evident from the primary vehicle entryway.**

All signage permits and approvals are handled separately and not as part of this review. Staff also notes that provisions for emergency services are reviewed through the building permit process. Refer to comments from Tualatin Valley Fire & Rescue (TVF&R) in Attachment 104.

(5) Service, Delivery and Screening.

- (a) Provisions for postal delivery shall be conveniently located and efficiently designed for residents and mail delivery personnel.**
- (b) Safe pedestrian access from unit entries to postal delivery areas, shared activity areas, and parking areas shall be provided. Elements such as, but not limited to, concrete paths, raised walkways through vehicular areas or bark chip trails will meet this requirement.**

The applicant has not addressed this standard in their application. An existing mail facility is located adjacent to the proposal, as noted on Site Plan Sheet A1.01, dated 12.14.17. A condition has been added to ensure the standard is met.

Condition of Approval: The applicant must revise the appropriate sheets to note the location of postal delivery areas for the proposed three units pursuant to TDC 73.130(5)(a)and(b). Postal delivery areas must be well lit and provide safe pedestrian access.

- (c) On and above grade electrical and mechanical equipment such as transformers, heat pumps and air conditioners shall be screened with sight obscuring fences, walls or landscaping.**

The applicant has not addressed this standard, nor has a Landscaping Plan been included in their application. On and above-grade electrical and mechanical equipment is located near the proposal as shown on Site Plan Sheet A1.01, dated 12.14.17. Staff also observed additional equipment on the north

and south elevation of the building when visiting the site January 24, 2018 that is not shown on the Site Plan. A condition has been added to ensure the standard is met.

Condition of Approval: *The applicant must provide a landscaping plan that illustrates on and above-grade electrical and mechanical equipment is screened with sight obscuring fences, walls, or landscaping pursuant to TDC 73.130(5)(c).*

(6) Accessways.

- (a) Accessways shall be constructed, owned and maintained by the property owner.**
- (b) Accessways shall be provided between the development's walkway and bikeway circulation system and all of the following locations that apply:**
 - (i) adjoining publicly-owned land intended for public use, including schools, parks, or bike lanes. Where a bridge or culvert would be necessary to span a designated greenway or wetland to provide a connection, the City may limit the number and location of accessways to reduce the impact on the greenway or wetland;**
 - (ii) adjoining arterial or collector streets upon which transit stops or bike lanes are provided or designated;**
 - (iii) adjoining undeveloped residential or commercial property; and**
 - (iv) adjoining developed sites where an accessway is planned or provided.**
- (c) Accessways to undeveloped parcels or undeveloped transit facilities need not be constructed at the time the subject property is developed. In such cases the applicant for development of a parcel adjacent to a vacant parcel shall enter into a written agreement with the City guaranteeing future performance by the applicant and any successors in interest of the property being developed to construct an accessway when the adjacent undeveloped parcel is developed. The agreement shall be subject to the City's review and approval.**
- (d) Accessways for multi-family development shall:**
 - (i) be a minimum of 8 feet in width;**
 - (ii) be constructed in accordance with the Public Works Construction Code if they are public accessways, and if they are private accessways they shall be constructed of asphalt, concrete or a pervious surface such as pervious asphalt or concrete, pavers or grasscrete, but not gravel or woody material, and be ADA compliant, if applicable;**
 - (iii) not have fences or gates which prevent pedestrian and bike access at the entrance to or exit from any accessway; and**
 - (iv) have curb ramps wherever the accessway crosses a curb.**
- (e) Outdoor Recreation Access Routes shall be provided between the development's walkway and bikeway circulation system and parks, bikeways and greenways where a bike or pedestrian path is designated.**

Accessway. A non-vehicular, paved pathway designed for pedestrian and bicycle use and providing convenient linkages between a development and adjacent residential and commercial properties and areas intended for public use such as schools, parks, and adjacent collector and arterial streets where transit stops or bike lanes are provided or designated. An accessway is not a sidewalk.

The applicant has not addressed this standard. While the apartment complex takes access off, SW Tualatin Road, which is designated a major collector with bike lane provided; the proposed improvement does not directly abut SW Tualatin Road. Hazelbrook Middle School is located east of the property, off SW Hazelbrook Road (designated a Minor Collector). Again, the proposed improvement does not directly abut SW Hazelbrook Road; therefore, this standard does not apply.

(7) Walkways.

- (a) Except for townhouses, walkways for multi-family development shall be a minimum of 6 feet in width and be constructed of asphalt, concrete, or a pervious surface such as pavers or grasscrete, but not gravel or woody material, and be ADA compliant, if applicable.**
- (b) Curb ramps shall be provided wherever a walkway crosses a curb.**

Walkways are proposed to the staircase leading to the upper unit, along a new parking stall, and to an entrance of the fenced yard of the subject building as shown on Site Plan Sheet A1.01, dated 12.14.17. The walkways are proposed to be concrete and four feet in width. No ramp details are provided where the new walkways connect to the parking areas. It additionally appears that a walkway is proposed over existing utility equipment and tree. Conditions have been added to ensure these standards are met.

Condition of Approval: The applicant must revise the appropriate sheets to increase the width of proposed walkways to six feet pursuant to TDC 73.130(7). Curb ramps must be provided wherever a walkway crosses a curb.

- (8) The Federal Americans With Disabilities Act (ADA) applies to development in the City of Tualatin. Although TDC Chapter 73, does not include the Oregon Structural Specialty Code's (OSSC) accessibility standards as requirements to be reviewed during the Architectural Review process, compliance with the OSSC is a requirement at the Building Permit step. It is strongly recommended all materials submitted for Architectural Review show compliance with the OSSC.**

ADA and OSSC standards must be met during the building permit process.

J. Structure Design

Section 73.220 Standards

(1) Standards - Single-family Uses.

No single-family uses are proposed. This standard does not apply.

(2) Standards - Multi-family Uses.

The following standards are minimum requirements for multi-family and townhouse development.

(a) Storage.

- (i) Except as provided in Subsection (a)(ii), enclosed storage areas are required and shall be attached to the exterior of each dwelling unit to accommodate garden equipment, patio furniture, barbecues, bicycles, etc. Garages are not intended to satisfy storage requirements. Each storage area shall be a minimum of 6 feet in height and have a minimum floor area of:
 - (A) 24 square feet for studio and one bedroom units;**
 - (B) 36 square feet for two bed-room units; and**
 - (C) 48 square feet for greater than two bedroom units.****

Applicant Response: Storage areas of 24 sf or more are attached to each dwelling unit. See updated plans.

One-bedroom units are proposed. This requirement is met on Floor Plans, Sheet A2.10 (dated 12.13.17).

(b) Carports and Garages.

- (i) If carports and garages are provided for multi-family development, except townhouses, the form, materials, color and construction shall be compatible with the complex they serve.**
- (ii) At least one garage space shall be provided for townhouses.**

Applicant Response: No additional carports or garages are proposed.

This standard does not apply.

K. Mixed Solid Waste and Source Separated Recyclables Storage Areas

Section 73.227 Standards

The following standards are minimum requirements for mixed solid waste and source separated recyclables storage areas. To provide for flexibility in designing functional storage areas, this section provides four different methods to meet the objectives of providing adequate storage for mixed solid waste and source separated recyclables and improving the efficiency of collection. An applicant shall choose and implement one of the following four methods to demonstrate compliance: 1) minimum standards; 2) waste assessment; 3) comprehensive recycling plan; or 4) franchised hauler review, as more fully described in subsections (2), (3), (4) and (5) of this section.

- (1) The mixed solid waste and source separated recyclables storage standards shall apply to all new or expanded multi-family residential developments containing five or more units and to new or expanded commercial, industrial, public and semi-public development.

Applicant Response: No changes are proposed to the waste and recycling collection system previously approved under AR89-29. See included letter from Republic Services (hauler) indicating 3 additional units will not affect their services.

The letter from Republic Services is dated October 24, 2017 (Attachment 101). The conversion is for less than five additional units; therefore, this section does not apply.

L. Landscaping

Section 73.240 Landscaping General Provisions

- (1) The following standards are minimum requirements.
- (2) The minimum area requirement for landscaping for conditional uses for RL, RML, RMH, RH and RH/HR Planning Districts, listed in TDC 40.030, 41.030, 42.030, 43.030 and 44.030, excluding 40.030(3), 40.030 (4)(j), 40.030 (4)(m), 40.030 (4)(n) and 41.030(2) shall be twenty-five (25) percent of the total area to be developed. When a dedication is granted in accordance with the planning district provisions on the subject property for a fish and wildlife habitat area, the minimum area requirement for landscaping shall be twenty (20) percent of the total area to be developed as determined through the AR process.
- (3) The minimum area requirement for landscaping for uses in CO, CR, CC, CG, ML and MG Planning Districts...
- (4) The minimum area requirement for landscaping for uses in IN, CN, CO/MR, MC and MP Planning Districts...
- (5) The minimum area requirement for landscaping for uses in the Industrial Business Park Overlay Planning District and the Manufacturing Business Park Planning District...
- (6) The minimum area requirement for landscaping for approved Industrial Master Plans...

The proposal is located in the RMH district; therefore, the minimum landscape area shall be 25 percent of the total area to be developed. The applicant has not provided a finding to this standard. Information on the provided Fact Sheet (Attachment 101) states that existing landscaping is 196,718 sq ft and that a 300 sq ft reduction is proposed under this application. Shared Outdoor Calculations Sheet A3.10 (dated 12.14.17) notes 140,700 sq ft of shared outdoor area. As this information conflicts, staff has used the lesser calculation and assumes that 140,400 sq ft or approximately 30% of landscaping remains based off evidence provided. This standard has been met.

- (7) For properties within the Hedges Creek Wetland Protection District which have signed the "Wetlands Mitigation Agreement", the improved or unimproved wetland buffer area may reduce the required landscaping to 12.5 percent as long as all other landscape requirements are met.

The proposal is not located in the Hedges Creek Wetland Protection District. This provision does not apply.

- (8) Developments not in a Low Density Residential (RL) or Manufacturing Park (MP) Planning District, but which abut an RL or MP Planning District shall provide and perpetually maintain dense, evergreen landscaped buffers between allowed uses in the district and the adjacent Low Density Residential (RL) or Manufacturing Park (MP) Planning District as approved through the Architectural Review process.**

The building proposed for conversion abuts land designated Residential Medium-High density to the east and west. This standard does not apply.

- (9) Yards adjacent to public streets, except as described in the Hedges Creek Wetlands Mitigation Agreement, TDC 73.240(7), shall be planted to lawn or live groundcover and trees and shrubs and be perpetually maintained in a manner providing a park-like character to the property as approved through the Architectural Review process.**

The building proposed for conversion is located interior to the site and does not adjacent to a public street.

- (10) Yards not adjacent to public streets or Low Density Residential (RL) or Manufacturing Park (MP) Planning Districts shall be planted with trees, shrubs, grass or other live groundcover, and maintained consistent with a landscape plan indicating areas of future expansion, as approved through the Architectural Review process.**

- (11) Any required landscaped area shall be designed, constructed, installed, and maintained so that within three years the ground shall be covered by living grass or other plant materials. (The foliage crown of trees shall not be used to meet this requirement.) A maximum of 10% of the landscaped area may be covered with un-vegetated areas of bark chips, rock or stone. Disturbed soils are encouraged to be amended to an original or higher level of porosity to regain infiltration and stormwater storage capacity.**

Existing landscaping was reviewed through AR89-29. No additional landscape improvements were included with this proposal.

- (12) In the MP District, wetland buffer areas up to 50 feet in width may be counted toward the required percentage of site landscaping, subject to the following...**

The proposal is not located in the MP District.

- (13) Landscape plans for required landscaped areas that include fences should carefully integrate any fencing into the plan to guide wild animals toward animal crossings under, over, or around transportation corridors.**

Fencing on-site is existing. No additional fencing is proposed.

73.260 Tree and Plant Specifications

- (1) The following specifications are minimum standards for trees and plants:**

- (a) Deciduous Trees.** Deciduous shade and ornamental trees shall be a minimum one and one-half inch (1-1/2") caliper measured six inches (6") above ground, balled and burlapped. Bare root trees will be acceptable to plant during their dormant season. Trees shall be characteristically shaped specimens.
- (b) Coniferous Trees.** Coniferous trees shall be a minimum five feet (5') in height above ground, balled and burlapped. Bare root trees will be acceptable to plant during their dormant season. Trees shall be well branched and characteristically shaped specimens.

- (c) **Evergreen and Deciduous Shrubs.** Evergreen and deciduous shrubs shall be at least one (1) to five (5) gallon size. Shrubs shall be characteristically branched. Side of shrub with best foliage shall be oriented to public view.
- (d) **Groundcovers.** Groundcovers shall be fully rooted and shall be well branched or leafed. English ivy (*Hedera helix*) is considered a high maintenance material which is detrimental to other landscape materials and buildings and is therefore prohibited.
- (e) **Lawns.** Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscape industry. Lawns shall be 100 percent coverage and weed free.
- (2) **Landscaping shall be installed in accordance with the provisions of Sunset New Western Garden Book (latest edition), Lane Publishing Company, Menlo Park, California or the American Nurserymen Association Standards (latest edition).**
- (3) **The following guidelines are suggested to ensure the longevity and continued vigor of plant materials:**
 - (a) **Select and site permanent landscape materials in such a manner as to produce a hardy and drought-resistant landscaped area.**
 - (b) **Consider soil type and depth, spacing, exposure to sun and wind, slope and contours of the site, building walls and overhangs, and compatibility with existing native vegetation preserved on the site or in the vicinity.**
- (4) **All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species.**
- (5) **All plant growth in landscaped areas of developments shall be controlled by pruning, trimming or otherwise so that:**
 - (a) **It will not interfere with designated pedestrian or vehicular access; and**
 - (b) **It will not constitute a traffic hazard because of reduced visibility.**

The applicant has not included a landscape plan, and no landscape improvements were included with this proposal.

Section 73.280 Irrigation System Required

Except for townhouse lots, landscaped areas shall be irrigated with an automatic underground or drip irrigation system.

The applicant has not included a landscape plan, and no landscape improvements were included with this proposal.

Section 73.290 Re-vegetation in Un-landscaped Areas

The purpose of this section is to ensure erosion protection, and in appropriate areas to encourage soil amendment, for those areas not included within the landscape percentage requirements so native plants will be established, and trees will not be lost.

- (1) **Where vegetation has been removed or damaged in areas not affected by the landscaping requirements and that are not to be occupied by structures or other improvements, vegetation shall be replanted.**
- (2) **Plant materials shall be watered at intervals sufficient to ensure survival and growth for a minimum of two growing seasons.**
- (3) **The use of native plant materials is encouraged to reduce irrigation and maintenance demands.**
- (4) **Disturbed soils should be amended to an original or higher level of porosity to regain infiltration and stormwater storage capacity.**

The proposal is not disturbing un-landscaped land.

Section 73.300 Landscape Standards – Multi-Family Uses

All areas within a development, including townhouses, not occupied by buildings, parking spaces, driveways, drive aisles, pedestrian areas, or undisturbed natural areas shall be landscaped. Townhouse

developments may include hard surfaces in outdoor areas such as patios and storage areas as determined in the Architectural Review process.

Applicant Response: All areas within the development that are not occupied by buildings parking spaces, driveways, drive aisles, pedestrian areas or undisturbed natural areas will remain landscaped. Less than 1,000 sf of new impervious area is proposed. All new impervious area falls within existing lawn or bark chip areas, therefore landscape plantings are unaffected with the exception of a single 8.5" Japanese maple tree that will be removed to allow for surface parking to be created.

The applicant has not provided a landscape plan. Landscape areas will be disturbed by proposed walkway and parking improvements, as shown on Site Plan Sheet A1.01 (dated 12.14.17). A condition will ensure this standard is met.

Condition of Approval: *The applicant must provide a landscape plan that illustrates all areas not occupied by buildings, parking spaces, drive aisles, and pedestrian areas are landscaped pursuant to TDC 73.300. Proposed landscaping must meet the tree and plant specification standards of TDC 73.260.*

Section 73.330 Parking Lot Landscaping - Multi-family Uses.

- (1) Locate landscaping or approved substitute materials in all areas not necessary for vehicular parking and maneuvering.**
- (2) A clear zone shall be provided for the driver at ends of on-site drive aisles and at driveway entrances, vertically between a maximum of 30 inches and a minimum of 8 feet as measured from the ground level.**
- (3) Except for townhouse lots, a minimum 10-foot landscape setback shall be provided between the property lines and parking areas. This area shall be planted with deciduous trees an average of not more than 30 feet on center and shrubs at least 30 inches in height which provide screening of vehicular headlights. Trees shall meet the requirements of TDC 73.360(7). Native trees and shrubs are encouraged.**
- (4) Except for townhouse lots, provide a landscaped transition area of at least 10 feet in width between parking and vehicle circulation areas and buildings and shared outdoor areas. Deciduous shade trees located at not less than 30 feet on center shall be located in this transition area. The trees shall meet the requirements of TDC 73.360(7). Groundcover plants mixed with low shrubs must completely cover the remainder of this area within three years. Native trees and shrubs are encouraged.**

This code was adopted after the Rivercrest Meadows Apartments were developed. In looking at the staff report, the intention for the separation was to buffer and preserve the residential character with landscaping. The applicant's proposal includes a transition area of six feet in width along the southern corner of the western elevation, to allow a new parking space. Parking is a concern of the neighborhood as indicated by comment letters. In order to preserve parking and maintain adequate buffer, the transition area may be allowed at six feet in width with appropriate landscaping to screen vehicle headlights from windows proposed along the western elevation.

The applicant has not provided a landscape plan. Staff conducted a site visit on January 24, 2018 and found that parking near the subject building is landscaped with lawn.

Condition of Approval: *The applicant must provide a landscape plan that illustrates a six foot wide landscaped transition area between parking areas and the building pursuant to TDC 73.330(4). Deciduous shade trees located at not less than 30 feet on center shall be located in this transition area. The trees shall meet the requirements of TDC 73.360(7). Groundcover plants mixed with low shrubs must completely cover the remainder of this area within three years. Native trees and shrubs are encouraged.*

Section 73.350 Off-Street Parking Lot Landscape Island Requirements - Multi-Family Uses.

- (1) Except for townhouse lots that are not required to have landscape island areas, a minimum of 25 square feet per parking stall shall be improved with landscape island areas. They may be lower than the surrounding parking surface to allow them to receive stormwater run-off and function as water quality facilities as well as parking lot landscaping. They shall be protected from vehicles by curbs, but the curbs may have spaces to allow drainage into the islands. They shall be dispersed throughout the parking area (see TDC 73.380(3)). They shall be planted with groundcover or shrubs. They shall be planted with deciduous shade trees when needed to meet the parking lot shade tree requirements. Native plant materials are encouraged. Landscape square footage requirements shall not apply to parking structures and underground parking.
- (2) Landscape island areas with trees shall be a minimum of 5 feet in width (from inside of curb to curb).
- (3) A minimum of one deciduous shade tree shall be provided for every four parking spaces to lessen the adverse impacts of glare, reduce heat from paved surfaces, and to emphasize circulation patterns. Required shade trees shall be within 5 feet of the face of a perimeter parking lot curb and shall be uniformly distributed throughout the parking lot (see TDC 73.380(3)), except that within the Central Design District landscape islands and shade trees may be placed to frame views of the Tualatin Commons water feature or identified architectural focal elements. The trees shall meet the requirements of TDC 73.360(7).
- (4) Required plant material in landscape islands shall achieve 90 percent coverage within three years. Native shrubs and trees are encouraged.

The site was developed under AR89-29, which approved 129 surface stalls. Four additional stalls are included with this conversion. The standard requires a minimum of 3,325 sq ft of parking lot landscape island area. The size of these facilities was not quantified on the submitted Fact Sheet or plan set. This is an infill project of an existing site; no additional island area will be required. Landscape islands are a minimum of five feet as shown on Site Plan Sheet A1.01 (dated 12.14.17).

As the applicant is proposing four additional stalls, therefore a condition has been added to meet standard (3).

Condition of Approval: The applicant must provide a landscape plan that illustrates one additional deciduous shade tree be provided in the parking area pursuant to TDC 73.350(3).

Section 73.410 Street Tree Plan

A person who desires to plant a street tree shall comply with TDC 74.765, which comprises the street tree plan.

Street trees and other features of the public right-of-way are reviewed by City of Tualatin Engineering and Operations/Parks Maintenance Divisions.

M. Tree Removal and Preservation

Section 34.210 Application for Architectural Review, Subdivision or Partition Review, or Tree Removal Permit.

- (1) Architectural Review, Subdivision, or Partition. When a property owner wishes to remove trees, other than the exemptions permitted under TDC 34.200(3), to develop property, and the development is subject to Architectural Review, Subdivision Review, or Partition Review approval, the property owner shall apply for approval to remove trees as part of the Architectural Review, Subdivision Review, or Partition Review application process.
 - (a) The application for tree removal shall include:
 - (i) A Tree Preservation Site Plan, drawn to a legible scale, showing the following information: a north arrow; existing and proposed property lines; existing and proposed topographical contour lines; existing and proposed structures, impervious

surfaces, wells, septic systems, and stormwater retention/detention facilities; existing and proposed utility and access locations/easements; illustration of vision clearance areas; and illustration of all trees on-site that are eight inches or more in diameter (including size, species, and tag i.d. number). All trees proposed for removal and all trees proposed for preservation shall be indicated on the site plan as such by identifying symbols, except as follows:

- (A) Where Clean Water Services (CWS) has issued a Service Provider Letter that addresses the proposed development currently under consideration, and
 - (B) Where CWS has approved delineation of a “sensitive area” or “vegetated corridor” on the subject property, and
 - (C) Where CWS has required dedication of an easement that prohibits encroachment into the delineated area, then
 - (D) All trees located within the CWS-required easement need not be individually identified on the Tree Preservation Site Plan if the CWS-required easement boundary is clearly illustrated and identified on the Tree Preservation Site Plan.
- (ii) A tree assessment prepared by a qualified arborist, including the following information: an analysis as to whether trees proposed for preservation can in fact be preserved in light of the development proposed, are healthy specimens, and do not pose an imminent hazard to persons or property if preserved; an analysis as to whether any trees proposed for removal could be reasonably preserved in light of the development proposed and health of the tree; a statement addressing the approval criteria set forth in TDC 34.230; and arborist’s signature and contact information. The tree assessment report shall have been prepared and dated no more than one calendar year proceeding the date the development application is deemed complete by the City. Where TDC 34.210(1)(a)(i)(A) through (D) are applicable, trees located within the CWS-required easement need not be included in the tree assessment report.
- (iii) All trees on-site shall be physically identified and numbered in the field with an arborist-approved tagging system. The tag i.d. numbers shall correspond with the tag i.d. numbers illustrated on the site plan. Where TDC 34.210(1)(a)(i)(A) through (D) are applicable, trees located in the CWS-required easement need not be tagged.
- (b) The application for tree removal shall be approved or denied based on the criteria in TDC 34.230.
- (c) The approval or denial of an application to remove trees shall be a part of the Architectural Review, Subdivision Review, or Partition Review decision.

The application did not provide a tree preservation site plan or tree assessment. The removal of one tree is noted on Existing Site Plan Sheet A1.00, dated 12.14.17. A condition has been added to meet these standards.

Condition of Approval: In order to remove trees, the applicant must submit a Tree Preservation Site Plan and tree assessment that includes all details outlined in TDC 34.210(1). The granting or denial of a tree removal permit will be based on findings that address criteria in TDC 34.230.

Section 34.230 Tree Removal Criteria

The Community Development Director shall consider the following criteria when approving, approving with conditions, or denying a request to cut trees.

- (1) An applicant must satisfactorily demonstrate that any of the following criteria are met:
- (a) The tree is diseased, and
 - (i) The disease threatens the structural integrity of the tree; or
 - (ii) The disease permanently and severely diminishes the esthetic value of the tree; or

- (iii) The continued retention of the tree could result in other trees being infected with a disease that threatens either their structural integrity or esthetic value.
- (b) The tree represents a hazard which may include but not be limited to:
 - (i) The tree is in danger of falling;
 - (ii) Substantial portions of the tree are in danger of falling.
- (c) It is necessary to remove the tree to construct proposed improvements based on Architectural Review approval, building permit, or approval of a Subdivision or Partition Review.

The applicant has not provided a finding to this standard. Staff has conditioned the applicant to provide the necessary documentation to address the criteria in AF-2, under TDC 34.210.

Section 73.250 Tree Preservation

- (1) Trees and other plant materials to be retained shall be identified on the landscape plan and grading plan.
- (2) During the construction process:
 - (a) The owner or the owner's agents shall provide above and below ground protection for existing trees and plant materials identified to remain.
 - (b) Trees and plant materials identified for preservation shall be protected by chain link or other sturdy fencing placed around the tree at the drip line.
 - (c) If it is necessary to fence within the drip line, such fencing shall be specified by a qualified arborist as defined in TDC 31.060.
 - (d) Neither top soil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.
 - (e) Where site conditions make necessary a grading, building, paving, trenching, boring, digging, or other similar encroachment upon a preserved tree's drip-line area, such grading, paving, trenching, boring, digging, or similar encroachment shall only be permitted under the direction of a qualified arborist. Such direction must assure that the health needs of trees within the preserved area can be met.
 - (f) Tree root ends shall not remain exposed.
- (3) Landscaping under preserved trees shall be compatible with the retention and health of said tree.
- (4) When it is necessary for a preserved tree to be removed in accordance with TDC 34.210 the landscaped area surrounding the tree or trees shall be maintained and replanted with trees that relate to the present landscape plan, or if there is no landscape plan, then trees that are complementary with existing, nearby landscape materials. Native trees are encouraged
- (5) Pruning for retained deciduous shade trees shall be in accordance with National Arborist Association "Pruning Standards For Shade Trees," revised 1979.
- (6) Except for impervious surface areas, one hundred percent (100%) of the area preserved under any tree or group of trees retained in the landscape plan (as approved through the Architectural Review process) shall apply directly to the percentage of landscaping required for a development.

The applicant has not provided a landscape or grading plan. Conditions have been added to meet these standards.

Condition of Approval: The applicant must identify trees and other plant materials proposed for retention and appropriate protection fencing on grading plan sheets pursuant to TDC 73.250.

Condition of Approval: All trees depicted and identified on landscape plans (or similar) must be retained unless modified in accordance with TDC 73.100(1).

N. Grading

Section 73.270 Grading

- (1) After completion of site grading, top-soil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.

- (2) All planting areas shall be graded to provide positive drainage.**
- (3) Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways.**
- (4) Impervious surface drainage shall be directed away from pedestrian walkways, dwelling units, buildings, outdoor private and shared areas and landscape areas except where the landscape area is a water quality facility.**

No grading plan has been included with this submittal. With regard to standards of 73.270(1) through 73.270(4), including grading and surface drainage, staff defers to the analysis of the City Engineer.

O. Off-Street Parking and Loading

Section 73.370 Off-Street Parking and Loading

(1) General Provisions.

- (a) At the time of establishment of a new structure or use, or change in use, or change in use of an existing structure, within any planning district of the City, off-street parking spaces, off-street vanpool and carpool parking spaces for commercial, institutional and industrial uses, off-street bicycle parking, and off-street loading berths shall be as provided in this and following sections, unless greater requirements are otherwise established by the conditional use permit or the Architectural Review process, based upon clear findings that a greater number of spaces are necessary at that location for protection of public health, safety and welfare or that a lesser number of vehicle parking spaces will be sufficient to carry out the objectives of this section. In the Central Design District, the Design Guidelines of TDC 73.610 shall be considered. In case of conflicts between guidelines or objectives in TDC Chapter 73, the proposal shall provide a balance.**
- (b) At the time of enlargement of an existing multi-family residential, commercial, institutional or industrial structure or use, TDC 73.370 shall apply to the existing and enlarged structure or use.**
- (c) Except where otherwise specified, the floor area measured shall be the gross floor area of the building primary to the function of the particular use of the property other than space devoted to off-street parking or loading.**
- (d) Where employees are specified, the term shall apply to all persons, including proprietors, working on the premises during the peak shift.**
- (e) Calculations to determine the number of required parking spaces and loading berths shall be rounded to the nearest whole number.**
- (f) If the use of a property changes, thereby increasing off-street parking or loading requirements, the increased parking/loading area shall be provided prior to commencement of the new use.**
- (g) Parking and loading requirements for structures not specifically listed herein shall be determined by the Community Development Director, based upon requirements of comparable uses listed.**
- (h) When several uses occupy a single structure, the total requirements for off-street parking may be the sum of the requirements of the several uses computed separately or be computed in accordance with TDC 73.370(1)(m), Joint Use Parking.**
- (i) Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Other required parking spaces may be located on a separate parcel, provided the parcel is not greater than five hundred (500) feet from the entrance to the building to be served, measured along the shortest pedestrian route to the building. The applicant must prove that the parking located on another parcel is functionally located and that there is safe vehicular and pedestrian access to and from the site. The parcel upon which parking facilities are located shall be in the same ownership as the structure.**

- (j) **Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business.**
- (k) **Institution of on-street parking, where none is previously provided, shall not be done solely for the purpose of relieving crowded parking lots in commercial or industrial planning districts.**

A change in use of an existing structure is proposed; therefore, off-street parking standards apply. Parking for dwelling units is proposed on the same lot as the units.

- (l) **Parking facilities may be shared by users on adjacent parcels if the following standards are met:**
- (m) **Joint Use Parking...**

Shared and joint use parking are not proposed.

- (n) **Bicycle parking facilities...**

Bicycle parking is not required by TDC 73.370(2).

(2) Off-Street Parking Provisions.

- (a) **The following are the minimum and maximum requirements for off-street motor vehicle parking in the City, except for minimum parking requirements for the uses in TDC 73.370(2)(a) (Residential Uses: iii, iv, v, vi, vii; Places of Public Assembly: I, ii, iv; Commercial Amusements: I, ii; and Commercial: I, ii, xi, xii, xiv) within the Core Area Parking District (CAPD). Minimum standards for off-street motor vehicle parking for the uses in 73.370(2) (a) Residential Uses: iii, iv, v, vi, vii; Places of Public Assembly: I, ii, iv; Commercial Amusements: I, ii; and Commercial: I, ii, xi, xii, xiv in the CAPD are in TDC 73.370(2)(b). The maximum requirements are divided into Zone A and Zone B, as shown on the Tualatin Parking Zone Map, Figure 73-3. The following are exempt from calculation of maximum parking requirements: parking structures; fleet parking; parking for vehicles for sale, lease or rent; car/vanpool parking; dedicated valet parking; and user-paid parking.**

Applicant Response: The three proposed one bedroom units require 1.25 parking stalls/ unit which results in 4 additional parking stalls being required on site. Three of these parking spaces are proposed to be provided through expansion of the surface parking areas (increasing impervious area) and one of these stalls is proposed on existing paving between an existing garage and existing drive aisle.

Alternatives were explored however, due to the existing site constraints including topography, grading, trees, and utilities adding new paving to accommodate all 4 parking stalls would require more than 1,000 sf of impervious area which would trigger on-site water quality treatment measures. This would result in costs (monetary, usable land area, and tree loss wise) that are disproportionate to the proposed improvements.

For these reasons, we are proposing to park in front of a garage (that does not contribute toward the required off-street parking per AR89-29). This parking situation is identical to the parking provided in front of typical single family homes in other adjacent developments where the required parking is in front of the garages (since the garages do not count toward required parking for single family homes under the TDC either). This solution eliminates the need to further reduce landscape areas, remove mature trees from the site, disturb utilities or further increase impervious area. Because the parking does not occur in front of a garage that contributes toward required parking this does not create a tandem-parking scenario. Additionally, while the stall will be assigned to the unit it is adjacent to, it will free up another existing surface stall on site that can be utilized by one of the new dwelling units.

Use	Minimum Motor Vehicle Parking Requirements	Maximum Motor Vehicle Parking Requirements	Bicycle Parking Requirements	Percentage of Bicycle Parking to be Covered
<u>Residential</u>				
(iii) Multi-family dwellings in complexes with private internal driveways	1.25 space/1 bedroom in addition to garage	None	Developments with four or more units; none required if a garage is provided as an integral element of a unit; otherwise 1.00 space per unit	100
	1.25 * 3 = 4 spaces	None	Less than four = none	

The project's original approval, AR 89-29 (Attachment 104) used a provision to include one space of two car garages toward the parking requirement; therefore, the project was approved with 129 surface stalls and of 54 of the 176 garage spaces counting toward the minimum requirement. Under this precedence, staff finds that the proposal is short four parking stalls. Two comments were received during the notice of application regarding parking concerns (Attachment 102).

One of the proposed spaces does not meeting landscaping standards as discussed in TDC 73.350. A condition has been added to meet the standard.

Condition of Approval: The applicant must construct and provide the four surface parking stalls as shown and described in the submittal, pursuant to TDC 73.370(2).

Section 73.380 Off-Street Parking Lots

A parking lot, whether an accessory or principal use, intended for the parking of automobiles or trucks, shall comply with the following:

- (1) Off-street parking lot design shall comply with the dimensional standards set forth in Figure 73-1 of this section, except for parking structures and underground parking where stall length and width requirements for a standard size stall shall be reduced by .5 feet and vehicular access at the entrance if gated shall be a minimum of 18 feet in width.**

Applicant Response: All the proposed stalls meet the dimensional standards of Figure 73-1.

The applicant has utilized bumper overhang. This standard is met as shown on Site Plan Sheet A1.01, dated 12.14.17.

- (2) Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required by TDC 73.370(2). Stalls in excess of the number required by TDC 73.370(2) can be sub-compact stalls.**

Applicant Response: No compact stalls are proposed.

- (3) Off-street parking stalls shall not exceed eight continuous spaces in a row without a landscape separation, except for parking structures and underground parking. For parking lots within the Central Design District that are designed to frame views of the central water feature or identified architectural focal elements as provided in TDC 73.350(3), this requirement shall not apply and the location of parking lot landscape islands shall be determined through the Architectural Review process.**

Applicant Response: Adding more than 8 contiguous spaces is not proposed.

- (4) Parking stalls shall be constructed of asphalt or concrete, or a pervious surface such as pavers or grasscrete, but not gravel or woody material. Drive aisles and parking stalls shall be maintained adequately for all-weather use and drained to avoid water flow across sidewalks. Pervious surfaces such as pervious concrete, pavers and grasscrete, but not gravel or woody material, are**

encouraged for parking stalls in or abutting the Natural Resource Protection Overlay District, Other Natural Areas identified in Figure 3-4 of the Parks and Recreation Master Plan, or in a Clean Water Services Vegetated Corridor. Parking lot landscaping shall be provided pursuant to the requirements of TDC 73.350 and TDC 73.360. Walkways in parking lots shall be provided pursuant to TDC 73.160.

Applicant Response: New parking stalls will be constructed of asphalt to match existing. No additional drive aisles are proposed.

- (5) Except for parking to serve residential uses, parking areas adjacent to or within residential planning districts or adjacent to residential uses shall be designed to minimize disturbance of residents.**

Applicant Response: Parking areas proposed are to serve residential uses and abut existing parking use.

- (6) Artificial lighting, which may be provided, shall be deflected to not shine or create glare in a residential planning district, an adjacent dwelling, street right-of-way in such a manner as to impair the use of such way or a Natural Resource Protection Overlay District, Other Natural Areas identified in Figure 3-4 of the Parks and Recreation Master Plan, or a Clean Water Services Vegetated Corridor.**

Applicant Response: No change is proposed to the existing lighting of the vehicular areas.

- (7) Groups of more than 4 parking spaces shall be so located and served by driveways that their use will require no backing movements or other maneuvering within a street right-of-way other than an alley.**

Applicant Response: Proposed parking is not located to adjacent to a right-of-way and does not require backing movements into the right-of-way.

- (8) Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress, and maximum safety for pedestrians and vehicular traffic on the site.**

Applicant Response: No changes are proposed to service drives.

- (9) Parking bumpers or wheel stops or curbing shall be provided to prevent cars from encroaching on the street right-of-way, adjacent landscaped areas, or adjacent pedestrian walkways.**

Applicant Response: Parking is designed with curbs located as required for bumpers where adjacent to landscape areas or walkways consistent with the 2.5' typical bumper overhang allowed by TDC.

This standard is met as shown on Site Plan Sheet A1.01, dated 12.14.17.

- (10) Disability parking spaces and accessibility shall be provided in accordance with applicable federal and state requirements.**

Applicant Response: No change is proposed to the existing accessible parking spaces.

- (11) On-site drive aisles without parking spaces, which provide access to parking areas with regular spaces or with a mix of regular and sub-compact spaces, shall have a minimum width of 22 feet for two-way traffic and 12 feet for one-way traffic. On-site drive aisles without parking spaces, which provide access to parking areas with only sub-compact spaces, shall have a minimum width of 20 feet for two-way traffic and 12 feet for one-way traffic.**

Applicant Response: Proposed 9' x 18.5' parking spaces are clear of the 22' required drive aisle.

P. Access

Section 73.400 Access

- (1) The provision and maintenance of vehicular and pedestrian ingress and egress from private property to the public streets as stipulated in this Code are continuing requirements for the use of any structure or parcel of real property in the City of Tualatin. Access management and spacing standards are provided in this section of the TDC and TDC Chapter 75. No building or other permit shall be issued until scale plans are presented that show how the ingress and egress requirement is to be fulfilled. If the owner or occupant of a lot or building changes the use to which the lot or building is put, thereby increasing ingress and egress requirements, it shall be unlawful and a violation of this code to begin or maintain such altered use until the required increase in ingress and egress is provided.**

No changes are proposed to existing access.

Q. Signs

Except code required signs for street number, disabled parking and car/vanpool, no signs are proposed by this application and none are approved. The applicant shall submit separate sign permit applications for any future signage.

R. Time Limit on Approval

Section 73.056 Time Limit on Approval

Architectural Review approvals shall expire after two years unless:

- (1) A building, or grading permit submitted in conjunction with a building permit application, has been issued and substantial construction pursuant thereto has taken place and an inspection performed by a member of the Building Division; or**
- (2) The Architectural Review (AR) applicant requests in writing an extension and the City approves it. If the Community Development Director and City Engineer or their designees approved the AR. then the Community Development Director and City Engineer shall decide upon the extension request. If the Architectural Review Board (ARB) approved the AR. then the ARB shall decide upon the extension request. The applicant shall provide notice of extension request to past recipients of the AR notice of application and post a sign pursuant to TDC 31.064. Before approving an extension, the deciding party shall find the request meets these criteria:**
 - (a) The applicant submitted a written extension request prior to the original expiration date.**
 - (b) There have been no significant changes in any conditions, ordinances, regulations or other standards of the City or applicable agencies that affect the previously approved project so as to warrant its resubmittal for AR.**
 - (c) If the previously approved application included a special study, the applicant provided with the extension a status report that shows no significant changes on the site or within the vicinity of the site. A letter from a recognized professional also would satisfy this criterion if it states that conditions have not changed after the original approval and that no new study is warranted.**
 - (d) If the AR applicant neglected site maintenance and allowed the site to become blighted, the deciding party shall factor this into its decision.**
 - (e) The deciding party shall grant no more than a single one-year extension for an AR approval.**
 - (f) If the Community Development Director and City Engineer or their designees are the deciding party, then they shall decide within thirty (30) days of receipt of the request. If the ARB is the deciding party. then the ARB shall decide within sixty (60) days of receipt of the request. If the deciding party fails to decide within the applicable time period, the decision shall default to approval.**

IV. APPEAL

The Architectural Review portion of this decision will be final after 14 calendar days on **March 16, 2018** unless a written appeal is received by the **Community Development Department – Planning Division at 18880 Martinazzi Avenue, Tualatin, Oregon 97062 before 5:00 p.m., March 15, 2018. The appeal must be submitted on the City appeal form with all the information requested provided thereon and signed by the appellant.** The plans and appeal forms are available at the Community Development Department – Planning Division offices. Appeals of a staff Architectural Features decision are reviewed by the Architectural Review Board (ARB).

Submitted by:



Erin Engman
Associate Planner

Issued by:



Aquilla Hurd-Ravich
Planning Manager, AICP

Attachments:

- 101: Application Materials – Revised December 15, 2017
- 102: Public Commentary
- 103: Clean Water Services Conditions of Approval – January 16, 2018
- 104: AR89-29 Staff Report – September 27, 1989



City of Tualatin

www.tualatinoregon.gov

**"NECESSARY PARTIES"
MARKED BELOW**

NOTICE OF APPLICATION SUBMITTAL

- ANNEXATION CONDITIONAL USE PERMIT PLAN TEXT AMENDMENT
 ARCHITECTURAL REVIEW PLAN MAP AMENDMENT OTHER:

CASE/FILE: AR17-0007 (Community Development Dept.: Planning Division)

PROPOSAL	Conversion of two story clubhouse into three, one-bedroom units at the Rivercrest Meadows apartments which are located between Tualatin Road and Hazelbrook Road, west of SW 115 th Avenue.
-----------------	--

PROPERTY	Name of Application	MYHRE GROUP ARCHITECTS				
	<input type="checkbox"/> n/a	Street Address	11795 SW Tualatin Road			
		Tax Map and Lot No(s).	2S1 15CO 01600			
		Planning District	RMH	Overlays <input type="checkbox"/>	NRPO <input type="checkbox"/>	Flood Plain <input type="checkbox"/>
		Previous Applications	AR-89-29; AR-90-22; AR-90-41; AR-91-20	Additional Applications: N/A	CIO RIVERPARK	

DATES	Receipt of application	8/28/17	Deemed Complete	12/26/17	CONTACT	Name: Erin Engman
	Notice of application submittal			12/28/17		Title: ASSOCIATE PLANNER
	Project Status / Development Review meeting			NA		E-mail: EENGMAN @tualatin.gov
	Comments due for staff report			01/11/18		Phone: 503-691-3024
	Public meeting: <input type="checkbox"/> ARB <input type="checkbox"/> TPC <input checked="" type="checkbox"/> n/a					Notes: You may view the application materials through this City web page: www.tualatinoregon.gov/projects
	City Council (CC)			<input checked="" type="checkbox"/> n/a		

City Staff

- City Manager
- Building Official
- Chief of Police
- City Attorney
- City Engineer
- Community Development Director
- Community Services Director
- Economic Development liaison
- Engineering Associate*
- Finance Director
- GIS technician(s)
- IS Manager
- Operations Director*
- Parks and Recreation Coordinator
- Planning Manager
- Street/Sewer Supervisor
- Water Supervisor

Neighboring Cities

- Durham
- King City Planning Commission
- Lake Oswego
- Rivergrove PC
- Sherwood Planning Dept.
- Tigard Community Development Dept.
- Wilsonville Planning Division

Counties

- Clackamas County Dept. of Transportation and Development
- Washington County Dept. of Land Use and Transportation (ARs)
- Washington County Long Range Planning (LRP) (Annexations)

Regional Government

- Metro

School Districts

- Lake Oswego School Dist. 7J
- Sherwood SD 88J
- Tigard-Tualatin SD 23J (TTSD)
- West Linn-Wilsonville SD 3J

State Agencies

- Oregon Dept. of Aviation
- Oregon Dept. of Environmental Quality (DEQ)
- Oregon Dept. of Land Conservation and Development (DLCD) (via proprietary notice)
- Oregon Dept. of State Lands: Wetlands Program
- Oregon Dept. of Transportation (ODOT) Region 1
- ODOT Maintenance Dist. 2A

- ODOT Rail Division

- OR Dept. of Revenue

Utilities

- Republic Services
- Clean Water Services (CWS)
- Comcast [cable]*
- Frontier Communications [phone]
- Northwest Natural [gas]
- Portland General Electric (PGE)
- TriMet
- Tualatin Valley Fire & Rescue (TVF&R)
- United States Postal Service (USPS) (Washington; 18850 SW Teton Ave.)
- USPS (Clackamas)
- Washington County Consolidated Communications Agency (WCCCA)

Additional Parties

- Tualatin Citizen Involvement Organization (CIO)

***Paper Copies**

- 1.032: Burden of Proof
- 31.071 Architectural Review Procedure
- 31.074 Architectural Review Application Review Process
- 31.077 Quasi-Judicial Evidentiary Hearing Procedures
- Metro Code 3.09.045 Annexation Review Criteria
- 32.030 Criteria for Review of Conditional Uses
- 33.020 Conditions for Granting a Variance that is not a Sign or a Wireless Communication Facility
- 33.022 Criteria for Granting a Sign Variance
- 33.024 Criteria for Granting a Minor Variance
- 33.025 Criteria for Granting a Variance
- 34.200 Tree Cutting on Private Property without Architectural Review, Subdivision or Partition Approval, or Tree Removal Permit Prohibited
- 34.210 Application for Architectural Review, Subdivision or Partition Review, or Permit
- 34.230 Criteria (tree removal)
- 35.060 Conditions for Granting Reinstatement of Nonconforming Use
- 36.160 Subdivision Plan Approval
- 36.230 Review Process (partitioning)
- 36.330 Review Process (property line adjustment)
- 37.030 Criteria for Review (IMP)
- 40.030 Conditional Uses Permitted (RL)
- 40.060 Lot Size for Conditional Uses (RL)
- 40.080 Setback Requirements for Conditional Uses (RL)
- 41.030 Conditional Uses Permitted (RML)
- 41.050 Lot Size for Conditional Uses (RML)
- 41.070 Setback Requirements for Conditional Uses (RML)
- 42.030 Conditional Uses Permitted (RMH)
- 42.050 Lot Size for Conditional Uses (RMH)
- 42.070 Setback Requirements for Conditional Uses (RMH)
- 43.030 Conditional Uses Permitted (RH)
- 43.060 Lot Size for Conditional Uses (RH)
- 43.090 Setback Requirements for Conditional Uses (RH)
- 44.030 Conditional Uses Permitted (RH-HR)
- 44.050 Lot Size for Conditional Uses (RH-HR)
- 44.070 Setback Requirements for Conditional Uses (RH-HR)
- 49.030 Conditional Uses (IN)
- 49.040 Lot Size for Permitted and Conditional Uses (IN)
- 49.060 Setback Requirements for Conditional Uses (IN)
- 50.020 Permitted Uses (CO)
- 50.030 Central Urban Renewal Plan – Additional Permitted Uses and Conditional Uses (CO)
- 50.040 Conditional Uses (CO)
- 52.030 Conditional Uses (CR)
- 53.050 Conditional Uses (CC)
- 53.055 Central Urban Renewal Area – Conditional Uses (CC)
- 54.030 Conditional Uses (CG)
- 56.030 Conditional Uses (MC)
- 56.045 Lot Size for Conditional Uses (MC)
- 57.030 Conditional Uses (MUCOD)
- 60.040 Conditional Uses (ML)
- 60.041 Restrictions on Conditional Uses (ML)
- 61.030 Conditional Uses (MG)
- 61.031 Restrictions on Conditional Uses (MG)
- 62.030 Conditional Uses (MP)
- 62.031 Restrictions on Conditional Uses (MP)
- 64.030 Conditional Uses (MBP)
- 64.050 Lot Size for Permitted and Conditional Uses (MBP)
- 64.065 Setback Requirements for Conditional Uses (MBP)
- 68.030 Criteria for Designation of a Landmark
- 68.060 Demolition Criteria
- 68.070 Relocation Criteria
- 68.100 Alteration and New Construction Criteria
- 68.110 Alteration and New Construction Approval Process
- 73.130 Standards
- 73.160 Standards
- 73.190 Standards – Single-Family and Multi-Family Uses
- 73.220 Standards
- 73.227 Standards
- 73.230 Landscaping Standards
- 73.300 Landscape Standards – Multi-Family Uses
- 73.310 Landscape Standards – Commercial, Industrial, Public and Semi-Public Uses
- 73.320 Off-Street Parking Lot Landscaping Standards
- 73.470 Standards
- 73.500 Standards



City of Tualatin

www.tualatinoregon.gov

APPLICATION FOR ARCHITECTURAL REVIEW

Direct Communication to:			
Name: Michael McLaughlin		Title: Associate	
Company Name: Myhre Group Architects			
Current address: 620 SW 5th Ave.			
City: Portland		State: Oregon	ZIP Code: 97204
Phone: 503-236-6000	Fax: 503-236-7500	Email: michaelm@myhregroup.com	
Applicant			
Name: Michael McLaughlin		Company Name: Myhre Group Architects	
Address: 620 SW 5th Ave.			
City: Portland		State: Oregon	ZIP Code: 97204
Phone: 503-236-6000	Fax: 503-236-7500	Email: michaelm@myhregroup.com	
Applicant's Signature:		Date:	
Property Owner			
Name: CR Rivercrest Meadows Communities, LLC c/o Joe Zuber			
Address: 444 West Beech Street, Suite 300			
City: San Diego		State: California	ZIP Code: 92101
Phone: 858-490-2345	Fax:	Email: JZUBER@COLRICH.COM	
Property Owner's Signature: <i>Joe Zuber</i>		Date: 8/24/17	
(Note: Letter of authorization is required if not signed by owner)			
Architect			
Name: Myhre Group Architects			
Address: 620 SW 5th Ave.			
City: Portland		State: Oregon	ZIP Code: 97204
Phone: 503-236-6000	Fax: 503-236-7500	Email: michaelm@myhregroup.com	
Landscape Architect			
Name: N/A			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Engineer			
Name: N/A			
Address:			
City:		State:	ZIP Code:
Phone:	Fax:	Email:	
Project			
Project Title: Rivercrest Meadows Apartments			
Address: 11795 SW Tualatin Road			
City: Tualatin		State: Oregon	ZIP Code: 97062
Brief Project Description: Conversion of 2 story clubhouse into 3 dwelling units. Site work includes upgrades to convert unused pool area behind structure into family oriented common area.			
Proposed Use: Three 1 bedroom dwelling units.			

Value of Improvements: \$500,000

AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION ABOVE, ON THE FACT SHEET, AND THE SURROUNDING PERTY OWNER MAILING LIST IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGARDING BUILDING CONSTRUCTION AND LAND USE.

Applicant's Signature:

Date:

Office Use

Case No:	Date Received:	Received by:
Fee: Complete Review :	Receipt No:	
Application Complete as of:	ARB hearing date (if applicable):	
Posting Verification:	6 copies of drawings (folded)	
1 reproducible 8 ½" X 11" vicinity map	1 reproducible 8 ½" X 11" site, grading, LS, Public Facilities plan	
Neighborhood/Developer meeting materials		

GENERAL INFORMATION	
Site Address:	11795 SW Tualatin Road
Assessor's Map and Tax Lot #:	2S115CO 01600
Planning District:	None
Parcel Size:	10.78 acres
Property Owner:	Colrich California Realty, Inc. c/o Mathew Moiseve
Applicant:	Myhre Group Architects c/o Michael McLaughlin
Proposed Use:	Residential Apartments

ARCHITECTURAL REVIEW DETAILS	
<input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	
Number of parking spaces:	No Change (305 Existing)
Square footage of building(s):	No Change (305 Existing)
Square footage of landscaping:	Less than 300SF reduction from existing
Square footage of paving:	Less than 300SF added (New walkway)
Proposed density (for residential):	11.59 (125 units/ 10.78 Acres)

For City Personnel to complete:

Staff contact person:

CITY OF TUALATIN FACT SHEET

General

Proposed use: Three 1 bedroom dwelling units.			
Site area:	10.78	acres	Building footprint: No Change sq. ft.
Development area:	No Change	acres	Paved area: Less than 300SF proposed sq. ft.
		Sq. ft.	Development area coverage: No Change 58 %

Parking

Spaces required (see TDC 73.400) (example: warehouse @ 0.3/1000 GFA) 208 Total Required $(3 \times 1.25) + (40 \times 1.5) + (82 \times 1.75) = 207.25$ parking required: _____ spaces Handicapped accessible = _____ Van pool = _____ Compact = (max. 35% allowed) = _____ Loading berths = _____	Spaces provided: Total parking provided: 305 spaces Standard = _____ Handicapped accessible = _____ Van pool = _____ Compact = _____ Loading berths = _____
---	--

No Change
(Per Prior Approvals)

Bicycles

Covered spaces required: No Change	Covered spaces provided: No Change
---	---

Landscaping **Less than 300SF reduction proposed for walkways.**

Landscaping required: <u>25</u> % of dvpt. area 117,394 Square feet	Landscaping provided: <u>41</u> % of dvpt. area Existing 196,718 Square feet
Landscaped parking island area required: _____ %	Landscaped parking island area provided: N/C %

Trash and recycling facility **Existing - No Change**

Minimum standard method: _____ square feet
Other method: _____ square feet

For commercial/industrial projects only

Total building area:	sq. ft.	2 nd floor:	sq. ft.
Main floor:	sq. ft.	3 rd floor:	sq. ft.
Mezzanine:	sq. ft.	4 th floor:	sq. ft.

For residential projects only

Number of buildings: Existing - No Change	Total sq. ft. of buildings: Existing - No Change sq. ft.
Building stories: Existing - 2 stories	



Rivercrest Meadows Apartments – Clubhouse Conversion

Architectural Review Narrative

Project Description:

The proposed project involves converting an unused 2 story common area building into 3 dwelling units. Associated site work includes upgrades to convert unused pool area behind structure into additional family oriented year round common area with soccer field. (It was noted at the Pre-App meeting that the requirement for year round common areas does not include a requirement for covered space.)

The building is located approximately 230' north of Tualatin Road on the eastern portion of the site. Existing records show the structure was originally permitted in 1990 as a Type V-A building without sprinklers. The first floor was permitted with a large central waiting area, two offices, a small exercise room and a tanning room. The second floor was permitted as a small party room with a deck overlooking the pool. Two symmetrical internal stairs occupy much of the space.

The proposal would convert the interior of the building into a total of three, one bedroom dwelling units, two on the first floor and one on the second floor. Exterior alterations would include a new external stairway to access the second story unit and a separate private outdoor deck at the second level, as well as alterations to some of the windows and doors.

The existing tax lot is approximately 10.78 acres and is zoned for 15 units per acre, therefore 162 units are allowed. There are currently 122 units on the site. An additional 3 units would result in a total of 125 units (37 fewer than allowed by code).

Code requires 208 parking spaces ($3 \times 1.25 + 40 \times 1.5 + 82 \times 1.75$). There are currently 305 parking spaces on site (176 garages and 129 surface stalls), or 97 more parking spaces than required by code remaining after the additional 3 one bedroom units are accounted for.

Our understanding is that the Tualatin Development Code requires 3 distinct types of outdoor space associated with dwelling units:

- Private Outdoor Areas: 48SF/Unit
- Entry Areas: 24SF/Unit
- Shared Outdoor Areas and Children's Play Areas: 450SF/Unit

The project will continue to meet these requirements with the 3 additional dwelling units proposed. Refer to plans with associated calculations of shared outdoor areas.

Architectural Review Approval - Criteria and Standards:

Per the Tualatin Development Code relating to Architectural Review Approval, Section 73.050 indicates under the heading 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.

Approval Criteria Responses:

Location: The structure is existing and is compliant with the setback requirements of TDC section 42.060 Setback Requirements for Permitted Uses in the RMH zone. Front yard setbacks are 30 feet for 2 story structures. The side yard setback is 10 feet for 2 story structures. The rear yard setback is the same as the side yard setback (10 feet).

Height: The 2 story structure is existing and is compliant with the height requirements of TDC section 42.090 of 35'.

Appearance: The structure is existing and as proposed will match the finishes of the existing development that surrounds it.

Compatibility with design of other developments: The structure is existing and as proposed will be compatible with the design of other development that surrounds it. Like surrounding residential development, the building is 2 stories, incorporates pitched roof forms with composition roofing, utilizes lap siding with vinyl windows, and has variation in both form and color for visual interest.

Location, design, size, color and materials of the exterior: The location of materials, the way materials are designed and detailed, the size & scale of the materials, and the color of the materials utilized in the proposal match those of the overall development, are typical of residential structures and are compatible with those of other developments in the vicinity.

Traffic Study: As requested by Engineering a traffic engineer has reviewed the proposal and their findings are included in this application for reference.

Rivercrest Meadows Apartments – Clubhouse Conversion

Architectural Review Narrative

Project Description:

The proposed project involves converting an unused 2 story common area building into 3 dwelling units. Associated site work includes upgrades to convert unused pool area behind structure into additional family oriented year round common area with soccer field. (It was noted at the Pre-App meeting that the requirement for year round common areas does not include a requirement for covered space.)

The building is located approximately 230' north of Tualatin Road on the eastern portion of the site. Existing records show the structure was originally permitted in 1990 as a Type V-A building without sprinklers. The first floor was permitted with a large central waiting area, two offices, a small exercise room and a tanning room. The second floor was permitted as a small party room with a deck overlooking the pool. Two symmetrical internal stairs occupy much of the space.

The proposal would convert the interior of the building into a total of three, one bedroom dwelling units, two on the first floor and one on the second floor. Exterior alterations would include a new external stairway to access the second story unit and a separate private outdoor deck at the second level, as well as alterations to some of the windows and doors.

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- Private Outdoor Areas: 48SF/Unit
- Entry Areas: 24SF/Unit
- Shared Outdoor Areas and Children's Play Areas: 450SF/Unit

The project will continue to meet these requirements with the 3 additional dwelling units proposed. Refer to plans with associated calculations of shared outdoor areas.

Architectural Review Approval - Criteria and Standards:

Per the Tualatin Development Code relating to Architectural Review Approval, Section 73.050 indicates under the heading 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.

Approval Criteria Responses:

Location: The structure is existing and is compliant with the setback requirements of TDC section 42.060 Setback Requirements for Permitted Uses in the RMH zone. Front yard setbacks are 30 feet for 2 story structures. The side yard setback is 10 feet for 2 story structures. The rear yard setback is the same as the side yard setback (10 feet).

Height: The 2 story structure is existing and is compliant with the height requirements of TDC section 42.090 of 35'.

Appearance: The structure is existing and as proposed will match the finishes of the existing development that surrounds it.

Compatibility with design of other developments: The structure is existing and as proposed will be compatible with the design of other development that surrounds it. Like surrounding residential development, the building is 2 stories, incorporates pitched roof forms with composition roofing, utilizes lap siding with vinyl windows, and has variation in both form and color for visual interest.

Location, design, size, color and materials of the exterior: The location of materials, the way materials are designed and detailed, the size & scale of the materials, and the color of the materials utilized in the proposal match those of the overall development, are typical of residential structures and are compatible with those of other developments in the vicinity.

Traffic Study: As requested by Engineering a traffic engineer has reviewed the proposal and their findings are included in this application for reference.



Rivercrest Meadows – Clubhouse Conversion
Neighborhood Meeting Notes
July 12, 2017

The meeting was scheduled to begin at 5:30.

One neighbor, Brett Hamilton, was in attendance in addition to Charles Benson and Melinda Anderson from the City of Tualatin, as well as Heather McGrath and Michael McLaughlin from Myhre Group Architects.

The proposed conversion of the existing clubhouse into three 1 bedroom units was presented and discussed along with relevant graphics to illustrate the proposal.

Neighbor Brett Hamilton, who lives just east of the project on SW Kalispell St., indicated they have no longer had issues with cars in the street in front of their house since a resident permit parking plan has gone into effect.

It was discussed that a traffic engineer had been hired by the Owner to investigate the off site impacts of the existing project and the proposal on the neighborhood. A copy of the findings were made available.

After discussing the project proposal, Brett indicated that the proposal sounded fine by him.

Myhre Group and City staff waited until 6:15 to be sure no additional neighbors were intending to come but delayed.

No additional attendees arrived.

End of Document

Michael McLaughlin

From: Michael McLaughlin
Sent: Thursday, July 06, 2017 10:13 AM
To: 'atasaedi@hotmail.com'; 'jasuwi7@gmail.com'; 'jasuwi7@gmail.com';
'stan.jernberg@harmonicinc.com'; 'charlie5915@hotmail.com'; 'hgeorge@gmail.com';
'SHashberger@msn.com'; 'doug_ulmer@comcast.net'; 'tualatinmidwestcio@gmail.com';
'chaserd2003@gmail.com'; 'tualatinmidwestcio@gmail.com'; 'tmpgarden@comcast.net';
'theanadine@yahoo.com'; 'carmenmadrid@gmail.com'; 'charleesandell@yahoo.com';
'kaydix@comcast.net'; 'lori.Monday@gmail.com'; 'jamie.gowins@gmail.com';
'shamusluv@yahoo.com'; 'patrickcrowell79@gmail.com'; 'justin_speer@hotmail.com';
'jmakarowsky@comcast.net'; 'edkcnw@comcast.net'; 'willie.fisher@gmail.com';
's.caporale85@gmail.com'; 'mwestenhaver@hotmail.com'; 'kzlateff@comcast.net';
'tualatincommercialcio@gmail.com'; 'scottm@capacitycommercial.com';
'wong@oregonrn.org'
Cc: 'Lynette Sanford'
Subject: Rivercrest Meadows Apartments - Neighborhood-Developer Meeting
Attachments: Invite.pdf

Tualatin CIO officers,

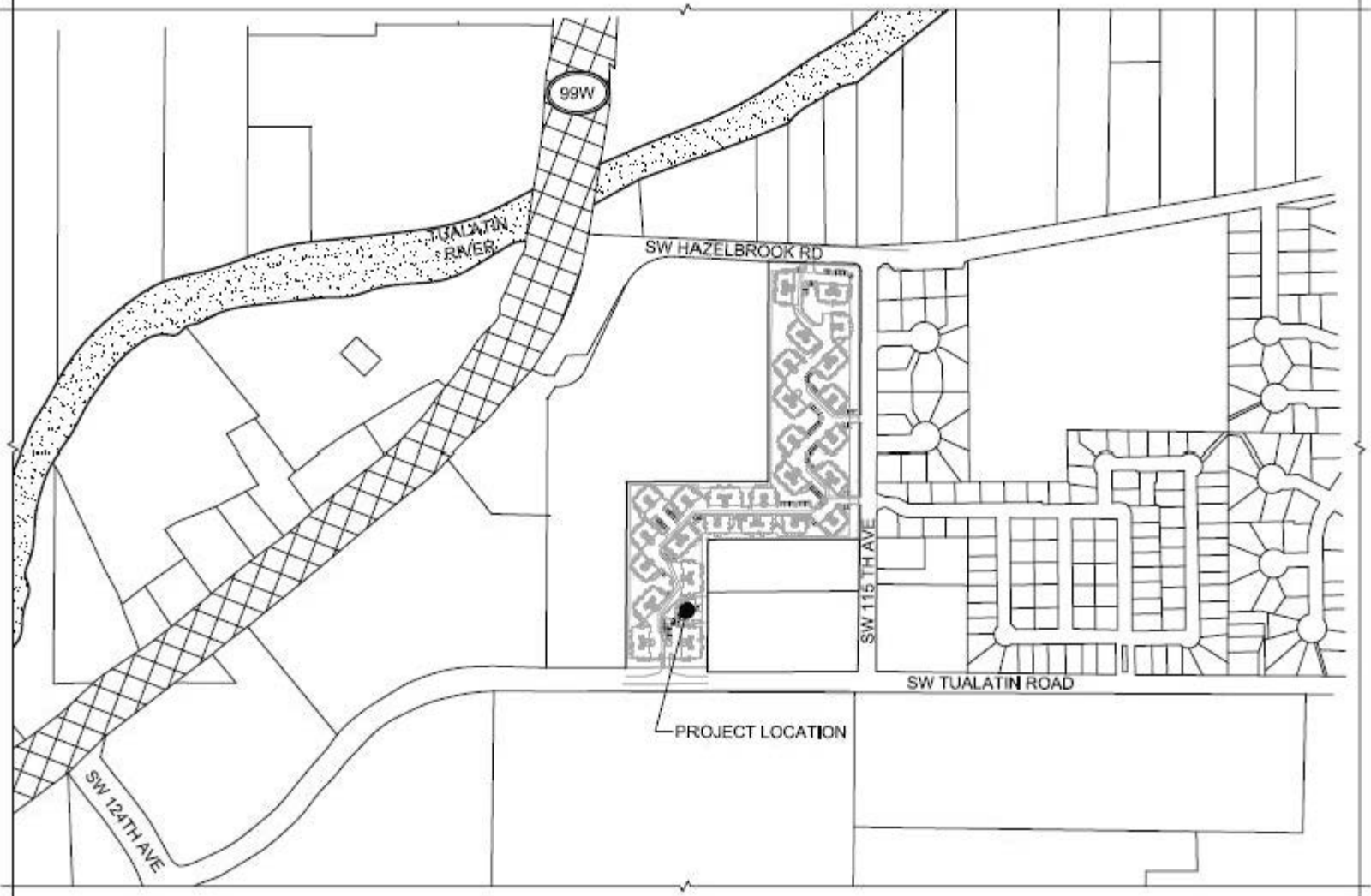
We are holding a neighborhood developer meeting on July 12th at 5:30PM in the Tualatin Library Community Room. We will be discussing a proposal to convert an existing unused clubhouse building at the Rivercrest Meadows Apartments into three, one bedroom dwelling units. Please see attached letter for additional information. Feel free to contact me should you have any questions.

Michael McLaughlin
Associate



620 SW 5th Avenue, Suite 500
Portland, Oregon 97204
t 503.236.6000
f 503.236.7500

michaelm@myhregroup.com; www.myhregroup.com

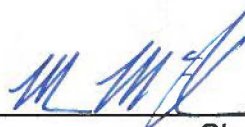


**NEIGHBORHOOD/DEVELOPER MEETING
AFFIDAVIT OF MAILING**

STATE OF OREGON)
) SS
COUNTY OF WASHINGTON)

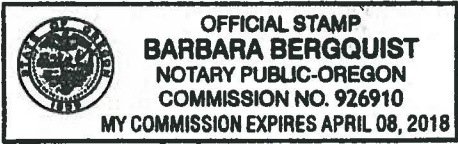
I, Michael McLaughlin, being first duly sworn, depose and say:

That on the 28th day of June, 2017, I served upon the persons shown on Exhibit "A," attached hereto and by this reference incorporated herein, a copy of the Notice of Neighborhood/Developer meeting marked Exhibit "B," attached hereto and by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit "A" are their regular addresses as determined from the books and records of the Washington County and/or Clackamas County Departments of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.



Signature

SUBSCRIBED AND SWORN to before me this 2nd day of August, 2017.





Notary Public for Oregon
My commission expires: 4/8/18

RE: _____



 **NOTICE**
**ARCHITECTURAL
REVIEW AR-17-0007**
For more information call
503-691-3026 or visit
www.tualatinoregon.gov

ARCHITECTURAL REVIEW CERTIFICATION OF SIGN POSTING



18"

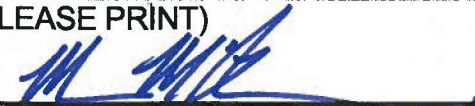
24"

The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain **primary yellow** composed of the **RGB color values Red 255, Green 255, and Blue 0**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at < www.tualatinoregon.gov/planning/land-use-application-sign-templates>.

NOTE: For larger projects, the Community Development Department may require the posting of additional signs in conspicuous locations.

As the applicant for the Rivercrest Meadows Apartments - Clubhouse Conversion project, I hereby certify that on this day, 9-6-17 sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: Michael McLaughlin
(PLEASE PRINT)

Applicant's Signature: 

Date: 9-6-17



Water supply modeling is necessary for larger projects to determine the impact of the project’s water demand on the water supply system. Water supply modeling will be performed by a consulting engineer based on the most recent version of the Tualatin Water System Master Plan.

Due to possible impacts to the water supply system, the following projects in Tualatin require hydraulic modeling based on the size and type of the project and projected water use for the finished project. The outcome of modeling could require offsite improvements to the water supply system in order to ensure that adequate water supply is available to serve the project and reduce impacts to the overall system.

Hydraulic modeling of the water supply system is required for the following project type/sizes/demand:

Project Type	Criteria	Permit Fee
Commercial or Industrial Building	Building floor area greater than 48,300 square feet or Anticipated daily water demand greater than 870 gallons per acre per day	\$ 300 per building
Residential development	More than 49 dwelling units	\$ 1,000
Multi-family development	More than 49 dwelling units or a combined building floor area greater than 48,300 square feet	\$ 300 per building

N/A

Please complete this form and submit the form and required fee (if applicable) with your land-use application (architectural review, subdivision, etc.).

Commercial or Industrial Development

- Building floor area _____ square feet
- Anticipated water demand (if known) _____ gallons per day
- Described planned building use _____

Residential Development

- Number of dwelling units or single family home lots _____

Multi-Family Residential Development

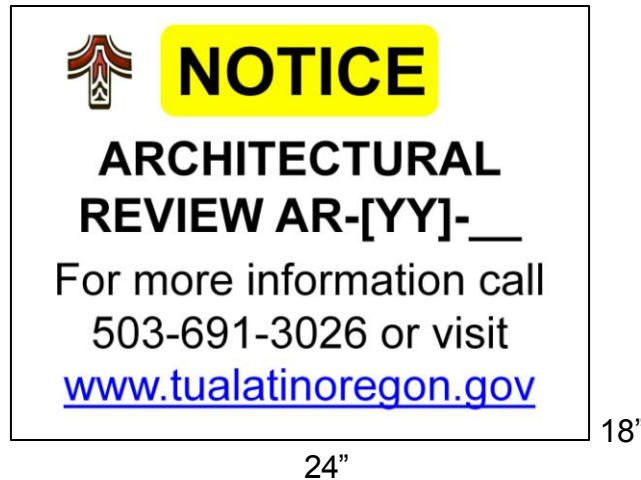
- Number of dwelling units 3
- Building floor area (sum of all building) Existing
- Number of multi-family buildings Existing

Permit fee required based on the information provided above \$ \$0

- If no fee is required, enter \$0.

NOTE: Water Supply Modeling does not replace the requirement for fire hydrant flow testing. Flow testing of fire hydrants will still be required to verify adequate fire flow of finished system

ARCHITECTURAL REVIEW CERTIFICATION OF SIGN POSTING



The applicant shall provide and post a sign pursuant to Tualatin Development Code (TDC) 31.064(2). Additionally, the 18" x 24" sign must contain the application number, and the block around the word "NOTICE" must remain **primary yellow** composed of the **RGB color values Red 255, Green 255, and Blue 0**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at < www.tualatinoregon.gov/planning/land-use-application-sign-templates>.

NOTE: For larger projects, the Community Development Department may require the posting of additional signs in conspicuous locations.

As the applicant for the [Rivercrest Meadows Apartments - Clubhouse Conversion](#) project, I hereby certify that on this day, _____ sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: [Michael McLaughlin](#)
(PLEASE PRINT)

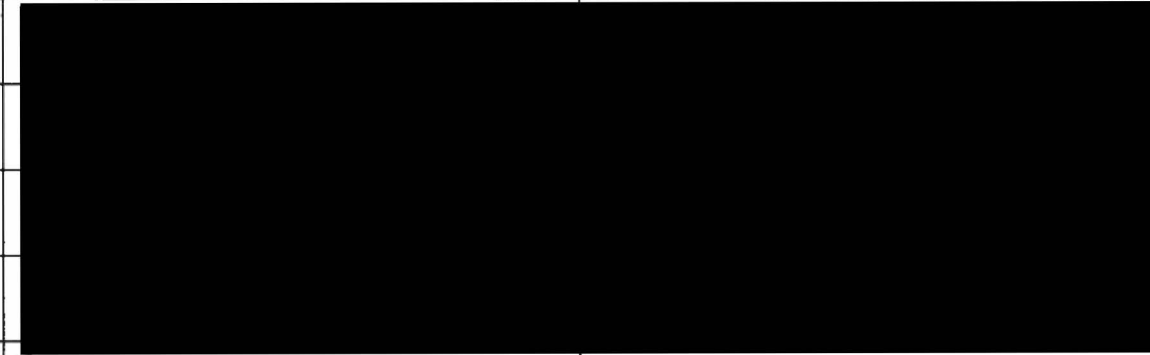
Applicant's Signature: _____

Date: _____

Rivercrest Meadows - Clubhouse Conversion

Neighborhood Meeting 7-12-2017

Sign In Sheet

Name/ Organization	Address	Contact
HEATHER MCDONALD		
BRETT HAMILTON		
CHARLES BENSON		
Melinda Anderson		
MICHAEL MCLAUGHLIN/MGA		

AR17-0007

To lessen the bulk of the notice of application and to address privacy concerns, this sheet substitutes for the photocopy of the mailing labels. A copy is available upon request.

NEIGHBORHOOD / DEVELOPER MEETING CERTIFICATION OF SIGN POSTING

<p style="text-align: center;">NOTICE</p> <p style="text-align: center;">NEIGHBORHOOD / DEVELOPER MEETING</p> <p style="text-align: center;">__/__/2010 __:__.m.</p> <p style="text-align: center;">SW _____</p> <p style="text-align: center;">503-____-____</p>	18"
24"	

In addition to the requirements of TDC 31.064(2) quoted earlier in the packet, the 18" x 24" sign that the applicant provides must display the meeting date, time, and address and a contact phone number. The block around the word "NOTICE" must remain **orange** composed of the **RGB color values Red 254, Green 127, and Blue 0**. Additionally, the potential applicant must provide a flier (or flyer) box on or near the sign and fill the box with brochures reiterating the meeting info and summarizing info about the potential project, including mention of anticipated land use application(s). Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at < www.tualatinoregon.gov/planning/land-use-application-sign-templates >.

As the applicant for the

Rivercrest Meadows Apartments - Clubhouse Conversion project, I

hereby certify that on this day, June 26th, 2017 sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Department - Planning Division.

Applicant's Name: Michael McLaughlin
(PLEASE PRINT)

Applicant's Signature: 

Date: August 2, 2017

RIVERCREST MEADOWS CLUBHOUSE CONVERSION

11795 SW TUALATIN RD
TUALATIN, OREGON 97062

PRELIMINARY
NOT FOR
CONSTRUCTION

DRAWING INDEX

CS	COVER SHEET & VICINITY PLAN
A1.00	SITE PLAN
A2.10	FLOOR PLANS
A3.10	SHARED OUTDOOR CALCULATIONS
A7.10	EXTERIOR ELEVATIONS
A7.11	EXTERIOR ELEVATIONS
A7.12	EXTERIOR ELEVATIONS

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ARCHITECT / APPLICANT
MYHRE GROUP ARCHITECTS
620 SW 5TH AVE., SUITE 500
PORTLAND, OR 97204
P: 503.236.6000
F: 503.236.7500

TENANT/OWNER
CR RIVERCREST MEADOWS COMMUNITIES, LLC
444 WEST BEECH STREET, SUITE 300
SAN DIEGO, CA 92101

CONTACTS:
MICHAEL MCLAUGHLIN
michaelm@myhregroup.com

CONTACT:
JOE ZUBER
jzuber@colrich.com

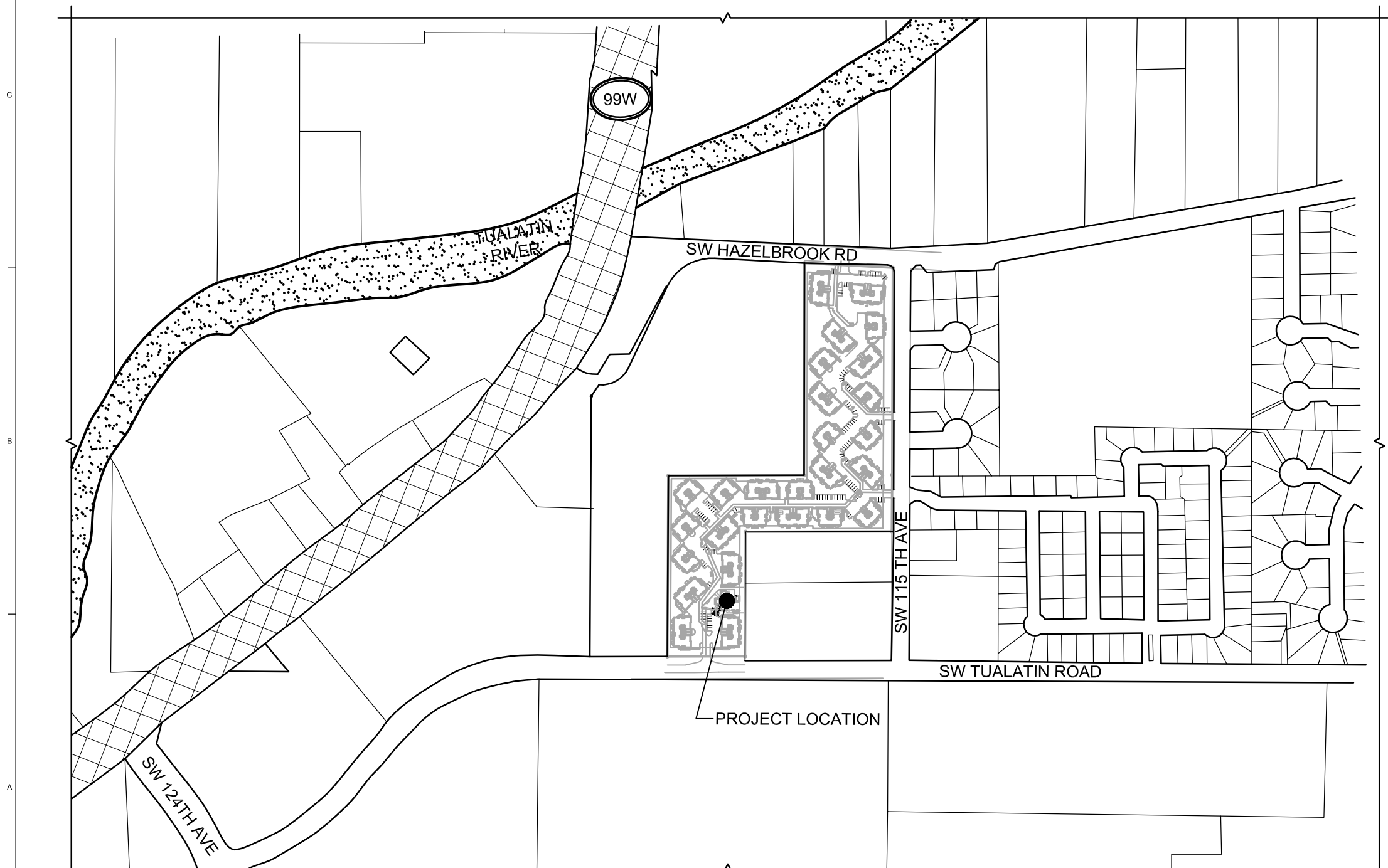
ARCHITECTURAL REVIEW

RIVERCREST MEADOWS
CLUBHOUSE CONVERSION

11795 SW TUALATIN RD
TUALATIN, OR 97062

REV DATE	FILE

PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160950
DATE: 08.24.2017



A1
CS
VICINITY PLAN
SCALE: NTS

REV DATE	FILE

PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160960
DATE: 08.24.2017

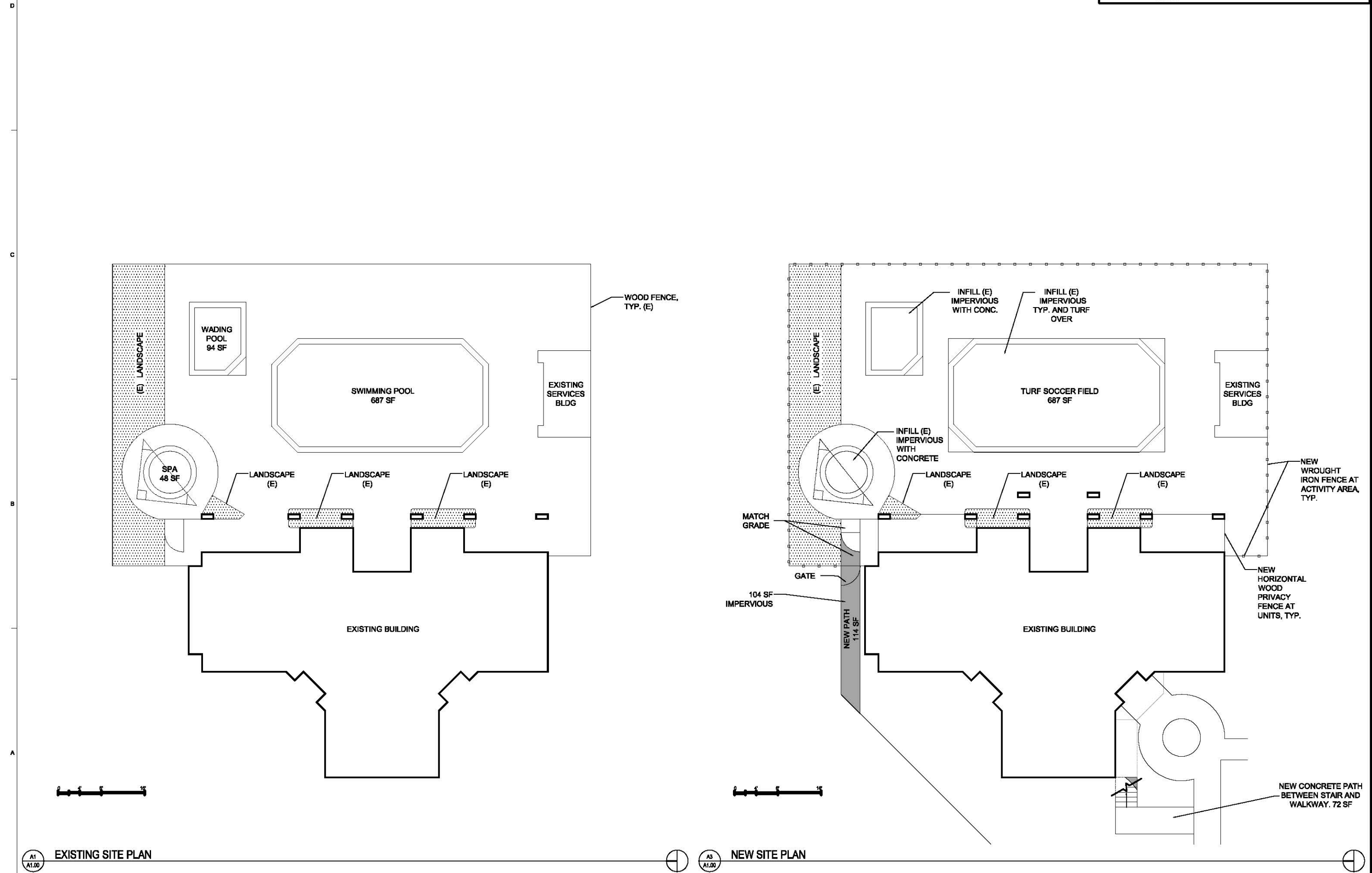
NOTES

- TOTAL IMPERVIOUS AREA ADDED: 178 SF
- TOTAL AREA OF SITE WORK: 945 SF

LEGEND

LANDSCAPE AREA

FENCE



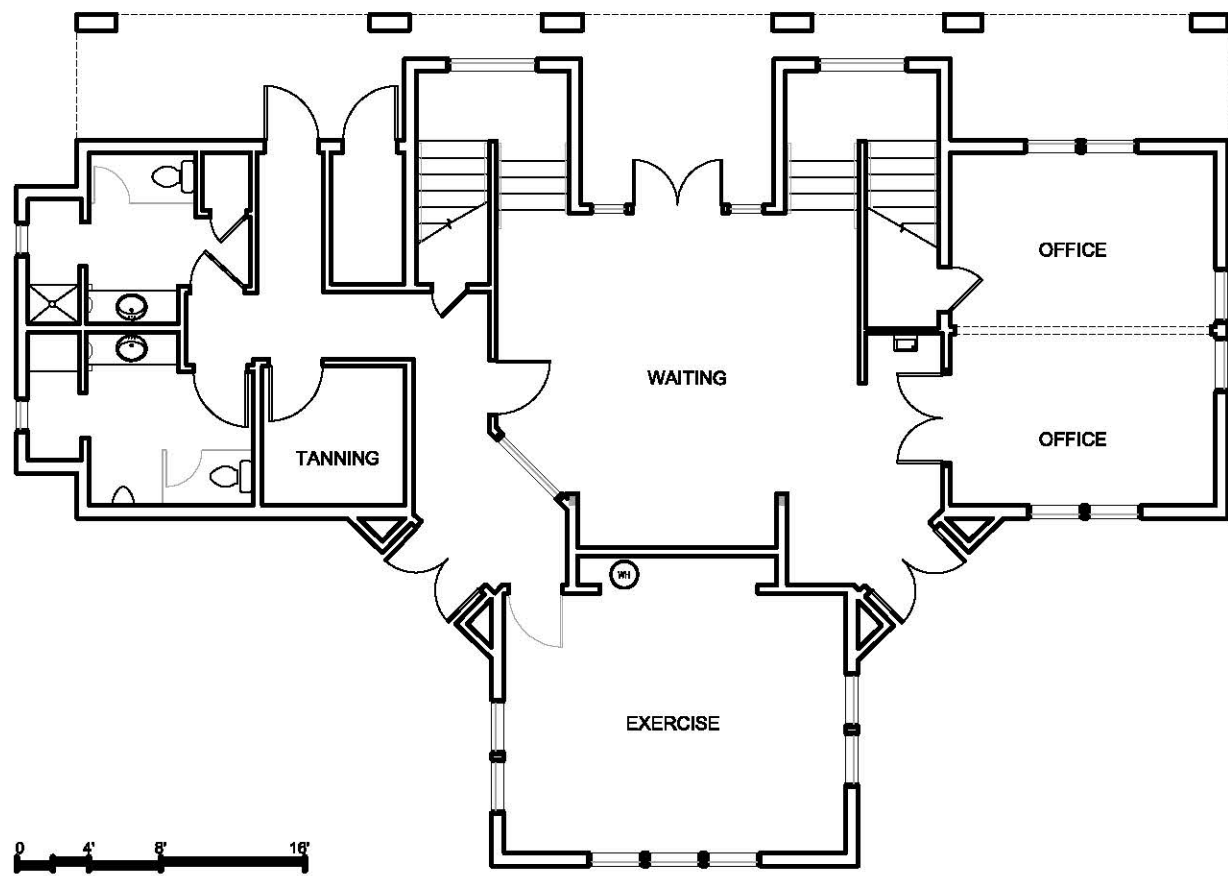
A1
A1.00
EXISTING SITE PLAN

A3
A1.00
NEW SITE PLAN

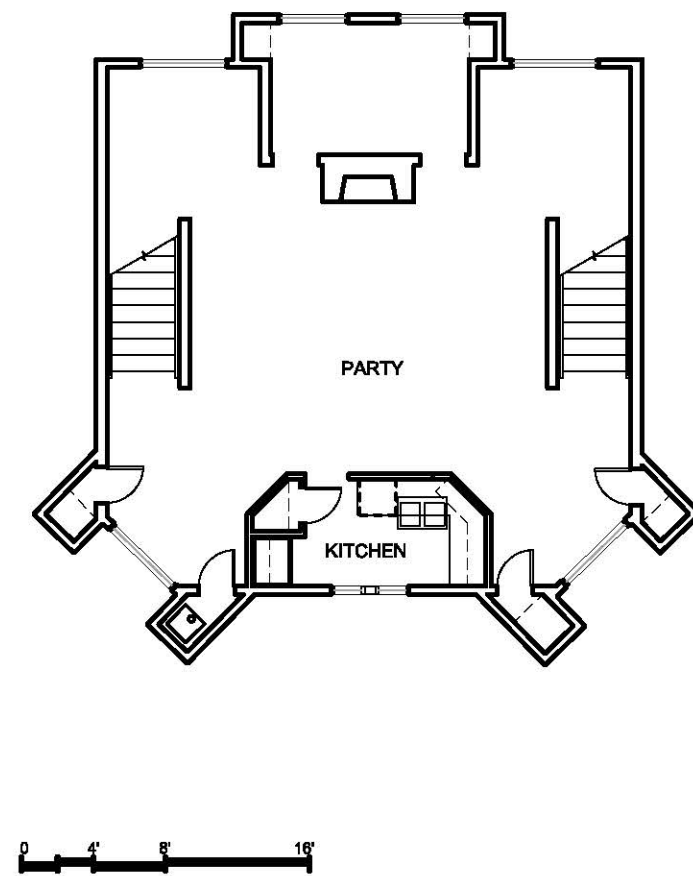
A1.00
SITE PLAN

**PRELIMINARY
NOT FOR
CONSTRUCTION**

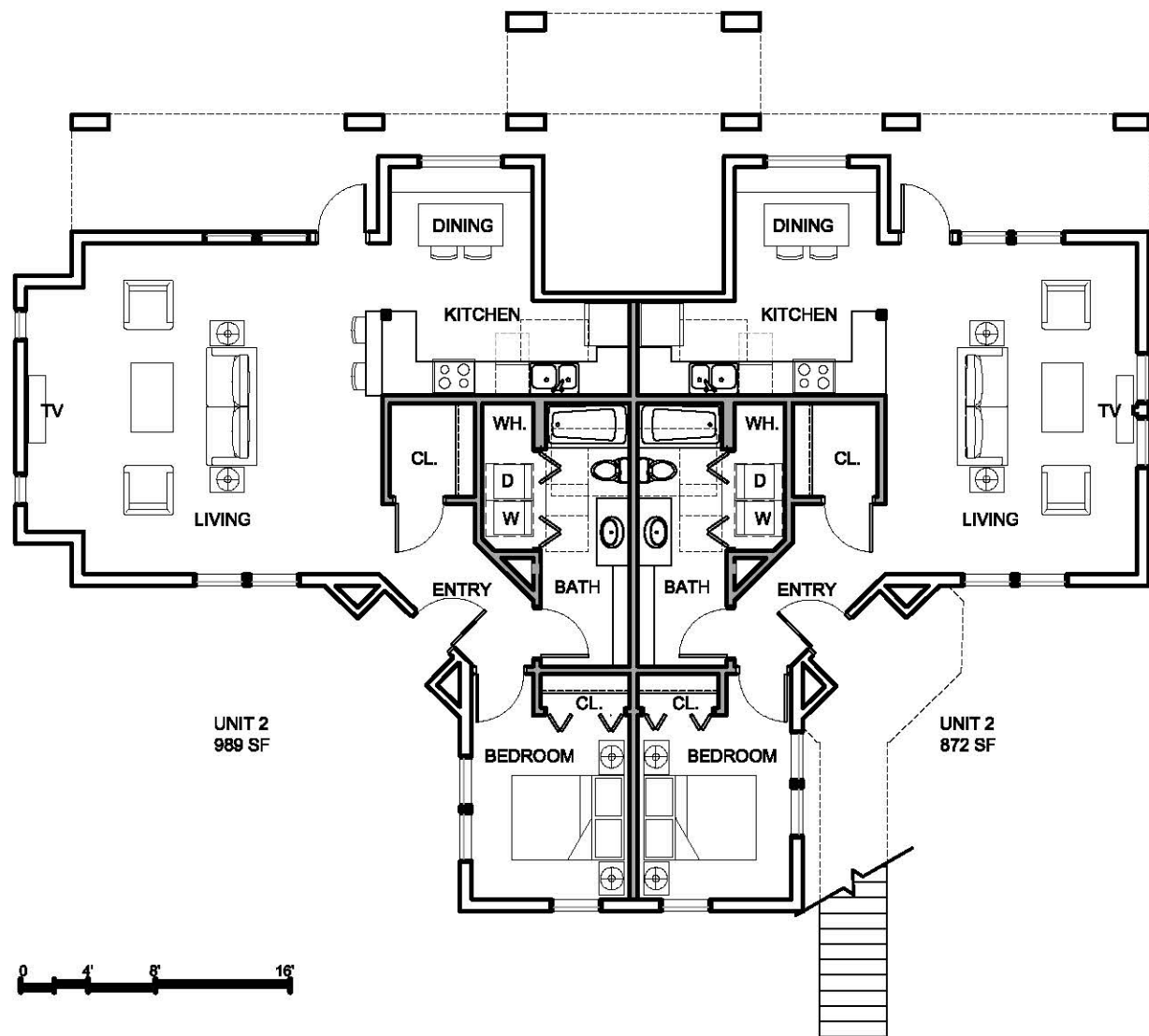
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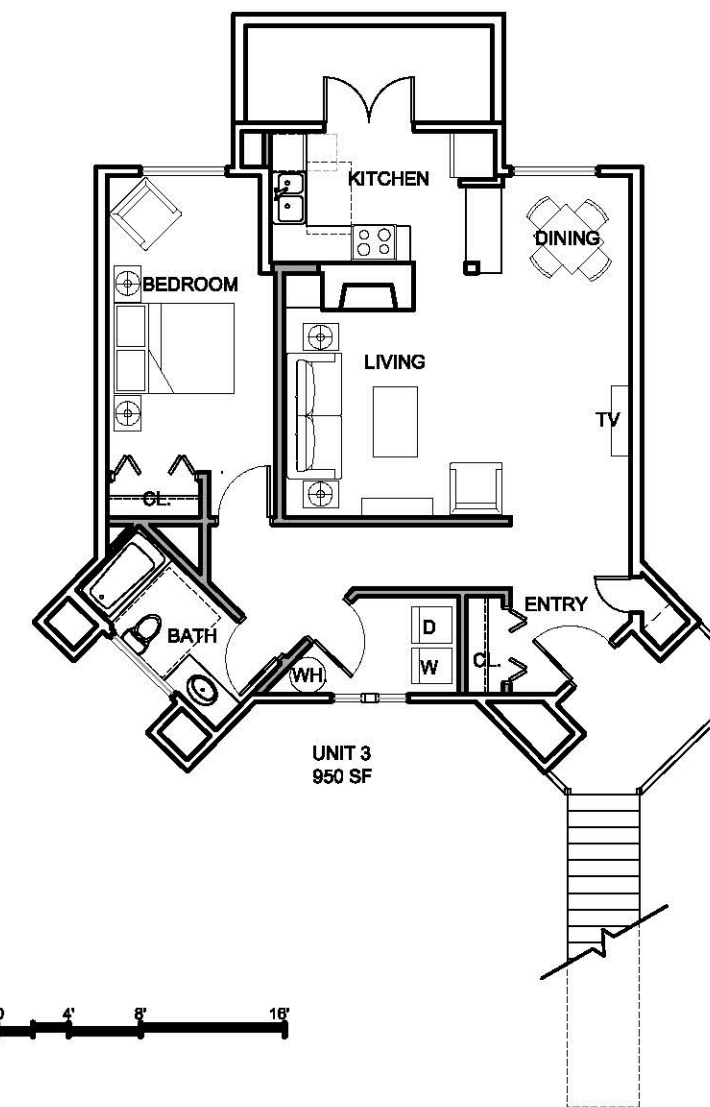
**C1
A2.10** EXISTING FLOOR PLAN - FIRST FLOOR



**C4
A2.10** EXISTING FLOOR PLAN - SECOND FLOOR



**A1
A2.10** FLOOR PLAN - FIRST FLOOR



**A4
A2.10** FLOOR PLAN - SECOND FLOOR

**ARCHITECTURAL
REVIEW**

RIVERCREST MEADOWS
CLUBHOUSE CONVERSION

11785 SW TUALATIN RD
TUALATIN, OR 97062

REV DATE	FILE

PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160960
DATE: 08.24.2017

LEGEND

SHARED OUTDOOR AREA / AMENITY SPACE
122 UNITS X 450 SF = 54,900 SF REQUIRED, 140,700 SF PROVIDED

MGA
MYHRE GROUP ARCHITECTS
800 599 88 Avenue, Suite 200 Portland, Oregon 972
503.228.2500 • 503.228.2500 www.mgaarch.com
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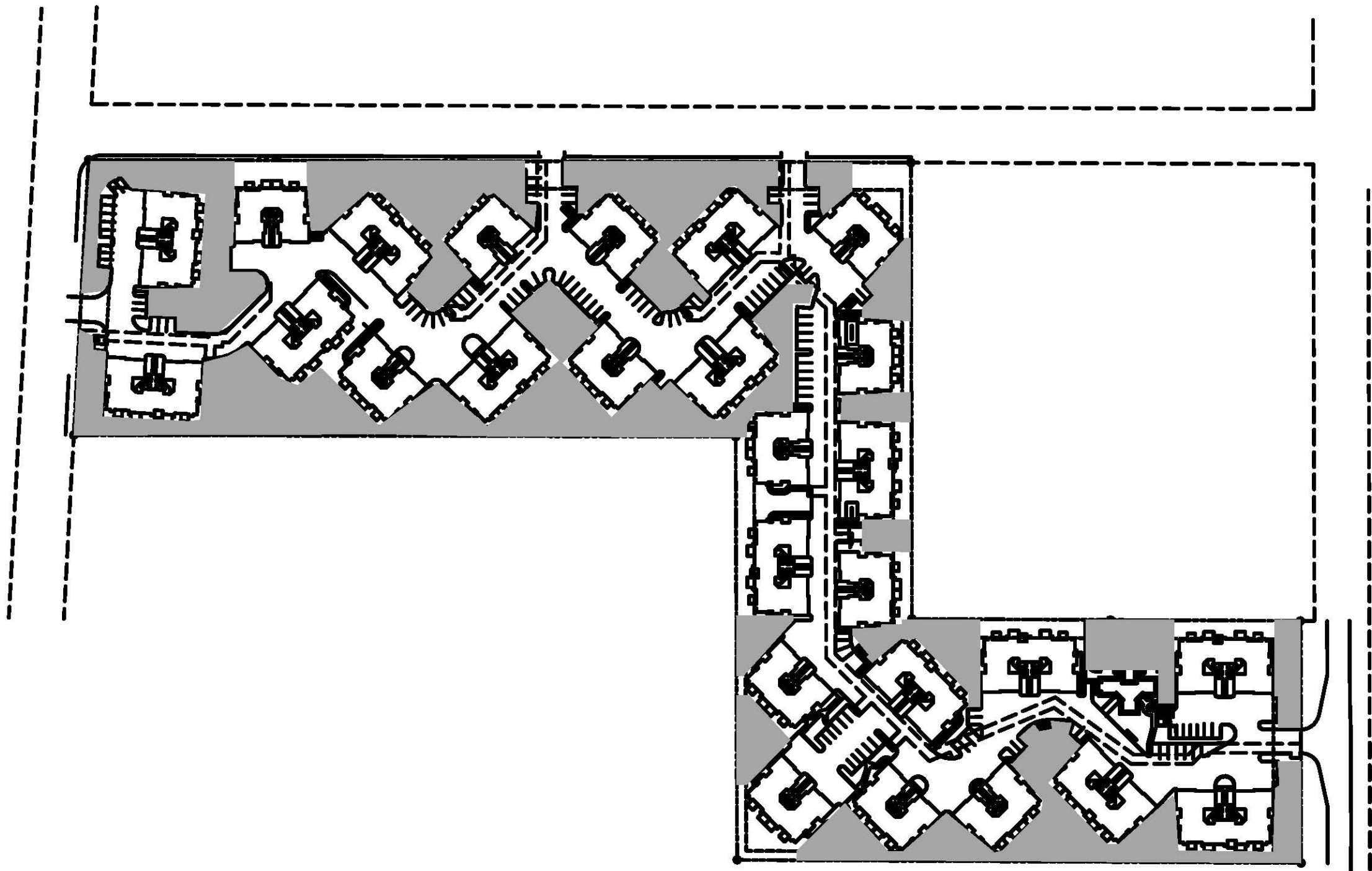
ARCHITECTURAL
REVIEW

RIVERCREST MEADOWS
CLUBHOUSE CONVERSION

11785 SW TUALATIN RD
TUALATIN, OR 97062

REV DATE	FILE

PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160950
DATE: 08.24.2017



COLOR LEGEND

P-1:
 MANUFACTURER: BENJAMIN MOORE
 NAME: HC-91
 LOCATION: BODY 1

P-2:
 MANUFACTURER: BENJAMIN MOORE
 NAME: CROMWELL GRAY HC-103
 LOCATION: BODY 2

P-3:
 MANUFACTURER: MILLER PAINT
 NAME: 5765N CINNAMON
 LOCATION: ACCENT

P-5:
 MANUFACTURER: BENJAMIN MOORE
 NAME: AC-42 GRAND TETON WHITE
 LOCATION: TRIM



C1
 A7.10
 EXISTING WEST ELEVATION



A1
 A7.10
 PROPOSED WEST ELEVATION



ARCHITECTURAL
 REVIEW

RIVERCREST MEADOWS
 CLUBHOUSE CONVERSION

11795 SW TUALATIN RD
 TUALATIN, OR 97062

REV DATE	FILE

PIC: R. YANCEY
 PM: H. MCGRATH
 JC:
 DRAWN BY: N. WUDTKE
 JOB NO: 160950
 DATE: 08.24.2017

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**ARCHITECTURAL
 REVIEW**

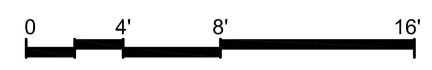
**RIVERCREST MEADOWS
 CLUBHOUSE CONVERSION**

**11795 SW TUALATIN RD
 TUALATIN, OR 97062**

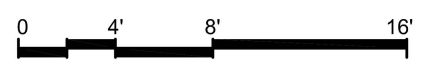
REV DATE	FILE

PIC: R. YANCEY
 PM: H. MCGRATH
 JC:
 DRAWN BY: N. WUDTKE
 JOB NO: 160950
 DATE: 08.24.2017

**A7.11
 EXTERIOR
 ELEVATIONS**



C1
 A7.11
EXISTING EAST ELEVATION



A1
 A7.11
PROPOSED EAST ELEVATION

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**ARCHITECTURAL
 REVIEW**

**RIVERCREST MEADOWS
 CLUBHOUSE CONVERSION**

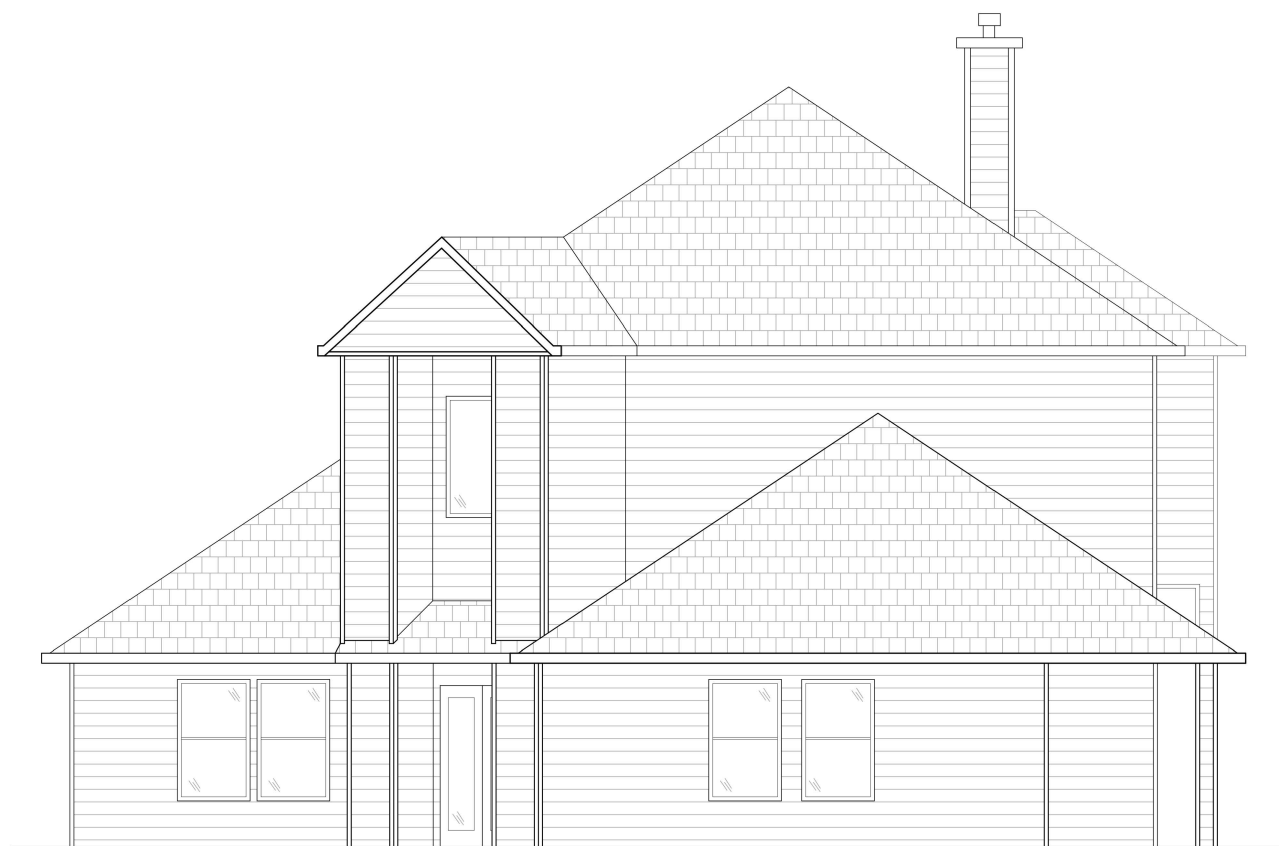
**11795 SW TUALATIN RD
 TUALATIN, OR 97062**

REV DATE	FILE

PIC: R. YANCEY
 PM: H. MCGRATH
 JC:
 DRAWN BY: N. WUDTKE
 JOB NO: 160950
 DATE: 08.24.2017



C1
 A7.12
 EXISTING NORTH ELEVATION



C3
 A7.12
 EXISTING SOUTH ELEVATION



A1
 A7.12
 PROPOSED NORTH ELEVATION



A3
 A7.12
 PROPOSED SOUTH ELEVATION



 **NOTICE**
**ARCHITECTURAL
REVIEW AR-17-0007**
For more information call
503-691-3026 or visit
www.tualatinoregon.gov



June 28, 2017

RE: Rivercrest Meadows Clubhouse Conversion, 11795 SW Tualatin Rd.

Dear Property Owner:

You are cordially invited to attend a meeting on **JULY 12th, 2017 at 5:30PM** at the Tualatin Public Library Community Room located at **18878 SW Martinazzi Ave.** This meeting is being held to discuss a proposed project located at 11795 SW Tualatin Rd. The proposal is to convert an existing unused clubhouse into three, one bedroom dwelling units. Site work includes upgrades to convert the unused pool area behind the structure into usable common area.

The purpose of this meeting is to provide a means for the applicant and surrounding property owners to meet and discuss this proposal and identify any issues regarding this proposal.

Sincerely,
MYHRE GROUP ARCHITECTS, INC.

Michael McLaughlin
Associate
michaelm@myhregroup.com
503-236-6000

June 20, 2017

**Mr. Tony Doran, Engineer
City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062**

Re: Parking Review of the Conversion of a Rivercrest Clubhouse to Three Apartment Units

Dear Mr. Doran:

Thanks for taking the time to discuss the parking issues related to SW Hazelbrook Road and SW Tualatin Road with me on the phone and sending me the Tualatin City Council discussion of the SW Hazelbrook on-street parking and traffic issues.

We have reviewed the proposed ColRich action to convert a previously built second clubhouse into three single family apartment units; currently empty for the last two years – the parcel that has the conversion on it is known as the East Lot and has the following characteristics:

East Tax Lot Details (Information Provided By Myhre Group Architects)

- **Please refer to Appendix A, B, C, and D in the Appendix for details of the proposal.**
- The existing tax lot is 10.91 acres and is zoned for 15 units per acre, therefore 162 units are allowed
- There are currently 122 units on the site; an additional 3 units would result in a total of 125 units (37 fewer than allowed by code).
- The Tualatin Code required 208 parking spaces; there are currently 305 parking spaces (176 in garages and 129 surface spaces), or 97 more parking spaces than required by code remaining after the additional 3 one bedroom units are accounted for.

Proposed Clubhouse Conversion

- Convert the Rivercrest Clubhouse to three one bedroom apartment units at 11795 SW Tualatin Road, Tualatin, Oregon 97062 (Refer to Attachment A).
- The Tualatin Code requires 1.25 parking spaces per single family apartment unit; thus 3.75 parking spaces.
- **There are more than sufficient on-site parking spaces (97) to allow for these three units and that no additional parking spaces need be included.**
- There would be no off-site parking problems because parking is already prohibited along SW Tualatin Road and there are no shoulders to park in.
- These three units are over one-third of a mile from Hazelbrook Road; and as such are not within walking distance.

City Council Action on Parking Problems on SW Hazelbrook Road

- **Please refer to Appendix E, F, G, and H for the City Council actions.**
- In reviewing the City Council Work session discussion of July 11, 2016 and October 10, 2016 to determine the nature of the parking problems on SW Hazelbrook Road and the January 2017 action the Council took to prohibit parking along SW Hazelbrook Road; it appears based on our review that this action solved the parking problems; and thus no further action is needed on this.

Conclusions

- There are sufficient surface parking spaces in the surface lots on site to accommodate these additional (3.75 spaces required) 4 parked vehicles.
- SW Tualatin Road, nearby, has no parking so the nearby streets would not accommodate any vehicles from the conversion
- SW Hazelbrook Road at the very opposite end of the complex; has had its on street parking prohibited and thus is no longer a parking issue.
- The conversion of the clubhouse adds a small number of residents to the overall complex (3 new apartments to the existing 122 units).
- City of Tualatin staff has received complaints in 2016 of people parking on SW Hazelbrook Road and blocking the road; perhaps in trying to gain access to the nearby Tualatin River. As a result of these complaints, the City Council prohibited parking along SW Hazelbrook Road in January, 2017 and signed the street accordingly. The parking complaints were typically an issue on evenings and weekends. This has solved the parking problem on this end.
- Based on our field observations, we have concluded that there is no longer an issue with cars improperly parking on Hazelbrook Road, since it's been posted for no parking. Also the clubhouse conversion is at the very opposite end of the complex, just off SW Tualatin Road, and on Tualatin Road parking is prohibited. The conversion will also allow some of the parking spaces associated with the clubhouse, to be used for general surface parking use.

Please let me know if you need any additional analysis beyond this letter or wish to schedule a meeting with your staff?

Sincerely yours,

Gary Alan Spanovich, Charbonneau Engineering, Cell – 503-314-5955

Frank Charbonneau, PE, Charbonneau Engineering, Office – 503-293-1118

If you should have any questions, please contact Gary Spanovich at 503.314.5955 (email gary@olmstedlegacy.com) or Frank Charbonneau, PE, PTOE at 503.293.1118 (Frank@CharbonneauEngineer.com).

Rivercrest Meadows Apartments

Pre-App Narrative

The proposed project involves converting an unused 2 story common area building into 3 dwelling units. Associated site work includes upgrades to convert unused pool area behind structure into additional family oriented year round common area with soccer field.

The building is located approximately 230' north of Tualatin Road on the eastern portion of the site. Existing records show the structure was originally permitted in 1990 as a Type V-A building without sprinklers. The first floor was permitted with a large central waiting area, two offices, a small exercise room and a tanning room. The second floor was permitted as a small party room with a deck overlooking the pool. Two symmetrical internal stairs occupy much of the space.

The proposal would convert the interior of the building into a total of three, one bedroom dwelling units, two on the first floor and one on the second floor. Exterior alterations would include a new external stairway to access the second story unit and a separate private outdoor deck at the second level, as well as alterations to some of the windows and doors.

The existing tax lot is approximately 10.78 acres and is zoned for 15 units per acre, therefore 162 units are allowed. There are currently 122 units on the site. An additional 3 units would result in a total of 125 units (37 fewer than allowed by code).

Code requires 208 parking spaces (3x1.25 + 40x1.5 + 82x1.75). There are currently 305 parking spaces on site (176 garages and 129 surface stalls), or 97 more parking spaces than required by code remaining after the additional 3 one bedroom units are accounted for.

Our understanding is that the Tualatin Development Code requires 3 distinct types of outdoor space associated with dwelling units:

- Private Outdoor Areas: 48SF/Unit
- Entry Areas: 24SF/Unit
- Shared Outdoor Areas and Children's Play Areas: 450SF/Unit

The project will continue to meet these requirements with the 3 additional dwelling units proposed. Refer to plan with associated calculations of shared outdoor areas.

Discussion topics:

Please confirm that the city code requires shared outdoor area to be outdoors & open year round and does NOT require (but instead only recommends) covered outdoor spaces.

At the scoping meeting, it was mentioned that a traffic study *may* be required. Please provide the relevant code section(s) for review, if this is a requirement given that the density is lower than allowed and excess on-site parking is provided.

Please elaborate on options for eliminating the swimming pool, wading pool and hot tub, (infill, full demo, etc.) and associated permitting process.

RIVERCREST MEADOWS CLUBHOUSE CONVERSION

11795 SW TUALATIN RD
TUALATIN, OREGON 97062

PRELIMINARY
NOT FOR
CONSTRUCTION

DRAWING INDEX

CS	COVER SHEET & VICINITY PLAN
A1.00	SITE PLAN
A2.10	FLOOR PLANS
A3.10	SHARED OUTDOOR CALCULATIONS

ARCHITECT
MYHRE GROUP ARCHITECTS
620 SW 5TH AVE., SUITE 500
PORTLAND, OR 97204
P: 503.236.6000
F: 503.236.7500

TENANT/OWNER
COLRICH
444 WEST BEACH ST STE 300
SAN DIEGO, CA 92101

CONTACTS:
MICHAEL MCLAUGHLIN
michaelm@myhregroup.com

CONTACT:
MAT MOISEVE
matm@colrich.com

PROJECT PHASE

RIVERCREST MEADOWS CLUBHOUSE CONVERSION

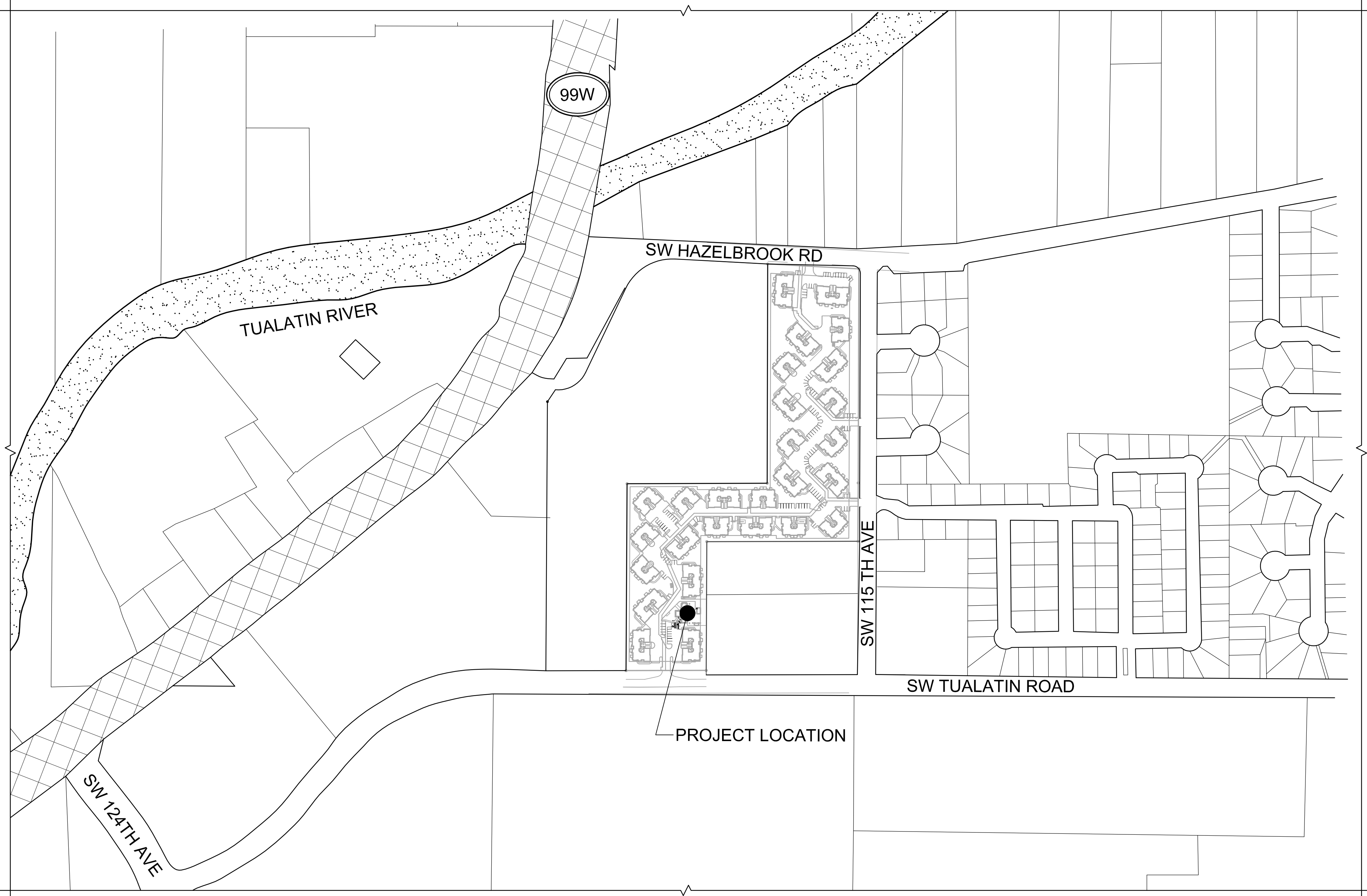
11795 SW TUALATIN RD
TUALATIN, OR 97062

REV DATE FILE

REV	DATE	FILE

PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160950
DATE: 03.21.2017

CS
COVER SHEET & VICINITY PLAN



A1 CS VICINITY PLAN
SCALE: 1/128" = 1'-0"

NOTES

- TOTAL IMPERVIOUS AREA ADDED: 106 SF
- TOTAL AREA OF SITE WORK: 945 SF

**PRELIMINARY
NOT FOR
CONSTRUCTION**

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APPROVAL OF MYHRE GROUP ARCHITECTS

**PROJECT
PHASE**

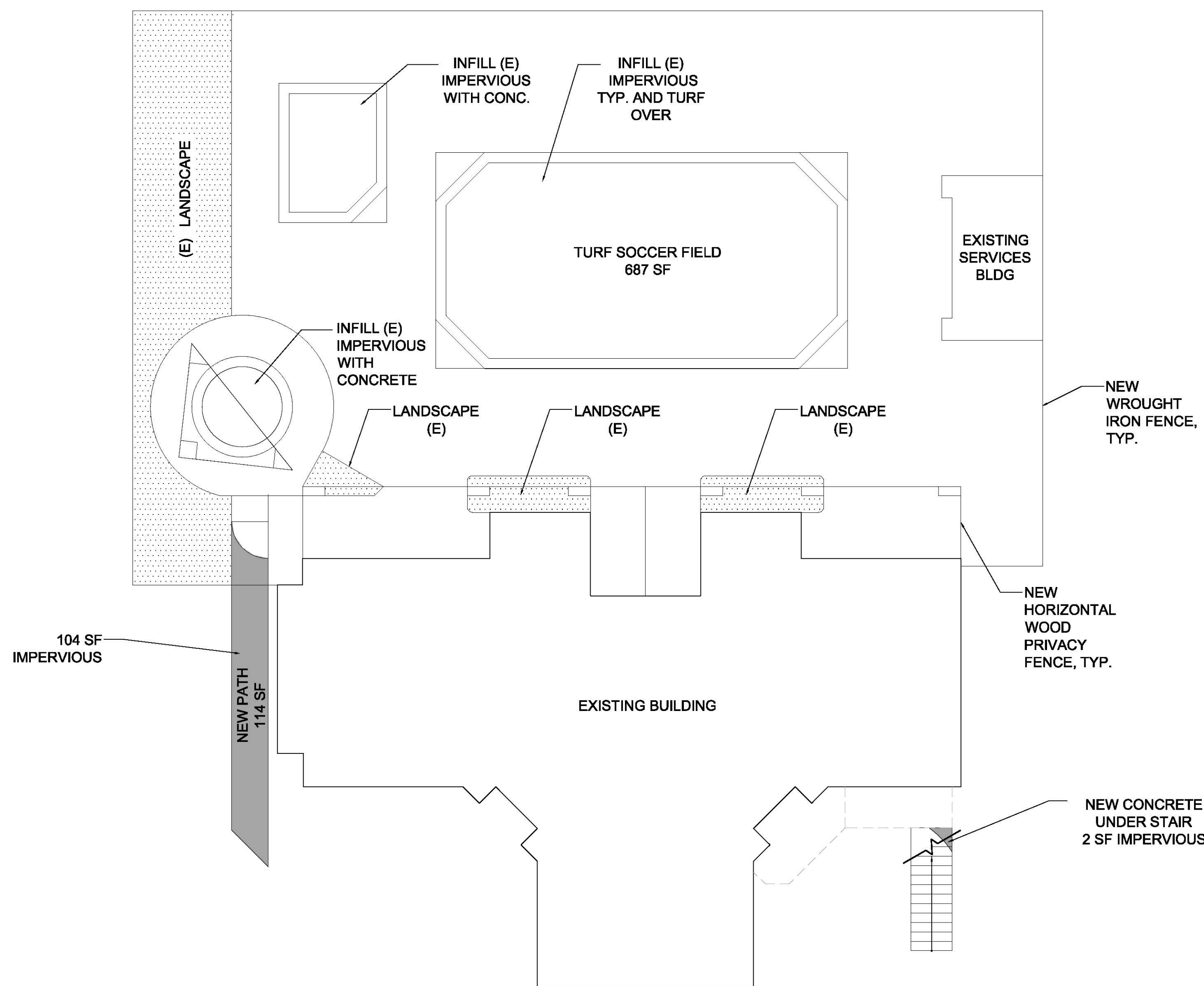
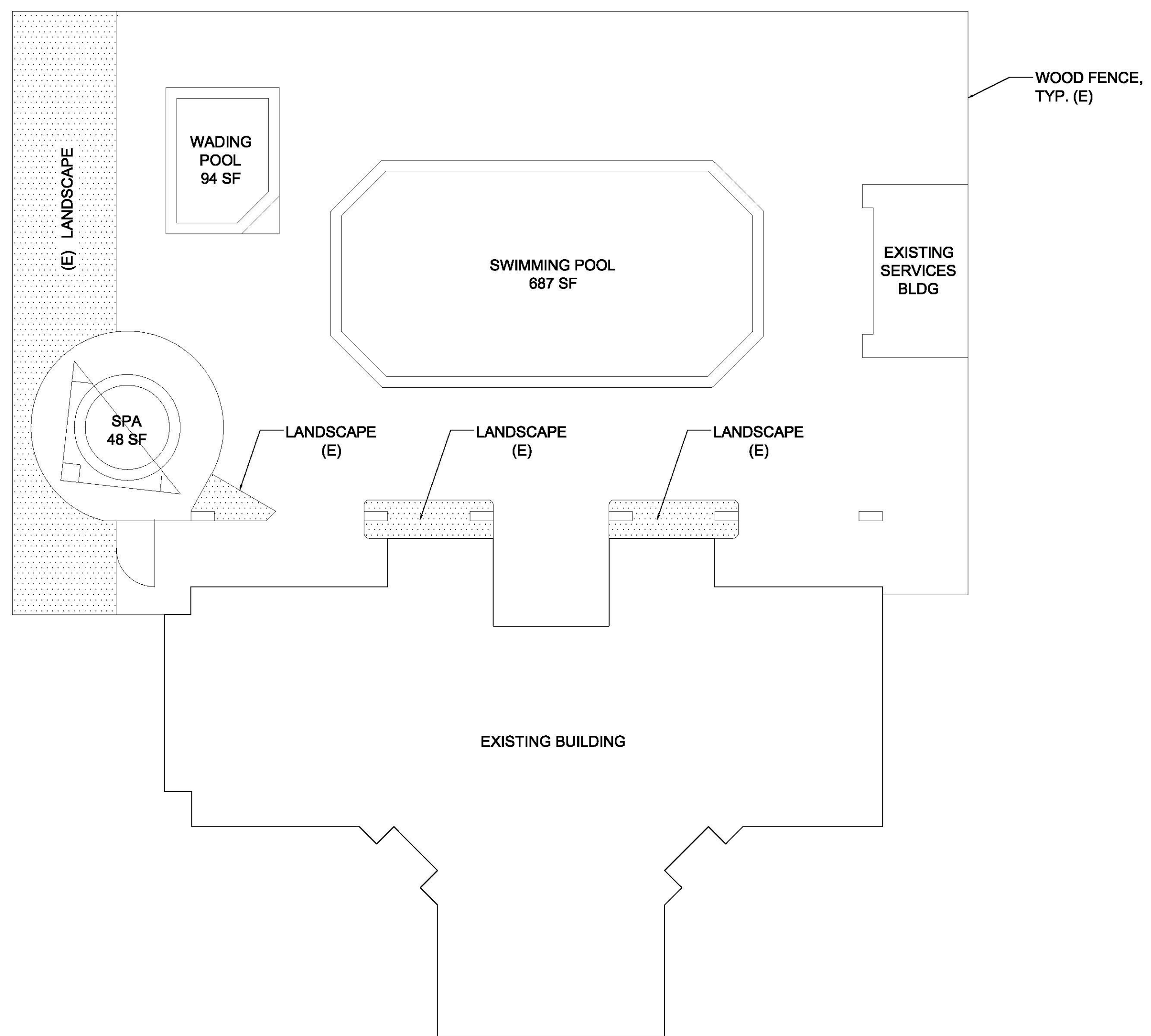
RIVERCREST MEADOWS
CLUBHOUSE CONVERSION

11795 SW TUALATIN RD
TUALATIN, OR 97062

REV DATE	FILE

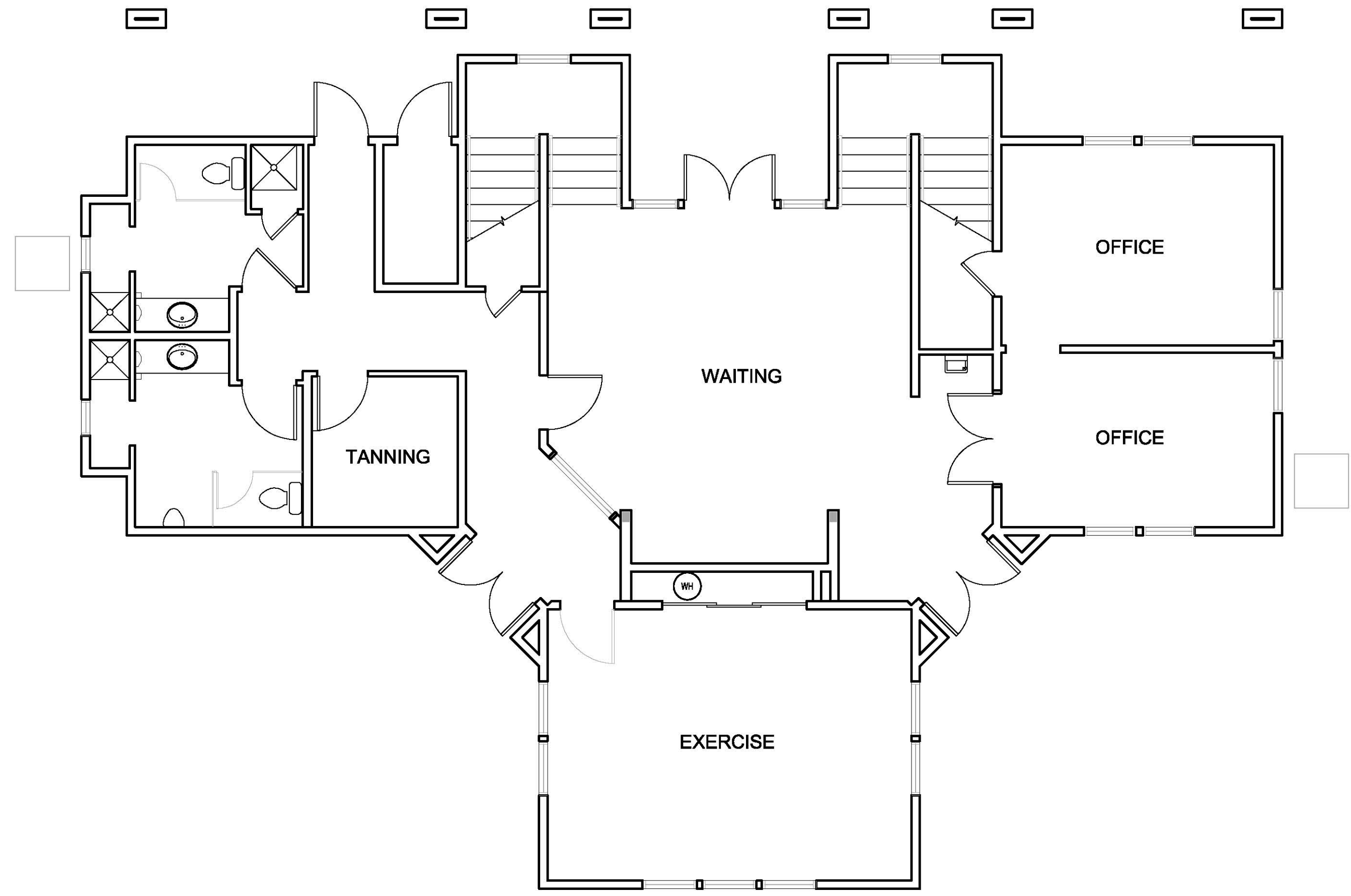
PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160950
DATE: 03.21.2017

A1.00
SITE
PLAN

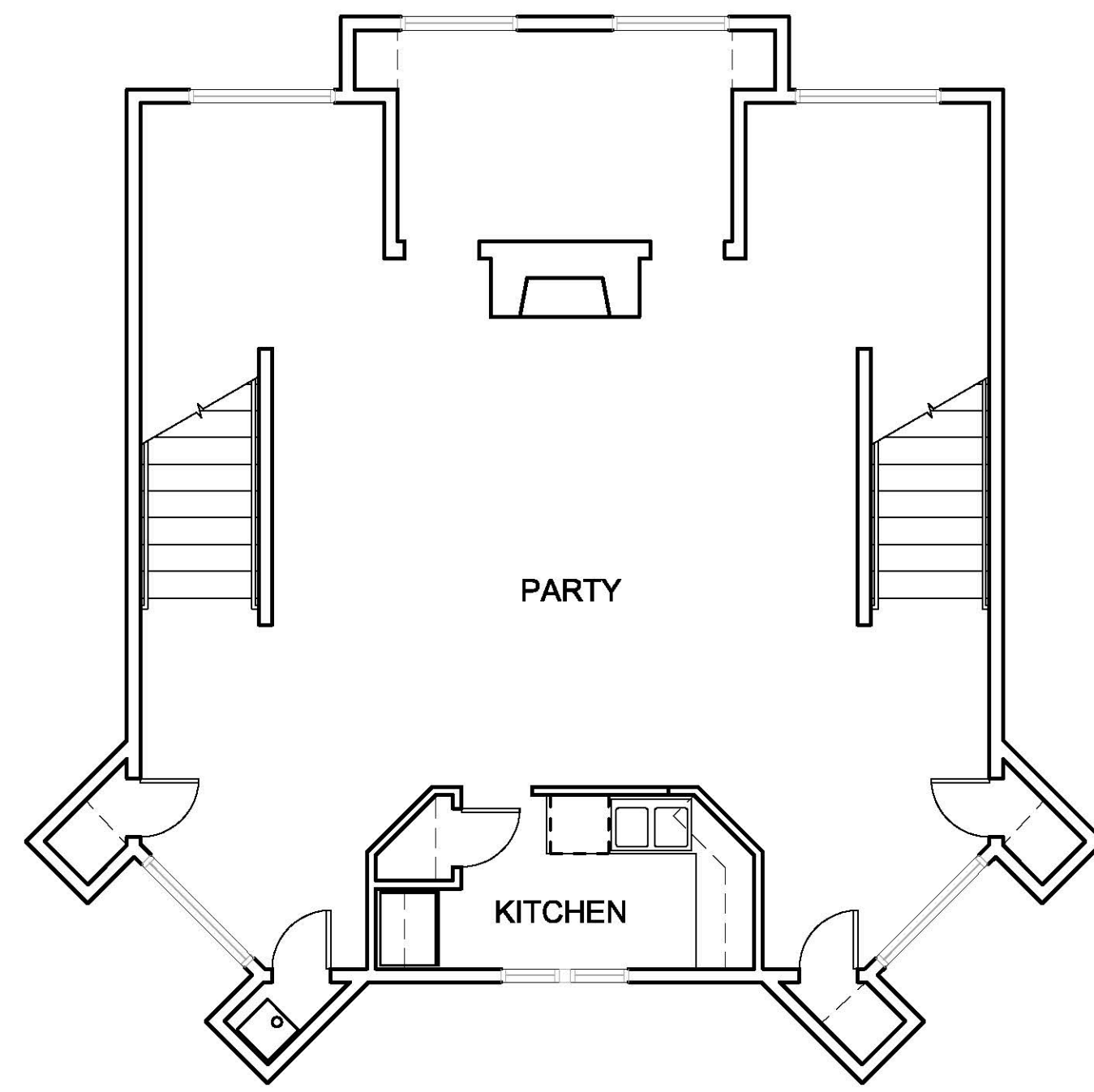


**PRELIMINARY
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CONSTRUCTION**

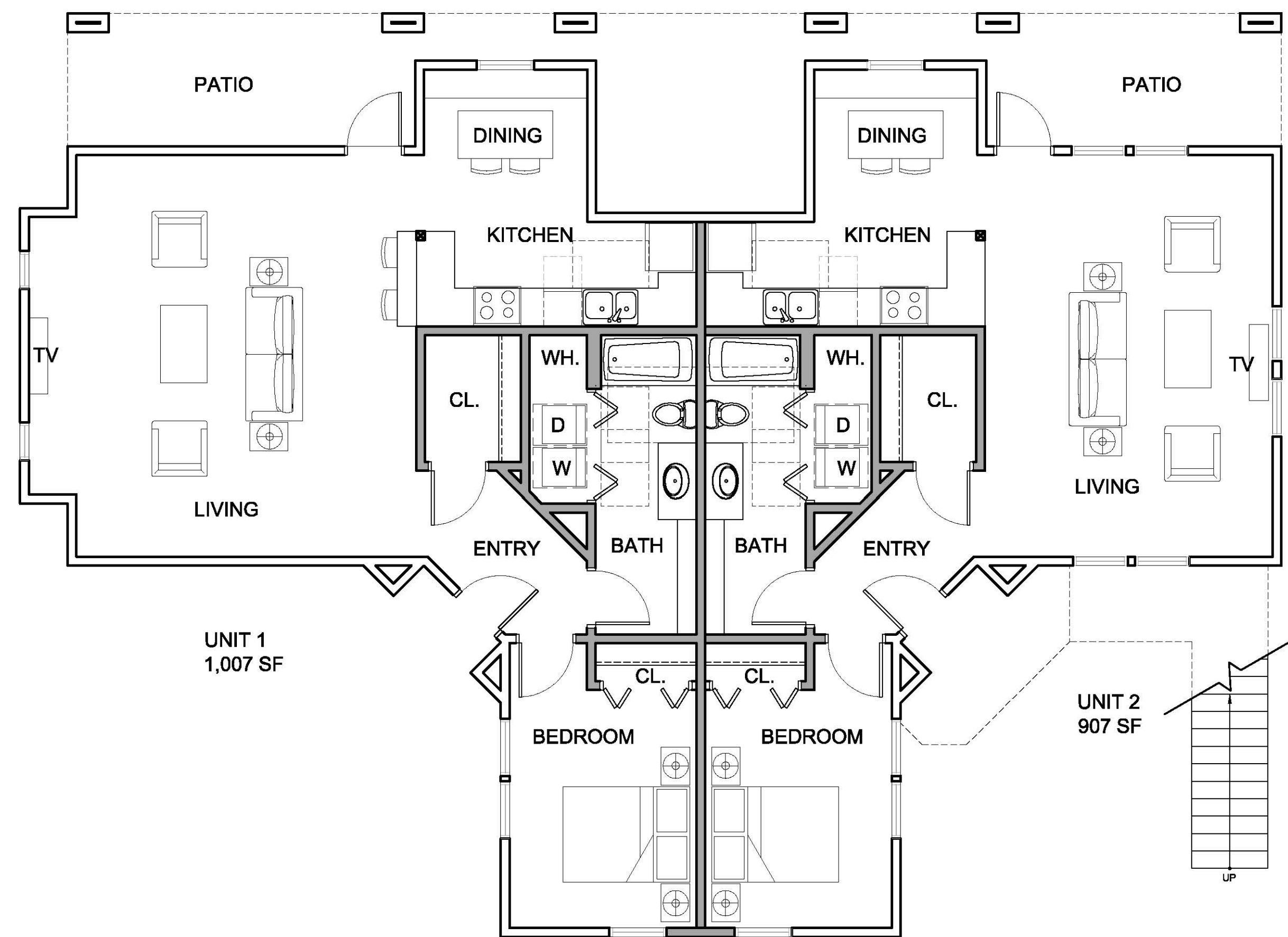
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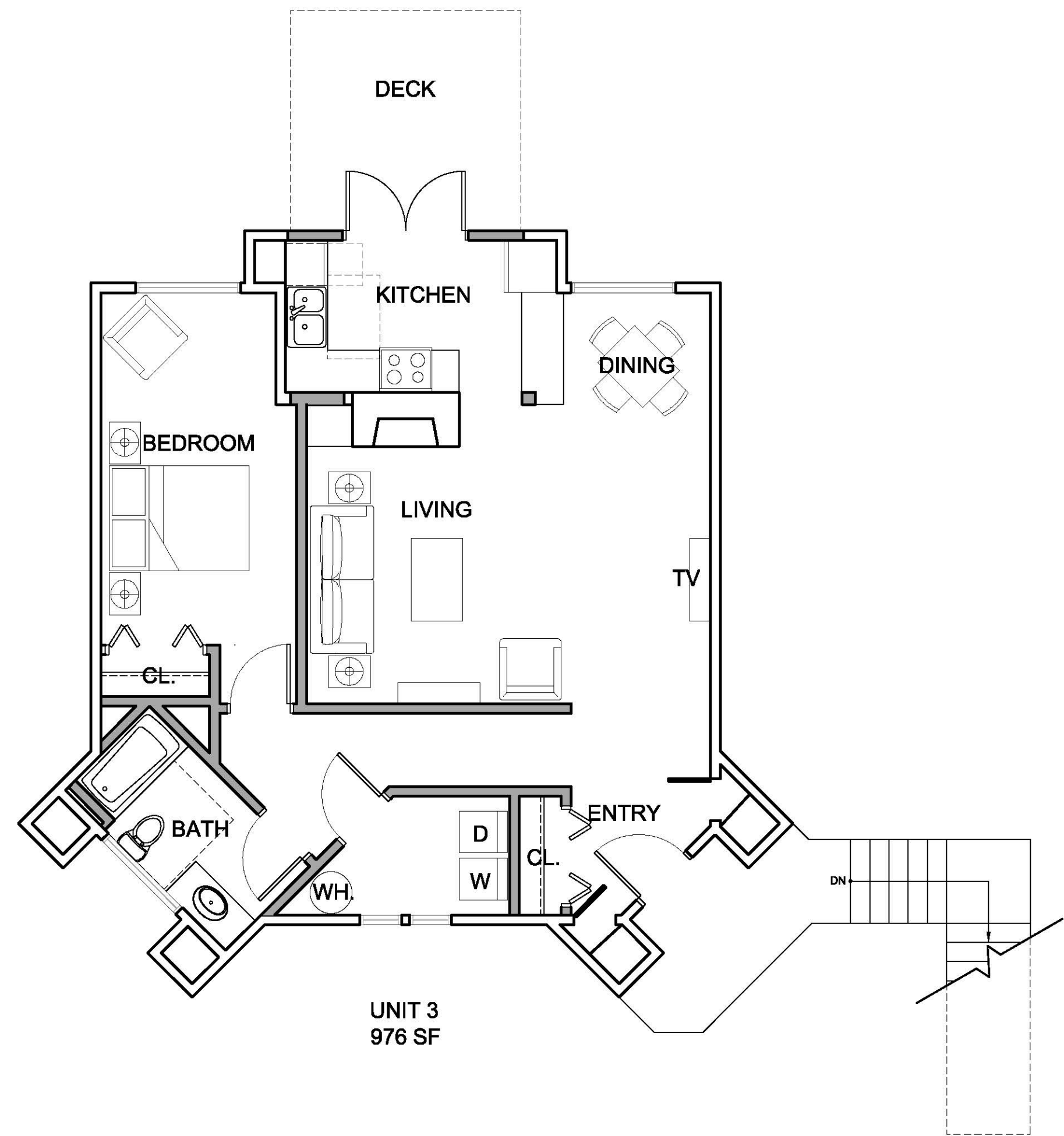
C1
A2.10 EXISTING FLOOR PLAN - FIRST FLOOR
SCALE: 3/16" = 1'-0"



C4
A2.10 EXISTING FLOOR PLAN - SECOND FLOOR
SCALE: 3/16" = 1'-0"



A1
A2.10 FLOOR PLAN - FIRST FLOOR
SCALE: 3/16" = 1'-0"



A4
A2.10 FLOOR PLAN - SECOND FLOOR
SCALE: 3/16" = 1'-0"

**PROJECT
PHASE**

**RIVERCREST MEADOWS
CLUBHOUSE CONVERSION**

**11795 SW TUALATIN RD
TUALATIN, OR 97062**

REV DATE FILE

PIC: R. YANCEY
PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160950
DATE: 03.21.2017

A2.10
**FLOOR
PLANS**

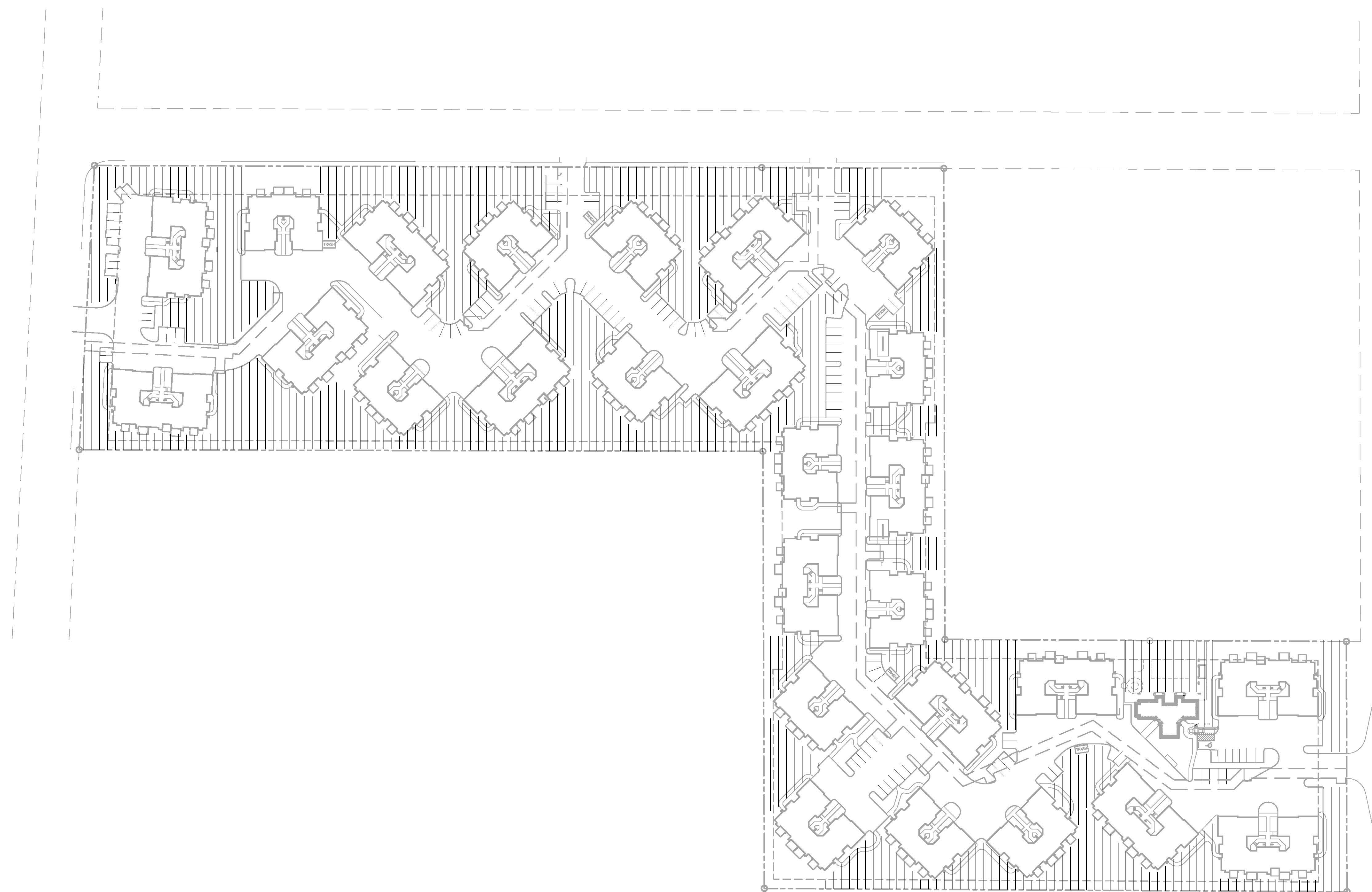
LEGEND

 SHARED OUTDOOR AREA / AMENITY SPACE

122 UNITS X 450 SF = 54,900 SF REQUIRED, 140,700 SF PROVIDED

**PRELIMINARY
NOT FOR
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**PROJECT
PHASE**

RIVERCREST MEADOWS
CLUBHOUSE CONVERSION

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REV	DATE	FILE

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PM: H. MCGRATH
JC:
DRAWN BY: N. WUDTKE
JOB NO: 160950
DATE: 03.21.2017



**PROPERTY
DAMAGE
SOLUTIONS**

Mr. Joe Zuber
ColRich
444 West Beech Street, Suite 300
San Diego CA

**RE: Rivercrest Meadows Communities, LLC
11865 SW Tualatin Road
Tualatin, Oregon**

Our office met with city staff on Monday, May 2nd regarding the remodel of the existing recreational structure into living units. The topic of the meeting was whether the conversion of the building was allowed per the existing zoning regulations placed on the existing tax lot and if there were any limitations on converting the space to living units.

The meeting covered issues related to onsite parking, lot coverage, required recreational amenities, maximum and minimum units per acre and planning processes to approve the conversion.

From documents obtained by this office or presented at the meeting the following are the existing conditions considered for the conversion.

The existing tax lot is 10.91 acres and is zoned RMH allowing 15 units per acre. There are a total of 27 buildings: (40) 2-bed units & (82) 3-bed units. There are a total of 305 parking spaces: (176) garages & (129) surface spaces. There is a total of 112,200 sq. ft. of paved area or 23.7% of the site is paved. There is a total of 245,100 sq. ft. of landscaping or 51.5% of the site is landscaped.

From our review of the information and discussions in the meeting the proposed conversion would be allowed per the zoning and would not affect the requirements on the tax lot.

There are currently 122 units and the RMH zone allows 163 units (10.91x15). There are 305 parking spaces and the RMH zone requires:
1.5 spaces per 2-bed units. & 1.75 spaces per 3-bed units or 203.5 (204). There will be no change to the existing pervious or impervious surfaces. Townhouses are exempt from amenity requirements.

Based on the listed information the city would approve a conversion of the existing building. It was presented that the exterior of the building would stay the same with perhaps minor exterior changes for windows. Though the conversion would be allowed, the nature of the change "a change of use" on a commercial structure would require a Minor Architectural review prior to submittal and approval of a building permit.

The minor Architectural review consists of a \$100.00 application fee and a 10 working day review of a set of criteria listed by the jurisdiction including but not limited to:

Plans with:
Existing conditions
Site plan
Grading Plan
Landscape Plan
Elevations
Tree preservation Plan

Clean Water Services prescreen environmental request

Narrative of applicable development code criteria.

Neighborhood Meeting / Notification Materials

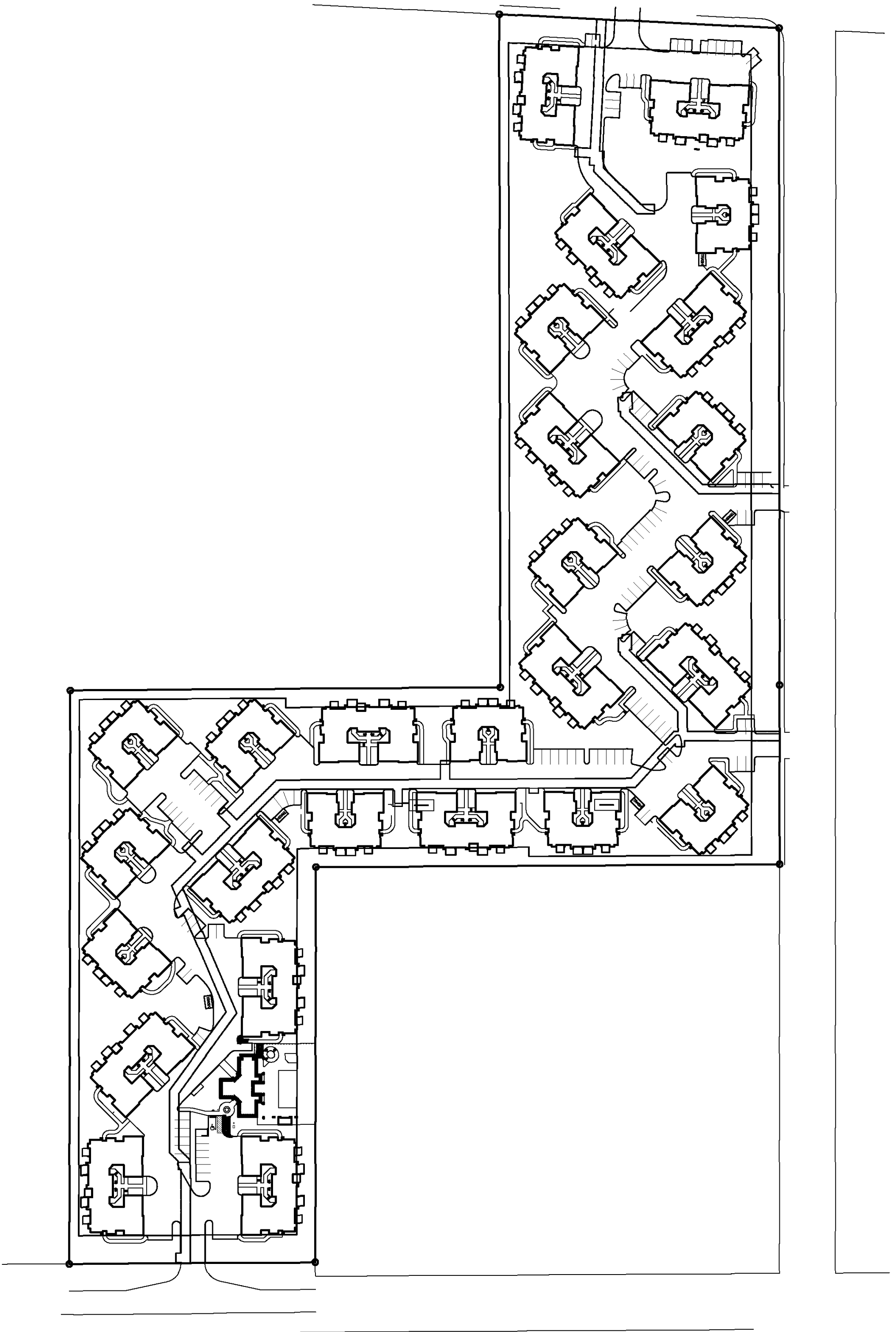
The current review time for a commercial building permit is 3-5 weeks.

If there are any questions please contact me.

Thank You,

Christopher Nestlerode, Associate AIA

Principal
Property Damage Solutions, LLC
2850 SW Cedar Hills Blvd. #106
Beaverton, Oregon 97005





Hazelbrook Road Parking

City Council Work Session

July 11, 2016



City of Tualatin

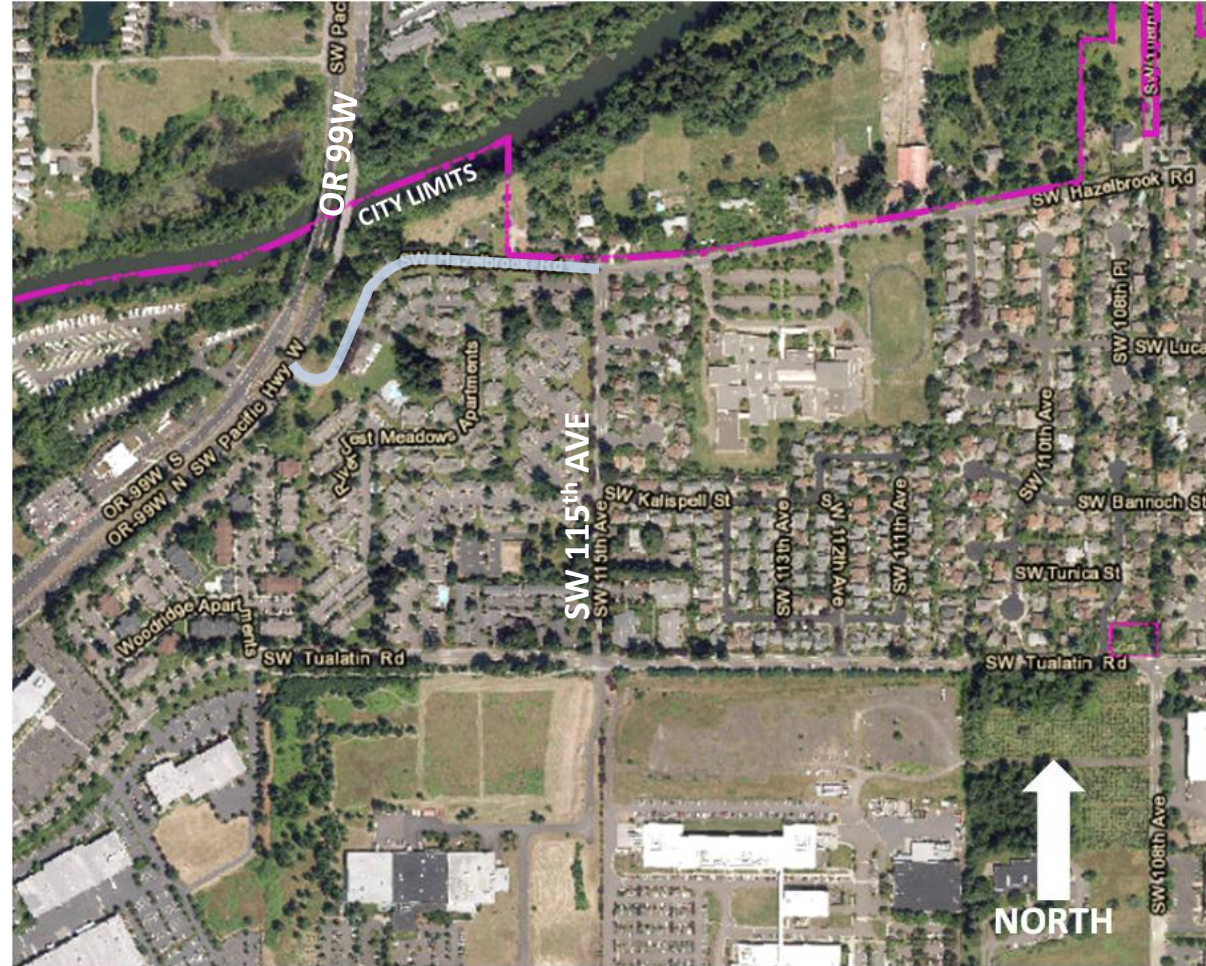
SUMMARY: Hazelbrook Road

Classified as a minor collector

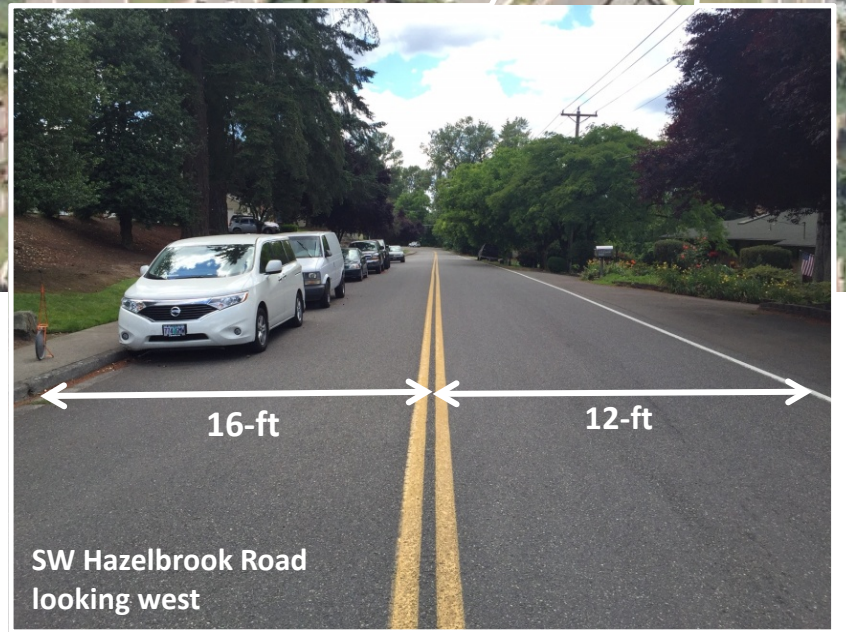
Between SW 115th and 99W

Parking on both sides of roadway sometimes constrict traffic

Parking on pavement along north side can cause traffic to cross double yellow centerline



SITE MAP: Hazelbrook Road



Options

Leave as is

Prohibit parking on both sides

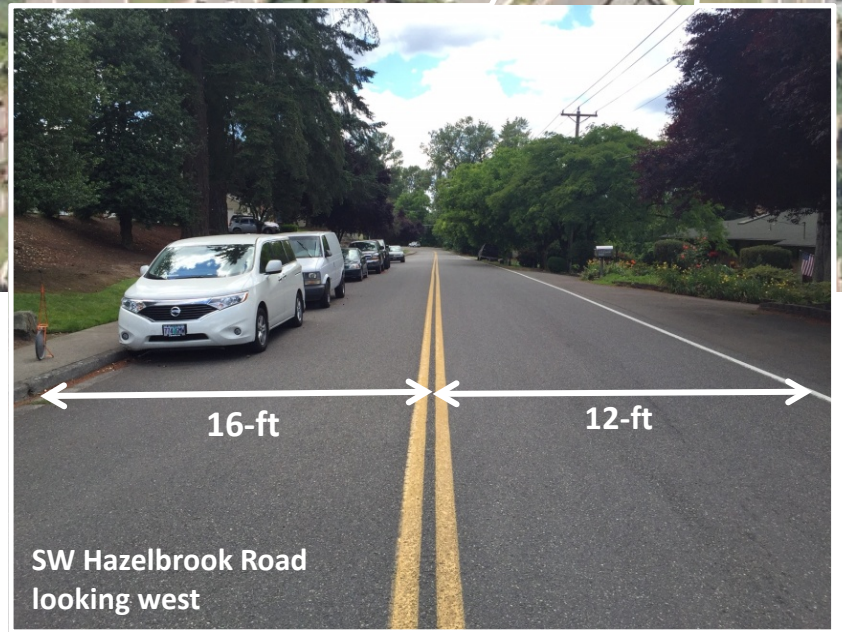
Prohibit parking on westbound (north) lane

Install “No Parking on Pavement” signs and allow parking on north shoulder

Install bike eastbound bike lane on south side



Questions?

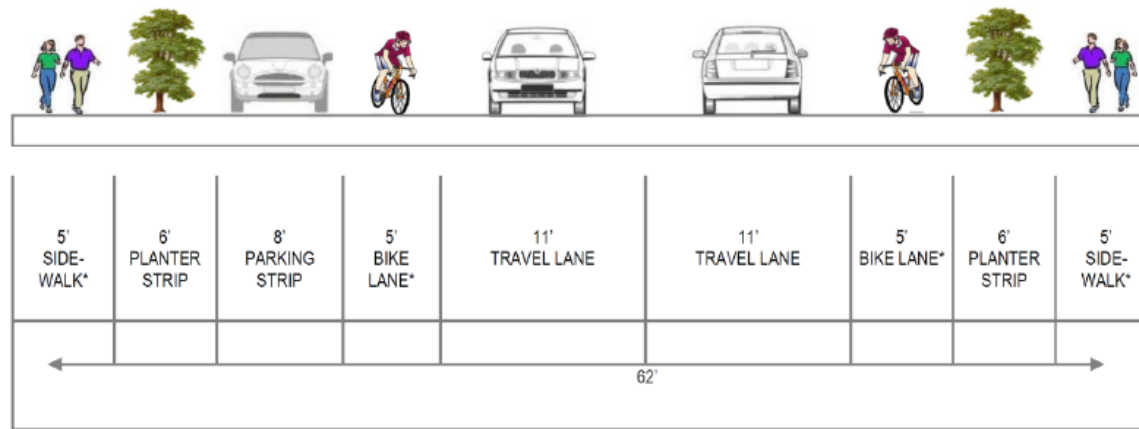


Extra slides

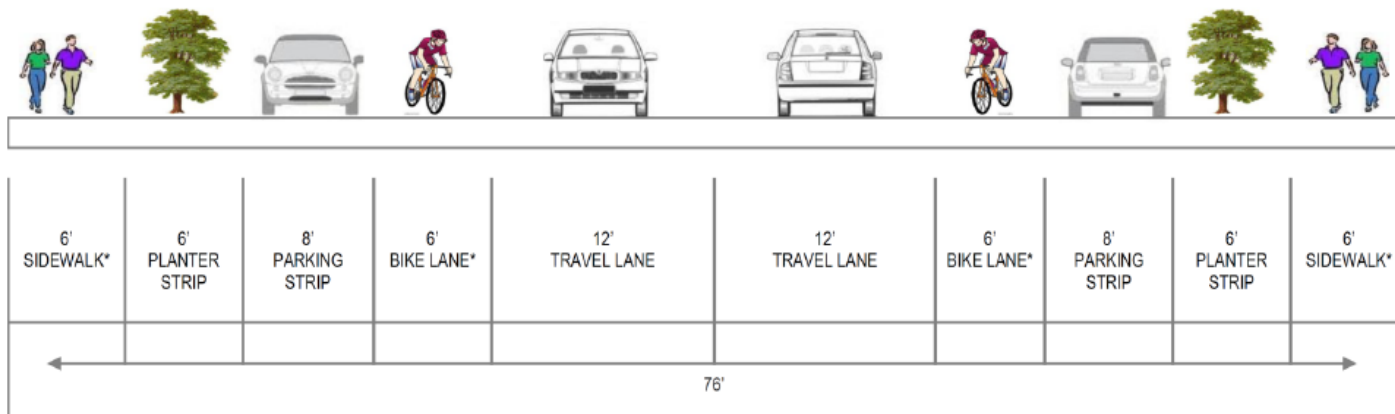
Minor collector standards

Figure 2. Street Design Standards, cont.
Minor Collector

Minimum



Preferred





UPDATE: Hazelbrook Road Parking

City Council Work Session

October 10, 2016



City of Tualatin

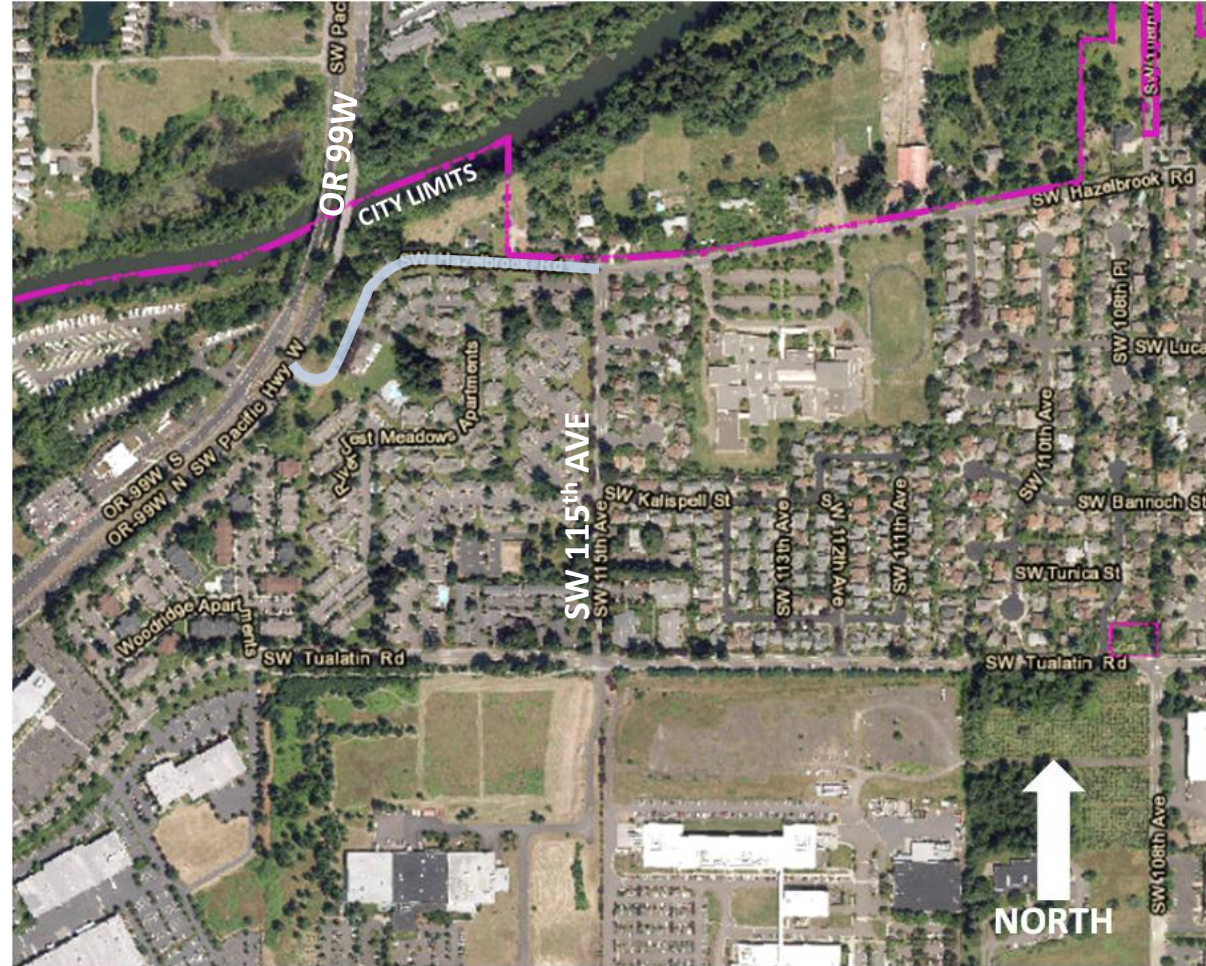
SUMMARY: Hazelbrook Road

Classified as a minor collector

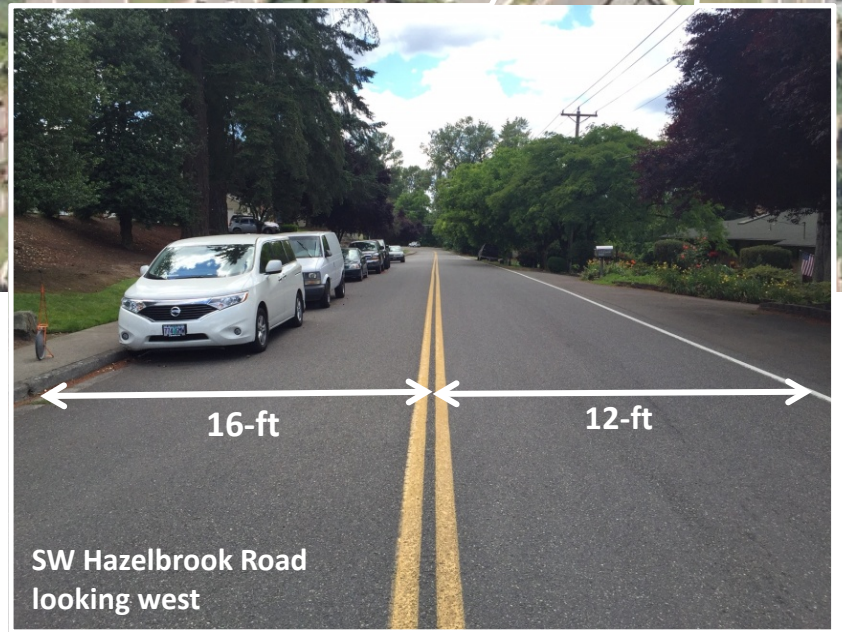
Between SW 115th and 99W

Parking on both sides of roadway sometimes constrict traffic

Parking on pavement along north side can cause traffic to cross double yellow centerline



SITE MAP: Hazelbrook Road



Updated Information

City staff monitored parked vehicles on August 9th

Monitored vehicles two hours in the AM and PM

In the morning –

8 vehicles on westbound shoulder

8 vehicles along eastbound curb

2 vehicles in river access parking

In the evening -

4 vehicles on westbound shoulder

No vehicles along eastbound curb

No vehicles in river access parking



Updated Information

Drivers appeared to be from nearby apartments

In the morning, 8 drivers approached cars from nearby apartments including one parked in river access lot

In the evening, no new cars arrived before 6 PM

In the evening, one driver approach from transit stops on 99W

People accessing Tualatin River generally used the parking stalls provided



Options

Leave as is

Prohibit parking on both sides

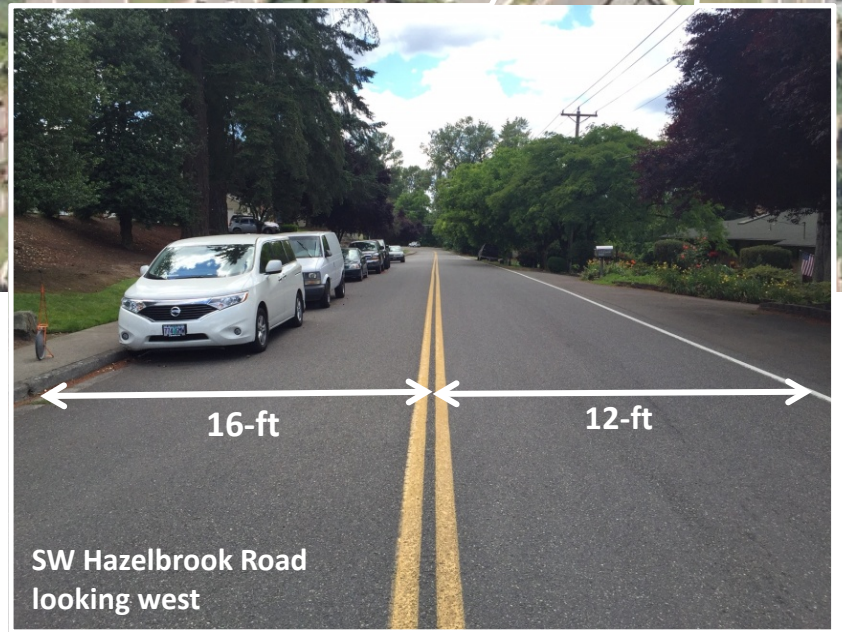
Prohibit parking on westbound (north) lane

Install “No Parking on Pavement” signs and allow parking on north shoulder

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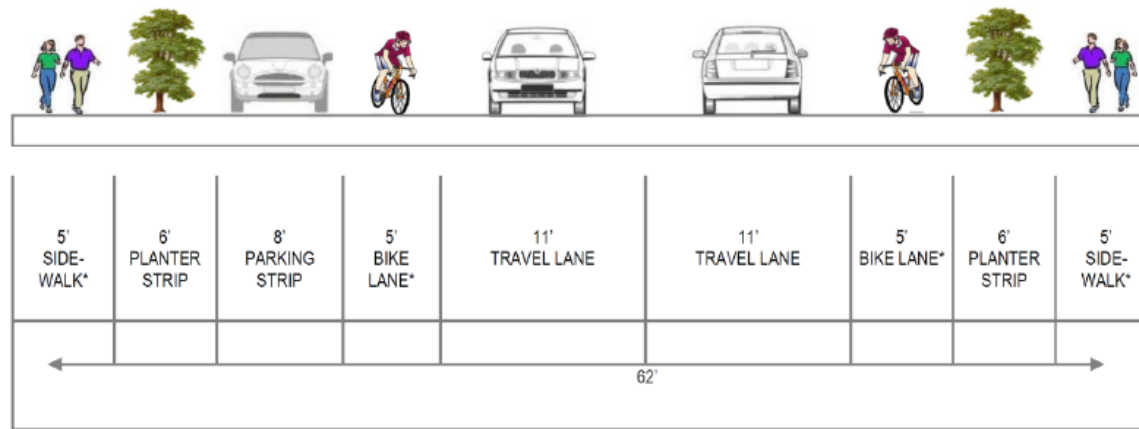


Extra slides

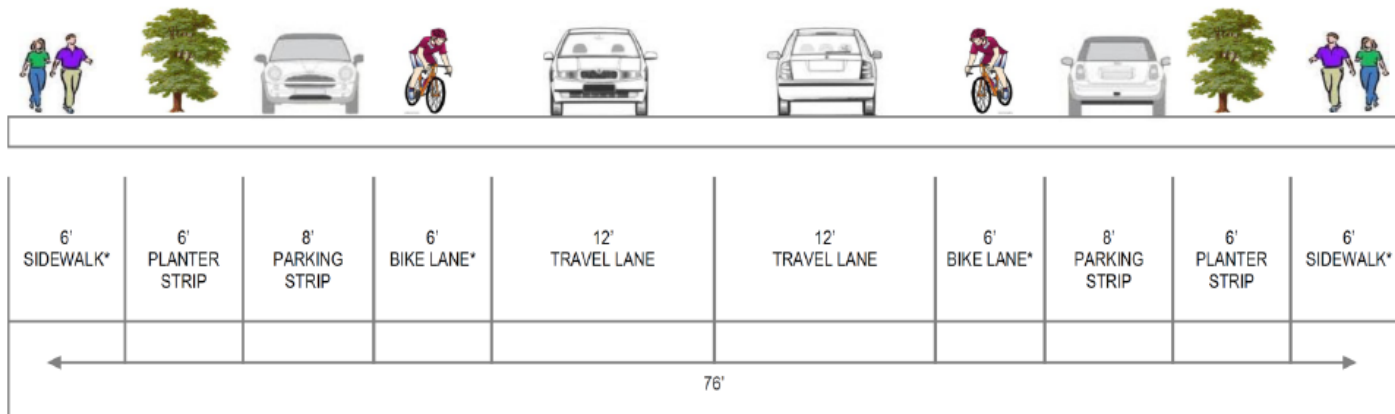
Minor collector standards

Figure 2. Street Design Standards, cont.
Minor Collector

Minimum

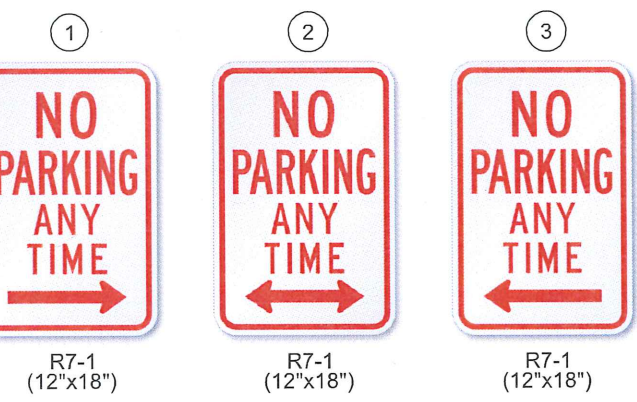


Preferred





SEE INSET PLAN THIS SHEET FOR NO PARKING PLAN AT 115TH AVENUE



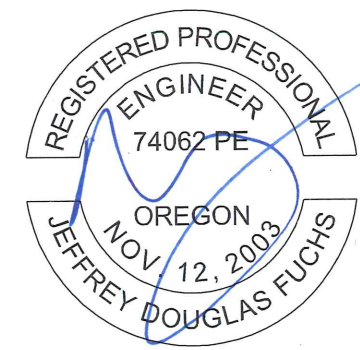
GENERAL NOTES:

1. Engineer will mark sign post locations prior to installation of sign posts and associated signs.
2. Install signs per manufacturer's recommendations. See Sheet 2 for Standard Drawing 516 "Street Sign Post".



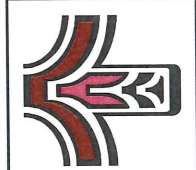
ATTENTION
Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through 952-001-0090. You may obtain copies of the rules by calling the center.

NOTE: The telephone number for the Oregon Utility Notification Center is (503) 232-1987.

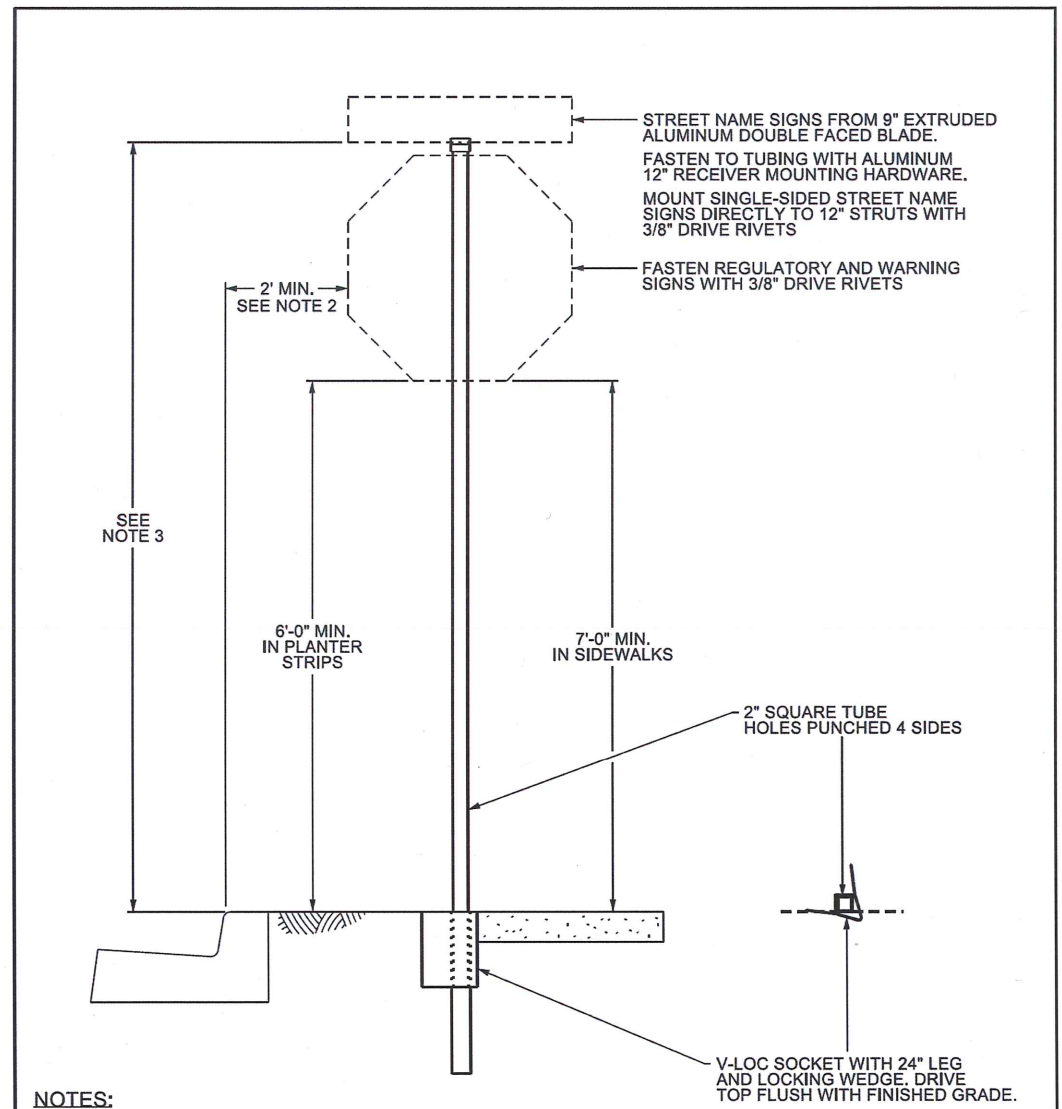


RENEWS:

CITY OF TUALATIN
18880 SW MARTINAZZI AVENUE, TUALATIN, OR 97062



PROJECT NAME	Hazelbrook Road No Parking Signage
SHEET TITLE	No Parking Signing Plan

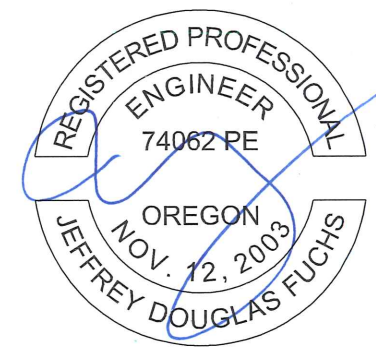


- NOTES:**
1. MEET REQUIREMENTS OF THE MOST CURRENT VERSION OF THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE OREGON SUPPLEMENTS.
 2. LATERAL OFFSET OF THE SIGN FROM THE FACE OF CURB CAN BE REDUCED TO 1 FOOT WHERE SIDEWALK WIDTH IS LIMITED OR WHERE EXISTING POLES ARE CLOSE TO THE CURB, AS DETERMINED BY THE CITY ENGINEER.
 3. IF STREET NAME SIGN IS MOUNTED ALONE, MOUNT SIGN 9'-0" MIN. ABOVE FINISHED SURFACE.

	<p>STREET SIGN POST</p>
<p>DRAWING NO: 516</p>	

CITY OF TUALATIN, OR

DRAFTED BY: M. PALMER
APPROVED BY: J. FUCHS



RENEWS:

CITY OF TUALATIN
18880 SW MARTINAZZI AVENUE, TUALATIN, OR 97062



<p>PROJECT NAME</p> <p>Hazelbrook Road No Parking Signage</p>	<p>SHEET TITLE</p> <p>Signing Details</p>
---	---

RESOLUTION NO. 5307-17

A RESOLUTION PROHIBITING PARKING ON PORTIONS OF SW HAZELBROOK ROAD

WHEREAS, Tualatin Municipal Code (TMC) 8-3-030 provides that subject to state laws, the City Council shall exercise all municipal traffic authority for the City by resolution except those powers specifically and expressly delegated; and

WHEREAS, the City Council has decided to prohibit parking along a portion of Hazelbrook Road.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. No person may stop, stand, or park a vehicle on SW Hazelbrook Road between Pacific Highway (99W) and SW 115th Avenue at any place where a traffic control device prohibits stopping, standing, or parking.

Section 2. The City Manager, or the City Manager's designee, is authorized to determine locations and placement of any traffic control device to prohibit stopping, standing, or parking to carry out the provisions of Section 1 of this resolution.

Section 3. This resolution is effective upon adoption.

Adopted by the City Council this 9th day of January, 2017.

CITY OF TUALATIN, OREGON

BY _____
Mayor

APPROVED AS TO FORM

ATTEST:

BY _____
City Attorney

BY _____
City Recorder

SW Hazelbrook Rd

Lot 01700

Lot 01600

Area of Work



SW 115th Ave

SW Tualatin Rd



January 11, 2018

Planning Division
Attn: Erin Engman
18880 SW Martinazzi
Tualatin, Oregon 97062

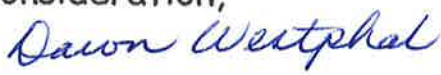
Re: AR17-0007
Myhre Group Architects
Rivercrest Meadows Apartments

Dear Ms. Engman,

It is my desire to draw your attention to a parking issue which is ongoing at the Rivercrest Development.

You may not know that several years ago the neighbors to the east of 115th Ave., were forced to seek relief from residents of the apartments using their streets and cul-de-sacs as over-flow parking. These streets have since been designated as permit holder only parking. As a result, we now have an overabundance of cars parking along Hazelbrook and the off-road area between the boat launch near the bridge and Pacific Hwy. At times this makes it difficult for two lanes to pass on the street and creates a visibility issue at the corner of 115th and Hazelbrook. Since they are not increasing the parking spaces to accommodate the three new apartments (Probably 6 new spaces needed), it would seem to complicate the situation further.

In my opinion, the project would be better suited to adding much needed parking instead of creating more revenue and less livability for those who have to deal with the situation.

Thank you for your consideration,
Dawn Westphal 
11405 SW Hazelbrook Rd.

From: Erin Engman
Sent: Tuesday, January 09, 2018 10:55 AM
To: 'Korey Jerome'
Cc: Michael McLaughlin
Subject: RE: AR17-0007 comments

Hi Korey- Thank you for your patience with my response. The original decision from 1989 did take garage storage into consideration. The Planning Director at the time found that one space of a two-car garage would be counted toward the minimum parking requirements while the other space was assumed as storage. Please find the original finding below for your review. One car garages were not considered for the minimum parking requirement.

- 7. Parking and Loading: 73.150(2) Residential Uses (c), TDC, requires 1.50 parking spaces for complexes with internal private driveways per dwelling unit. These spaces are in addition to garages. The site requires 183 parking spaces. Under Site Information on Sheet No. S-1 indicates 129 surface spaces (76 standard and 53 compact). In addition, 176 garage spaces are provided and 54 of these garage spaces are counted**

AR-89-29, Rivercrest II Apartments
September 27, 1989
Page 4

towards the required parking. The garages being counted towards the parking requirement are one space from each of the 54 double car garages. The Planning Director has exercised the authority set forth in 73.150(h), TDC, to allow one space from each of the double garages may be used to fulfill the parking requirement. The TDC's prohibition against counting garages to meet parking requirements appears to assume that they will be one-car garages which are used as storage areas. In this case, we assume that one space will be used for a car and one will be for storage, thus we count one space toward the required parking. Single car garages are not counted toward the required number. This interpretation allows for retention of more trees on the site than if all parking was at surface level. The total number of proposed spaces (183) meets the 183 spaces required.

Michael- would you like to respond to the comment about parking concerns?

Erin Engman
503.691.3024

From: Korey Jerome [<mailto:koreyjerome@gmail.com>]
Sent: Wednesday, January 03, 2018 8:22 PM
To: Erin Engman <eengman@tualatin.gov>
Cc: Michael McLaughlin <michaelm@myhregroup.com>
Subject: Re: AR17-0007 comments

Thank you. I see that the stated required parking spaces includes garages. The reality is that many people use their garages for storage, not parking. This is likely why the cars get pushed out onto the surface streets. If it's within the rules to include garages used for storage spaces as parking spaces then we should look at that code for future development requests. I'm a former apartment dweller and all too familiar with families downsizing from houses to apartments and needing the storage. It's very common.

"Code requires 208 parking spaces (3x1.25 + 40x1.5 + 82x1.75). There are currently 305 parking spaces on site (176 garages and 129 surface stalls), or 97 more parking spaces than required by code remaining after the additional 3 one bedroom units are accounted for"

Thank you.

On Wed, Jan 3, 2018 at 4:42 PM, Erin Engman <eengman@tualatin.gov> wrote:

Hi Korey-

Thank you for your comment on the AR17-0007 application for Rivercrest Meadows apartments. Staff does recognize the parking challenges that have affected the vicinity and is working with the applicant, Myhre Group Architects represented by Michael McLaughlin (copied). Based on the Tualatin Development Code parking standards and findings from the original Rivercrest application in 1989, staff has found that four additional parking stalls would be required under this application. The Myhre Group has worked with the City and has been able to accommodate this standard into their proposal.

The City appreciates your comment and feedback. Please let me know if you have any further questions or comments.

<https://www.tualatinoregon.gov/planning/ar17-0007-myhre-group-architects-rivercrest-meadows-apartments>

Erin Engman

[503.691.3024](tel:503.691.3024)

From: Korey Jerome [mailto:koreyjerome@gmail.com]

Sent: Wednesday, January 03, 2018 12:27 PM

To: Erin Engman <eengman@tualatin.gov>

Subject: AR17-0007 comments

Erin,

I'm a resident in Roberts Ct near the Rivercrest Meadows apartments. I received notice Rivercrest Meadows apartments is wanting to convert a two story clubhouse into three one bedroom units. We had a serious parking issue in the area that required our neighborhood to work with the city to establish parking permit zones in 2016 (I believe). Many of the apartment residents would park out in our neighborhoods taking spaces we needed for our vehicles. When the permit parking went into effect it pushed the overflow down to Hazelbrook road causing more issues around the curve up to HWY 99. The city had to install additional signage last year to prevent parking in the curved area. Parking is still an issue.

I'm all for them converting the space to generate more revenue, but i'd like to know how they will handle the extra parking. Three single bedroom apartments could potentially have three couples and six vehicles. Is there space in the parking lot to assign the new vehicles? If not where will they park?

That's my concern, and if they can absorb the vehicles that come with additional tenants, then I have no objections.

Thank you.

--

Korey Jerome

--

Korey Jerome

MEMORANDUM

Date: January 16, 2018

To: Erin Engman, Associate Planner, City of Tualatin

From: Jackie Sue Humphreys, Clean Water Services (CWS)

Subject: Rivercrest Meadows Apartments Building Conversion, AR17-0007, 2S115C001600

Please include the following comments when writing your conditions of approval:

PRIOR TO ANY WORK ON THE SITE

A Clean Water Services (CWS) Storm Water Connection Permit Authorization must be obtained. Application for CWS Permit Authorization must be in accordance with the requirements of the Design and Construction Standards, Resolution and Order No. 17-5, (or current R&O in effect at time of Engineering plan submittal), and is to include:

- a. Detailed plans prepared in accordance with Chapter 2, Section 2.04.
- b. Detailed grading and erosion control plan. An Erosion Control Permit will be required. Area of Disturbance must be clearly identified on submitted construction plans.
- c. Detailed plans showing the development having direct access by gravity to public storm and sanitary sewer.
- d. Provisions for water quality in accordance with the requirements of the above named design standards. Water Quality is required for all new development and redevelopment areas per R&O 17-5, Section 4.05. Access shall be provided for maintenance of facility per R&O 17-5, Section 4.02.4.
- e. If use of an existing offsite or regional Water Quality Facility is proposed, it must be clearly identified on plans, showing its location, condition, capacity to treat this site and, any additional improvements and/or upgrades that may be needed to utilize that facility.
- f. If private lot LIDA systems proposed, must comply with the current CWS Design and

Construction Standards. A private maintenance agreement, for the proposed private lot LIDA systems, needs to be provided to the City for review and acceptance.

- g. Show all existing and proposed easements on plans. Any required storm sewer, sanitary sewer, and water quality related easements must be granted to the City.
- h. Any proposed offsite construction activities will require an update or amendment to the current Service Provider Letter for this project.

CONCLUSION

This Land Use Review does not constitute CWS approval of storm or sanitary sewer compliance to the NPDES permit held by CWS. CWS, prior to issuance of any connection permits, must approve final construction plans and drainage calculations.



CITY OF TUALATIN

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(503) 692-2000

September 27, 1989

Staff Report

RECOMMENDATION TO THE ARCHITECTURAL REVIEW BOARD

Case #: AR-89-29
Project: Rivercrest II Apartments
Location: 17755 SW 115th Avenue
(Map 2S1 15C, Tax Lots 1600, 2600, 2601 & 2800)
Applicant: Peter Stalland, Norse Properties

INTRODUCTION

This application is for Rivercrest II apartments, a 122-unit apartment development to be located on an approximately 10.91-acre site at 17755 SW 115th Avenue. The site is adjacent to SW Hazelbrook Road on the north, SW 115th Avenue on the east and SW Tualatin Road on the south (Figure 1). Twenty-seven two-story buildings are proposed. Thirteen of the buildings (Type I) will house 4 individual apartment units (2-two bedroom and 2-three bedroom). Fourteen buildings will be of Type II and will house 5 individual apartment units (1-two bedroom and 4-three bedroom). Double and single car garages and surface parking will be provided. There will also be a recreation building and swimming pool. Access onto the site will be via four accesses (one each on Tualatin and Hazelbrook Roads and two on 115th Avenue).

The Public Facilities Decision by the City Engineer is attached to this recommendation in its draft form. The Tualatin Development Code (TDC) states that the City Engineer has ten City business days to render a Public Facilities Decision after the Architectural Review Board adopts a final order [31.073(5), TDC]. The Public Facilities Decision will be issued separate from the Architectural Review Decision.

ARCHITECTURAL REVIEW DECISION

FINDINGS & CONCLUSIONS

Section 73.050(1)(a) of the Tualatin Development Code requires that the proposed site development, including the site plan, architecture, landscaping and graphic design, is in conformance with the standards of this and other applicable City ordinances, insofar as the location, height, appearance, etc. of the proposed development are involved.

Reviewing this application in terms of the Tualatin Development Code (TDC) and other ordinances, the following findings are relevant.

1. Previous Land Use Actions: The property was annexed into the City under ANN-89-02. The annexation involved 3 properties. Resolution No. 2341-89 affirmed the RMH Planning District from Washington County FU-10.
2. Planning Districts and Adjacent Land Uses: The site is located in the Medium High Density Residential (RMH) Planning District where apartments are permitted [42.020(1), TDC]. Adjacent Planning Districts and land uses are:
 - N: Washington County FU-10, Single family residence, vacant (across Hazelbrook Road)
 - E: Washington County FU-10, Single family and vacant (across 115th Avenue)
 - S: Washington County FU-10, church MP, JAE (across Tualatin Road)
 - W: RMH, Rivercrest Meadows Apartments
3. Lot Size and Building Coverage: The subject property is 475,000 square feet (approximately 10.91 acres) in size. The Development Code requires a minimum lot size of 10,000 square feet plus 2900 square feet for each unit exceeding two [42.040(1)(a), TDC]. The minimum lot size required for the proposed 122-unit development is 358,000 square feet. The proposed development meets this standard.

The minimum average lot width required is 75 feet [42.040(1)(b), TDC]. The minimum lot widths vary dependent upon street orientation. These widths are 300.50 feet, 192 feet and 263.8 feet. Lot width requirements are met.

40.040(1)(d), TDC, states "buildings shall not occupy more than 40 percent of the lot area." The Site Information on Sheet No. S-1 indicates a total building coverage (buildings and garages) of 117,900 square feet (24% of the 475,000 square foot site). This complies with the 40% maximum.
4. Housing Density: 42.010, TDC, limits housing density in RMH Planning Districts to 15 dwelling units per acre. The proposed development contains 122 units on 10.91 acres. This yields a density of 11.2 dwelling units per acre. The proposed density meets the requirement of 42.010, TDC.
5. Setbacks: The minimum front yard setback in the RMH Planning District is 30 feet for 2-story buildings [42.060(1), TDC]. The minimum side yard and rear yard setback is 10 feet for 2-story buildings [42.060(2)&(4), TDC]. Where living spaces face a side yard, the minimum setback shall be 20 feet [42.060(2), TDC]. For corner lots the setback shall be the same as the front yard setback on any side facing a street [42.060(3), TDC]. The minimum setbacks for the buildings are as follows:

North Side Yard: The minimum setback shown is 30 feet to Hazelbrook Road right-of-way (ROW). The minimum required is 30 feet [43.060(1)&(3), TDC]. The minimum setback for the internal north property line is 10 feet, for the two

buildings oriented at 45° and 20 feet for the two buildings with living areas facing the property line. This meets the requirement of 42.060(2), TDC.

East Front Yard: The minimum setback shown is 30 feet for the seven buildings. The minimum required is 30 feet [42.060(1)&(3), TDC]. Front yard setback requirements are met.

South Side Yard: The minimum setback shown to the Tualatin Road ROW is 30 feet. This meets the minimum setback of 42.060(1)&(3), TDC].

The minimum setback for the internal south property line is 10 feet for the two buildings oriented at 45° and 20 feet for the two buildings with living areas facing the side yards. This complies with 42.060(2), TDC.

West Rear Yard: The minimum setback shown is 10 feet. The minimum required is 10 feet [42.060(2)&(4), TDC]. Because rear yards require the same setback as side yards, side yards require a minimum 20-foot setback. The orientation of the buildings at 45° angles produces a 20-foot setback when the distance is measured along the angle to the property line. All buildings with a 10-foot setback meet the requirements of 42.060(2)&(4), TDC.

Setbacks Between Buildings: The minimum typical setback shown between buildings is 20 feet. The Development Code states "where buildings are grouped as one project on one tract of land, the minimum distance between two buildings at any given point shall not be less than the sum of the maximum required side yards, computed separately for each building at that point." [42.060(5), TDC]. The required side yard setback is 10 and 20 feet. The distance shown meets the requirement of 42.060(5), TDC.

The property originally was three separate tax lots. So that buildings will meet all setback requirements the internal lot lines shall be vacated. Copies of the documents filed with Washington County on the lot line vacation shall be submitted to the City prior to issuance of building permits.

6. Height: The building height limit in RMH Planning Districts is 2 1/2 stories or 35 feet, whichever is less [42.090, TDC]. The proposed buildings have a maximum height of 29 feet. This meets the requirement of 42.090, TDC. No scale is indicated on the plans. The applicant has indicated verbally the scale is 1/8" = 1'. The scale of the drawings shall be added to the elevation drawings. The height of the recreation center is unknown. This is due to elevation drawings not being submitted. A drawing shall be generated and submitted for review.
7. Parking and Loading: 73.150(2) Residential Uses (c), TDC, requires 1.50 parking spaces for complexes with internal private driveways per dwelling unit. These spaces are in addition to garages. The site requires 183 parking spaces. Under Site Information on Sheet No. S-1 indicates 129 surface spaces (76 standard and 53 compact). In addition, 176 garage spaces are provided and 54 of these garage spaces are counted

towards the required parking. The garages being counted towards the parking requirement are one space from each of the 54 double car garages. The Planning Director has exercised the authority set forth in 73.150(h), TDC, to allow one space from each of the double garages may be used to fulfill the parking requirement. The TDC's prohibition against counting garages to meet parking requirements appears to assume that they will be one-car garages which are used as storage areas. In this case, we assume that one space will be used for a car and one will be for storage, thus we count one space toward the required parking. Single car garages are not counted toward the required number. This interpretation allows for retention of more trees on the site than if all parking was at surface level. The total number of proposed spaces (183) meets the 183 spaces required.

73.151(1) requires parking lot design to comply with dimensional standards of Figure 73-1. Parking stall width and depth requirements are met for full size and subcompact 90° angle parking. The full size stalls will be using a 2.5-foot bumper overhang with 16 feet of paved surface. The minimum aisle width required is 26 feet. The aisle widths proposed are 26 feet, except at the north end of the site. Just south of the mail boxes the driveway width narrows to 22 feet. The required width is 24 feet. This shall be corrected. In areas where there is no parking, the aisle width is 24 feet. This complies with driveway width requirements.

73.151(2), TDC, allows subcompact parking spaces to comprise 30% of the required number of spaces. Based on the 183 required parking spaces, 55 may be subcompact. Fifty-three subcompact surface spaces are proposed. The 30% requirement is met.

73.151(3), TDC, requires all parking, truck maneuvering and loading areas to be either asphalt or concrete. Under Site Information, Sheet No. S-1, the percentage of paved area is indicated as 112,200 square feet. It is not indicated on the plan the type of asphaltic surface to be used.

73.151(4), TDC, requires artificial lighting in parking lots, if provided, to have the light deflected downward and to not impair adjoining properties or the public ROW. Parking lot pole lights will be downcast. The total number of pole lights has not been indicated. The height of pole lights has also not been indicated.

73.151(8), TDC, requires parking bumpers or wheel stops to prevent vehicular encroachment into street ROW, landscape areas and pedestrian walkways. The site plan shows driveway and parking areas. It is not identified if extruded curbing is to be provided.

8. Access: Site access is discussed in the draft Public Facilities Decision attached to this Architectural Review.
9. Site Conditions, Landscaping and Tree Preservation: The site is roughly Z-shaped with frontage on SW Hazelbrook Road, SW 115th Avenue and SW Tualatin Road. The site grades ranging from 148 feet at Hazelbrook Road to 180 feet at Tualatin Road.

The site is heavily wooded with trees. The exact number of trees on site is not stated on the tree survey, grading plan or landscape plan. There also is no legend as to the species of trees on the site. Staff review shows 54 trees which may be saved that are now noted to be removed. Some may be affected by grade changes, others will not. The overall tree removal plan needs to be carefully reviewed. There are also inconsistencies between the Landscape Plan and Tree Cutting plan. Trees indicated for removal are present on the landscape plan.

There is no minimum percentage of landscaping required in the RMH Planning District. Under Site Information on Sheet No. S-1, 245,000 square feet of open space (landscaping) is proposed (51.5% of the site). Staff finds this percentage of landscaping is acceptable.

Flowering Plum (*Prunus Cerasifera*) are required street trees in this area [Street Tree Ordinance 701-86]. Along 115th Avenue, 23 trees are required with spacing of 30' o.c. Only 21 trees are shown with spacing of 30' o.c. Two additional trees will need to be planted. Along Hazelbrook 9 trees are required. Only 7 are shown. Their spacing is not 30' o.c. Two additional trees shall be planted. No street trees are shown on Tualatin Road. Eight trees are required and will be planted at time of the street improvement. An agreement will be entered into between the City and the applicant for the planting of the trees. This information is in the Public Facilities Decision.

The minimum area to be landscaped in a parking lot shall be no less than 5% of the total area within the parking lot [73.133(4), TDC]. This area shall include the parking maneuvering area as well as areas within 10 feet of any face of curb, excluding setbacks and buffer areas [73.133(3), TDC]. 12.5% of the parking area is landscaped. This meets the requirement of 73.133(4), TDC.

73.133(5), TDC, requires one shade tree per eight spaces or 2800 square feet of vehicular use area, whichever is greater. Based on 183 required parking spaces, 23 trees are required. Based on 112,220 square feet of paved area, 40 trees are required. Staff count of trees on Sheet No. L-1 indicates 23 shade trees. This does not meet the 40 trees required. The plan shall be revised to show 40 shade trees. The Plant Material list shall be revised to show the proper number of trees.

All parking lot planter islands with trees meet the requirement that planter islands with trees have a minimum area of 25 square feet and be 48" wide [73.133(7), TDC]. The islands indicated on the site plan and landscape plan exceed the size requirements of 73.133(7), TDC.

73.133(9), TDC, states all landscaped areas shall be provided with automatic irrigation systems or have readily available water supply within 150 feet. An irrigation system is listed as a note to be installed in all planting and lawn areas.

73.131(8), TDC, lists specifications for trees and plant materials. The size and height of materials complies with these standards.

Review of the Plant Material listing warrants these general comments:

- a. The spacing for all shrubs is not indicated.
- b. The quantities for ground cover has not been included.
- c. The spacing for Kinnikinnick and Cotoneaster Lowfast is indicated at 6' and 3' o.c. respectively. This spacing will not produce a complete ground cover within 3 years. The spacing shall be reduced to 18" o.c.

Under the Notes section of the landscape plan is the statement "plant materials quantities as noted above are estimated only, final quantities will appear on construction drawings." A copy of the final plant list shall be submitted to the Planning Department for review and approval.

Sheet L-1 of the applicant's submittal is a general overview of the site's landscaping. Sheet L-2 gives a more detailed breakdown. This is only for a small area. A breakdown of the entire site is needed to insure that vegetation will cover all areas within 3 years.

10. Screening, Enclosures and Lighting:

Dumpsters for the development are noted on Sheet S-1. They will be located in one of the garages and will exhibit the same exterior appearance. A total of 6 enclosures is proposed.

Transformer pads are proposed to be screened by evergreen plant material. This is included as a note on the Landscape Plan Sheet No. L-2.

11. Structure Design: The proposed apartments and garages will be constructed of 1/2" x 6" beveled siding. The materials board indicates siding will be two shades of a lavender color. The exact configuration of these colors is not known. The garage door will be a darker lavender color than the siding. Window trims will be white. An accent color, location unknown, will be maroon color. The roof will consist of fiberglass roof shingles. Their color is dark gray with green flakes.

The units will be 2-story and have two floor plans. Type I consists of 2-two bedroom and 2-three bedroom units. Type II consists of 1-two bedroom and 4-three bedroom units. It is not clear if the second floor units will have decks. The first floor units will have patios. Garages will be incorporated into the apartment unit design.

No elevations were submitted for the recreation facility. These plans will need to be created and reviewed.

Three mail stations are proposed for this development. It is not known what the design will be. No drawings have been submitted.

Two project monument signs are indicated on the plans. Signs shall be submitted separately for Architectural Review.

Section 73.050(1)(c) of the Development Code states that the location, design, size, color and materials and the exterior of all structures must be compatible with the development and appropriate to the design character of the other structures in the same vicinity. The proposed buildings will be made of materials appropriate to a multi-family development and are consistent with the structures in the immediate area.

12. Signs: Two monument signs are indicated. A separate Architectural Review application is required for review of these signs.

ARCHITECTURAL REVIEW RECOMMENDATION

Based on the Findings and Conclusions presented, staff recommends that AR-89-26 be approved, subject to the following Architectural Review conditions:

AR-1. Prior to issuance of Building Permits, a revised Site Plan shall be submitted for review and approval by the Planning Department with the following changes:

- a. The internal driveway width at the north end of the site, south of the mail boxes, shall be widened to 24 feet.
- b. The type of asphaltic surface to be used in parking and maneuvering areas shall be indicated.
- c. A notation shall be added that all asphalt areas shall have extruded curbing.

AR-2. Prior to issuance of Building Permits, a revised Site Lighting Plan shall be submitted for review and approval by the Planning Department with the following changes:

- a. The Plan shall be consistent with the Site Plan. Revisions made to the Site Plan shall be made to the Site Lighting Plan.
- b. The height of pole lights shall be indicated.
- ok c. The total number for each style of light (pole, bollard, wall-mounted fluorescent, wall washer and pagoda) shall be indicated.
- d. The location of mail boxes shall be consistent with the Site Plan.

- AR-3. Prior to the issuance of Building Permits, a revised Grading Plan shall be submitted for review and approval by the Planning Department with the following changes:
- a. The Plan shall be consistent with the Site Plan. Revisions to the Site Plan shall be made to the Grading Plan.
 - b. The number of trees to be retained and removed shall be stated. The list shall be broken down by species.
- AR-4. Prior to the issuance of Building Permits, a revised Utility Plan shall be submitted for review and approval by the Planning Department with the following changes:
- a. The Plan shall be consistent with the Site Plan. Revisions made to the Site Plan shall be made to the Utility Plan.
- AR-5. Prior to the issuance of Building Permits, a revised Tree Cutting Plan shall be submitted for review and approval by the Planning Department with the following changes:
- a. The Plan shall be consistent with the Site Plan. Revisions made to the Site Plan shall be made to the Tree Cutting Plan.
 - b. The number of trees to be retained and removed shall be stated. The list shall be broken down by species.
 - c. The Plan shall be consistent with the Landscape Plan.
- AR-6. Prior to the issuance of Building Permits, a revised Landscape Plan shall be submitted for review and approval by the Planning Department with the following changes:
- a. The Plan shall be consistent with the Site Plan. Revisions made to the Site Plan shall be made to the Landscape Plan.
 - b. The number of trees to be retained and removed shall be stated. The list shall be broken down by species.
 - c. The Plan shall be consistent with the Tree Cutting Plan.
 - d. Twenty-three Flowering Plum trees shall be shown as street trees on 115th Avenue. The trees shall be planted at 30 feet o.c.
 - e. Nine Flowering Plum trees shall be shown as street trees in Hazelbrook Road. The trees shall be planted at 30 feet o.c.
 - f. Forty parking lot shade trees shall be shown. The trees shall be within 10 feet of the face of curbing. The Plant Material List shall be updated to reflect the additional trees.
 - g. The spacing of all trees and shrubs shall be stated.
 - h. The quantities for ground cover shall be included.

- i. The spacing for Kinnikinnick and Cotoneaster Lowfast shall have the spacing reduced to 18".
- j. A final plant quantity list shall be submitted for review and approval.
- ok k. A detailed planting scheme for the entire site shall be submitted for review. The level of detail shall be the same as on Sheet L-2.

- ok AR-7. Prior to the issuance of Building Permits, an Elevation Drawing of the recreation center shall be submitted for review and approval by the Planning Department.
- AR-8. Copies of the documents filed with Washington County to vacate the internal lot lines shall be submitted to the Planning Department prior to issuance of Building Permits.
- AR-9. Prior to issuance of Building Permits, a colored building elevation drawing shall be submitted for review in addition to the previously submitted color board.
- AR-10. Prior to issuance of Building Permits, elevation drawings for the mail boxes shall be submitted for review and approval by the Planning Department.
- AR-11. Prior to issuance of Building Permits, revised Elevation Drawings which indicate the drawing scale shall be submitted for review and approval by the Planning Department.
- AR-12. The applicant shall submit for separate Architectural Review of all signage proposed for the development.
- AR-13. The applicant shall comply with the Public Facilities Recommendation when issued.

Submitted by,


Douglas R. Rux
Assistant Planner

jb

c: Kevin Janick, OTAK

file: AR-89-29
17755 SW 115th Avenue

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PLANNING DEPT.

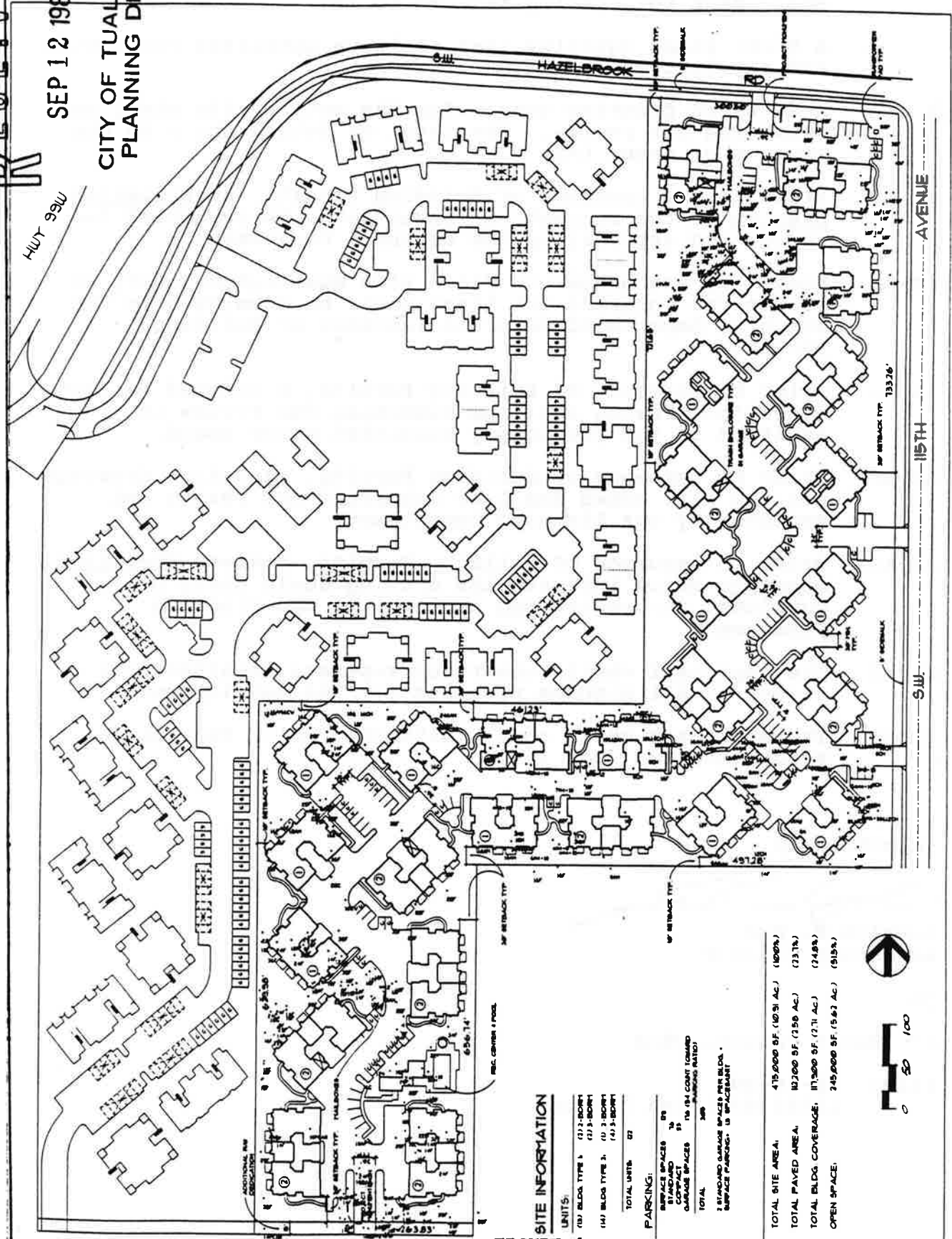
PRELIMINARY
SITE PLAN

RIVERCREST II APARTMENTS
OTAK DEVELOPMENT, INC.
1000 N. BROADWAY, SUITE 100
TUALATIN, OR 97146
PHONE: (503) 261-1234

otak
ENGINEERS, P.C.
1000 N. BROADWAY, SUITE 100
TUALATIN, OR 97146
PHONE: (503) 261-1234

S-1

2513



SITE INFORMATION

UNITS:	
(13) BLDG. TYPE 1	(13) 2-BDRM
(14) BLDG. TYPE 2	(14) 3-BDRM
(15) BLDG. TYPE 3	(15) 3-BDRM
TOTAL UNITS: 07	
PARKING:	
STANDARD GARAGE SPACES	29
STANDARD GARAGE SPACES	15 (84 COUNT TOWARD
TOTAL	300 (PARKING RATIO)
2 STANDARD GARAGE SPACES PER BLDG.	
SURFACE PARKING - 18 SPACES/BLK.	

TOTAL SITE AREA,	415,000 SF. (107.9 AC.)	(100%)
TOTAL PAVED AREA,	102,000 SF. (23.0 AC.)	(23.1%)
TOTAL BLDG. COVERAGE,	111,500 SF. (27.1 AC.)	(26.9%)
OPEN SPACE,	245,000 SF. (60.8 AC.)	(59.0%)

FIGURE 1
AR-89-29



City of Tualatin

www.tualatinoregon.gov

March 1, 2018

PUBLIC FACILITIES FINDINGS AND DECISION AR17-0007, Rivercrest meadows apartment conversion

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I. RECOMMENDATION

Based on the FINDINGS presented, the City Engineer approves the preliminary plans of AR17-0007, Rivercrest Meadows Apartment Conversion with the following conditions:

A. PRIOR TO ISSUANCE OF AN EROSION CONTROL PERMIT

- PFR-1 Obtain a City of Tualatin erosion control permit in accordance with code section TMC 3-5-060.
- PFR-2 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-3 Submit PDFs of final site and permit plans.

B. PRIOR TO ISSUANCE OF BUILDING PERMITS

- PFR-4 Obtain an Erosion Control Permit.

C. PRIOR TO A CERTIFICATE OF OCCUPANCY

- PFR-5 The applicant shall complete all private improvements.

II. APPEAL

Requests for review of this decision must be received by the Engineering Division within the 14-day appeal period ending on **March 15, 2018 at 5 PM**. Issues must have been described with adequate clarity and detail with identification of the associated Tualatin Municipal or Development Code section to afford a decision maker an opportunity to respond to the issue. A request for review must be submitted on the form provided by the City, as detailed in TDC 31.076, and signed by the appellant.

Typed on behalf of the City Engineer, Jeff Fuchs, PE,



Tony Doran, EIT
Engineering Associate

III. STANDARDS AND APPLICABLE CRITERIA

Tualatin Municipal Code (TMC)

Title 03: Utilities and Water Quality

Tualatin Development Code (TDC)

Chapter 73: Community Design Standards

Chapter 74: Public Improvement Requirements

The record includes all submitted materials that may be requested for viewing at the Planning Counter.

IV. CONCLUSIONS

A. TMC TITLE 03: UTILITIES AND WATER QUALITY

A. TMC 3-5 ADDITIONAL SURFACE WATER MANAGEMENT STANDARDS

1. TMC 3-5-010 POLICY.

It is the policy of the City to require temporary and permanent measures for all construction projects to lessen the adverse effects of construction on the environment. The contractor shall properly install, operate and maintain both temporary and permanent works as provided in this chapter or in an approved plan, to protect the environment during the term of the project. In addition, these erosion control rules apply to all properties within the City, regardless of whether that property is involved in a construction or development activity. Nothing in this chapter shall relieve any person from the obligation to comply with the regulations or permits of any federal, state, or local authority...

2. TMC 3-5-050 EROSION CONTROL PERMITS

(1) Except as noted in subsection (3) of this section, no person shall cause any change to improved or unimproved real property that causes, will cause, or is likely to cause a temporary or permanent increase in the rate of soil erosion from the site without first obtaining a permit from the City and paying prescribed fees...

3. TMC 3-5-060 PERMIT PROCESS

(1) Applications for an Erosion Control Permit. Application for an Erosion Control Permit shall include an Erosion Control Plan which contains methods and interim facilities to be constructed or used concurrently and to be operated during construction to control erosion. The plan shall include either:

(a) A site specific plan outlining the protection techniques to control soil erosion and sediment transport from the site to less than one ton per acre per year as calculated using the Soil Conservation Service Universal Soil Loss Equation or other equivalent method approved by the City Engineer, or

(b) Techniques and methods contained and prescribed in the Soil Erosion Control Matrix and Methods, outlined in TMC 3-5.190 or the Erosion Control Plans - Technical Guidance Handbook, City of Portland and Unified Sewerage Agency, January, 1991.

(2) Site Plan. A site specific plan, prepared by an Oregon registered professional engineer, shall be required when the site meets any of the following criteria:

(a) greater than five acres;

(b) greater than one acre and has slopes greater than 20 percent;

- (c) contains or is within 100 feet of a City-identified wetland or a waterway identified on FEMA floodplain maps; or**
- (d) greater than one acre and contains highly erodible soils.**

FINDING:

The submitted materials show that approximately 832 square feet of impervious area will be modified. As this is more than 500 square feet an erosion control permit is needed. The Applicant will submit an erosion control plan prior to application for an erosion control permit. This criterion is satisfied with conditions of approval PFR-1, -3, -4 and -5.

4. TMC 3-5-200 DOWNSTREAM PROTECTION REQUIREMENT

Each new development is responsible for mitigating the impacts of that development upon the public storm water quantity system. The development may satisfy this requirement through the use of any of the following techniques, subject to the limitations and requirements in TMC 3-5-210: Construction of permanent on-site stormwater quantity detention facilities designed in accordance with this title;...

5. TMC 3-5-210 REVIEW OF DOWNSTREAM SYSTEM

For new development other than the construction of a single family house or duplex, plans shall document review by the design engineer of the downstream capacity of any existing storm drainage facilities impacted by the proposed development. That review shall extend downstream to a point where the impacts to the water surface elevation from the development will be insignificant, or to a point where the conveyance system has adequate capacity, as determined by the City Engineer. To determine the point at which the downstream impacts are insignificant or the drainage system has adequate capacity, the design engineer shall submit an analysis using the following guidelines:

- (1) evaluate the downstream drainage system for at least ¼ mile;**
- (2) evaluate the downstream drainage system to a point at which the runoff from the development in a build out condition is less than 10 percent of the total runoff of the basin in its current development status. Developments in the basin that have been approved may be considered in place and their conditions of approval to exist if the work has started on those projects;**
- (3) evaluate the downstream drainage system throughout the following range of storms: 2, 5, 10, 25 year;**
- (4) The City Engineer may modify items 1, 2, 3 to require additional information to determine the impacts of the development or to delete the provision of unnecessary information.**

6. TMC 3-5-220 CRITERIA FOR REQUIRING ON-SITE DETENTION TO BE CONSTRUCTED

The City shall determine whether the onsite facility shall be constructed. If the onsite facility is constructed, the development shall be eligible for a credit against Storm and Surface Water System Development Charges, as provided in City ordinance. On-site facilities shall be constructed when any of the following conditions exist:

- (1) There is an identified downstream deficiency, as defined in TMC 3-5-210, and detention rather than conveyance system enlargement is determined to be the more effective solution...

FINDING:

The submitted materials show that approximately 832 square feet of impervious area will be modified. As this is less than 1,000 square feet no additional stormwater facility is needed. This criterion is satisfied.

B. TMC 3-5 PERMANENT ON-SITE WATER QUALITY FACILITIES

1. TMC 3-5-290 PURPOSE OF TITLE

The purpose of this title is to require new development and other activities which create impervious surfaces to construct or fund on-site or off-site permanent water quality facilities to reduce the amount of phosphorous entering the storm and surface water system.

2. TMC 3-5-300 APPLICATION OF TITLE

Title III of this Chapter shall apply to all activities which create new or additional impervious surfaces, except as provided in TMC 3-5.310.

3. TMC 3-5-310 EXCEPTIONS

- (1) Those developments with application dates prior to July 1, 1990, are exempt from the requirements of Title III.

The application date shall be defined as the date on which a complete application for development approval is accepted by the City in accordance with City regulations.

- (2) Construction of one and two family (duplex) dwellings are exempt from the requirements of Title III.

- (3) Sewer lines, water lines, utilities or other land development that will not directly increase the amount of storm water run-off or pollution leaving the site once construction has

been completed and the site is either restored to or not altered from its approximate original condition are exempt from the requirements of Title III.

4. TMC 3-5-320 DEFINITIONS

- (1) "Stormwater Quality Control Facility" refers to any structure or drainage way that is designed, constructed and maintained to collect and filter, retain, or detain surface water run-off during and after a storm event for the purpose of water quality improvement. It may also include, but is not limited to, existing features such as constructed wetlands, water quality swales, low impact development approaches ("LIDA"), and ponds which are maintained as stormwater quality control facilities.**
- (2) "Low impact development approaches" or "LIDA: means stormwater facilities constructed utilizing low impact development approaches used to temporarily store, route or filter run-off for the purpose of improving water quality. Examples include; but are not limited to, Porous Pavement, Green Roofs, Infiltration Planters/Rain Gardens, Flow-Through Planters, LIDA Swales, Vegetated Filter Strips, Vegetated Swales, Extended Dry Basins, Constructed Water Quality Wetland, Conveyance and Stormwater Art, and Planting Design and Habitats.**
- (3) "Water Quality Swale" means a vegetated natural depression, wide shallow ditch, or constructed facility used to temporarily store, route or filter run-off for the purpose of improving water quality.**
- (4) "Existing Wetlands" means those areas identified and delineated as set forth in the Federal Manual for Identifying the Delineating Jurisdictional Wetlands, January, 1989, or as amended, by a qualified wetlands specialist.**
- (5) "Created Wetlands" means those wetlands developed in an area previously identified as a non-wetland to replace, or mitigate wetland destruction or displacement.**
- (6) "Constructed Wetlands" means those wetlands developed as a water quality or quantity facility, subject to change and maintenance as such. These areas must be clearly defined and/or separated from existing or created wetlands. This separation shall preclude a free and open connection to such other wetlands.**

5. TMC 3-5-330 PERMIT REQUIRED

Except as provided in TMC 3-5-310, no person shall cause any change to improved or unimproved real property that will, or is likely to, increase the rate or quantity of run-off or pollution from the site without first obtaining a permit from the City and following the conditions of the permit.

6. TMC 3-5-340 FACILITIES REQUIRED

For new development, subject to the exemptions of TMC 3-5-310, no permit for construction, or land development, or plat or site plan shall be approved unless the conditions of the plat, plan or permit approval require permanent stormwater quality control facilities in accordance with this Title III.

7. TMC 3-5-345 INSPECTION REPORTS

The property owner or person in control of the property shall submit inspection reports annually to the City for the purpose of ensuring maintenance activities occur according to the operation and maintenance plan submitted for an approved permit or architectural review.

8. TMC 3-5-350 PHOSPHOROUS REMOVAL STANDARD

The stormwater quality control facilities shall be designed to remove 65 percent of the phosphorous from the runoff from 100 percent of the newly constructed impervious surfaces. Impervious surfaces shall include pavement, buildings, public and private roadways, and all other surfaces with similar runoff characteristics.

9. TMC 3-5-360 DESIGN STORM

The stormwater quality control facilities shall be designed to meet the removal efficiency of TMC 3-5-350 for a mean summertime storm event totaling 0.36 inches of precipitation falling in four hours with an average return period of 96 hours.

10. TMC 3-5-370 DESIGN REQUIREMENTS

The removal efficiency in TDC Chapter 35 specifies only the design requirements and are not intended as a basis for performance evaluation or compliance determination of the stormwater quality control facility installed or constructed pursuant to this Title III.

11. TMC 3-5-330 PERMIT REQUIRED

Except as provided in TMC 3-5-310, no person shall cause any change to improved or unimproved real property that will, or is likely to, increase the rate or quantity of run-off or pollution from the site without first obtaining a permit from the City and following the conditions of the permit.

12. TMC 3-5-340 FACILITIES REQUIRED

For new development, subject to the exemptions of TMC 3-5-310, no permit for construction, or land development, or plat or site plan shall be approved unless the conditions of the plat, plan or permit approval require permanent stormwater quality control facilities in accordance with this Title III.

13. TMC 3-5-390 FACILITY PERMIT APPROVAL

A stormwater quality control facility permit shall be approved only if the following are met:

- (1) The plat, site plan, or permit application includes plans and a certification prepared by an Oregon registered, professional engineer that the proposed stormwater quality control facilities have been designed in accordance with criteria expected to achieve removal efficiencies for total phosphorous required by this Title III. Clean Water Services Design and Construction Standards shall be used in preparing the plan for the water quality facility; and**
- (2) The plat, site plan, or permit application shall be consistent with the areas used to determine the removal required in TMC 3-5-350; and**
- (3) A financial assurance, or equivalent security acceptable to the City, is provided by the applicant which assures that the stormwater quality control facilities are constructed according to the plans established in the plat, site plan, or permit approval. The financial assurance may be combined with our financial assurance requirements imposed by the City; and**
- (4) A stormwater facility agreement identifies who will be responsible for assuring the long term compliance with the operation and maintenance plan.**

FINDING:

The submitted materials show that approximately 832 square feet of impervious area will be modified. As this is less than 1,000 square feet no additional stormwater facility is needed. This criterion is satisfied.

D. TDC CHAPTER 73: COMMUNITY DESIGN STANDARDS

1. TDC SECTION 73.270 GRADING

- (1) After completion of site grading, top-soil is to be restored to exposed cut and fill areas to provide a suitable base for seeding and planting.**
- (2) All planting areas shall be graded to provide positive drainage.**

(3) Neither soil, water, plant materials nor mulching materials shall be allowed to wash across roadways or walkways.

(4) Impervious surface drainage shall be directed away from pedestrian walkways, dwelling units, buildings, outdoor private and shared areas and landscape areas except where the landscape area is a water quality facility.

FINDINGS:

The submitted materials show that approximately 832 square feet of impervious area will be modified. As this is more than 500 square feet an erosion control permit is needed. The Applicant will submit an erosion control plan prior to application for an erosion control permit. This criterion is satisfied with conditions of approval PFR-1, -3, -4 and -5.

E. TDC CHAPTER 74: PUBLIC IMPROVEMENT REQUIREMENTS

1. SECTION 74.110 PHASING OF IMPROVEMENTS

The applicant may build the development in phases. If the development is to be phased the applicant shall submit a phasing plan to the City Engineer for approval with the development application. The timing and extent or scope of public improvements and the conditions of development shall be determined by the City Council on subdivision applications and by the City Engineer on other development applications.

2. TDC SECTION 74.140 CONSTRUCTION TIMING

(1) All the public improvements required under this chapter shall be completed and accepted by the City prior to the issuance of a Certificate of Occupancy; or, for subdivision and partition applications, in accordance with the requirements of the Subdivision regulations.

(2) All private improvements required under this chapter shall be approved by the City prior to the issuance of a Certificate of Occupancy; or for subdivision and partition applications, in accordance with the requirements of the Subdivision regulations.

FINDINGS:

Prior to occupancy, all private improvements required under this chapter will be completed and accepted.

This criterion is satisfied with conditions of approval PFR-4 and -5.

3. TDC SECTION 74.640 GRADING

- (1) Development sites shall be graded to minimize the impact of storm water runoff onto adjacent properties and to allow adjacent properties to drain as they did before the new development.**
- (2) A development applicant shall submit a grading plan showing that all lots in all portions of the development will be served by gravity drainage from the building crawl spaces; and that this development will not affect the drainage on adjacent properties. The City Engineer may require the applicant to remove all excess material from the development site.**

FINDING:

The submitted materials show that approximately 832 square feet of impervious area will be modified. As this is more than 500 square feet an erosion control permit is needed. The Applicant will submit an erosion control plan prior to application for an erosion control permit. This criterion is satisfied with conditions of approval PFR-1, -3, -4 and -5.

4. TDC SECTION 74.650 WATER QUALITY, STORM WATER DETENTION AND EROSION CONTROL

The applicant shall comply with the water quality, storm water detention and erosion control requirements in the Surface Water Management Ordinance. If required:

- (1) On subdivision and partition development applications, prior to approval of the final plat, the applicant shall arrange to construct a permanent on-site water quality facility and storm water detention facility and submit a design and calculations indicating that the requirements of the Surface Water Management Ordinance will be satisfied and obtain a Stormwater Connection Permit from Clean Water Services; or**
- (3) For on-site private and regional non-residential public facilities, the applicant shall submit a stormwater facility agreement, which will include an operation and maintenance plan provided by the City, for the water quality facility for the City's review and approval. The applicant shall submit an erosion control plan prior to issuance of a Public Works Permit. No construction or disturbing of the site shall occur until the erosion control plan is approved by the City and the required measures are in place and approved by the City.**

FINDING:

The submitted materials show that approximately 832 square feet of impervious area will be modified. As this is less than 1,000 square feet no additional stormwater facility is needed. As this is more than 500 square feet an erosion control permit is needed. The Applicant will submit an erosion control plan prior to application for an erosion control permit.

A CWS Service Provider Letter (SPL) indicating that wetlands do not appear to be within 200 feet of this development site is included with the Architectural Review application. A CWS Memorandum was received dated January 16, 2018 for development on this site. The applicant

will submit plans that are sufficient to obtain a Stormwater Connection Permit Authorization Letter that complies with the submitted Service Provider Letter conditions.

This criterion is satisfied with conditions of approval PFR-2 and -4.