



# AFFIDAVIT OF MAILING

STATE OF OREGON                    )  
  ) ss  
COUNTY OF WASHINGTON        )

I, Lynette Sanford, being first duly sworn, depose and say:

That on the 10th day of December, 2019, I served upon the persons shown on Exhibit A, attached hereto and by this reference incorporated herein, a copy of a Notice of Hearing 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 at Tualatin, Oregon, with postage fully prepared thereon.

Dated this 14 of January, 2020

Lynette Sanford  
Signature

SUBSCRIBED AND SWORN to before me this 14 day of January, 2020

Maya K. [Signature]  
Notary Public for Oregon

My commission expires: 12/23/2023



RE: AR19-0009: PROPOSAL FOR A 9,515 SF EXPANSION TO EXISTING BUILDING LOCATED AT 10699 SW HERMAN RD, TLIC 2S122AD0200 & 300.

*Mailing address document available for review in Case File: AR 19-0009*



**NOTICE IS HEREBY GIVEN** that on November 21, 2019 the City of Tualatin Planning Division received a Type II Architectural Review application, which was deemed complete on December 9, 2019, to be known as:

**AR 19-0009**  
**Tualatin Service Center**

*Scott Edwards Architecture is requesting approval of a 9,515 square foot expansion to an existing building on an 8.72 acre site.*

To view the application materials, visit:  
[www.tualatinoregon.gov/projects](http://www.tualatinoregon.gov/projects)

**Individuals wishing to comment on the application, must do so in writing by 5pm on December 24, 2019 to:**

Planning Division  
 Attn: Erin Engman  
 18880 SW Martinazzi Avenue  
 Tualatin, OR 97062-7092  
 eengman@tualatin.gov

**The property is located at:** 10699 SW Herman Rd, Tax Lots: 2S122AD 200 & 300



- **Criteria:** Tualatin Development Code Chapters: 33, 49, 73A-73D, 74 & 75
- **Decision making process:** Architectural Reviews are conducted as a limited land use decision in accordance with TDC 33.020 and other sections. The Community Development Director and City Engineer shall issue final decisions on the Architectural Features and Utility Facilities respectively of the proposed Architectural Review Plan. Notice of decision shall be provided to the property owner, applicant and any person who submitted written comments in accordance with 32.220(3). The decisions shall each become final 14 calendar days after the date the notice of the decision is given unless written request for review of the Architectural Features or Utility Facilities decision is submitted on a form provided by the City for that purpose.



**NOTICE IS HEREBY GIVEN** that on November 21, 2019 the City of Tualatin Planning Division received a Type II Architectural Review application, which was deemed complete on December 9, 2019, to be known as:

**AR 19-0009**  
**Tualatin Service Center**

*Scott Edwards Architecture is requesting approval of a 9,515 square foot expansion to an existing building on an 8.72 acre site.*

To view the application materials, visit:  
[www.tualatinoregon.gov/projects](http://www.tualatinoregon.gov/projects)

**Individuals wishing to comment on the application, must do so in writing by 5pm on December 24, 2019 to:**

Planning Division  
 Attn: Erin Engman  
 18880 SW Martinazzi Avenue  
 Tualatin, OR 97062-7092  
 eengman@tualatin.gov

**The property is located at:** 10699 SW Herman Rd, Tax Lots: 2S122AD 200 & 300



- **Criteria:** Tualatin Development Code Chapters: 33, 49, 73A-73D, 74 & 75
- **Decision making process:** Architectural Reviews are conducted as a limited land use decision in accordance with TDC 33.020 and other sections. The Community Development Director and City Engineer shall issue final decisions on the Architectural Features and Utility Facilities respectively of the proposed Architectural Review Plan. Notice of decision shall be provided to the property owner, applicant and any person who submitted written comments in accordance with 32.220(3). The decisions shall each become final 14 calendar days after the date the notice of the decision is given unless written request for review of the Architectural Features or Utility Facilities decision is submitted on a form provided by the City for that purpose.



**City of Tualatin**  
**18880 SW Martinazzi Ave**  
**Tualatin, OR 97062**

AR 19-0009  
Exhibit D

- **Inspection of print copies of the application materials** and applicable criteria are available at no cost, and copies are available at a reasonable cost at the Planning Division Office.
- **Individuals wishing to comment** must submit written comments within the 14-day period in order to receive a Notice of Decision and have standing to submit an Appeal, in accordance with TDC 32.220. Issues which may provide the basis for an appeal to the Architectural Review Board, City Council and Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient detail and clarity to enable the decision maker to respond to the issue and state how a person may be adversely affected by the proposal.
- **Notice of the Architectural Review Decision** will only be provided to those who submit written comments regarding that application.

*You received this mailing because you own property within 1,000 feet (ft) of the site or within a residential subdivision which is partly within 1,000 ft.*

For additional information contact:

Lynette Sanford, Office Coordinator, [lsanford@tualatin.gov](mailto:lsanford@tualatin.gov) 503-691-3026  
Erin Engman, Associate Planner, [eengman@tualatin.gov](mailto:eengman@tualatin.gov) 503-691-3024



**City of Tualatin**  
**18880 SW Martinazzi Ave**  
**Tualatin, OR 97062**

- **Inspection of print copies of the application materials** and applicable criteria are available at no cost, and copies are available at a reasonable cost at the Planning Division Office.
- **Individuals wishing to comment** must submit written comments within the 14-day period in order to receive a Notice of Decision and have standing to submit an Appeal, in accordance with TDC 32.220. Issues which may provide the basis for an appeal to the Architectural Review Board, City Council and Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient detail and clarity to enable the decision maker to respond to the issue and state how a person may be adversely affected by the proposal.
- **Notice of the Architectural Review Decision** will only be provided to those who submit written comments regarding that application.

*You received this mailing because you own property within 1,000 feet (ft) of the site or within a residential subdivision which is partly within 1,000 ft.*

For additional information contact:

Lynette Sanford, Office Coordinator, [lsanford@tualatin.gov](mailto:lsanford@tualatin.gov) 503-691-3026  
Erin Engman, Associate Planner, [eengman@tualatin.gov](mailto:eengman@tualatin.gov) 503-691-3024



**NOTICE OF APPLICATION SUBMITTAL AND OPPORTUNITY TO COMMENT**  
**CASE FILE: AR 19-0009— Tualatin Service Center**

AR 19-0009  
 Exhibit D

**NOTICE IS HEREBY GIVEN** that on November 21, 2019 the City of Tualatin Planning Division received a Type II Architectural Review application, which was deemed complete on December 10, 2019, to be known as:

**AR 19-0009**  
**Tualatin Service Center**

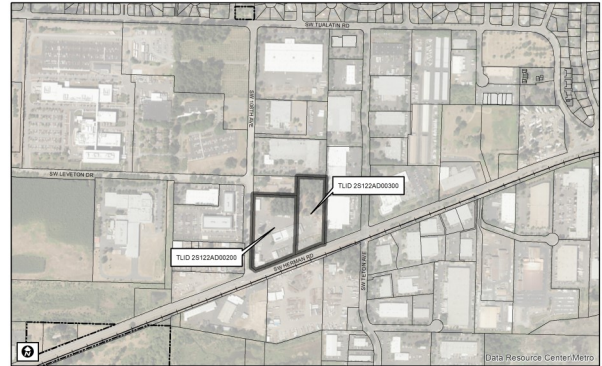
*Scott Edwards Architecture is requesting approval of a 9,515 square foot expansion to an existing building on an 8.72 acre site.*

To view the application materials, visit:  
[www.tualatinoregon.gov/projects](http://www.tualatinoregon.gov/projects)

**Individuals wishing to comment on the application, must do so in writing by 5pm on December 24, 2019 to:**

Planning Division  
 Attn: Erin Engman  
 18880 SW Martinazzi Avenue  
 Tualatin, OR 97062-7092  
 eengman@tualatin.gov

**The property is located at:** 10699 SW Herman Rd, Tax Lots: 2S122AD 200 & 300



- **Criteria:** Tualatin Development Code Chapters: 33, 49, 73A-73D, 74 & 75
- **Decision making process:** Architectural Reviews are conducted as a limited land use decision in accordance with TDC 33.020 and other sections. The Community Development Director and City Engineer shall issue final decisions on the Architectural Features and Utility Facilities respectively of the proposed Architectural Review Plan. Notice of decision shall be provided to the property owner, applicant and any person who submitted written comments in accordance with 32.220(3). The decisions shall each become final 14 calendar days after the date the notice of the decision is given unless written request for review of the Architectural Features or Utility Facilities decision is submitted on a form provided by the City for that purpose.



**NOTICE OF APPLICATION SUBMITTAL AND OPPORTUNITY TO COMMENT**  
**CASE FILE: AR 19-0009— Tualatin Service Center**

**NOTICE IS HEREBY GIVEN** that on November 21, 2019 the City of Tualatin Planning Division received a Type II Architectural Review application, which was deemed complete on December 10, 2019, to be known as:

**AR 19-0009**  
**Tualatin Service Center**

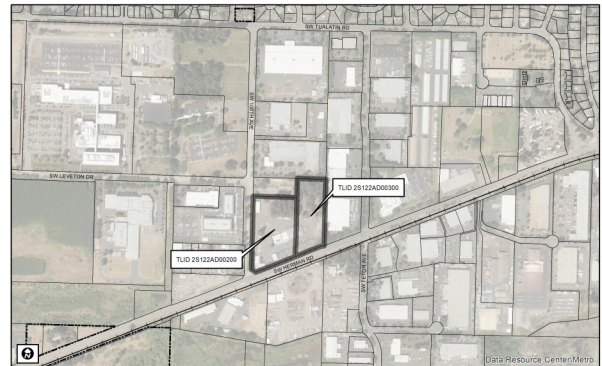
*Scott Edwards Architecture is requesting approval of a 9,515 square foot expansion to an existing building on an 8.72 acre site.*

To view the application materials, visit:  
[www.tualatinoregon.gov/projects](http://www.tualatinoregon.gov/projects)

**Individuals wishing to comment on the application, must do so in writing by 5pm on December 24, 2019 to:**

Planning Division  
 Attn: Erin Engman  
 18880 SW Martinazzi Avenue  
 Tualatin, OR 97062-7092  
 eengman@tualatin.gov

**The property is located at:** 10699 SW Herman Rd, Tax Lots: 2S122AD 200 & 300



- **Criteria:** Tualatin Development Code Chapters: 33, 49, 73A-73D, 74 & 75
- **Decision making process:** Architectural Reviews are conducted as a limited land use decision in accordance with TDC 33.020 and other sections. The Community Development Director and City Engineer shall issue final decisions on the Architectural Features and Utility Facilities respectively of the proposed Architectural Review Plan. Notice of decision shall be provided to the property owner, applicant and any person who submitted written comments in accordance with 32.220(3). The decisions shall each become final 14 calendar days after the date the notice of the decision is given unless written request for review of the Architectural Features or Utility Facilities decision is submitted on a form provided by the City for that purpose.



**City of Tualatin**  
18880 SW Martinazzi Ave  
Tualatin, OR 97062

AR 19-0009  
Exhibit D

- **Inspection of print copies of the application materials** and applicable criteria are available at no cost, and copies are available at a reasonable cost at the Planning Division Office.
- **Individuals wishing to comment** must submit written comments within the 14-day period in order to receive a Notice of Decision and have standing to submit an Appeal, in accordance with TDC 32.220. Issues which may provide the basis for an appeal to the Architectural Review Board, City Council and Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient detail and clarity to enable the decision maker to respond to the issue and state how a person may be adversely affected by the proposal.
- **Notice of the Architectural Review Decision** will only be provided to those who submit written comments regarding that application.

*You received this mailing because you own property within 1,000 feet (ft) of the site or within a residential subdivision which is partly within 1,000 ft.*

For additional information contact:

Lynette Sanford, Office Coordinator, [lsanford@tualatin.gov](mailto:lsanford@tualatin.gov) 503-691-3026  
Erin Engman, Associate Planner, [eengman@tualatin.gov](mailto:eengman@tualatin.gov) 503-691-3024



**City of Tualatin**  
18880 SW Martinazzi Ave  
Tualatin, OR 97062

- **Inspection of print copies of the application materials** and applicable criteria are available at no cost, and copies are available at a reasonable cost at the Planning Division Office.
- **Individuals wishing to comment** must submit written comments within the 14-day period in order to receive a Notice of Decision and have standing to submit an Appeal, in accordance with TDC 32.220. Issues which may provide the basis for an appeal to the Architectural Review Board, City Council and Land Use Board of Appeals shall be raised in writing prior to the expiration of the comment period. Issues shall be raised with sufficient detail and clarity to enable the decision maker to respond to the issue and state how a person may be adversely affected by the proposal.
- **Notice of the Architectural Review Decision** will only be provided to those who submit written comments regarding that application.

*You received this mailing because you own property within 1,000 feet (ft) of the site or within a residential subdivision which is partly within 1,000 ft.*

For additional information contact:

Lynette Sanford, Office Coordinator, [lsanford@tualatin.gov](mailto:lsanford@tualatin.gov) 503-691-3026  
Erin Engman, Associate Planner, [eengman@tualatin.gov](mailto:eengman@tualatin.gov) 503-691-3024

Neighborhood Developer Meetings  
Community Development Department - Planning Division

### AFFIDAVIT OF MAILING NOTICE

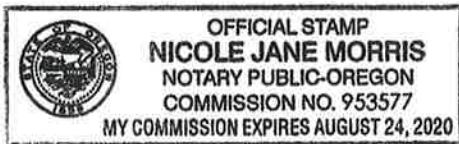
STATE OF OREGON            )  
  ) SS  
COUNTY OF WASHINGTON )

I, Clayton Reynolds being first duly sworn, depose and say:

That on the 30th day of October, 2019, I served upon the persons shown on Exhibit "A" (Mailing Area List), 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.

Clayton Reynolds  
Signature

SUBSCRIBED AND SWORN to before me this 6 day of November, 2019.



Nicole Morris  
Notary Public for Oregon  
My commission expires:

RE: \_\_\_\_\_

Neighborhood Developer Meetings  
Community Development Department - Planning Division

**CERTIFICATION OF SIGN POSTING**

<p><b>NOTICE</b></p> <p><b>NEIGHBORHOOD / DEVELOPER MEETING</b></p> <p>11/14/2019 6:00 P.m.</p> <p>10699 SW Heemow Rd</p> <p>503-621-3099</p>
---

In addition to the requirements of [TDC 31.064\(2\)](#), the 18" x 24" sign must display the meeting date, time, and address as well as 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. Staff has a Microsoft PowerPoint 2007 template of this sign design available through the Planning Division homepage at:  
<https://www.tualatinoregon.gov/planning/land-use-application-sign-templates>

---

As the applicant for the Tualatin Service Center project, I hereby certify that on this day, 10/30/19 sign(s) was/were posted on the subject property in accordance with the requirements of the Tualatin Development Code and the Community Development Division.

Applicant's Name: Clayton Reynolds  
(Please Print)

Applicant's Signature: *Clayton Reynolds*

Date: 10/30/19



October, 30th, 2019

Property Owner  
Tualatin, OR 97062

RE: TUALATIN SERVICES CENTER – BUILDING/REMODEL/SITE IMPROVEMENTS

Dear Property Owner:

You are cordially invited to attend an additional neighborhood meeting on November 14, 2019, at 6:00 pm at the Tualatin Operations Facility. This meeting shall be held to discuss a proposed project located at 10699 SW Herman Road, Tualatin, OR 97062 (between SW Teton Avenue and SW 108<sup>th</sup> Avenue).

The meeting goal is to share the details of the project with interested neighbors. You will have the opportunity to review preliminary plans and identify topics of interest for consideration.

The scope of the project is to make minor improvements to the inside and outside of the existing building A, and adding approximately 9,000 Square feet to the east and north of the building. (See page two, conceptual plan for approximate on-site location)  
Feel free to contact me with any questions or commentary.

Regards,

*Clay Reynolds*

Clayton Reynolds  
City of Tualatin – Maintenance Services  
503.691.3099 and [creynolds@tualatin.gov](mailto:creynolds@tualatin.gov)

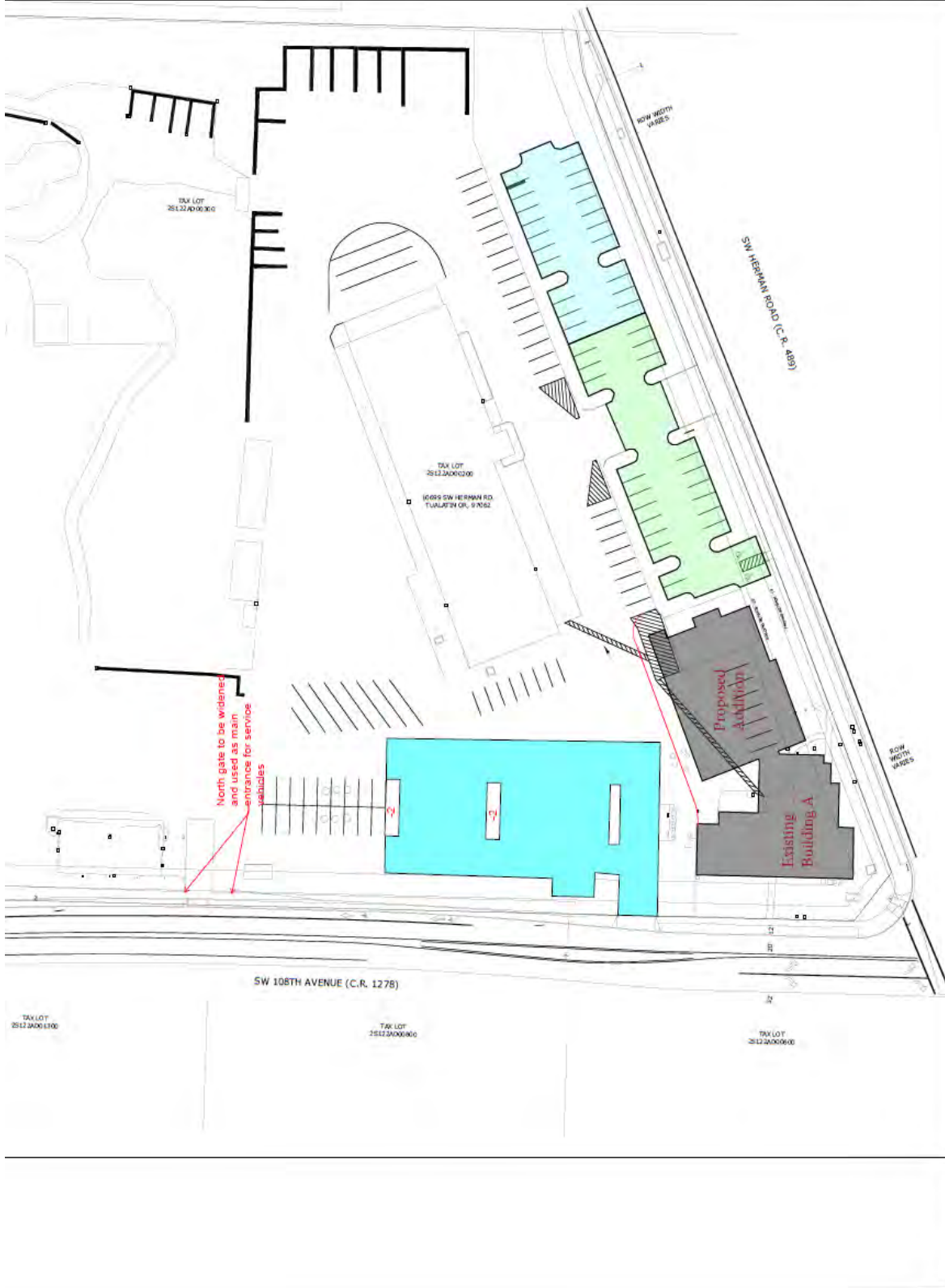
**S|E|A**  
SCOTT EDWARDS ARCHITECTURE LLP  
2520 E. Burnside St., Portland, OR 97214  
phone (503) 226-1017 www.sea.com

**TUALATIN SERVICE CENTER**

10695 SW HERMAN ROAD  
PORTLAND, OREGON 97062

Drawing:

Job No.: 19072  
Date: JULY 23, 2019  
Drawn By:  
Checked By:  
Sheet No.:





# MEMORANDUM

## CITY OF TUALATIN

**TO:** City of Tualatin Planning Department

**FROM:** Clayton Reynolds, Maintenance Services Manager *CR*

**DATE:** October 14, 2019

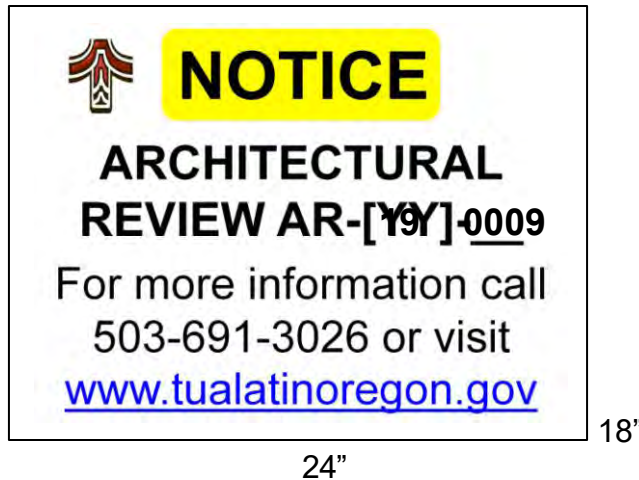
**SUBJECT:** Tualatin Service Center – Neighborhood Meeting Minutes

---

Signage and directional signs were placed for the meeting location at the Operations Site Building A by 5:30 pm staff was on site until 7:15 pm.

There was not anyone that attended the meeting.

## 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](http://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 Tualatin Service Center  
project, I hereby certify that on this day, 11/22/19 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: Clayton Reynolds  
(PLEASE PRINT)

Applicant's Signature: Clay Reynolds

Date: 11/25/19