



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.
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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 = _____
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No Change
(Per Prior Approvals)

Bicycles

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

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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,

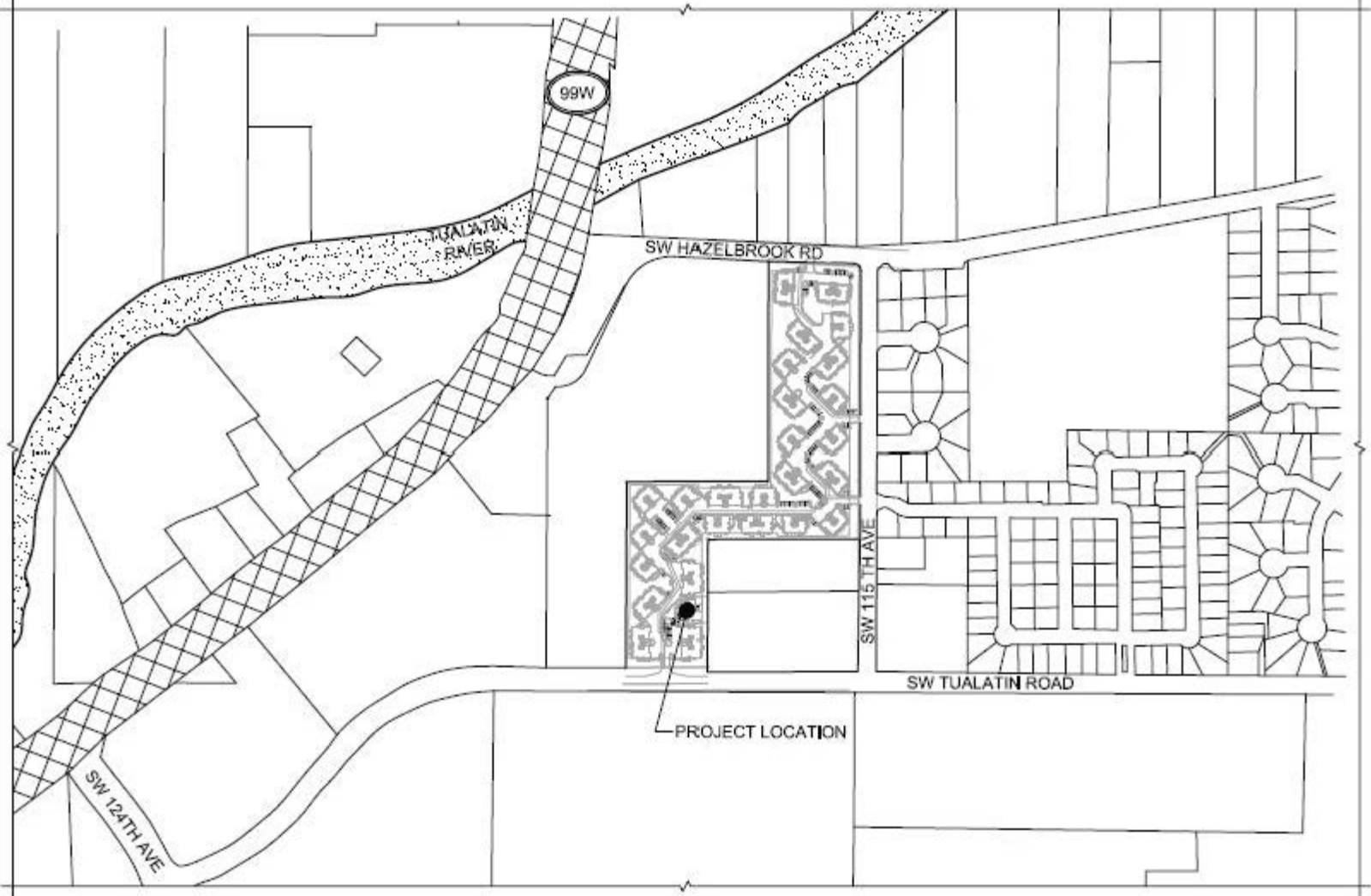
We are holding a neighborhood developer meeting on July 12th at 5:30PM in the Tualatin Library Community Room. We will be discussing a proposal to convert an existing unused clubhouse building at the Rivercrest Meadows Apartments into three, one bedroom dwelling units. Please see attached letter for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

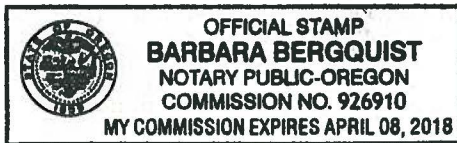
I, Michael McLaughlin, being first duly sworn, depose and say:

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"

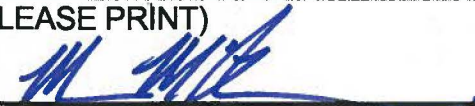
24"

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

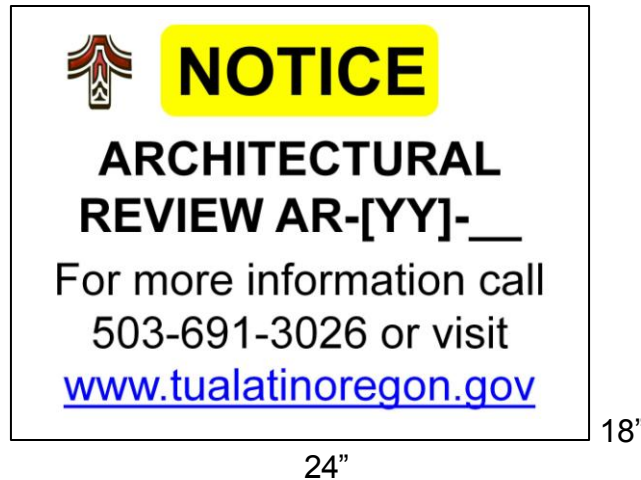
- Number of dwelling units 3
- Building floor area (sum of all building) Existing
- Number of multi-family buildings Existing

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)

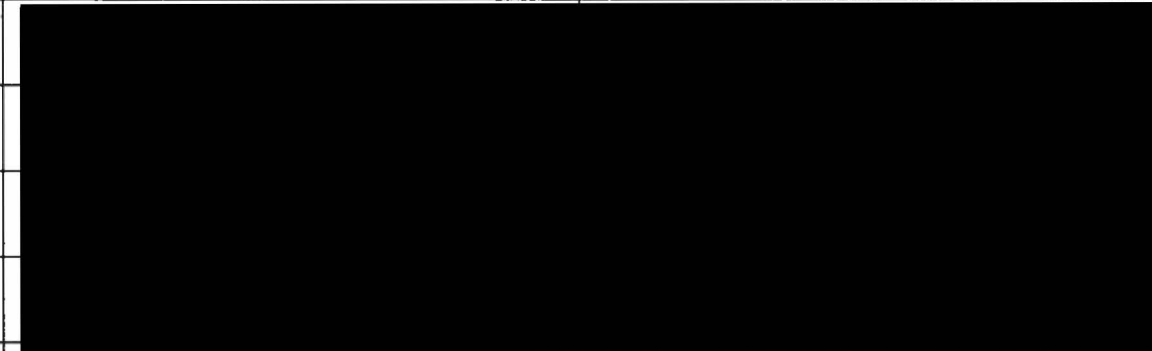
Applicant's Signature: _____

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

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

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

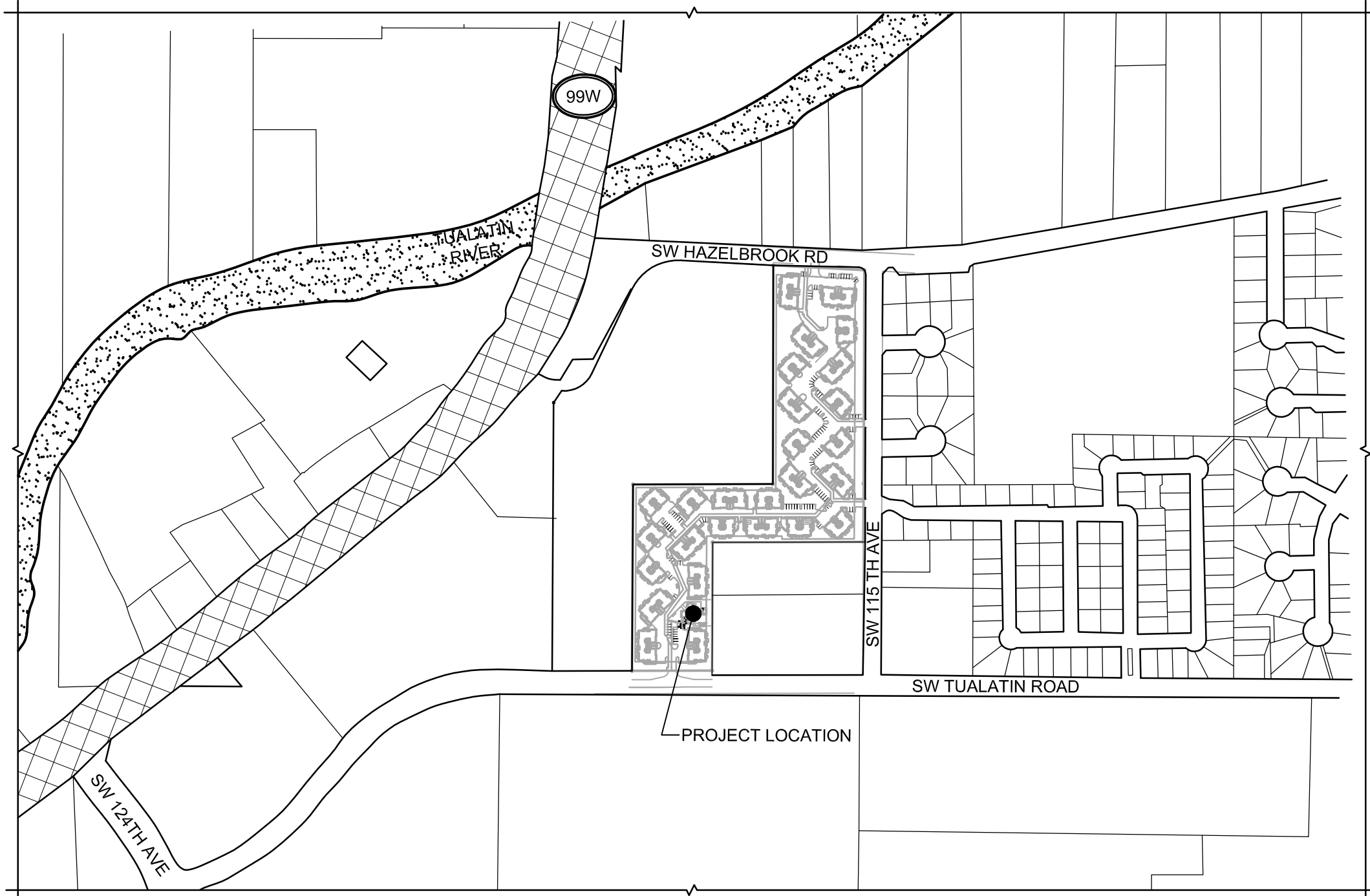
ARCHITECTURAL REVIEW

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



NOTES	
•	TOTAL IMPERVIOUS AREA ADDED: 178 SF
•	TOTAL AREA OF SITE WORK: 945 SF

LEGEND	
	LANDSCAPE AREA
	FENCE

MGA
 MYHRE GROUP ARCHITECTS
 800 5th Avenue, Suite 200 Portland, Oregon 97207
 503.228.0200 | 503.228.1200 | www.mgha.com

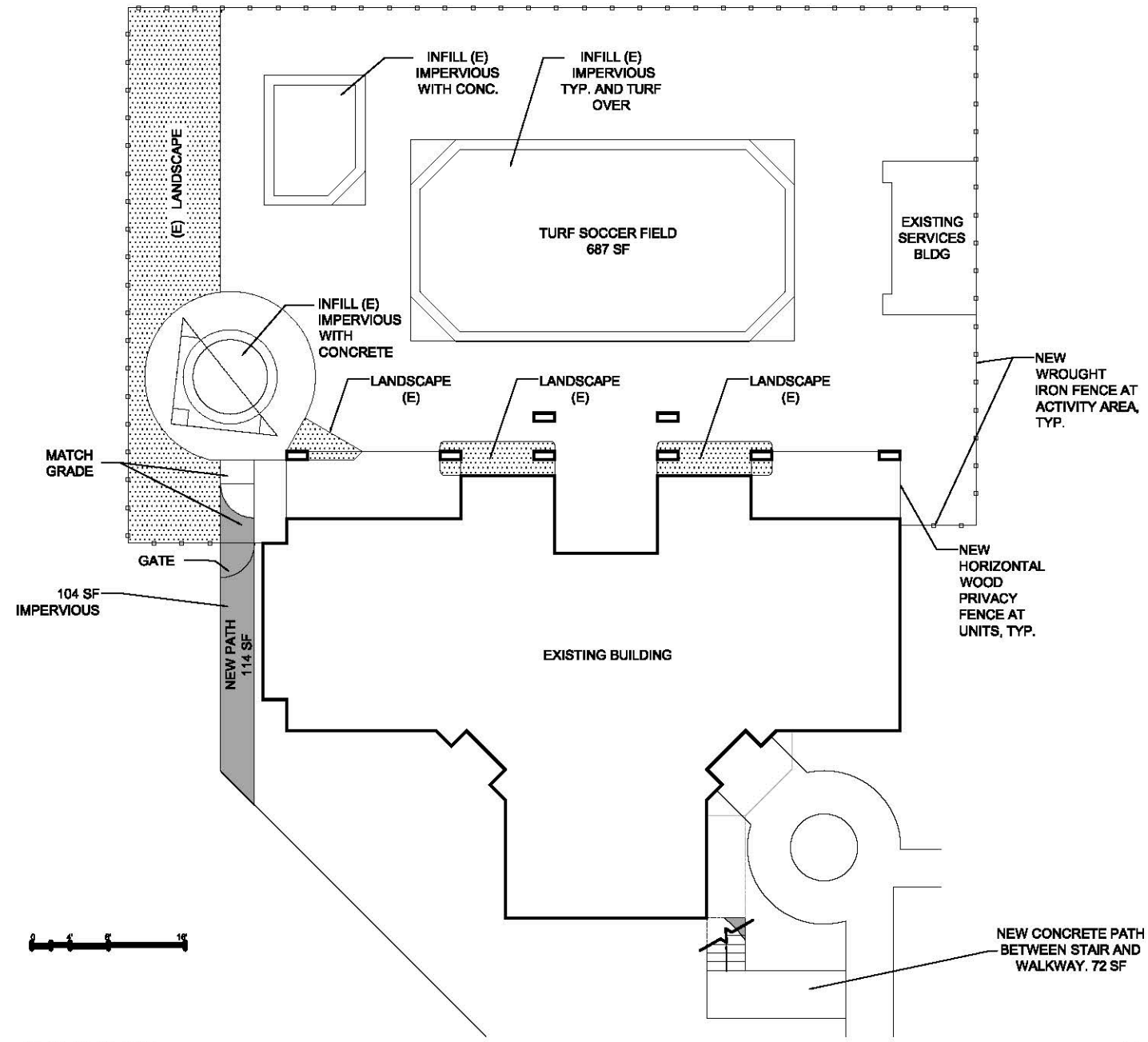
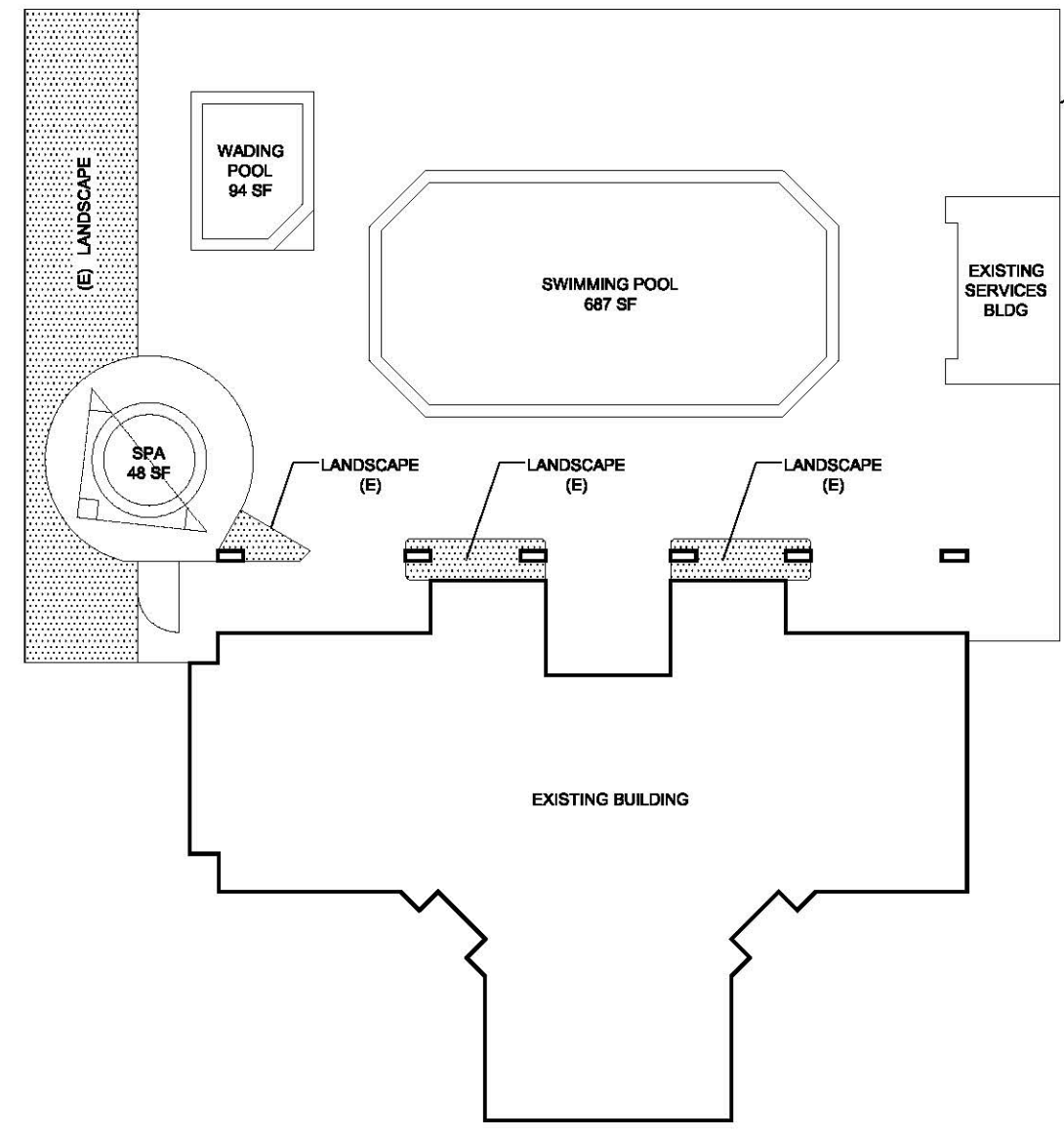
**PRELIMINARY
 NOT FOR
 CONSTRUCTION**

**ARCHITECTURAL
 REVIEW**

RIVERCREST MEADOWS
 CLUBHOUSE CONVERSION

11785 SW TUALATIN RD
 TUALATIN, OR 97062

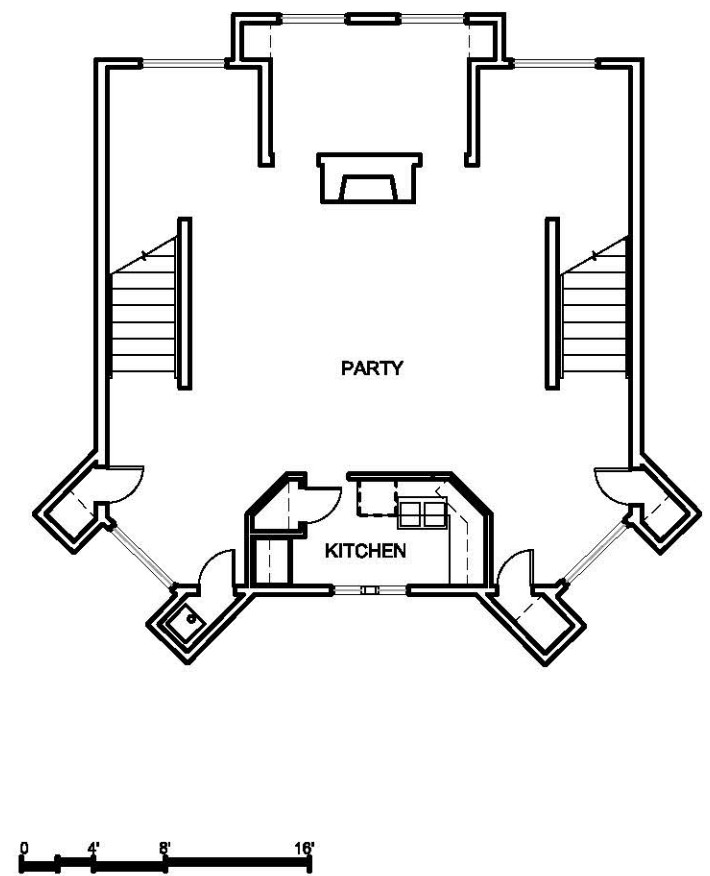
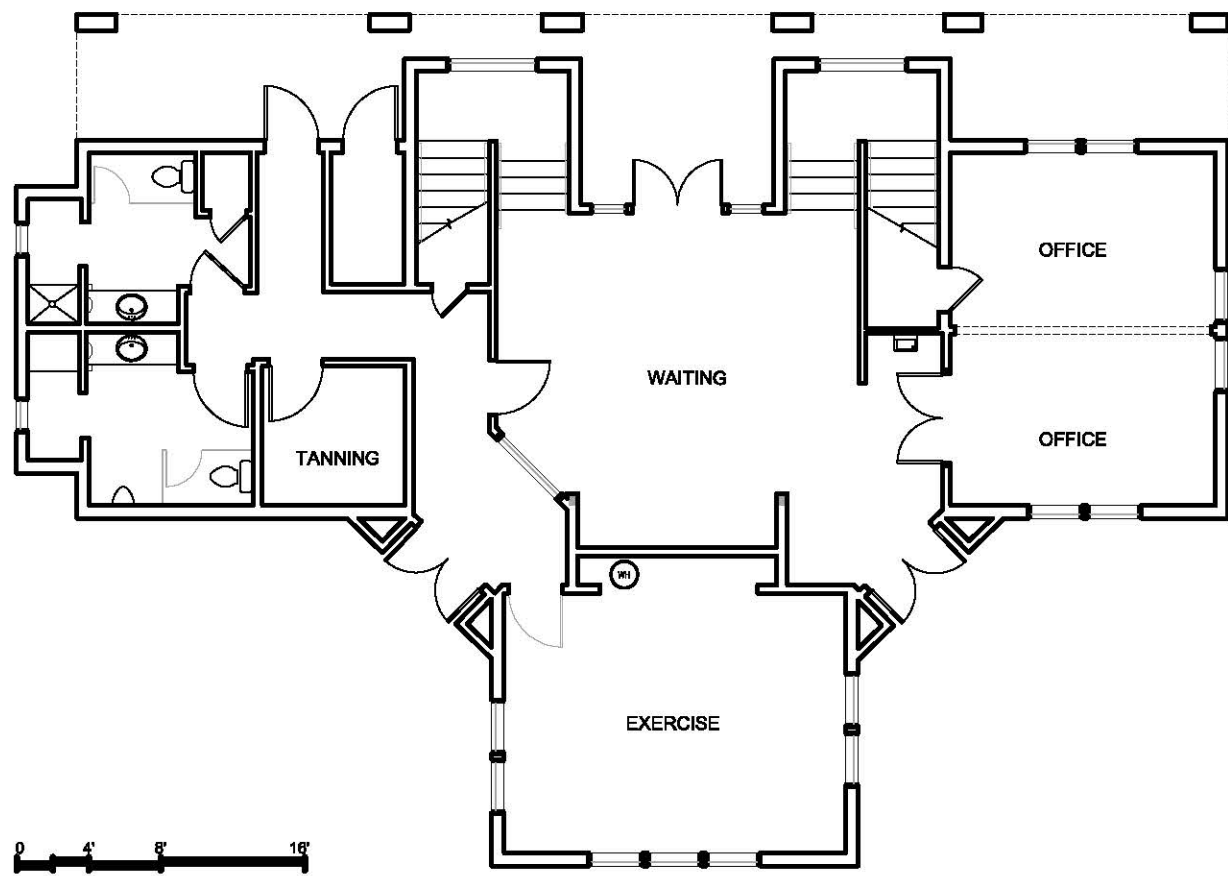
REV	DATE	FILE
PIC:	R. YANCEY	
PM:	H. MCGRATH	
JC:		
DRAWN BY:	N. WUDTKE	
JOB NO:	160950	
DATE:	06.24.2017	



A1
A1.00
EXISTING SITE PLAN

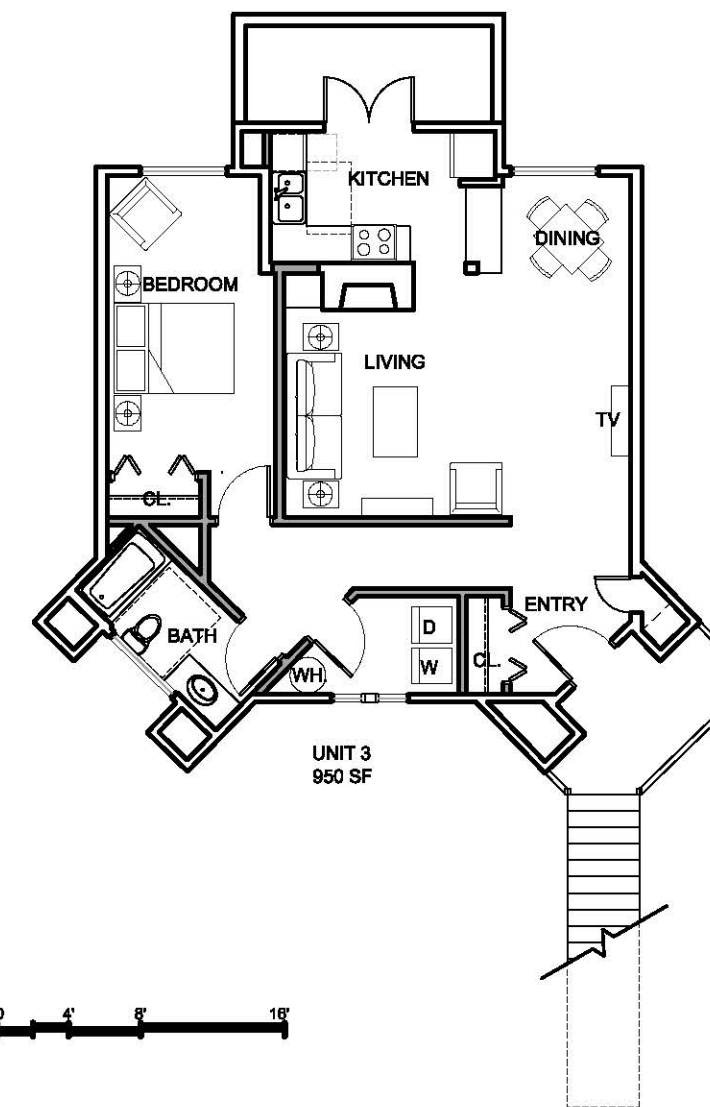
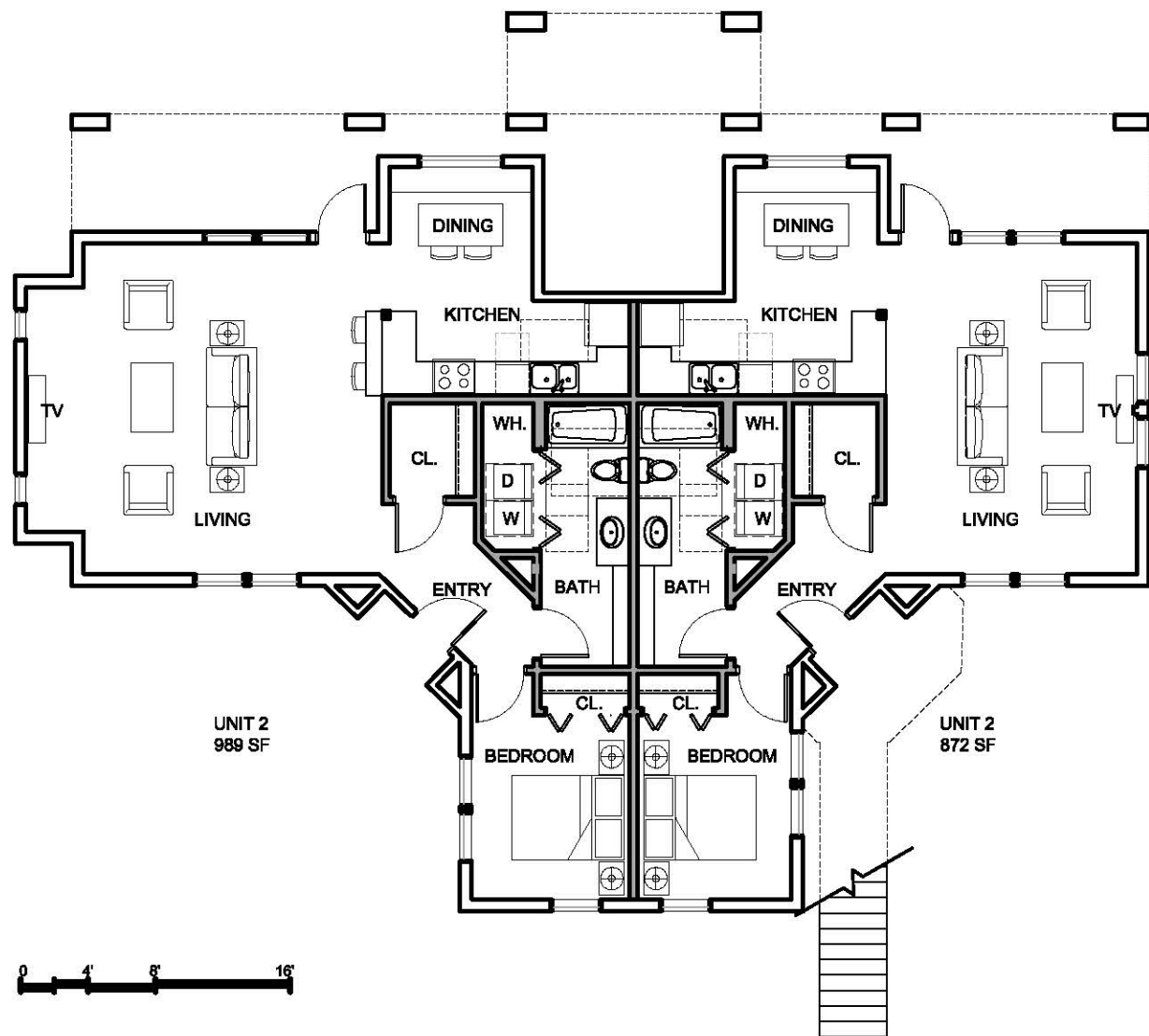
A3
A1.00
NEW SITE PLAN

**A1.00
 SITE
 PLAN**



**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: 160950
 DATE: 08.24.2017

LEGEND

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

PRELIMINARY
NOT FOR
CONSTRUCTION

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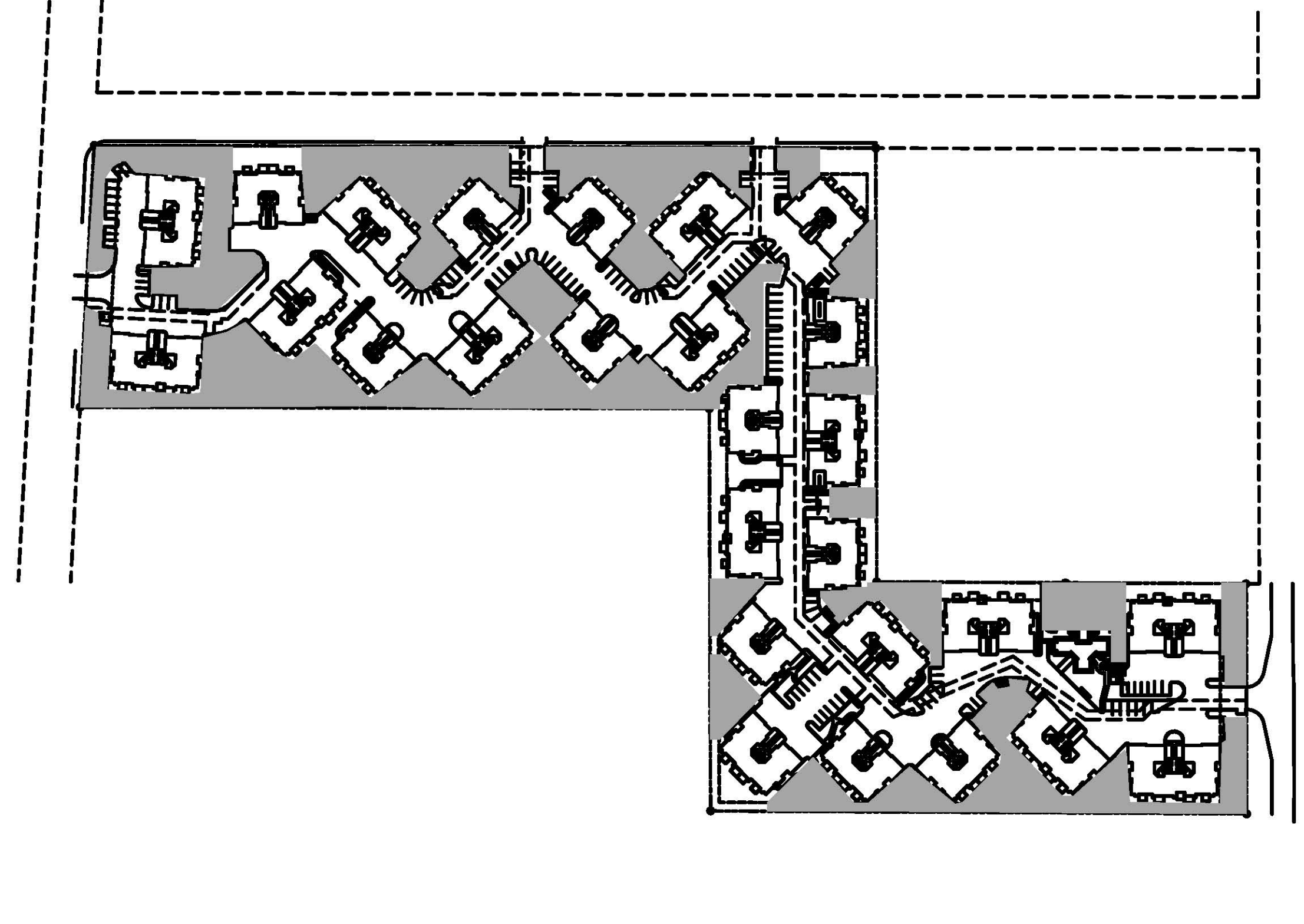
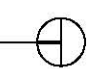
ARCHITECTURAL
REVIEW

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: 160960
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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C1
 A7.11
 EXISTING EAST ELEVATION



A1
 A7.11
 PROPOSED EAST 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
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JC:	
DRAWN BY:	N. WUDTKE
JOB NO.:	160950
DATE:	08.24.2017

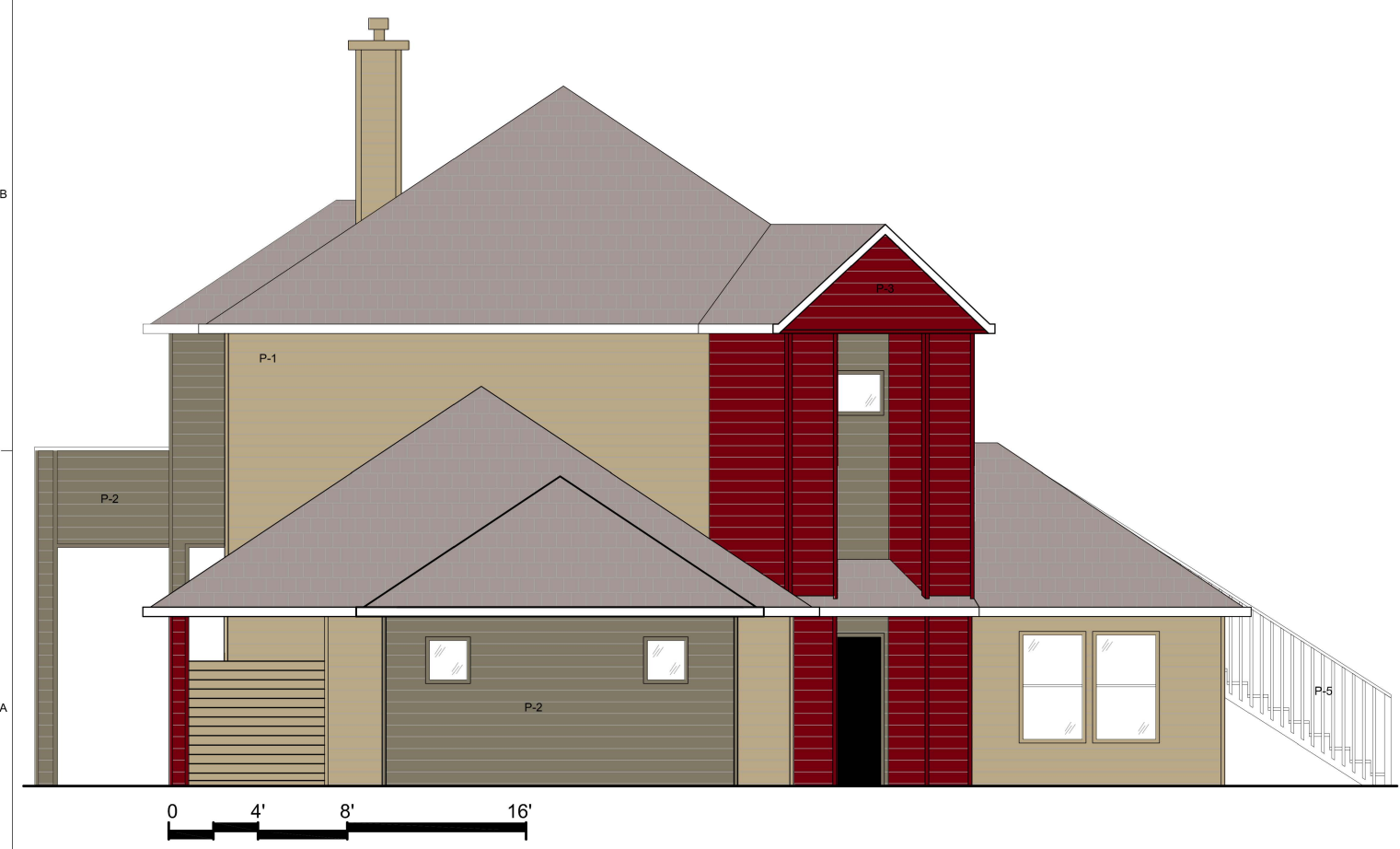
A7.12
EXTERIOR
ELEVATIONS



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.

LEGEND

 SHARED OUTDOOR AREA / AMENITY SPACE

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

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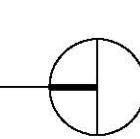
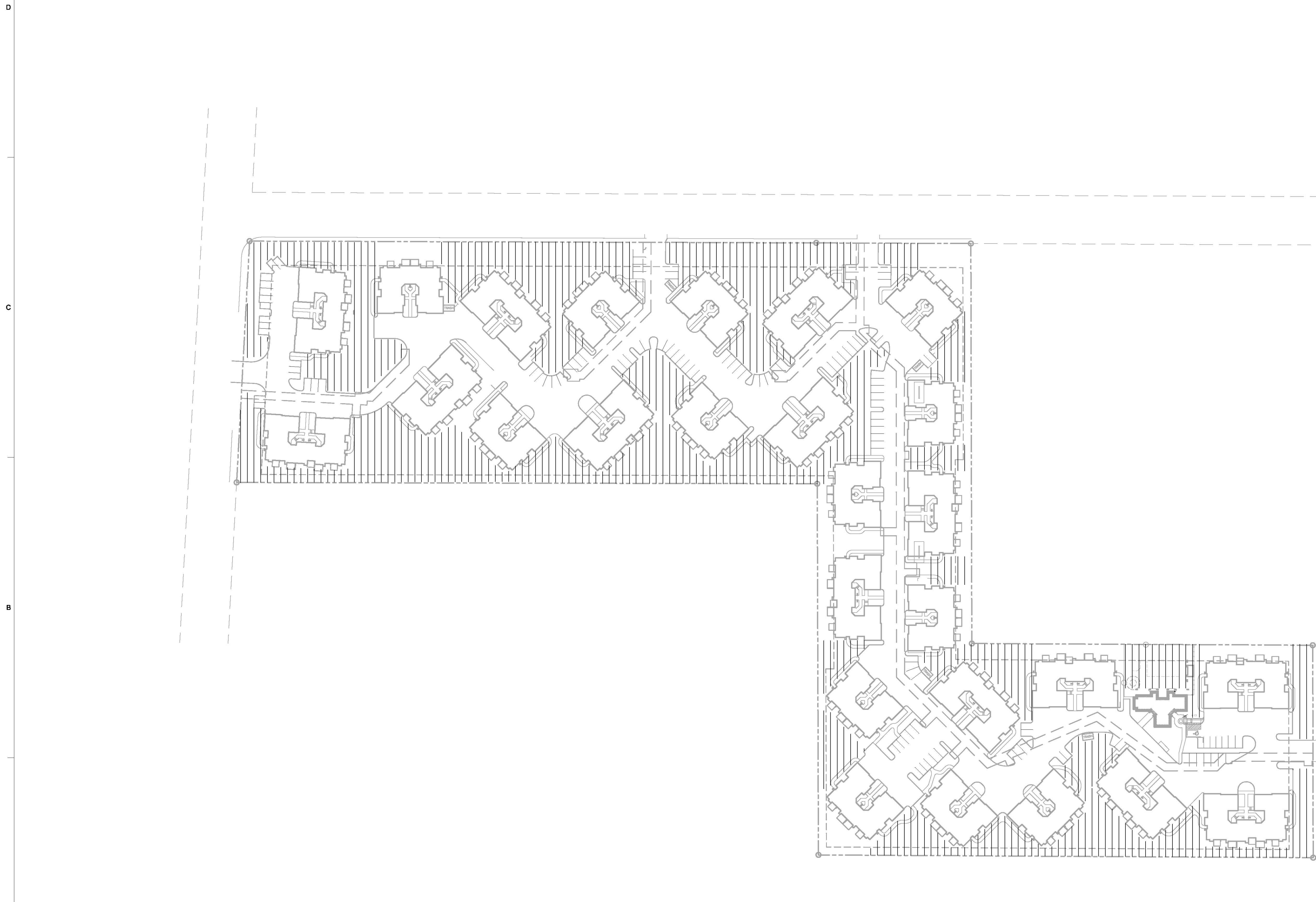
**PROJECT
PHASE**

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





**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

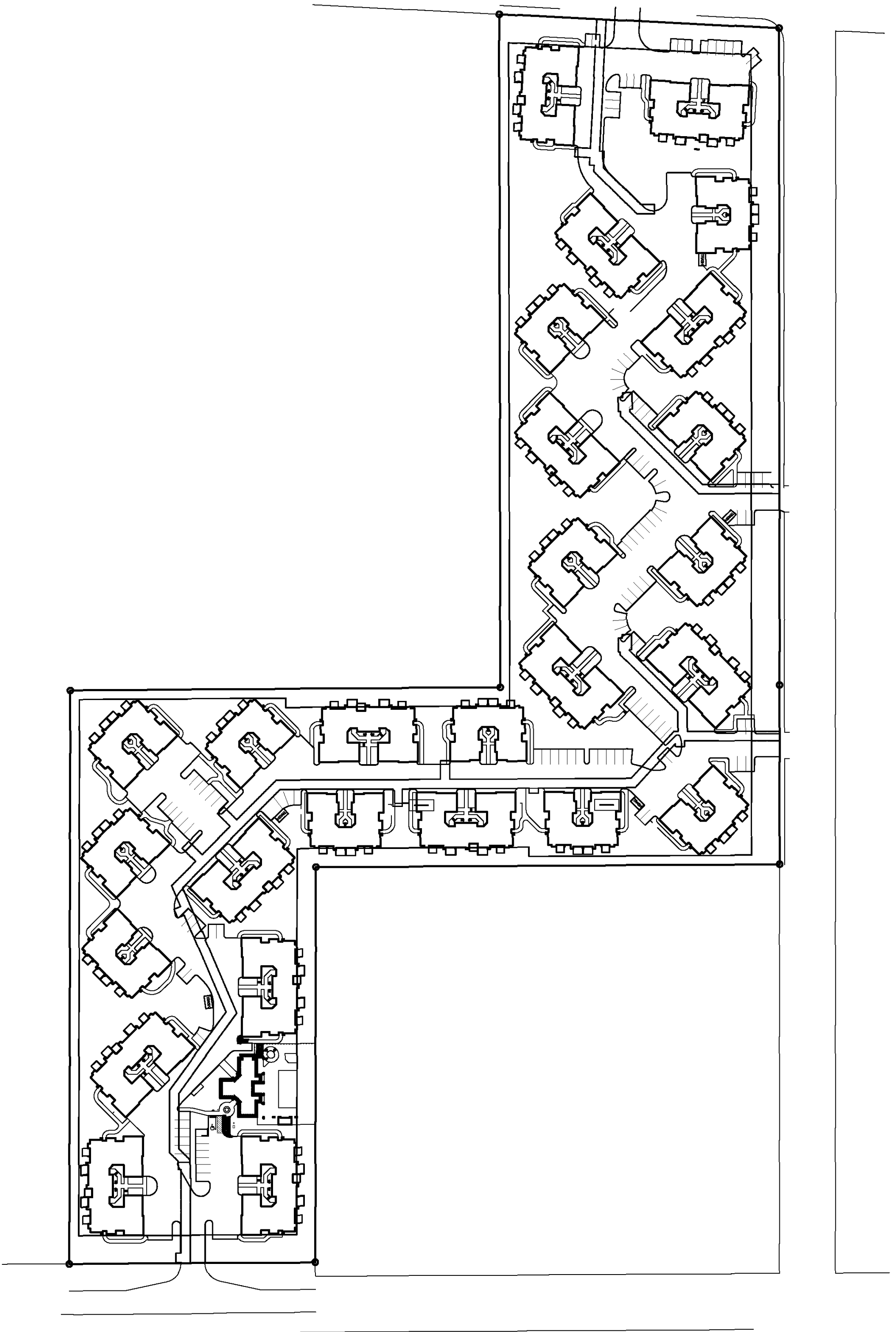
The current review time for a commercial building permit is 3-5 weeks.

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

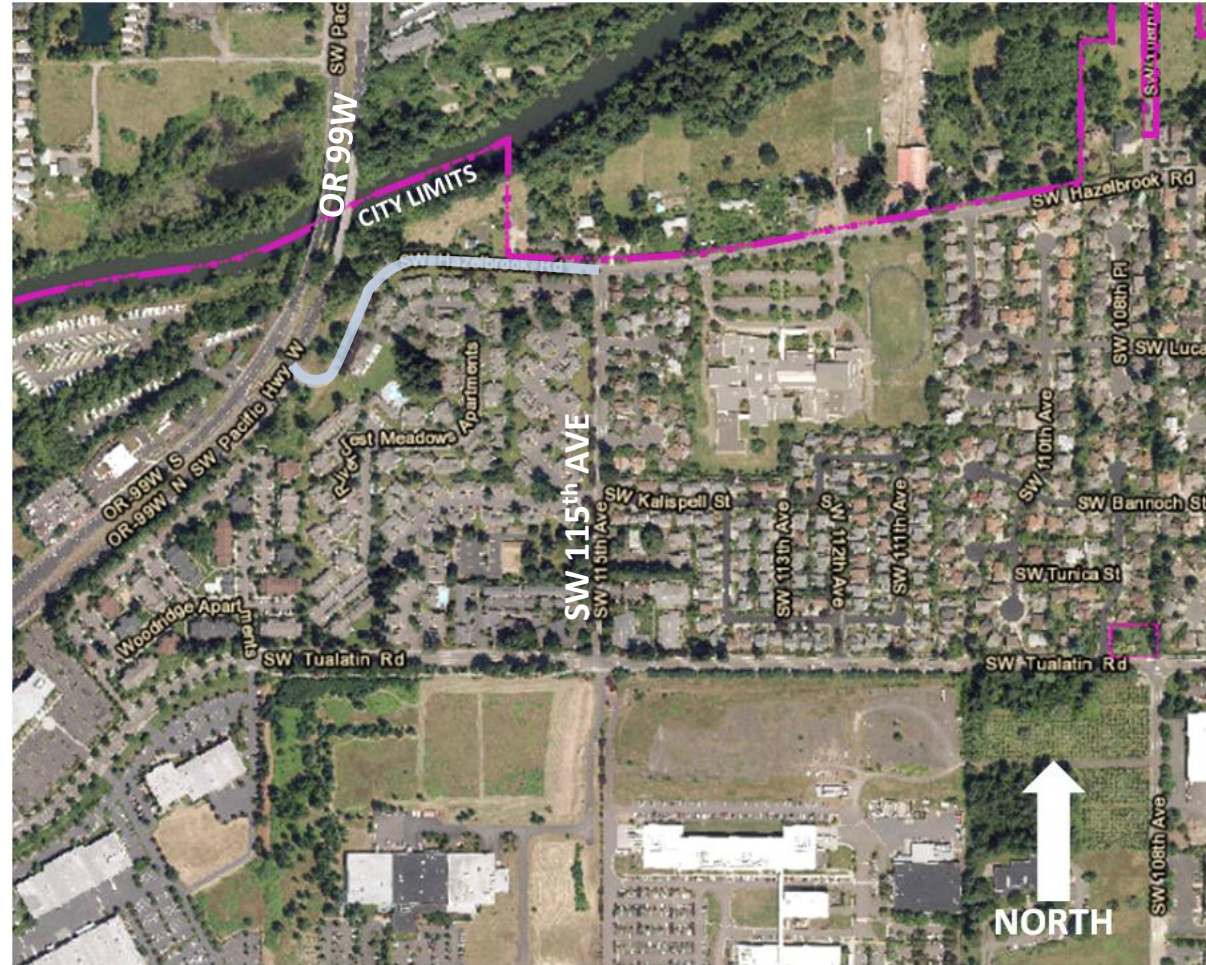
SUMMARY: Hazelbrook Road

Classified as a minor collector

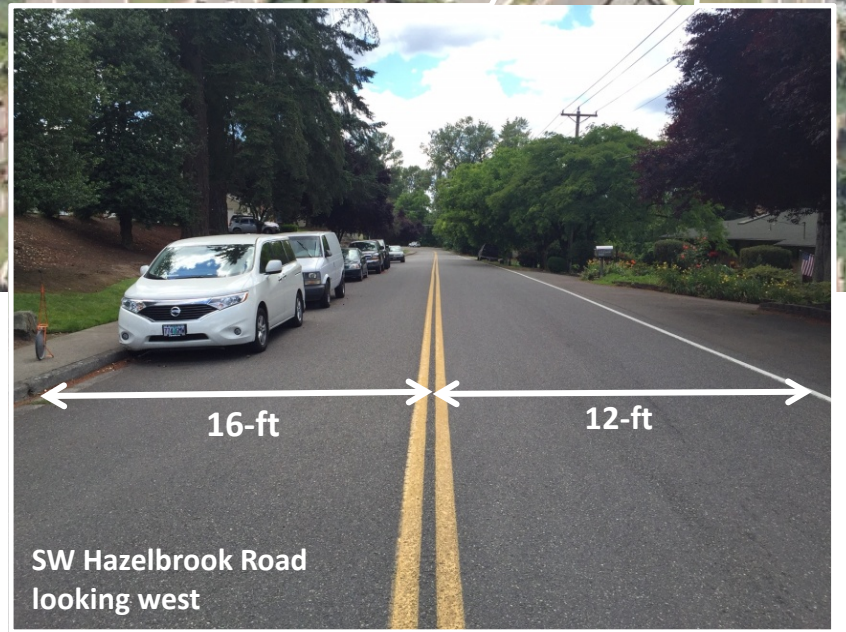
Between SW 115th and 99W

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

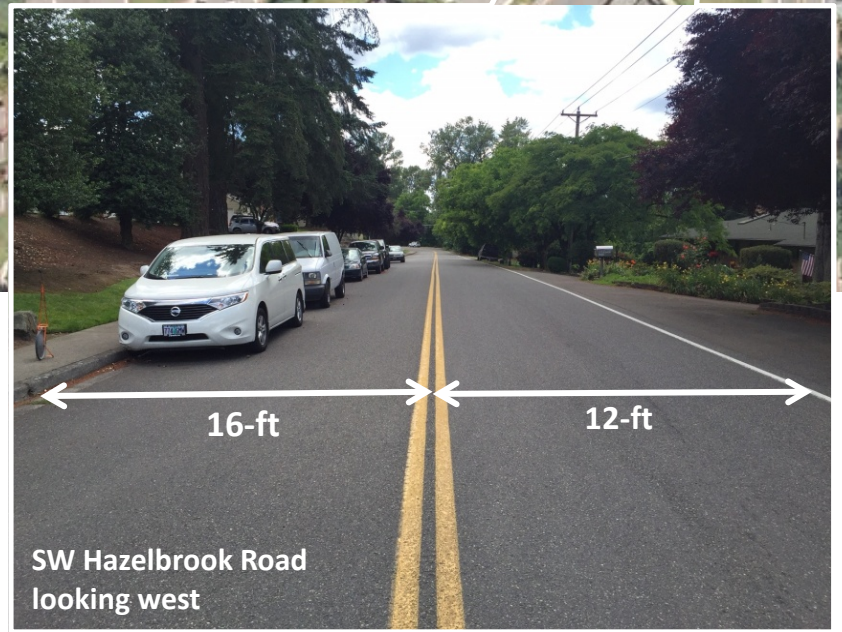
Prohibit parking on westbound (north) lane

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

Install bike eastbound bike lane on south side



Questions?

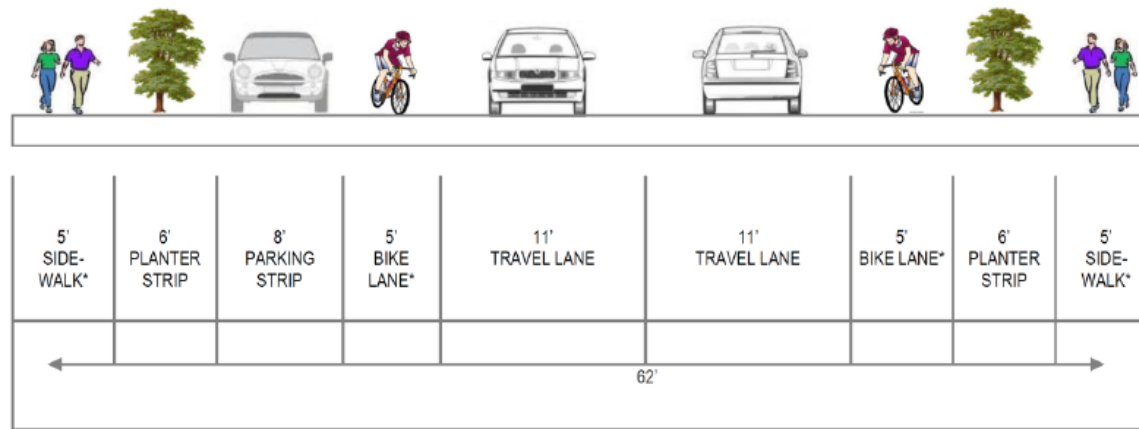


Extra slides

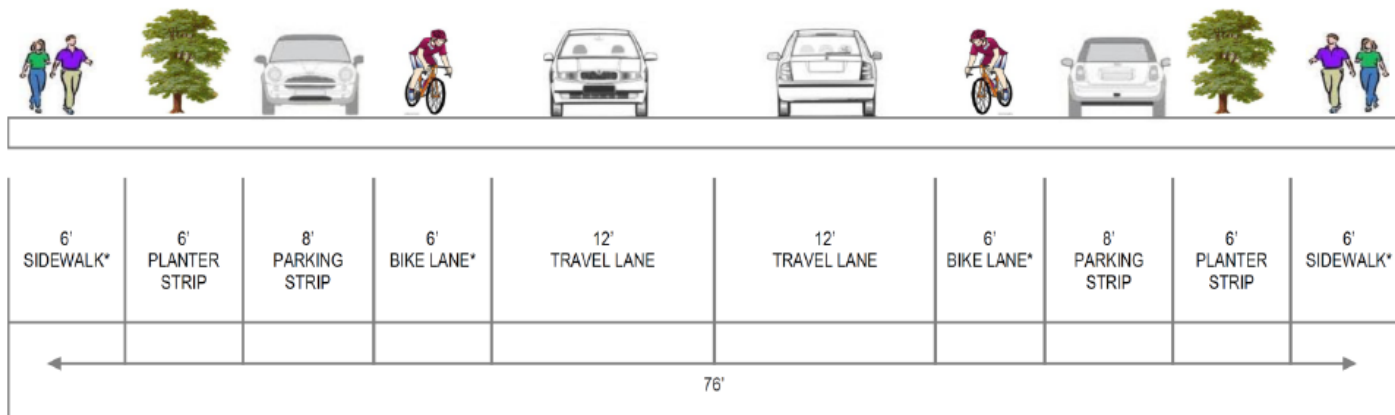
Minor collector standards

Figure 2. Street Design Standards, cont.
Minor Collector

Minimum



Preferred





UPDATE: Hazelbrook Road Parking

City Council Work Session

October 10, 2016



City of Tualatin

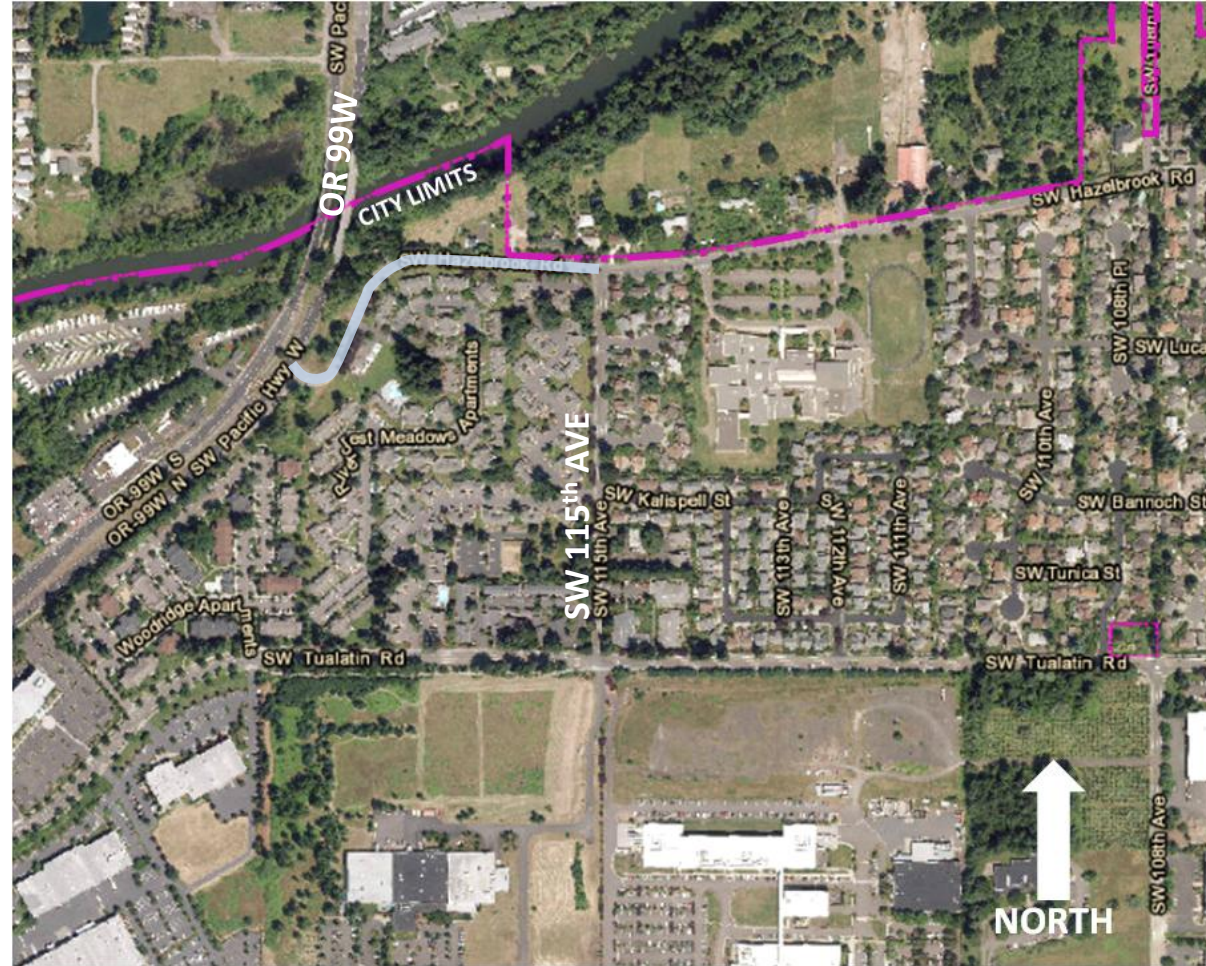
SUMMARY: Hazelbrook Road

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



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

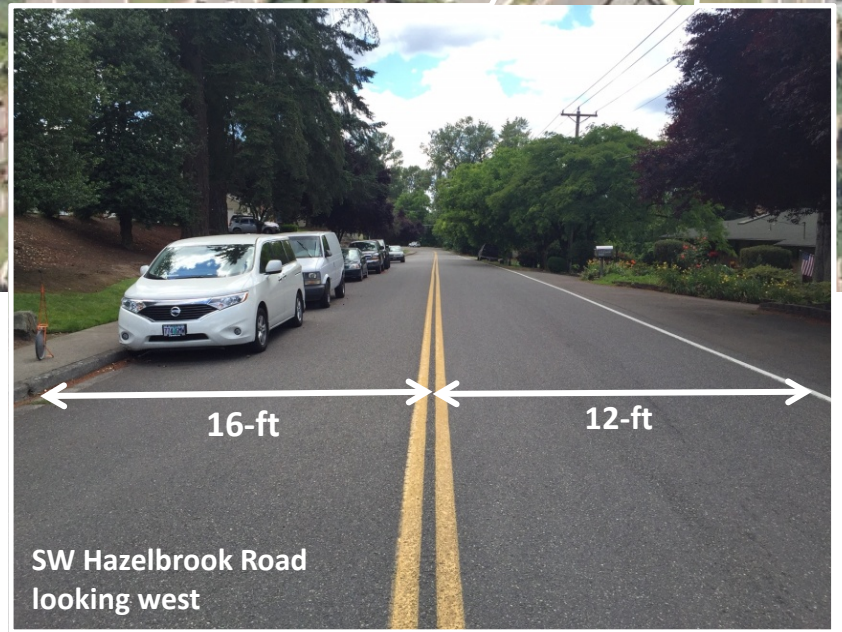
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Questions?

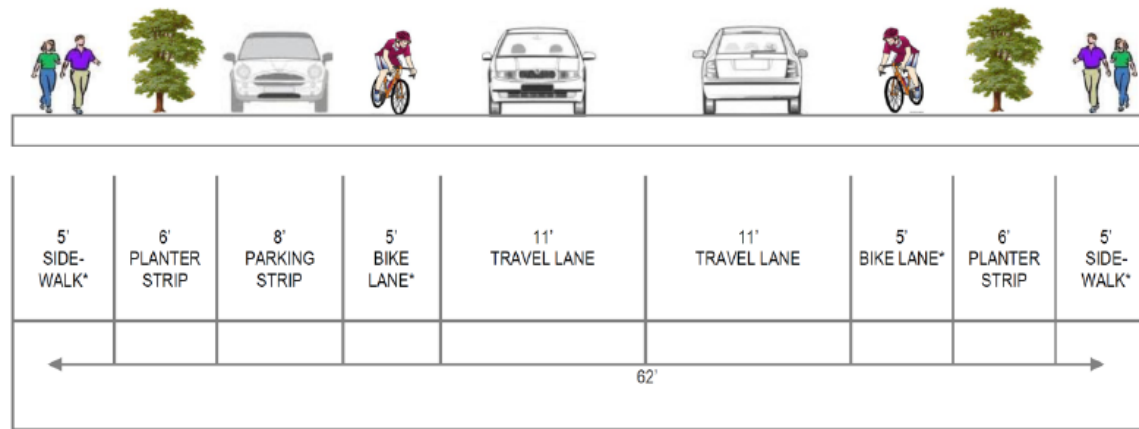


Extra slides

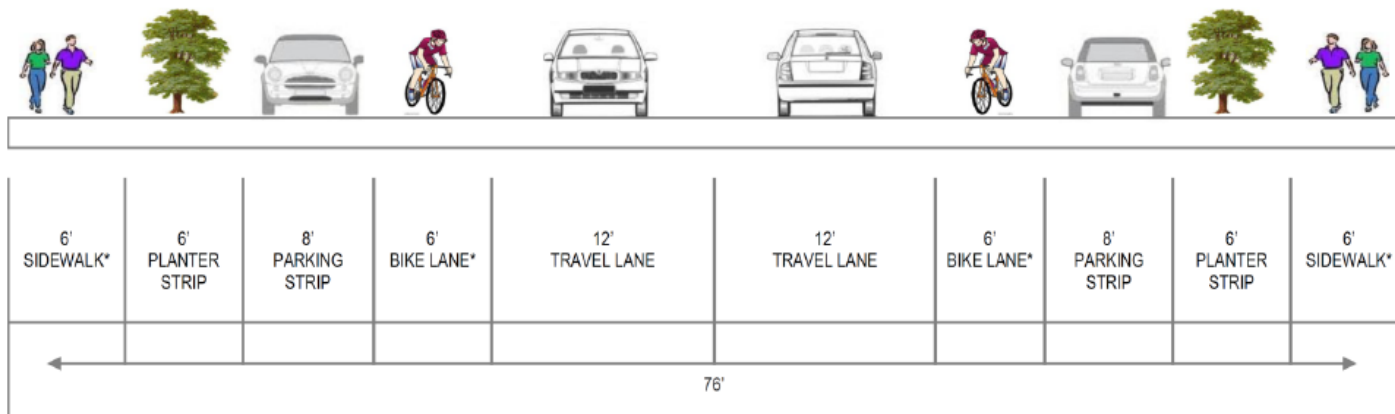
Minor collector standards

Figure 2. Street Design Standards, cont.
Minor Collector

Minimum

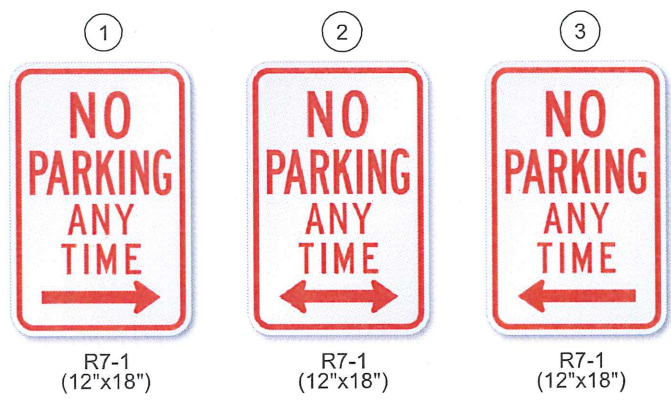


Preferred





SCALE: 1" = ±60'



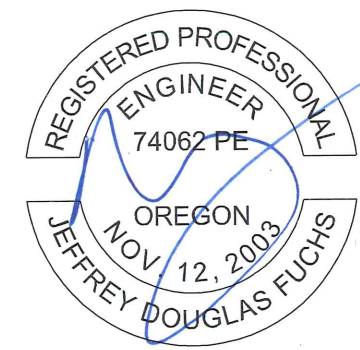
GENERAL NOTES:

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".



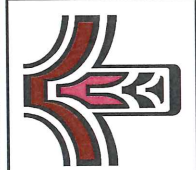
ATTENTION
Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0001 through 952-001-0090. You may obtain copies of the rules by calling the center.

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



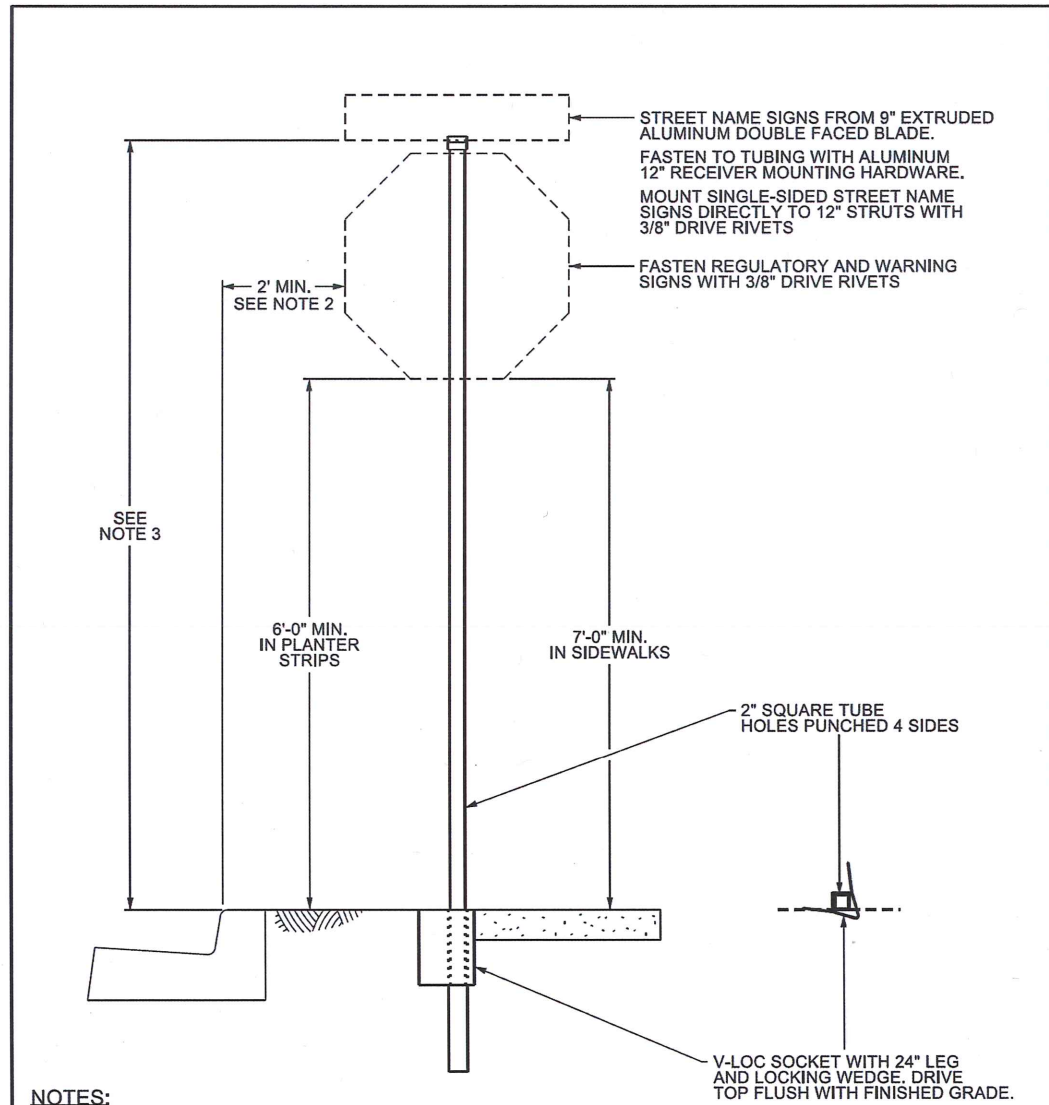
RENEWS:

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.



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

STREET
SIGN
POST

DRAWING NO: 516

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

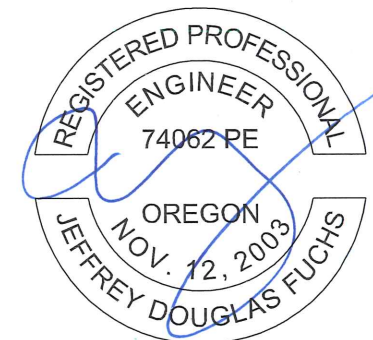


Hazelbrook Road No Parking Signage

PROJECT NAME

Signing Details

SHEET TITLE



RENEWS:

2 OF 2

SHEET

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

