



# 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: AR15-0022** (Community Development Dept.: Planning Division)

<b>PROPOSAL</b>	To remodel a vacant building and site so it can be leased or sold to an allowed ML use
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<b>PROPERTY</b>	<b>Name of Application</b>	HARSCH REMODEL WITHOUT ADDITION				
	<input type="checkbox"/> n/a	<b>Street Address</b>	20495 SW Teton Ave			
		<b>Tax Map and Lot No(s).</b>	2S1 26 B 106			
		<b>Planning District</b>	Light Manufacturing (ML)	<b>Overlays</b> <input type="checkbox"/>	<b>NRPO</b> <input type="checkbox"/>	<b>Flood Plain</b> <input type="checkbox"/>
		<b>Previous Applications</b>	AR-79-04 & 83-22	<b>Additional Applications:</b> AR-15-0021	<b>CIO</b> N/A	

<b>DATES</b>	<b>Receipt of application</b>	8/25/2015	<b>Deemed Complete</b>	10/28/2015	<b>CONTACT</b>	<b>Name:</b> Clare Fuchs
	<b>Notice of application submittal</b>			11/3/2015		<b>Title:</b> Senior Planner
	<b>Project Status / Development Review meeting</b>			11/19/2015		<b>E-mail:</b> cfuchs@ci.tualatin.or.us
	<b>Comments due for staff report</b>			11/17/2015		<b>Phone:</b> 503-691-3027
	<b>Public meeting:</b> <input type="checkbox"/> ARB <input type="checkbox"/> TPC <input checked="" type="checkbox"/> n/a					<b>Notes:</b> You may view the application materials through this City web page: <a href="http://www.tualatinoregon.gov/projects">www.tualatinoregon.gov/projects</a>
	<b>City Council (CC)</b>			<input checked="" type="checkbox"/> n/a		

### City Staff

- City Manager
- Building Official
- Chief of Police
- City Attorney
- City Engineer
- Community Dev. Director
- Community Services Director
- Economic Dev. 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 Dev. Dept.
- Wilsonville Planning Div.

### \*Paper Copies

#### Counties

- Clackamas County Dept. of Transportation and Dev.
- Washington County Dept. of Land Use and Transportation (AR's)
- Washington County 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 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 Div.
- 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)
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-

- 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)
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- 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)
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- 68.060 Demolition Criteria
- 68.070 Relocation Criteria
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- 73.130 Standards
- 73.160 Standards
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- 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

October 13, 2015

**CLARE FUCHS**

City of Tualatin  
18880 SW Martinazzi Ave  
Tualatin, Oregon 97061

**Re: Incompleteness Letter dated September 15, 2015**  
**Project: Teton – No Addition – AR-15-0022**

Dear Clare,

Below are the responses to your Incompleteness Letter dated September 15, 2015.

1. Please provide a narrative that responds to Tualatin Development Code.

We have addressed the following Code Sections – 31/General Provisions, 60/Light Manufacturing and 73/Community Design Standards.

2. Please bind the document portion of the application with a comb or place in a binder.

The application packets have been placed in binders.

3. Signatures have to be accompanied by a printed name, so ownership can be checked.

Signature matches printed name.

4. Please provide plans at a 24 x 36 inch size folded to a 9 x 12 to show lower right hand corner information. Please scale the 8.5 x 11 and 11 x 17 size plans provided.

Attached are the following – 30 x 42 folded plans, 11 x 17's and 8.5 x 11's

5. Color palette shows a grey that appears white, is this correct?

Color is a light grey.

- 6. Color elevations are required at 8.5 x 11, 11 x 17, and 24 x 36 at scale for each size.

Attached are the following – 30 x 42 folded plans, 11 x 17's and 8.5 x 11's

- 7. Staff could not locate mailing labels.

Mailing labels are included.

- 8. Please separate or revise the light and photometric plan, so both are discernible. It was difficult to read the one provided. It appears more than one light is being used, but only one cut sheet has been provided. Please provide all cut sheets for all lighting that is proposed, so that cutoff can be determined. This includes any outdoor lights attached to the building. Please make sure all different lights that are proposed are reflected on the lighting plan, have a separate symbol, and a legend that includes each symbol used.

There is only one light fixture. It has two mounting types: 1) On a pole for the site lighting and 2) on an extension arm for the building.

- 9. Photometrics need to be scattered or grid style as opposed to the contour style provided and include the entire property including all property lines.

The photometrics plan has been revised to include grid style.

- 10. Please remove topo layer from topo survey and provide it in addition to the topo survey, so that it can be discernible as an existing conditions plan.

We have included both an existing conditions plan (no topo) and a copy of the survey in the submittal set.

- 11. A fee for Hydraulic Modeling <http://www.tualatinoregon.gov/finance/fee-schedule-effective-august-1-2015>

Hydraulic Modeling for Commercial/Industrial/Retail and  
Multi-family units..... 300.00/bldg

Fee will be paid.

- 12. A traffic study based on the document attached/enclosed. Make sure the engineer suggests a scope fitting the project for approval.

<<Subject>>: <<Project Name>>

It is our understanding the Traffic Study is not applicable to this phase of the Project.

13. Stormwater conveyance calculations.

These have been completed and are a part of the submittal package.

14. Narrative responding to applicable code sections within TMC 3-5 and TDC 11-14, 70-75. Non applicable code sections should be identified, but do not need extensive responses.

We have addressed the applicable sections of TMC 3-5, TDC 11-14 and TDC 70-75.

Per the Incompleteness Letter, (3) complete new application packets and an electronic version are attached.

If you have any questions or concerns, please feel free to call.

Sincerely,  
VLMK Engineering + Design

**JENNIFER KIMURA**  
Permit Coordinator

Attachments: Copy of incompleteness letter, dated 9/15/15



# City of Tualatin

[www.tualatinoregon.gov](http://www.tualatinoregon.gov)

E-mailed September 15, 2015  
Sent by First Class Mail September 15, 2015

Jennifer Kimura  
VLMK Engineering and Design  
3933 SW Kelly Avenue  
Portland, OR 97239

John Gordon  
Harsch Investment Properties, LLC  
1121 SW Salmon Street  
Portland, OR 97239

Re: Notice of Incomplete Application for Case file No. AR-15-0021 and AR-15-0022, 1st Submittal intake dated stamped August 25, 2015

Dear Ms. Kimura:

Staff reviewed the submittals for two Architectural Review applications for 20495 SW Teton Avenue. Staff has determined that this application is incomplete. Please address the completeness issues discussed below prior to resubmitting this application.

Planning Division:

1. Please provide a narrative that responds to Tualatin Development Code.
2. Please bind the document portion of the application with a comb or place in a binder.
3. Signatures have to be accompanied by a printed name, so ownership can be checked.
4. Please provide plans at a 24 x 36 inch size folded to a 9 x 12 to show lower right hand corner information. Please scale the 8.5 x 11 and 11 x 17 size plans provided.
5. Color palette shows a grey that appears white, is this correct?
6. Color elevations are required at 8.5 x 11, 11 x 17, and 24 x 36 at scale for each size.
7. Staff could not locate mailing labels.

8. Please separate or revise the light and photometric plan, so both are discernible. It was difficult to read the one provided. It appears more than one light is being used, but only one cut sheet has been provided. Please provide all cut sheets for all lighting that is proposed, so that cutoff can be determined. This includes any outdoor lights attached to the building. Please make sure all different lights that are proposed are reflected on the lighting plan, have a separate symbol, and a legend that includes each symbol used.
9. Photometrics need to be scattered or grid style as opposed to the contour style provided and include the entire property including all property lines.
10. Please remove topo layer from topo survey and provide it in addition to the topo survey, so that it can be discernible as an existing conditions plan.

Engineering:

11. A fee for Hydraulic Modeling <http://www.tualatinoregon.gov/finance/fee-schedule-effective-august-1-2015>

Hydraulic Modeling for Commercial/Industrial/Retail and  
Multi-family units..... 300.00/bldg

12. A traffic study based on the document attached/enclosed. Make sure the engineer suggests a scope fitting the project for approval.
13. Stormwater conveyance calculations.
14. Narrative responding to applicable code sections within TMC 3-5 and TDC 11-14, 70-75. Non applicable code sections should be identified, but do not need extensive responses.

Revisions to application must include date of resubmission on all new and revised materials. Provide a response letter addressing each incomplete item and on what page the missing information can be found. Please submit 3 copies of an entire new packet, not just the revised and new materials, in paper and electronic format. Please organize the new and revised materials and put them in the appropriate places in the application.

During every completeness review staff will retain at least one paper copy of the submission for the record. Additional copies may be slip sheeted for resubmission at the staff member's discretion, but must be slip sheeted by the applicant in the appropriate places in the application at the counter. Staff makes every effort to identify all completeness issues with the first submittal; however other completeness issues may arise as a result of each review.

Harsch AR-15-0021 and AR-15-0022  
Notice of Incomplete  
September 15, 2015  
Page 3 of 3

Please do not hesitate to contact staff with any questions at either 503-691-3027 or [cfuchs@ci.tualatin.or.us](mailto:cfuchs@ci.tualatin.or.us) for Planning completeness issues or Tony Doran at 503-691-3035 or [tdoran@ci.tualatin.or.us](mailto:tdoran@ci.tualatin.or.us) for Engineering completeness issues.

Thank you,

A handwritten signature in blue ink, appearing to read "Claire E. Fuchs".

Claire E. Fuchs, P.E., P.L.C.P.  
Senior Planner

c: Aquilla Hurd-Ravich, Planning Manager  
Tony Doran, Engineering Associate  
Jeff Fuchs, City Engineer

file: AR-15-001 and AR-15-0022

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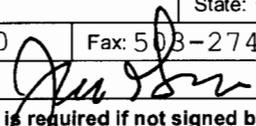
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# City of Tualatin

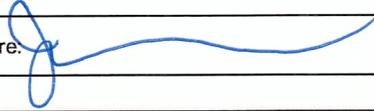
www.tualatinoregon.gov

## APPLICATION FOR ARCHITECTURAL REVIEW

<b>Direct Communication to:</b>			
Name: Jennifer Kimura		Title: Permit Coordinator	
Company Name: VLMK Engineering + Design			
Current address: 3933 SW Kelly Avenue			
City: Portland		State: OR	ZIP Code: 97239
Phone: 503-222-4453	Fax: 503-248-9263	Email: jenniferk@vlmk.com	
<b>Applicant</b>			
Name: Jennifer Kimura		Company Name: VLMK Engineering + Design	
Address: 3933 SW Kelly Avenue			
City: Portland		State: OR	ZIP Code: 97239
Phone: 503-222-4453	Fax: 503-248-9263	Email: jenniferk@vlmk.com	
Applicant's Signature:		Date:	
<b>Property Owner</b>			
Name: Harsch Investment Properties, LLC (PDX) - John Gordon			
Address: 1121 SW Salmon Street			
City: Portland		State: OR	ZIP Code: 97205
Phone: 503-242-2900	Fax: 503-274-2093	Email: johng@harsch.com	
Property Owner's Signature: 		Date: 10/2/15	
<b>(Note: Letter of authorization is required if not signed by owner)</b>			
<b>Architect</b>			
Name: VLMK Engineering + Design			
Address: 3933 SW Kelly Avenue			
City: Portland		State: OR	ZIP Code: 97239
Phone: 503-222-4453	Fax: 503.248.9263	Email: bill1@vlmk.com	
<b>Landscape Architect</b>			
Name: Otten and Associates - Janet Otten			
Address: 3933 SW Kelly Avenue, Suite B			
City: Portland		State: OR	ZIP Code: 97239
Phone: 503-972-0311	Fax: 503-972-0314	Email: janet@ottenla.com	
<b>Engineer</b>			
Name: VLMK Engineering + Design			
Address: 3933 SW Kelly Avenue			
City: Portland		State: OR	ZIP Code: 97239
Phone: 503-22-4453	Fax: 503-248-9263	Email: chris@vlmk.com	
<b>Project</b>			
Project Title: Teton Development			
Address: 20495 SW Teton Avenue			
City: Tualatin		State: OR	ZIP Code: 97067
Brief Project Description: Site upgrades: adding new dock doors, removing trees, paving, office storefronts			
Proposed Use: Manufacturing/Warehouse Use			

Value of Improvements: \$600,000

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: 8/14/15

Office Use		
Case No:	Date Received:	Received by:
Fee: Complete Review (\$115-\$5040):	Receipt No:	
Application Complete as of:	ARB hearing date (if applicable):	
Posting Verification:	6 copies of drawings (folded)	
1 reproducible 8 1/2" X 11" vicinity map	1 reproducible 8 1/2" X 11" site, grading, LS, Public Facilities plan	
Neighborhood/Developer meeting materials		

<b>GENERAL INFORMATION</b>	
Site Address:	20495 SW Teton Ave. Tualatin, OR 97067
Assessor's Map and Tax Lot #:	2S126B000106
Planning District:	ML
Parcel Size:	7.49 acres
Property Owner:	Harsch Investment Properties, LLC
Applicant:	VLMK Engineering + Design
Proposed Use:	Manufacturing / Warehouse Use

<b>ARCHITECTURAL REVIEW DETAILS</b>	
<input type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Industrial	
Number of parking spaces:	154 parking spaces
Square footage of building(s):	127,471 sq. ft.
Square footage of landscaping:	59,002 sq. ft.
Square footage of paving:	167,183 sq. ft.
Proposed density (for residential):	

<p><b>For City Personnel to complete:</b></p> <p>Staff contact person:</p>    
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# 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](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.

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As the applicant for the Teton Development - 20495 SW Teton Tualatin, OR 97067 project, I hereby certify that on this day, August 19, 2015 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: Leah Lukrofka  
(PLEASE PRINT)

Applicant's Signature: 

Date: 8/19/15

July 22, 2015

*SPL expires on July 21, 2017*

HARSCH INVESTMENT PROPERTIES  
C/O VLMK CONSULTING ENGINEERS  
3933 SW KELLY AV  
PORTLAND OR 97239

**RE: Commercial building addition  
CWS file 15-001647 (Tax map 2S126B0 Tax lot 00106)**

Clean Water Services has received your Sensitive Area Certification for the above referenced site. District staff has reviewed the submitted materials including site conditions and the description of your project. Staff concurs that the above referenced project will not significantly impact the existing Sensitive Areas found near the site. In light of this result, this document will serve as your Service Provider letter as required by Resolution and Order 07-20, Section 3.02.1. All required permits and approvals must be obtained and completed under applicable local, state, and federal law.

This letter does NOT eliminate the need to protect Sensitive Areas if they are subsequently identified on your site.

If you have any questions, please feel free to call me at (503) 681-3639.

Sincerely,



Laurie Harris  
Environmental Plan Review

Attachment (1)





## Environmental Science & Assessment, LLC

### MEMORANDUM

DATE: July 7, 2015

TO: Clean Water Services – Environmental Plan Review

Cc: Brian Dubal– VLMK

FROM: Jack Dalton

RE: 20495 SW Teton Avenue – Site Certification

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Environmental Science & Assessment, LLC (ES&A) conducted a site assessment for a Clean Water Services (CWS) site certification and Service Provider Letter (SPL) on a 7.18-acre site at 20495 NW SW Teton Avenue north of the intersection with SW Teton Avenue and SW Avery Street, in Tualatin, Oregon (Figure 1). This memo and attachments are submitted to document the presence or absence of Sensitive Areas (SA) and their associated Vegetated Corridors (VC) on the site and within 200 feet of the site. The proposed land use action is a 9,839 square foot addition to the existing commercial building on site, including a loading dock and 90-foot circular truck turning area in the southwest corner (Figure 4).

The primary guidance document for this report is the *Design and Construction Standards for Sanitary Sewer and Surface Water Management* (Resolution and Order 07-20; Clean Water Services, 2007), which provides methodology for assessing the presence and extent of Sensitive Areas and the required vegetated corridors adjacent to them.

Attachment A: Figures  
Attachment B: Site photographs  
Attachment C: Wetland determination data forms

### METHODOLOGY

Two levels of investigation were used to evaluate the presence of natural resources. The first level included a review of existing available background data and maps. The second level consisted of an onsite assessment.

Reviewed background data included the following information:

- Aerial Photography and Topography (Metro Data Resource Center's MetroMap, 2015)
- Natural Resource Conservation Service (NRCS) Soil Survey of Washington County, Washington (Web Soil Survey, 2015)

- Local Wetlands Inventory. Fishman Environmental Services.  
[www.tualatinoregon.gov](http://www.tualatinoregon.gov).

ES&A conducted the site assessment on July 1, 2015. The investigation focused on the pervious undeveloped portion of the site and any offsite sensitive areas that may require on site VC. Relevant field data was collected to identify and characterize the condition of the site to determine the presence or absence of wetlands.

A wetland determination data plot was located within the low point onsite within the southwest portion of the project area.

The wetland delineation data was collected using the methodology provided in *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*, (Environmental Laboratory 2010). The wetland data sheets are presented in Attachment C.

## **SITE DESCRIPTION**

The 7.18-acre project area is located on the west side of SW Teton Avenue and comprised of one tax lot (TL# 2S126B000106)(Figure 1). The project area is currently developed for commercial industrial use, with a large warehouse building centrally located, surrounded by parking lots and various landscaped areas (Photo 1). The topography slopes from the southwest corner down to the northeast corner with less than 10 percent slopes.

In the southeast corner of the site a number of mature trees exist in landscaped areas including Douglas firs (*Pseudotsuga menziesii*), Ponderosa pine (*Pinus ponderosa*) and Big-leaf maple (*Acer macrophyllum*) (Photo 2). There is a mix of mature Oregon ash (*Fraxinus latifolia*) and non-native oak (*Quercus sp.*), as well as Big leaf maple, in the middle of the southeast quadrant. Bare ground covers most of the understory in these landscaped areas since it has recently been cleared. Small amounts of Himalayan blackberry (*Rubus armeniacus*) are scattered in small clumps throughout the landscaping cover of snowberry (*Symphoricarpos albus*) and native saplings.

The northeast corner includes lodgepole pine (*Pinus contorta*) and pin oak (*Quercus palustris*) trees with understory cover of ryegrass (*Lolium perenne*) and small amounts of velvet grass (*Holcus lanatus*) (Photo 3). The understory lacks herbaceous cover, with approximately 78 percent bareground present. Adjacent to the plot, outside of the lot boundary, a ditch follows the train tracks (Photo 6). Himalayan blackberry lines the ditch along the property fence (Photo 3).

The ditch continues via a culvert across Teton Avenue (Photo 6). The culvert directs stormwater runoff into railroad ditch from nearby industrial areas and other impervious surfaces.

In the southwest corner vegetation cover includes mostly pasture grasses with a few trees including a Big-leaf maple, and Himalayan blackberry offsite along the boundary (Photo 5). The grassy area extends out to a paved area with a loading dock that intersects the existing warehouse. A low-point is located in the middle of the grassy area, however no change in vegetation cover was observed. A small patch of common horsetail (*Equisetum arvense*) near the east-west running fence with Queen Anne's lace (*Daucus carota*). None of these plant species indicate wetland conditions.

## **FINDINGS**

No Sensitive Areas were identified on site. No swale-like topography, signs of surface drainage patterns, or areas of prolonged soil saturation were observed. A formal data plot was established in the north corner at the lowest topographic point. Facultative plants were recorded, but the soil and absence of any hydrology indicated there was no evidence of wetland or sensitive area.

The offsite ditch to the north was investigated and the presence of Himalayan blackberry and lack of other wetland indicator species or hydrology indicated no prolonged saturation or inundation is present, and also that it does not connect to any other nearby sensitive areas. Northeast, across Teton Avenue, where the ditch continues, a patch of reed canarygrass (*Phalaris arundinacea*) was present. This offsite area was more than 200 feet away and had no hydrology indicators.

The remaining soil type mapped onsite in the southeast corner (where the proposed addition would take place) was the non-hydric Hillsboro silt loam, 0 to 3 percent slopes (Map Unit 21A)

It was determined that wetland conditions are not present onsite. No hydrology was present within 20 inches of the soil surface, and the vegetation in the non-landscaped areas is a mix of grass species that are regularly mowed with some Himalayan blackberry nearby.

## **PROPOSED PROJECT**

The proposed project is a 19,839 SF building addition to the existing warehouse, a loading dock off the extension, and a truck turnaround, and additional paved parking area (Figure4).

## **CONCLUSION**

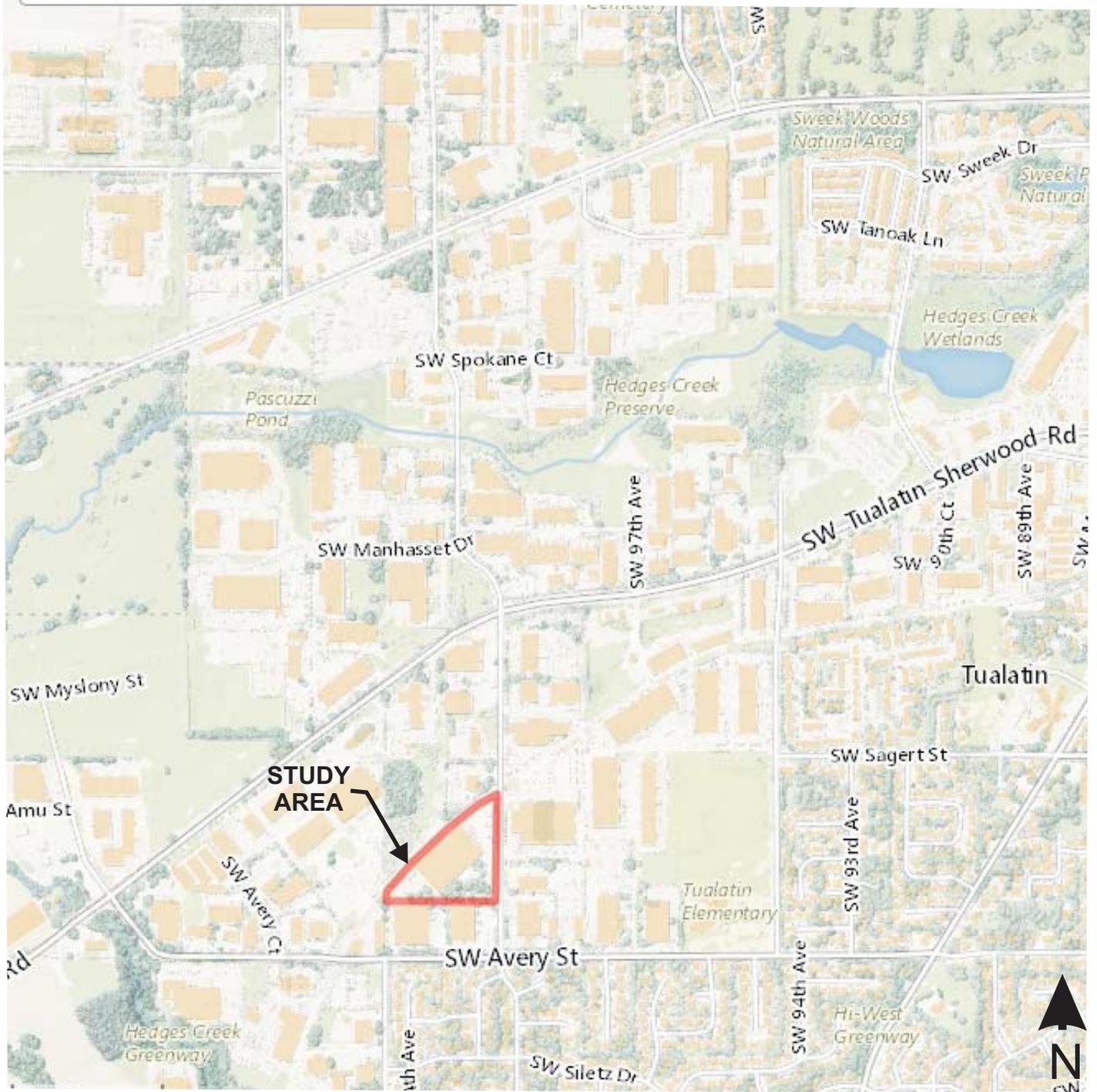
There are no wetlands or evidence of channelized flow within the project area and we have determined that the subject site does not have any Sensitive Areas onsite, or within 200 feet of the site and therefore Vegetated Corridors do not extend onsite from offsite resources (Figure 3).

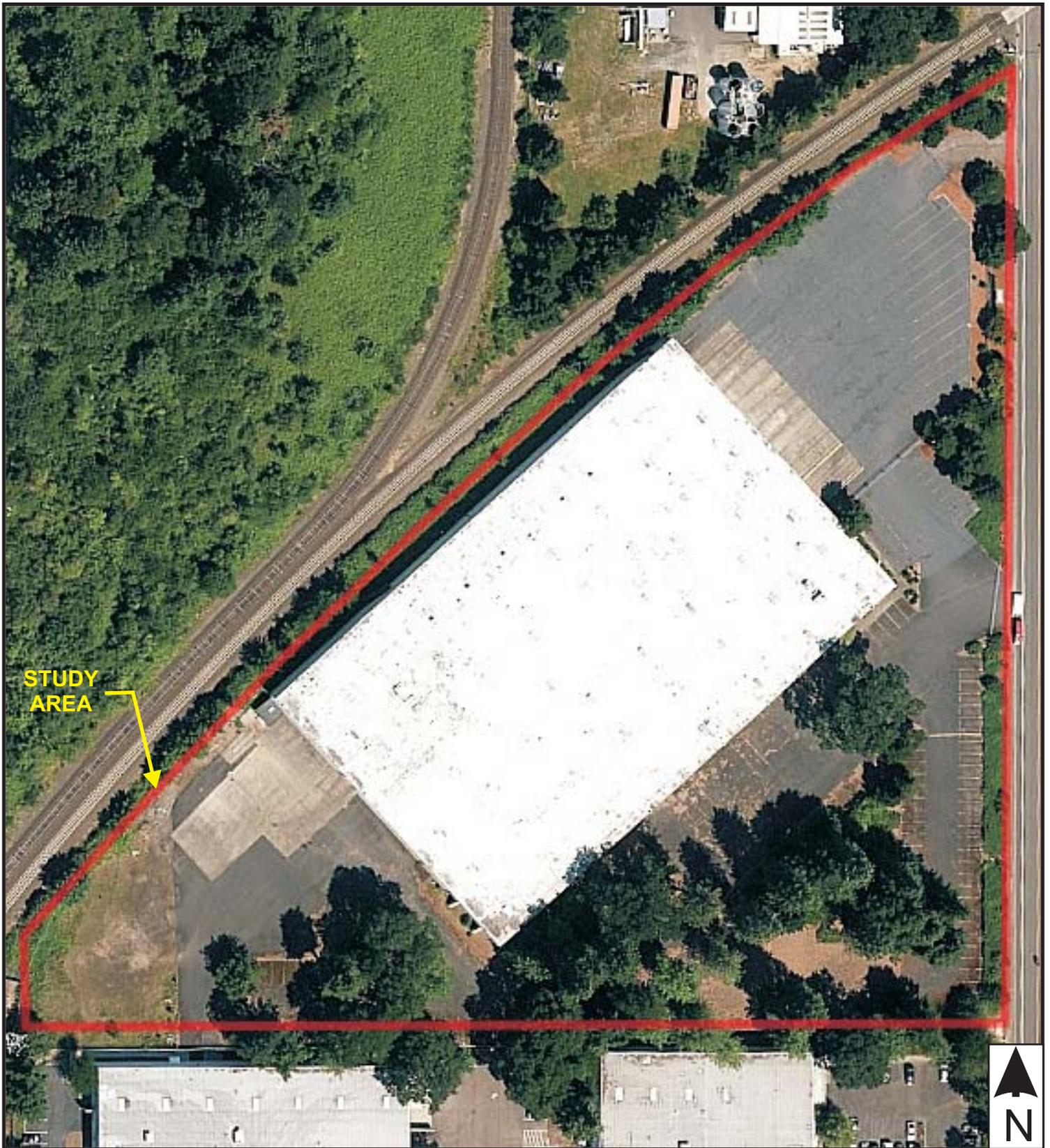
## REFERENCES

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- Natural Resources Conservation Service, United States Department of Agriculture. Web Soil Survey. Available online at <http://websoilsurvey.nrcs.usda.gov/> accessed June, 2015.
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- Department of State Lands: City of Tualatin Local Wetlands Inventory, 1995. Fisherman Environmental Services. Available online at <http://www.tualatinoregon.gov> and [www.oregon.gov/dsl/WETLAND](http://www.oregon.gov/dsl/WETLAND) accessed June, 2015.

**ATTACHMENT A: FIGURES**

---





Environmental  
Science &  
Assessment, LLC



Aerial Photograph  
Teton Development  
Tualatin, Oregon

Figure 2

Approx. Scale:  
1 in. = 100 ft.



107 SE Washington St.,  
Suite 249  
Portland, OR 97214  
Phone: 503.478.0424  
www.esapdx.com

Existing Conditions Map  
Teton Development  
Tualatin, Oregon

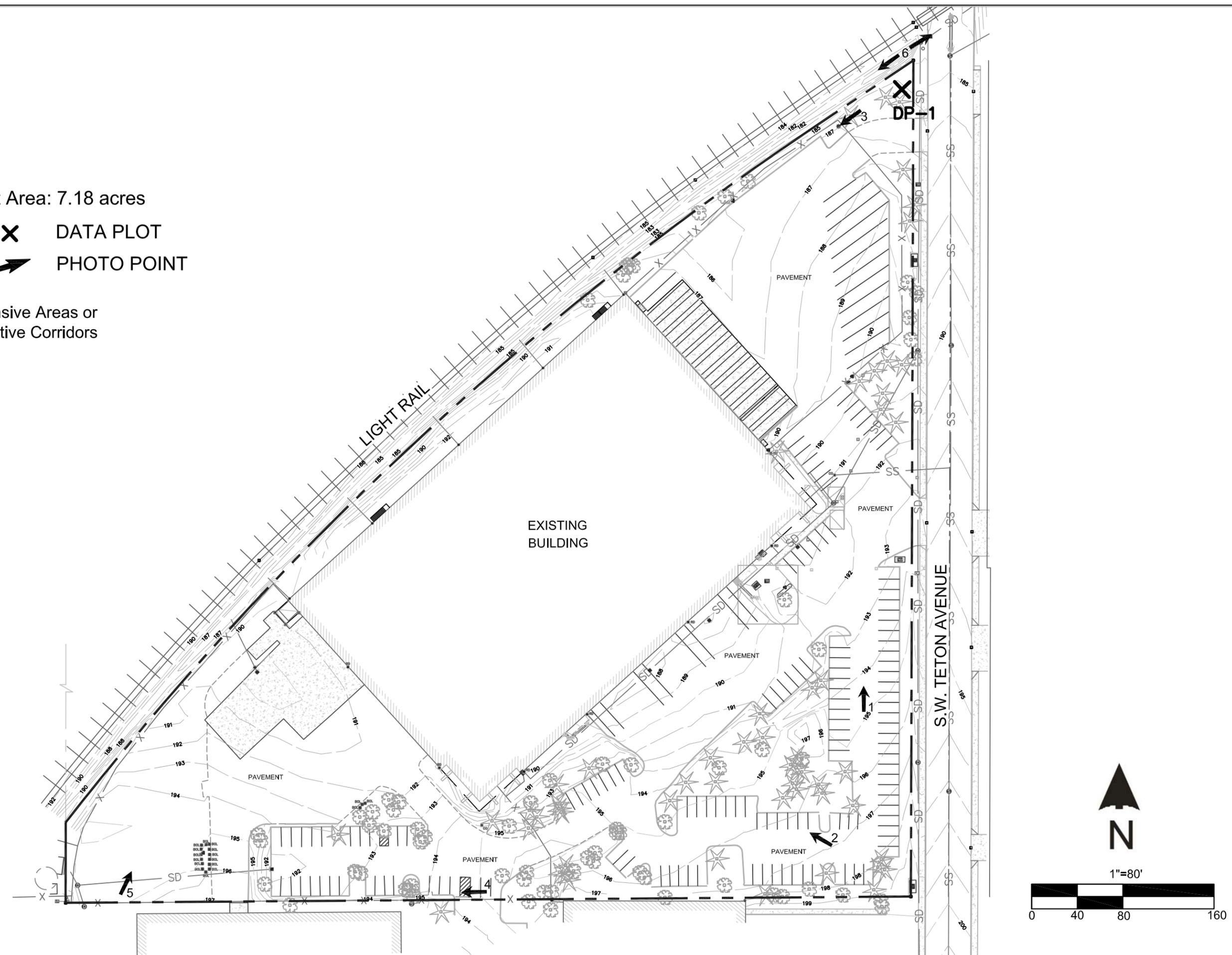
Base Map Source:  
VLMK Engineering  
& Design  
Modified By: KR  
Date: 7/15  
Job: 15046  
Rev: 00/00

Figure 3

Project Area: 7.18 acres

- DP-1 X DATA PLOT
- 1 → PHOTO POINT

No Sensitive Areas or  
Vegetative Corridors  
onsite





**ATTACHMENT B: SITE PHOTOGRAPHS**

---



Photo 1: View north across parking lot and loading area.



Photo 2: Landscaped areas southwest of existing building.



Photo 3: Himalayan blackberry along railroad and northeast-southwest lot boundary.



Photo 4: Landscaped and paved areas looking west near neighboring industrial building.



Photo 5: Grassy area in the west portion of the lot where site alterations are proposed.



Photo 6: Offsite ditch looking southwest and northeast showing no evidence of sensitive areas.

**ATTACHMENT C: WETLAND DETERMINATION DATA FORM**

---

**WETLAND DETERMINATION DATA FORM – Western Mountains, Valleys, and Coast Region**

Project/Site: 20495 SW Teton Avenue City/County: Tualatin/ Washington Sampling Date: 7/1/2015  
 Applicant/Owner: VLMK State: OR Sampling Point: DP-1  
 Investigator(s): Jack Dalton & Jane Brown Section, Township, Range: S26, T2S, R1W  
 Landform (hillslope, terrace, etc.): flat Local relief (concave, convex, none): convex Slope (%): 2  
 Subregion (LRR): A-Northwest Forests and Coasts Lat: 45.374542° Long: -122.782278° Datum: N/A  
 Soil Map Unit Name: Amity silt loam (2) NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes  No  (If no, explain in Remarks.)  
 Are Vegetation , Soil , or Hydrology  significantly disturbed? Are "Normal Circumstances" present? Yes  No   
 Are Vegetation , Soil , or Hydrology  naturally problematic? (If needed, explain any answers in Remarks.)

**SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.**

Hydrophytic Vegetation Present?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	<b>Is the Sampled Area within a Wetland?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Hydric Soil Present?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Wetland Hydrology Present?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Remarks:			

**VEGETATION – Use scientific names of plants.**

Tree Stratum (Plot size: <u>30' diameter</u> )	Absolute % Cover	Dominant Species?	Indicator Status	
1. <u>Pinus contorta</u>	<u>30</u>	<u>yes</u>	<u>FAC</u>	<b>Dominance Test worksheet:</b> Number of Dominant Species That Are OBL, FACW, or FAC: <u>3</u> (A)  Total Number of Dominant Species Across All Strata: <u>4</u> (B)  Percent of Dominant Species That Are OBL, FACW, or FAC: <u>75</u> (A/B)
2. <u>Quercus palustris</u>	<u>15</u>	<u>yes</u>	<u>FACU</u>	
3. _____				
4. _____				
	<u>45</u>	= Total Cover		<b>Prevalence Index worksheet:</b> Total % Cover of: _____ Multiply by: _____ OBL species _____ x 1 = _____ FACW species _____ x 2 = _____ FAC species _____ x 3 = _____ FACU species _____ x 4 = _____ UPL species _____ x 5 = _____ Column Totals: _____ (A) _____ (B)  Prevalence Index = B/A = _____
<b>Sapling/Shrub Stratum (Plot size: <u>30' diameter</u>)</b>				
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
	<u>0</u>	= Total Cover		
<b>Herb Stratum (Plot size: <u>5' diameter</u>)</b>				<b>Hydrophytic Vegetation Indicators:</b> <input type="checkbox"/> 1 - Rapid Test for Hydrophytic Vegetation <input checked="" type="checkbox"/> 2 - Dominance Test is >50% <input type="checkbox"/> 3 - Prevalence Index is ≤3.0 <sup>1</sup> <input type="checkbox"/> 4 - Morphological Adaptations <sup>1</sup> (Provide supporting data in Remarks or on a separate sheet) <input type="checkbox"/> 5 - Wetland Non-Vascular Plants <sup>1</sup> <input type="checkbox"/> Problematic Hydrophytic Vegetation <sup>1</sup> (Explain) <sup>1</sup> Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.
1. <u>Perennial ryegrass</u>	<u>20</u>	<u>yes</u>	<u>FAC</u>	
2. <u>Holcus lanatus</u>	<u>2</u>	<u>yes</u>	<u>FAC</u>	
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				
11. _____				
	<u>22</u>	= Total Cover		
<b>Woody Vine Stratum (Plot size: _____)</b>				<b>Hydrophytic Vegetation Present?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
1. _____				
2. _____				
	<u>0</u>	= Total Cover		
<b>% Bare Ground in Herb Stratum <u>18</u></b>				
Remarks: Bare ground +Leaf Litter=78%				

































# TETON DEVELOPMENT : SITE MODIFICATIONS

20495 SW Teton Ave.  
Tualatin, Oregon

## PRELIMINARY STORMWATER REPORT

VLMK Project Number: 20150218

10/12/15



EXPIRES: 12/31/2015



Prepared By: Brian M. Dubal, P.E.  
October 9, 2015

**Project:** Teton Development : Site Modifications **Project Number:** 20150218  
**Project Address:** 20495 SW Teton Ave.  
 Tualatin, Oregon

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B. Site Plan ..... 2

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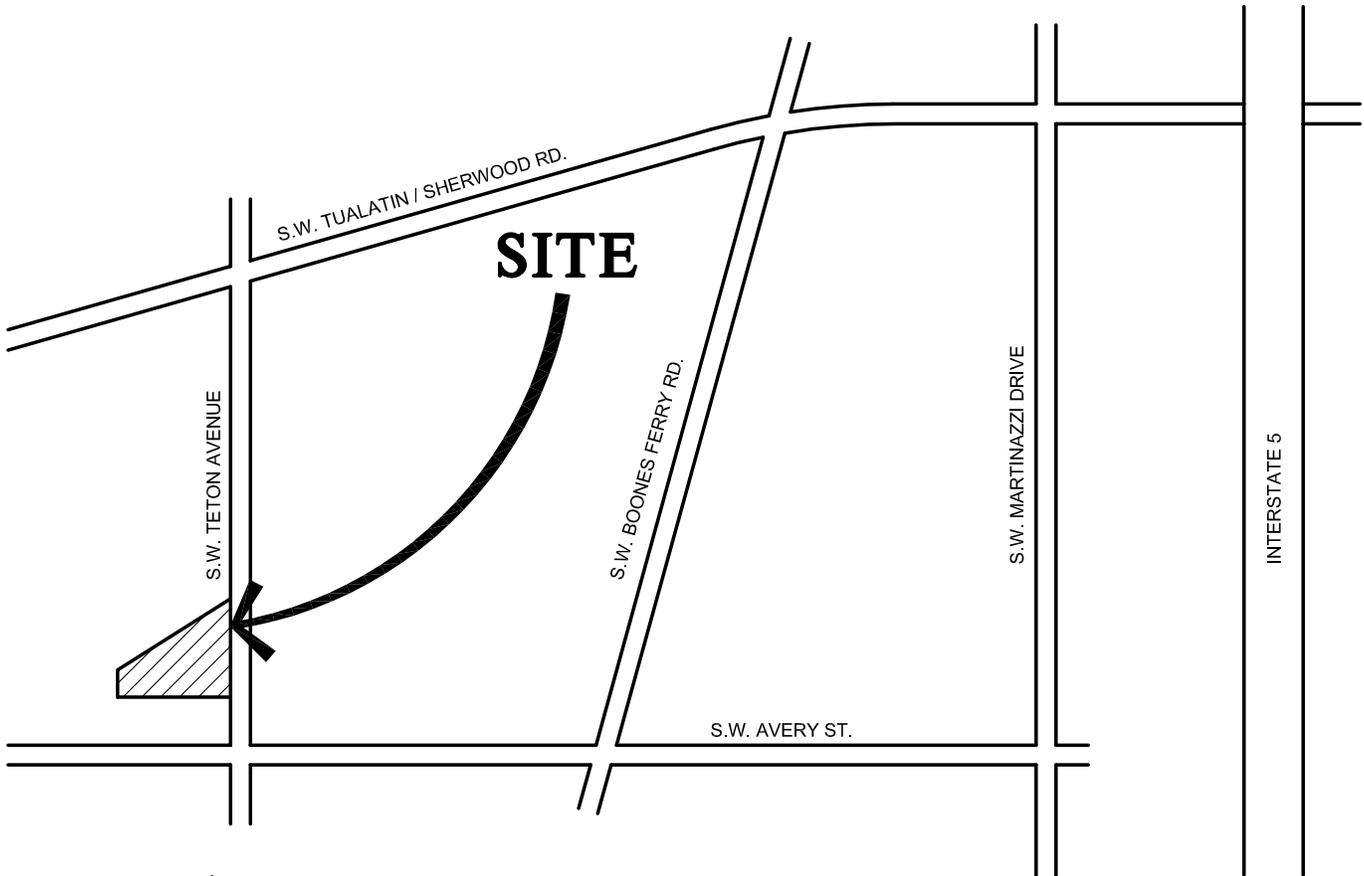
J. SBUH Calculations ..... 6-9

K. SBUH Summary ..... 9

L. Water Quality Treatment Calculations ..... 9

**I. SITE AND PROJECT INFORMATION**

A. Vicinity Map



Vicinity Map:  
not to scale

B. Site Plan



**SITE PLAN**

NOT TO SCALE

### C. Project Overview and Description

#### ***Size and location of project site***

The site is located at 20495 SW Teton Avenue, Tualatin, Oregon. The total site area is 326,185 sq ft (7.49 acres). The existing impervious area on the site is 240,330.62 sq ft (5.52 acres).

#### ***Property zoning***

This property is zoned as ML, Light Manufacturing

#### ***Type of Development/proposed improvements***

The onsite improvement will consist of the following:

- Addition of ADA parking spaces, aisle and accessible route to two (2) office portions of existing building.
- Re-construction of existing dock area and associated re-grading of truck maneuvering area at docks.
- Re-grading of site areas to bring parking spaces up to current code, provide required buffers, landscaping, etc.
- Construction of new garbage/recycling enclosure
- Re-connection of severed waterline loop between this property and Leviton property to Southwest.
- Removal of existing catchbasins and replacement with StormFilter cartridge catch basins.
- Construction of vegetated filter strips along the eastern portion of the site to provide water quality treatment for runoff from existing and re-developed paved areas.

#### ***Watershed description***

The southeastern portion of the site (including the east half of the building roof) drains to existing catch basins that discharge untreated runoff to the public storm sewer in SW Teton Avenue. The remaining portion of the site discharges onsite runoff via sheet flow to the ditch at the northwestern side of the property – between the railroad and the property line. The roof downspouts along the northwestern side of the building discharge directly to this ditch via existing pipes and outfalls. The conveyance ditch connects to the storm sewer in SW Teton Avenue at a manhole NE of the property corner.

#### ***Permits required***

All permits required will be issued by the City of Tualatin.

#### ***Existing vs. post-construction conditions***

Excluding roof area, there is 140,330.62 sf of existing impervious area on the site. The proposed site improvements will create 27,174.41 sf of new impervious area, providing water quality treatment for a total of 167,505 sq ft of existing and re-developed impervious area. The impervious area in the three onsite sub-basins will be treated in either a StormFilter Catch Basin system or in a Clean Water Services "LIDA" Vegetated Filter Strip. These items will be sized to provide water quality treatment per the CWS Design & Construction Standards

The proposed development will comply with, CWS Table 4-1 "Impervious Area Requiring Treatment on Redevelopment Sites", by providing treatment of new impervious area and all existing impervious areas except the building roof area. This results in treating 27,174.41 sf of new development and 58.4% of the existing onsite impervious areas.

This site is not within the 100-year Floodplain.

### D. Methodology

#### ***Drainage at existing site***

The eastern portion of the site (Sub-basin 2) and building drains to an existing catch basin/piped system that discharges untreated runoff to the public sewer in SW Teton Avenue. The southwestern portion of the site (Sub-

basin 1), the northwestern portion of the site (Sub-basin 3) and the west half of the building roof discharges untreated runoff to the ditch adjacent to the railroad via sheet flow and pipe discharge.

***Potential impacts on the proposed site from existing conditions***

The proposed stormwater management for the site will be an improvement from existing conditions by providing water quality treatment of runoff from a total 167,505.03 sq ft of existing and re-developed impervious area – all impervious areas except the existing roof area. The water quality treatment systems will also attenuate discharge from the site –reducing the total outflow during storm events. Given that there is currently no stormwater management for the runoff at this site, this will be a significant improvement to local stormwater from existing conditions providing treatment of all onsite impervious vehicular areas.

***Potential impacts from the proposed site on existing drainage***

The proposed development will increase the impervious areas in sub-basins 1 and 2, slightly reducing the impervious area in sub-basin 3. The proposed development will provide water quality treatment for all impervious areas on the site (new and existing) except the roof area. These systems will also reduce the flow discharged to the public conveyance system during and after a storm event – thereby decreasing the flowrates in the existing conveyance systems during storm events.

E. Analysis

***Design Assumptions used:***

- Pre and Post Development Time of Concentration = 5.0 minutes was assumed for calculations.

***Table of impervious areas treated***

Catchment and Facility table

Sub-Basin ID	Source (roof/road/other)	Impervious Area (sf)	Ownership (public/private)	Facility Type	Facility size (sf)
Sub-Basin 1	parking, drive aisle	51,634.68	Private	Vegetated Filter Strip	3,098
Sub-Basin 2	parking, drive aisle	71,839.67	Private	Filter catch basin systems	(5) std 18" filters
Sub-Basin 3	parking, drive aisle	44,030.68	Private	Vegetated Filter Strip	1,320.90

F. Engineering Conclusions

***Based on compliance with the City of Tualatin Stormwater Management Manual, CWS Design & Construction Standards, and the CWS LIDA manual.***

Stormwater management for this development complies with the requirement in these documents.

***How water quality, flow control and discharge requirements are satisfied***

Currently there is no stormwater management for runoff from this site. At present, untreated site runoff flows directly into the system in SW Teton Avenue via the pipe lateral from the site or via the ditch adjacent to the railroad. Replacing the existing catch basins with StormFilter catch basin units and installing vegetated filter strips along the northwestern portion of the site, prior to the existing ditch/channel, will provide water quality treatment for all of the paved impervious areas on the site. These new water quality systems will provide a measure of detention, offsetting the new 27,174.41 sf of impervious area created by the proposed development. Both the filter strips and the stormfilter catch basins will reduce the flow discharged to the public conveyance system during and after a storm event – thereby decreasing the flowrates in the existing conveyance systems during storm events.



**SBUH CALCULATIONS**

**KING COUNTY DEPARTMENT OF PUBLIC WORKS  
Surface Water Management Division**

**HYDROGRAPH PROGRAMS  
Version 4.21B**

- 1 - INFO ON THIS PROGRAM
- 2 - SBUHYD
- 3 - MODIFIED SBUHYD
- 4 - ROUTE
- 5 - ROUTE2
- 6 - ADDHYD
- 7 - BASEFLOW
- 8 - PLOTHYD
- 9 - DATA
- 10 - RDFAC
- 11 - RETURN TO DOS

ENTER OPTION:

2

SBUH/SCS METHOD FOR COMPUTING RUNOFF HYDROGRAPH

STORM OPTIONS:

- 1 - S.C.S. TYPE-1A
- 2 - 7-DAY DESIGN STORM
- 3 - STORM DATA FILE

SPECIFY STORM OPTION:

1

S.C.S. TYPE-1A RAINFALL DISTRIBUTION

ENTER: FREQ(YEAR), DURATION(HOUR), PRECIP(INCHES)

25,24,3.90

\*\*\*\*\* S.C.S. TYPE-1A DISTRIBUTION \*\*\*\*\*

\*\*\*\*\* 25-YEAR 24-HOUR STORM \*\*\*\* 3.90" TOTAL PRECIP. \*\*\*\*\*

**SUB-BASIN 1 : EXISTING IMPERVIOUS**

ENTER: A(PERV), CN(PERV), A(IMPERV), CN(IMPERV), TC FOR BASIN NO. 1

0,79,0.822,98,5

DATA PRINT-OUT:

AREA(ACRES) PERVIOUS IMPERVIOUS TC(MINUTES)

	A	CN	A	CN	
.8	.0	79.0	.8	98.0	5.0

PEAK-Q(CFS) T-PEAK(HRS) VOL(CU-FT)

.84	7.67	10936
-----	------	-------



**SUB-BASIN 1 : PROPOSED IMPERVIOUS**

SPECIFY: C - CONTINUE, N - NEWSTORM, P - PRINT, S - STOP  
C

-----  
ENTER: A(PERV), CN(PERV), A(IMPERV), CN(IMPERV), TC FOR BASIN NO. 2  
0,79,1.185,98,5

DATA PRINT-OUT:

AREA(ACRES)		PERVIOUS		IMPERVIOUS		TC(MINUTES)
A	CN	A	CN	A	CN	
1.2	.0	79.0	1.2	98.0		5.0

PEAK-Q(CFS)	T-PEAK(HRS)	VOL(CU-FT)
1.21	7.67	15766

**SUB-BASIN 2 : EXISTING IMPERVIOUS**

SPECIFY: C - CONTINUE, N - NEWSTORM, P - PRINT, S - STOP  
C

-----  
ENTER: A(PERV), CN(PERV), A(IMPERV), CN(IMPERV), TC FOR BASIN NO. 3  
0,79,1.377,98,5

DATA PRINT-OUT:

AREA(ACRES)		PERVIOUS		IMPERVIOUS		TC(MINUTES)
A	CN	A	CN	A	CN	
1.4	.0	79.0	1.4	98.0		5.0

PEAK-Q(CFS)	T-PEAK(HRS)	VOL(CU-FT)
1.41	7.67	18321



**SUB-BASIN 2 : PROPOSED IMPERVIOUS**

SPECIFY: C - CONTINUE, N - NEWSTORM, P - PRINT, S - STOP  
C

-----  
ENTER: A(PERV), CN(PERV), A(IMPERV), CN(IMPERV), TC FOR BASIN NO. 4  
0,79,1.649,98,5

DATA PRINT-OUT:

AREA(ACRES)		PERVIOUS		IMPERVIOUS		TC(MINUTES)
A	CN	A	CN			
1.6	.0	79.0	1.6	98.0		5.0

PEAK-Q(CFS)	T-PEAK(HRS)	VOL(CU-FT)
1.68	7.67	21940

**SUB-BASIN 3 : EXISTING IMPERVIOUS**

SPECIFY: C - CONTINUE, N - NEWSTORM, P - PRINT, S - STOP  
C

-----  
ENTER: A(PERV), CN(PERV), A(IMPERV), CN(IMPERV), TC FOR BASIN NO. 5  
0,79,1.069,98,5

DATA PRINT-OUT:

AREA(ACRES)		PERVIOUS		IMPERVIOUS		TC(MINUTES)
A	CN	A	CN			
1.1	.0	79.0	1.1	98.0		5.0

PEAK-Q(CFS)	T-PEAK(HRS)	VOL(CU-FT)
1.09	7.67	14223



**SUB-BASIN 3 : PROPOSED IMPERVIOUS**

SPECIFY: C - CONTINUE, N - NEWSTORM, P - PRINT, S - STOP  
C

ENTER: A(PERV), CN(PERV), A(IMPERV), CN(IMPERV), TC FOR BASIN NO. 6  
0,79,1.011,98,5

DATA PRINT-OUT:

AREA(ACRES)	PERVIOUS	IMPERVIOUS	TC(MINUTES)
A CN A CN			
1.0 .0 79.0 1.0 98.0		5.0	

PEAK-Q(CFS)	T-PEAK(HRS)	VOL(CU-FT)
1.03	7.67	13451

**SBUH SUMMARY**

SUB-BASIN	PEAK Q (CFS)	VOLUME (CF)
1 EXISTING IA	0.84	10,936
1 PROPOSED IA	1.21	15,766
2 EXISTING IA	1.41	18,321
2 PROPOSED IA	1.68	21,940
3 EXISTING IA	1.09	14,223
3 PROPOSED IA	1.03	13,451

**WATER QUALITY TREATMENT CALCS:**

SUB-BASIN 1 WATER QUALITY TREATMENT : VEGETATED FILTER STRIP  
PROPOSED IA: 51,634.68 SF X 0.06 = 3,098 SF MIN. FILTER STRIP AREA

SUB-BASIN 2 WATER QUALITY TREATMENT : STORMFILTER CATCH BASINS  
PROPOSED IA: 71,839.67 SF X 0.36" DEV. IN 4 HOURS = 2,155.19 CF WQV  
2,155.19 CF/14,400 SEC = 0.150 CFS WQF  
0.150 CFS X 449/15 = 4.48, ROUND UP = 5 STORMFILTER CARTRIDGES MINIMUM.

SUB-BASIN 3 WATER QUALITY TREATMENT: VEGETATED FILTER STRIP  
PROPOSED IA: 44,030.68 SF X 0.06 = 1,320.90 SF MIN. FILTER STRIP AREA



**CITY OF TUALATIN FACT SHEET**

Proposed use: Manufacturing / Warehouse Use			
Site area:	7.49 acres	Building footprint:	127,471 sq. ft.
Development area:	7.49 acres	Paved area:	167,183 sq. ft.
	326,185 Sq. ft.	Development area coverage:	31 %

Spaces required (see TDC 73.400) (example: warehouse @ 0.3/1000 GFA) <u>Office @ 2.7 /1000 GFA = 32</u> <u>Whse. @ 0.3 /1000 GFA = 21</u> <u>Manuf. @ 1.6 /1000 GFA = 74</u> Total parking required: 127 spaces Handicapped accessible = (6) req'd Van pool = (4) provided Compact = (max. 35% allowed) = (6) provided Loading berths = 22	Spaces provided: Total parking provided: 154 spaces Standard = 138 Handicapped accessible = (6) Van pool = (4) Compact = (6) Loading berths = 22
---	--

Covered spaces required: (18), 50% Cov.	Covered spaces provided: (18), (12) inside
---	--

**Landscaping**

Landscaping required: <u>15</u> % of dvpt. area Square feet	Landscaping provided: <u>18</u> % of dvpt. area Square feet
Landscaped parking island area required: 25 sf. per stall	Landscaped parking island area provided: 4,800 sq. ft.

**Trash and recycling facility**

Minimum standard method:	220 square feet (hauler approved)
Other method:	_____ square feet

**For commercial/industrial projects only**

Total building area:	127,471 sq. ft.	2 <sup>nd</sup> floor:	sq. ft.
Main floor:	104,971 sq. ft.	3 <sup>rd</sup> floor:	sq. ft.
Mezzanine:	22,500 sq. ft.	4 <sup>th</sup> floor:	sq. ft.

**For residential projects only**

Number of buildings: 1	Total sq. ft. of buildings: 127,471 sq. ft.
Building stories: 1 + Mezz	



10295 SW Ridder Road, Wilsonville, OR 97070  
O: 503.570.0626 F: 503.982.9307 republicservices.com

July 22, 2015

Bill Lambert  
Associate  
VLMK Engineering +Design  
3933 SW Kelly Avenue  
Portland, OR 97239

Re: Teton Building

Dear Bill;

Thank you, for sending me your site plans for this building development in Tualatin.

My Company: Republic Services of Clackamas & Washington Counties has the franchise agreement to service this area with the City of Tualatin. We provide complete commercial waste removal and recycling services as needed on a weekly basis for this location.

It looks like the locations of the enclosures, and size of the enclosures will be fine for us to service them. Thank you for making the adjustments.

Thank you Bill; for your help and concerns for our services prior to this project being developed.

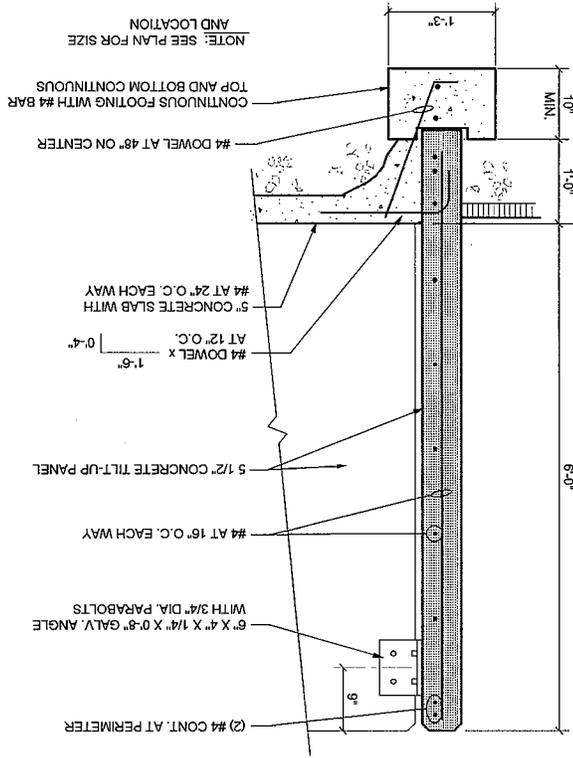
Sincerely,

A handwritten signature in black ink that reads "Frank J. Lonergan".

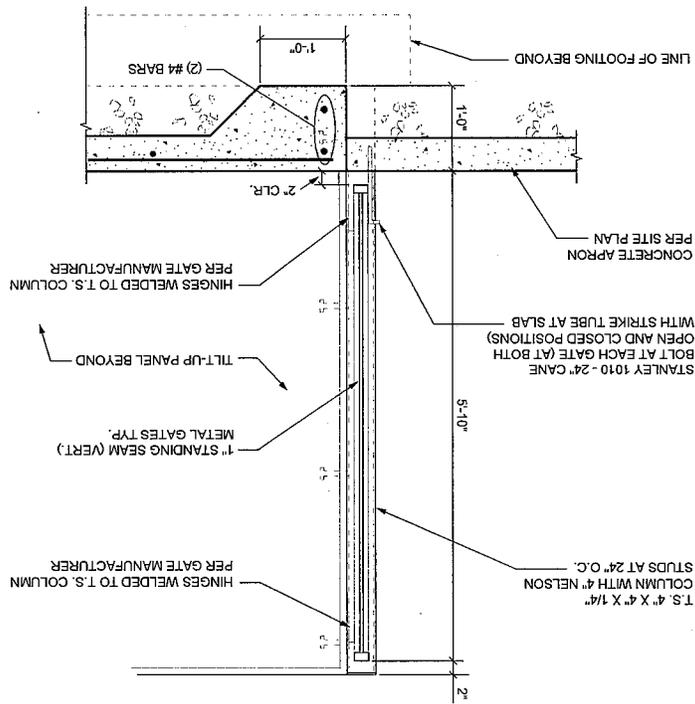
Frank J. Lonergan  
Operations Manager  
Republic Services Inc.



GARBAGE ENCLOSURE WALL SECTION  
 G5.1  
 3/4" = 1'-0"



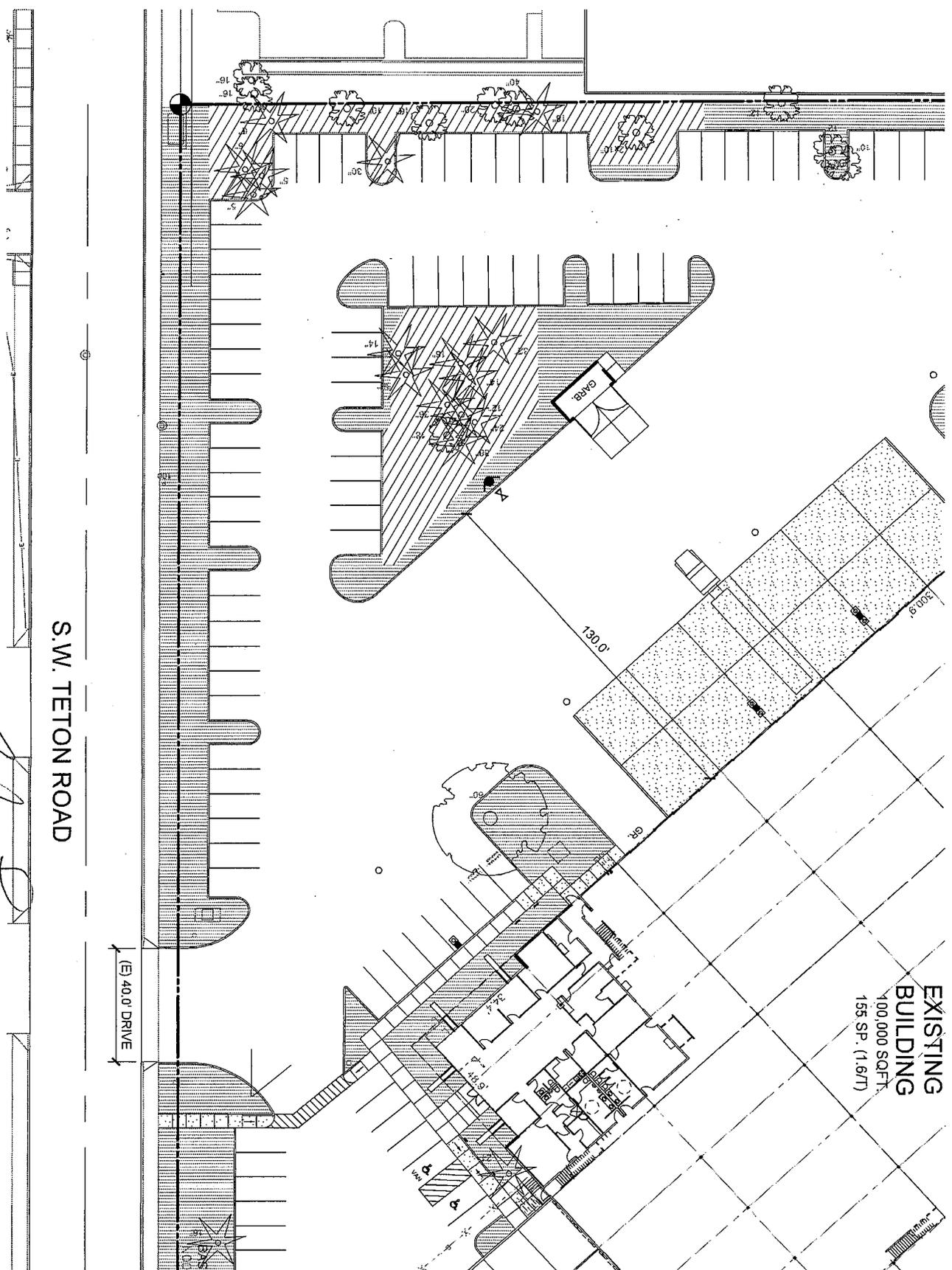
GARBAGE ENCLOSURE GATE SECTION  
 G5.1  
 3/4" = 1'-0"



*7/22/15*

*[Handwritten signature]*

**EXISTING  
BUILDING**  
100,000 SQ.FT.  
155 SP. (1.6/7)



S.W. TETON ROAD

(E) 40.0' DRIVE

*J. J. [Signature]*  
7/22/15

**NEIGHBORHOOD/DEVELOPER MEETING  
AFFIDAVIT OF MAILING**

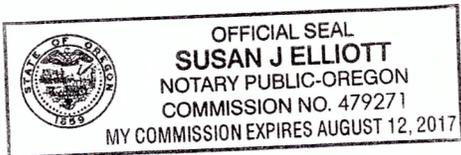
STATE OF OREGON                    )  
  ) SS  
COUNTY OF WASHINGTON        )

I, Leah Lukrofka, being first duly sworn, depose and say:

That on the 21st day of July, 2015, 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 13<sup>th</sup> day of August, 2015.



  
\_\_\_\_\_  
Notary Public for Oregon  
My commission expires: 8-12-17

RE: Teton Development, 20495 SW Teton

# NEIGHBORHOOD / DEVELOPER MEETING CERTIFICATION OF SIGN POSTING



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](http://www.tualatinoregon.gov/planning/land-use-application-sign-templates) >.

As the applicant for the

Teton Development project, I

hereby certify that on this day, 07/27/2015 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: Leah Lukrofka  
(PLEASE PRINT)

Applicant's Signature: *Leah Lukrofka*

Date: 8-13-15

Standard Bag – Neighborhood Meeting – June 25, 2015  
 1800 SW Merlo Dr. Beaverton

<u>Name</u>	<u>Company</u>	<u>Address</u>	<u>Email</u>	<u>Phone</u>
BILL LAMBERT	VLMK	PORTLAND	bill@vlmk.com	222-4453
Clare Fuchs	COT	18880 SW M.	cfuchs@ci.tualatin.or.us	503-691-3027
Michelle Martin	Harsch		MMartineharsch.com	503-450-0832
Jill Armstrong	Grimm	20520 SW 98th Ave	jill and 3 boys Cyrus@com	503 691 2602

**From:** Bill Lambert  
**Sent:** Thursday, August 13, 2015 6:05 AM  
**To:** Bill Lambert  
**Subject:** Teton Building (Neighborhood Meeting Summary)  
**Attachments:** Sign-In-Sheet 8-12-15.pdf

Teton Building  
Proceedings and Minutes  
Pre-Design Review – Neighborhood Meeting  
Location: 20495 SW Teton Avenue  
Time: Wednesday August 12<sup>th</sup> at 6:00 p.m.

The following will summarize the proceedings for the neighborhood meeting for the Teton Building Project.

The meeting was administered by Bill Lambert with VLMK Engineering + Design. Also in attendance Clare Fuchs with the city of Tualatin, Michelle Martin with Harsch Investment Properties (Owner) and Jill Armstrong Grimm (Neighbor). There were no other members of the community in attendance.

Exhibits presented at the meeting included a colored site plan for both options (with the building addition and without the addition) and exterior elevations of both options.

Jill expressed her questions (see below) to the team and was given a brief explanation of anticipated impacts of the projects as it relates to traffic.

Jill's Questions/Concerns:

- 1) Which direction will the trucks be going to and from the site?
- 2) How will the development impact traffic on Avery Street?
- 3) In the past, trucks were not allowed to go east of Teton on Avery...is that still in affect?

Bill explained to her that this project is a shell building right now and the future tenant is not known, but it is anticipated that trucks will be coming to the site from the north and leaving the site to the north (up and down Teton) on their way to I-5. It can be expected that future employees (cars) will be going back and forth on Avery.

Clare explained to her that the best person to answer her questions about the trucks being allowed on Avery would be Tony Doran from the city engineering department. Clare sent a text to Tony with Jill's questions and copied Jill. Tony should be responding to her shortly.

There were no comments presented in opposition of the proposal.

The meeting adjourned at 6:45 p.m.

Attachments Following:

- Sign-up sheet



**Bill Lambert** | Associate

**VLMK** Engineering + Design

3933 SW Kelly Avenue | Portland, OR 97239 | tel: 503.222.4453 | [VLMK.COM](http://VLMK.COM)

direct: 971.254.8295 | cell: 503.580.0812 | email: [bill@vlmk.com](mailto:bill@vlmk.com)

July 21, 2015

**NEIGHBORHOOD MEETING**

**Re: Teton Development, Site upgrades & 20,000 sf addition, 20495 SW Teton**

Dear Property Owner:

You are cordially invited to attend a meeting on Wednesday, August 12<sup>th</sup>, 2015 at 6:15 pm at 20495 SW Teton. This meeting shall be held to discuss a proposed project at Teton Development located at 20495 SW Teton, Tualatin, OR 97062. The proposal is to include site work, adding docks, clearing landscape, repaving the site, reconfiguring paving and a 20,000 sf addition.

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.

If you have any questions concerning this proposal, please feel free to call me at 971.254.8300 or email – [jenniferk@vlmk.com](mailto:jenniferk@vlmk.com).

Sincerely,



**JENNIFER KIMURA**  
VLMK Engineering + Design

Attachments:  
Site plans



AR-15-0022

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.

**I. PROJECT SUMMARY**

**Applicant:** Harsch Investment Properties, LLC  
1121 SW Salmon Street  
Portland, OR 97205

**APPLICANT’S REPRESENTATIVE**

**Project Contact:** VLMK Engineering + Design  
Jennifer Kimura - Permit Coordinator  
3933 SW Kelly Avenue  
Portland, OR 97239  
(503) 222-4453

**Plan District Designation:** ML (Light Manufacturing)

**Site Address:** 20495 SW Teton  
Tualatin, Oregon 97062

**Site Size:** 326,185 sf (7.49 acres)

**Tax Map/Lots:** 2S126B000106

**Request:** Architectural Review  
(Architectural Review Board)

**APPLICANT CRITERIA:**

TDC Chapter 31: General Provisions

Section 31.063 Neighborhood / Developer Meetings

TDC Chapter 34: Special Regulations  
Tree Removal Criteria

Section 34.230 Criteria

TDC Chapter 60: Permitted Uses

TDC Chapter 61: General Manufacturing Planning District

Section 61.020 Permitted Uses

TDC Chapter 73: Community Design Standards  
Architectural Review Approval

Section 73.050 Criteria and Standards (1)

Design Standards

Section 73.160 Standards(3)(c)

Section 73.210 Objectives

Section 73.200 Structure Design - Commercial,  
Industrial, Public and Semi-Public Uses

Section 73.220 Standards

Section 73.225 Mixed Solid Waste and Source  
Separated Recyclables Storage Areas for New or  
Expanded Multi-Unit Residential, Including Townhouses,  
Commercial, Industrial, Public and Semi-Public  
Development

Section 73.226 Objectives

Section 73.227 Standards

#### Landscaping

Section 73.240 Landscaping General Provisions (3,  
11, 13)

Section 73.250 Tree Preservation

Section 73.260 Tree and Plant Specifications

Section 73.270 Grading

Section 73.280 Irrigation System Required

Section 73.290 Re-vegetation in Un-landscaped Areas

Section 73.310 Landscape Standards– Commercial,  
Industrial, Public and Semi-Public Uses  
Off-Street Parking Lot Landscaping

Section 73.320 Off-Street Parking Lot Landscaping  
Standards

Section 73.340 Off-Street Parking Lot and Loading  
Area Landscaping - Commercial, Industrial, Public and  
Semi- Public Uses, and Residential and Mixed Use  
Residential Uses within the Central Design District

Section 73.360 Off-Street Parking Lot Landscape  
Islands - Commercial, Industrial, Public, and Semi-Public  
Uses

Section 73.370 Off-Street Parking and Loading

Section 73.380 Off-Street Parking Lots (6)

Section 73.390 Off-Street Loading Facilities

Section 73.400 Access

## **II. INTRODUCTION AND PROPOSAL**

This application package includes narrative, plans, drawings, and additional documentation in support of an Architectural Review (AR) for proposed site upgrades to include removing trees, modifying and adding of asphalt paving, ADA parking, sidewalks, etc. and building upgrades to include new dock doors, replacing all office storefronts and enhancing the storefront entry locations. The site is located at 20495 SW Teton Avenue in Tualatin, Oregon and has been vacant for several years. The site is currently owned by Harsh Investment Properties, LLC.

### **SITE DESCRIPTION**

The subject site is specifically described as map and lot 2S126B000106. The site and surrounding properties are industrially developed and zoned ML- Light Manufacturing Planning District.

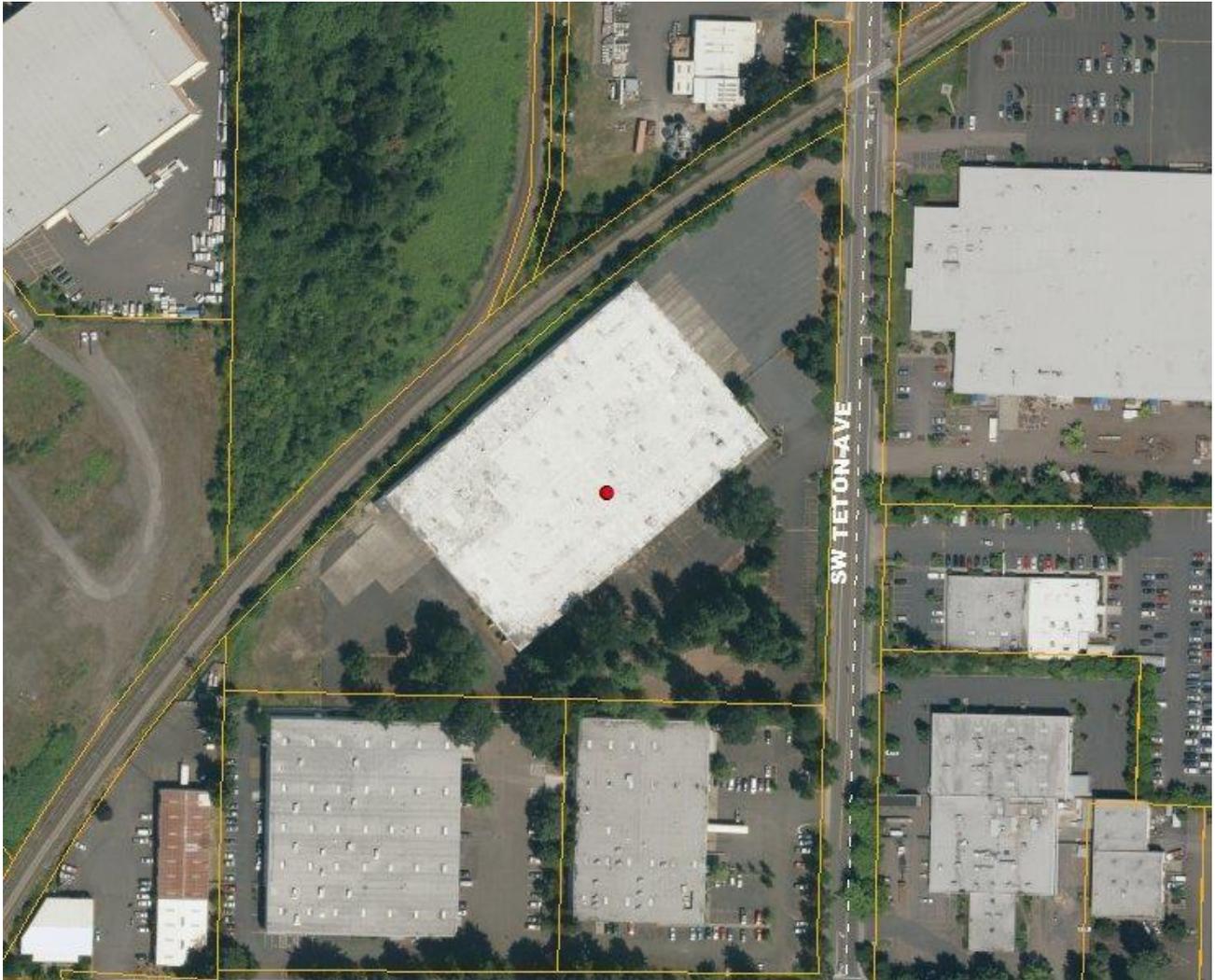
The subject site was previously used by Stanton Furniture as a furniture manufacturing facility and has sat vacant for several years. The application is proposing site upgrades including new dock doors, removing trees, paving the existing site and new office storefronts.

The current site is bordered to the East by SW Teton Avenue, the Railroad to the North and industrial buildings (Leveton) to the south.

### **PROPOSAL**

The site upgrades will include the addition of new docks, removal of trees, paving, enhanced landscaping and upgraded storefronts. After sitting vacant for several years the new owner is proposing to perform several upgrades to the site and building which will enhance the marketability for future tenants.

Aerial Map



### III. DEVELOPMENT CODE COMPLIANCE

The proposed development that includes site upgrades, addition of new docks, removal of trees, paving, enhanced landscaping and upgraded store fronts complies with City of Tualatin Development Code standards, as shown below.

	Teton Bldg
Site Area (SF)	326,185
Building Area (SF)	127,471
Building Coverage On Lot(%)	31%
Landscape Area (SF)	59,002
Landscape %	18.0%
Standard Parking	150
Accessible Parking	6
Dock Door Count	21
Drive-In Door Count	4

#### ON-SITE DEVELOPMENT

This application proposes several modifications to the existing site and building. These modifications include, but are not limited to, adding new dock doors, removing several trees, revising the parking lot layout and upgrading the office storefronts.

The existing site is 326,185 sf (7.49 Ac) in size and is zoned ML, Light Manufacturing. The existing building on the site is 100,000 sf (2.3 Ac) in size. No specific tenant(s) are known at this time. The building was initially designed for light manufacturing uses with supporting office (see attached site plan, G1.0, for specific breakdowns of uses).

As shown in the table on sheet G1.0 mentioned above, 154 parking spaces will be provided to serve the potential building user (148 standard, 6 accessible). Parking lot landscaping and perimeter landscape materials are proposed in accordance with City code standards.

Onsite stormwater management will be significantly improved as water quality treatment will be provided for all impervious site areas, except the building roof area. This will be achieved using StormFilter catch basins and vegetated filter strips. These systems will be sized to provide water quality treatment per Clean Water Services standards prior to discharge to the public conveyance system. Additionally, these new facilities will attenuate discharge, providing some detention of runoff from the site. As there is no stormwater management for this site at present - the proposed onsite stormwater facilities will be a significant improvement.

To improve fire flow, a water line that loop that previously connected the water lines between this site and the adjacent property to the southwest, will be reconnected.

## **OFF- SITE DEVELOPMENT**

### **Street Improvements**

The existing development is served by SW Teton Avenue. The existing right-of-way along SW Teton meets current public standards.

## **PUBLIC FACILITIES**

### **Stormwater System**

The existing site has no stormwater management facilities. The eastern portion of the site collects storm runoff in catch basins and discharges to the public storm sewer in SW Teton. The Northeast and Southwestern portions of the site sheet flow runoff to the conveyance channel along the western property line. Flow in this channel is picked up in a manhole at the northeast property corner, entering the public system in the SW Teton Avenue right-of-way.

This development proposes to improve the onsite stormwater management by providing water quality treatment of all impervious areas, except the building roof area. Existing drainage basins will be maintained. Runoff from the Northeast and Southwestern basins will sheet flow runoff to vegetated filter strips between the edge of asphalt and the property. These systems (sized and designed per Clean Water Services "LIDA Handbook") will provide water quality treatment and some detention of runoff from these basins. The eastern basin will remove the existing inlets and install StormFilter catch basins, sized to provide treatment of impervious areas per Clean Water Services water quality design event. These filter catch basin systems will also provide a measure of attenuation, reducing and slowing down the discharge from the site to the public conveyance system.

## **SANITARY SEWER SYSTEM**

This site has existing sanitary sewer service from the office at the east corner of the building that connects to the 12" public sanitary sewer main in SW Teton Avenue. This development is not proposing any new sewer connections or laterals.

## **STREETS**

Vehicle access to the site will come from one of the two existing driveways (North driveway 30-ft wide, South driveway 40-ft wide) on SW Teton Avenue.

**IV. APPROVAL CRITERIA**

This application addresses the necessary approval standards of the Tualatin Development Code relevant to Architectural Review for industrial development. As described in the following narrative, the proposal meets the standards of TDC Chapter 31: General Provisions, TDC Chapter 34: Special Regulations, TDC Chapter 60: Light Manufacturing Planning District (ML) and TDC Chapter 73: Community Design Standards.

The following tables identify applicable development standards and how the proposed development satisfies each.

<i>Development Standards</i>		
	<i>City of Tualatin (ML District)</i>	<i>Proposed (Site Total)</i>
<i>Setback Requirements</i>		
<i>Front Yard</i>	30'	60.0' minimum
<i>Side Yard</i>	0' to 50'	60.0' minimum Railroad sideyard
<i>Rear Yard</i>	0' to 50'	
<i>Maximum Structure Height</i>	60'	24'
<i>Landscaping</i>	15% of total site area	18.0% of total site area
<i>Minimum Parking (per 1000GSF)</i>		
<i>Warehousing</i>	0.3	Warehousing: 21
<i>Manufacturing</i>	1.6	Manufacturing: 74
<i>General Office</i>	2.7	General Office: 32
<i>Maximum Parking (per 1000GSF)</i>		
<i>Warehousing</i>	<u>Zone B</u> 0.5	
<i>Manufacturing</i>	None 4.1	
<i>General Office</i>		
<i>Minimum Bicycle Parking</i>	Warehousing/Manufacturing: 2, or 0.1 per 1,000 GSF, whichever is greater Office: 2, or 0.5 per 1,000GSF, whichever is greater	18

## CHAPTER 31: GENERAL PROVISIONS

### Section 31.063 Neighborhood/Developer Meetings

- (1) This section applies to the following types of Land Use applications: Annexations; Architectural Reviews, except Level I (Clear and Objective) Singlefamily Architectural Review; Conditional Uses; Historic Landmark actions, including designation, removal of designation, demolition, relocation, or alteration or new construction; Industrial Master Plans; Partitions; Plan Map Amendments for a specific property; Plan Text Amendments for a specific property; Subdivisions; Tree Removal Permit; Transitional Use Permit; and Variances, except for variances to existing single family residences.

Response: The proposed project is subject to Architectural Review and Tree Removal per the City of Tualatin. This standard has been met.

- (2) Prior to the submittal of an application listed in TDC 31.063(1) and following a pre-application meeting held with the City, the developer shall host a meeting for the surrounding property owners located within the mailing area designated in TDC 31.064(1)(c). Notice of the meeting shall be provided to Recognized Neighborhood Associations within the Notice Area of TDC 31.064(1)(c) and to designated representatives of recognized Citizen Involvement Organizations. The purpose of this meeting is to provide a means for the applicant and surrounding property owners to meet to review a development proposal and identify issues regarding the proposal so they can be considered prior to the application submittal. The meeting is intended to allow the developer and neighbors to share information and concerns regarding the project. The applicant may consider whether to incorporate solutions to these issues prior to application submittal.

Response: Notice was sent to property owners, Neighborhood Associations and Citizen Involvement Organizations per TDC 31.064(1)(c). A Neighborhood Meeting was held on August 12, 2015 at 6:15 pm at the site of the proposed development. This standard has been met.

- (3) The Neighborhood/Developer Meeting shall be held on a weekday evening, or weekend no earlier than 10:00 a.m. and no later than 6:00 p.m., at a location within the City of Tualatin.

Response: The Neighborhood meeting was hosted on Wednesday, August 12, 2015 at 6:15 pm. This standard has been met.

- (4) The applicant shall at least 14 calendar days and no more than 28 calendar days prior to the meeting mail notice of the meeting pursuant to TDC 31.064(1) stating the date, time and location of the meeting and briefly discussing the nature and location of the proposal:

Response: The Neighborhood Meeting Notice was sent out on July 21, 2015 – 22 days prior to the meeting per TDC 31.064(1). This standard has been met.

- (5) Failure of a property owner to receive notice shall not invalidate the Neighborhood/Developer Meeting proceedings.

Response: Noted.

- (6) The applicant shall, at least 14 calendar days before the meeting, post a sign pursuant to TDC 31.064(2). If the sign disappears prior to the meeting date, the applicant shall replace it within forty-eight (48) hours. The applicant shall remove the sign no later than fourteen (14) days after the meeting date.

Response: The site was posted with a sign per TDC 31.064(2) on July 27, 2015. The sign was removed from the site on August 12, 2015 after the Neighborhood Meeting. In addition, the property manager check regularly to make sure the sign stayed posted. This standard has been met.

- (7) The applicant shall prepare meeting notes identifying the persons attending and the major points that were discussed and expressed.

Response: Neighborhood Meeting notes, and a sign in sheet have been provided as part of the AR submittal requirements. This standard has been met.

- (8) The applicant is required to hold one meeting prior to submitting an application for a specific site, but may hold additional meetings if desired.

Response: A Neighborhood Meeting was held on August 12, 2015. This standard has been met.

- (9) If an applicant fails to hold a neighborhood meeting, the application shall be deemed incomplete.

Response: Noted. A Neighborhood Meeting was held on August 12, 2015. This standard has been met.

- (10) The application shall include the following materials related to the Neighborhood/Developer meeting:
- (a) the mailing list for the notice;
  - (b) a copy of the notice;
  - (c) an affidavit of the mailing and posting;
  - (d) the original sign-in sheet of participants;
  - (e) the meeting notes described in TDC 31.063(7).

Response: The Mailing List, Copy of the Notice, Affidavit of Mailing and Posting, Sign In Sheet and Meeting Notes per TDC 31.063(7) will be provided as part of the AR submittal requirements. This standard has been met.

- (11) Applications shall be submitted to the City within 180 days of the Neighborhood/Developer meeting. If an application is not submitted in this time frame, the Developer shall be required to hold a new Neighborhood/Developer meeting.

Response: The proposed application was submitted within 180 days of the Neighborhood meeting. This standard has been met.

### **Section 31.064 Land Use Applications**

- (1) Mail: An applicant shall mail notice of a Neighborhood/Developer Meeting and the City shall mail notice of application submittal as follows:
- (a) Recipients: The mailing recipients shall be the applicant, the owners of the subject property, owners of property within the Mailing Area of TDC 31.064(1)(c) recognized neighborhood associations as defined in TDC 31.060 recognized through TDC 31.065 and within the Mailing Area of TDC 31.064(1)(c), and designated representatives of recognized Citizen Involvement Organizations as established in TMC Chapter 11-9.

**Response: Mailing list was obtained from the City of Tualatin. This standard has been met.**

- (b) Recipient Identification: The City shall use the names and addresses of the owner or owners of record as shown in the current, or within thirty (30) days of a completed application, computer roll of the County Assessor. The applicant shall be responsible for having one of the following prepare the list: a land title company; a land use planning consultant authorized by the State of Oregon to conduct business in the state; a registered architect, landscape architect, engineer, surveyor, or attorney; or where the City is the applicant, the Community Development Director or when applicable the City Engineer. The applicant shall update the list of property owners no less than every ninety (90) days until a final land use decision is rendered. The applicant shall provide a copy of the list of recipients and their current mailing addresses as part of the land use application.

**Response: Mailing list was obtained from the City of Tualatin. A list of recipients and their current mailing list will be provided as part of the AR submittal requirements. This standard has been met.**

- (c) Mailing Area, Buffer, or Distance: The mailing area shall extend 1,000 feet from the boundaries of the subject property. If the 1,000-foot area includes lots within a platted residential subdivision, the notice area shall extend to include the entire subdivision of which the lots are part, and the applicant shall identify these subdivisions for staff as part of the mailing notification list. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name, the notice area need not include the additional phases.

**Response: Mailing list was obtained from the City of Tualatin and meets this requirement. This standard has been met.**

- (d) ARB: The notice of application submittal for an Architectural Review application subject to review by the Architectural Review Board (ARB) shall have the minimum information pursuant to TDC 31.074(3).

**Response: The minimum information per TDC 31.074(3) will be submitted. This standard has been met.**

- (2) Sign Posting: The applicant shall as follows both provide and post on the subject property a sign that conforms to the standard design established by the City for signs notifying the public of land use actions:
- (a) Minimum Design Requirements: The sign shall be waterproof, and the face size shall be eighteen (18) by twenty-four (24) inches (18 x 24) with text being at least two (2) inches tall.

Response: The sign was designed per the City's template, is water proof and complies with the City's size requirements. This standard has been met.

- (b) On-site Placement: Prior to land use application submittal, the applicant shall place a sign along the public street frontage of the subject property or, if there is no public street frontage, along the public right-of-way (ROW) of the street nearest the subject property. A subject property having more than one public street frontage shall have at least one posted sign per frontage with each frontage having one sign.

For a subject property that has a single frontage that is along a dead-end street, the applicant shall post an additional sign along the public ROW of the nearest through street. The applicant shall not place the sign within public ROW pursuant to TDC 38.100(1); however, for a subject property that has no public street frontage or that has a single frontage that is along a dead-end street, the applicant may place the sign within public ROW of the nearest street.

Response: The sign was posted along Teton on street frontage. This standard has been met.

- (c) Proof of Posting: The applicant shall submit as part of the land use application submittal an affidavit of posting to the Community Development Director or when applicable the City Engineer.

Response: Affidavit of Sign Posting provided as part of the AR submittal. This standard has been met.

- (d) Removal: If the sign disappears prior to the final decision date of the subject land use application, the applicant shall replace it within forty-eight (48) hours. The applicant shall remove the sign no later than fourteen (14) days after the City makes a final decision on the subject land use application.

Response: Noted.

### **Section 31.071 Architectural Review Procedure**

- (1) An applicant for a building or other permit subject to architectural review, except Level I (Clear and Objective) Single-family Architectural Review and Sign Design Review, shall discuss preliminary plans with the Community Development Director and City Engineer in a pre-application conference prior to submitting an application. An applicant for Architectural Review of a development in the Central Design District shall conduct a Neighborhood Meeting subject to TDC 31.071(5). An applicant for Architectural Review of a development in other parts of the City shall conduct a Neighborhood/Developer Meeting subject to TDC 31.063. An applicant for Single-family Architectural Review shall follow Level I (Clear and Objective) or Level II (Discretionary) Single-family Architectural Review procedures subject to TDC 31.071(7). An applicant for Sign Design Review shall follow Level 1 (Clear and Objective) Sign Design Review procedures subject to TDC 31.071(8). Following the pre-application conference and the Neighborhood/Developer Meeting, the applicant shall submit to the Community Development Director an Architectural Review Plan application which shall contain:

- (a) The project title;

- (b) The names, addresses and telephone numbers of the property owners, applicants, architect, landscape architect and engineer;
- (c) The signatures of the property owners and applicants;
- (d) The site address and the assessor's map number and tax lot number;
- (e) A Service Provider Letter from Clean Water Services indicating a "Stormwater Connection Permit Authorization Letter" will likely be issued;
- (f) Any necessary wetland delineations applicable to the site;
- (g) Any Fill/Removal Permit issued by the Oregon Division of State Lands and the Army Corps of Engineers;
- (h) The application fee as established by City Council resolution;
- (i) A site plan, drawn at a scale of 1":10', 1":20' or 1":30', showing the proposed layout of all structures and other improvements including, where appropriate, driveways, pedestrian walks, landscaped greenways, mixed solid waste and recyclables storage and railroad tracks. A site plan at a scale of 1":40' or 1":50' for larger developments may be substituted for the above stated scales as directed by the Community Development Director. The site plan shall illustrate the location of existing structures, existing facility utilities, and whether they will be retained as part of the project. The site plan shall indicate the location of entrances and exits, pedestrian walkways and the direction of traffic flow into and out of off-street parking and loading areas, the location of each parking space and each loading berth, and areas of turning and maneuvering vehicles. The site plan shall indicate how utility service and drainage are to be provided. The site plan shall also indicate conditions and structures on adjacent properties sufficient to demonstrate that the proposed development is coordinated with existing or proposed developments on adjacent properties. Where the applicant proposes to change the existing topography, then a proposed grading plan shall be submitted drawn at a scale of 1":10', 1":20' or 1":30'. Trees having a trunk diameter of eight inches or greater, as measured at a point four feet above ground level, proposed to be removed and to be retained on site shall be indicated on the grading plan.
- (j) A landscape plan, drawn at a scale of 1":10', 1":20' or 1":30', showing the location of existing trees having a trunk diameter of eight inches or greater, as measured at a point four feet above ground level, proposed to be removed and to be retained on the site, the location and design of landscaped areas, the varieties and size of trees and plant materials to be planted on the site, other pertinent landscape features, and irrigation systems required to maintain trees and plant materials.
- (k) Architectural drawings or sketches, drawn at a scale of 1/16":1', 1/8":1' or 1/4":1', including floor plans, in sufficient detail to permit computation of yard requirements and showing all elevations of the proposed structures and other improvements as they will appear on completion of construction. Building perspectives may also be needed.

- (l) Specifications as to type, color and texture of exterior surfaces of proposed structures.
- (m) A public utility facilities plan, drawn at a scale of 1":10', 1":20' or 1":30', showing the location, size and grade of all existing and proposed utility facilities, including but not limited to sanitary and storm sewers; water lines and fire hydrants; streets and sidewalks; water quality swales, traffic study information as required by the City Engineer pursuant to TDC 74.440 and other utility facilities as required by the City Engineer. A grading plan at a scale of 1":40' or 1":50' for larger developments may be substituted for the above stated scales as directed by the City Engineer.
- (n) Developments in the Central Design District shall provide the Neighborhood Meeting notes and evidence of the notice and posting required in TDC 31.071(5) and shall provide narrative statements considering each of the Design Guidelines in TDC 73.610.
- (o) A completed City fact sheet on the project.
- (p) An 8 & 1/2" x 11" black and white site plan suitable for reproduction.
- (q) A letter from the franchise solid waste and recycling hauler reviewing the proposed solid waste and recyclables method and facility.
- (r) A Clean Water Services Service Provider letter or Pre-screen for the proposed development.
- (s) An acoustical engineer's report as required by the Community Development Director.
- (t) the information on the Neighborhood/Developer meeting specified in TDC 31.063(10).
- (u) If a railroad-highway grade crossing provides or will provide the only access to the subject property, the applicant must indicate that fact in the application, and the City must notify ODOT Rail Division and the railroad company that the application has been received.

**Response: AR submittal will comply with the above listed City requirements. This standard has been met.**

- (2) Excepting Level I (Clear and Objective) Singlefamily Architectural Review, the applicant shall provide a list of mailing recipients pursuant to TDC 31.064(1).

**Response: Mailing list will be provided per TDC 31.064(1). This standard has been met.**

- (3) Excepting Level I (Clear and Objective) Singlefamily Architectural Review, the applicant shall post a sign pursuant to TDC 31.064(2).

**Response: Sign has been posted per TDC 31.064(2). This standard has been met.**

- (4) For an application to be approved, it shall first be established by the applicant that the proposal conforms

to the Tualatin Development Code, and applicable City ordinances and regulations. For Expedited Architectural Review Plan Applications the application shall describe the manner in which the proposal complies with each of the expedited criterion for an Expedited Application. Failure to conform is sufficient reason to deny the application.

**Response: The Project will comply with TDC and applicable City ordinances and regulations. This standard has been met.**

- (5) Excepting Level I (Clear and Objective) Single-family Architectural Review, the applicant shall hold a Neighborhood/Developer meeting pursuant to TDC 31.063 and meet the additional requirement that the Neighborhood/Developer Meeting shall be held within the Central Design District.

**Response: Neighborhood meeting has been hosted and complies with TD 31.063. This standard has been met.**

- (6) The Community Development Director may require information in addition to that stated in this section.

**Response: Noted.**

- (7) An applicant for a new Single-family dwelling or an addition or alteration to an existing Single-family dwelling when it results in a 35% or more expansion of the structure's existing footprint or a new second or higher story or a 35% or more alteration of an existing wall plane (except for the wall plane of a side of the dwelling located in a side yard where the side yard of the dwelling abuts the side yard of an adjacent dwelling) shall follow Level I (Clear and Objective) or Level II (Discretionary) Single-family Architectural Review procedures subject to this section. An application for Level I (Clear and Objective) or Level II (Discretionary) Single-family Architectural Review shall be filed on form(s) provided by the Community Development Director, shall be accompanied by a filing fee established by Council resolution, and shall be accompanied by the following information and submittals:

(a) Level I (Clear and Objective) Single-family Architectural Review application:

- (i) A completed City fact sheet;
- (ii) The names, addresses, and telephone numbers of the property owners and applicants;
- (iii) The signatures of the property owners and applicants;
- (iv) The site address and the assessor's map number and tax lot number;
- (v) Three copies of a plot plan (minimum size 8.5"x11") drawn to a legible scale, which includes north arrow, scale, property lines or lot lines, public and/or private easements, lot dimensions, setbacks, structure footprint, roof lines, deck/porch/balcony lines, impervious ground surfaces, driveway location and driveway slope, and trees 8" or greater in diameter; and
- (vi) Three copies of building elevations, drawn to scale, for all sides of the dwelling and including a calculation of the percentage of window coverage (glazing) for each elevation.

**Response: The proposed project is a commercial project. This standard does not apply.**

(b) Level II (Discretionary) Single-family Architectural Review application:

- (i) All information required for Level I Single-family Architectural Review in TDC31.071(7)(a);
- (ii) One black and white copy (no larger than 11"x17") of each submittal, of a size suitable for reproduction and distribution;
- (iii) A narrative statement that describes the manner in which the proposed development meets each of the approval criteria set forth in TDC 73.190;
- (iv) Neighborhood/Developer Meeting information specified in TDC 31.063(10);
- (v) A verified statement showing that required signage, as described in TDC 31.071(2), has been posted on the property in a conspicuous location; and
- (vi) Current notification information for all owners of property described pursuant to TDC 31.064(1).

**Response: The proposed project is a commercial project. This standard does not apply.**

- (8) An applicant for a new freestanding monument or pole sign or a replacement or renovation of a non-conforming freestanding monument or pole sign in CC/CG Planning Districts subject to TDC 35.210 shall follow Level 1 (Clear and Objective) Sign Design Review procedures subject to this section. An Application shall be filed on form(s) provided by the Community Development Director, shall be accompanied by a filing fee established by Council resolution, and shall be accompanied by the following information and submittals:

(a) Level 1 (Clear and Objective) Sign Design Review Application:

- (i) A completed City fact sheet;
- (ii) The names, addresses, and telephone numbers of the property owners and applicants;
- (iii) The signatures of the property owners and applicants;
- (iv) The site address and the assessor's map number and tax lot number;
- (v) Three copies of a plot plan (minimum size 8.5"x11") drawn to a legible scale, which includes north arrow, scale, property lines or lot lines, public and/or private easements, lot dimensions, setbacks, structure footprint, driveway & access locations, and trees 8" or greater in diameter; and
- (vi) Three copies of sign elevations, drawn to scale, for each side of the sign and including exterior sign design & materials with calculation of the sign height, sign base & face dimensions, sign face height, sign face area and the areas of exterior materials.

**Response: The proposed project is a commercial project. This standard does not apply.**

**CHAPTER 34: SPECIAL REGULATIONS**

## Tree Removal Criteria

**Section 34.230 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.
  
- (2) If none of the conditions in TDC 34.240(1) are met, the Community Development Director shall evaluate the condition of each tree based on the following criteria. A tree given a rating of one on a factor will not be required to be retained.

Response: Per item (c) above, it is necessary to remove the trees to construct proposed improvements based on Architectural Review approval, building permit and construction. This standard has been met.

**CHAPTER 60: LIGHT MANUFACTURING PLANNING DISTRICT (ML)****Section 60.020 Permitted Uses**

No building, structure or land shall be used in this district, except for the following uses as restricted in TDC 60.021

Response: The building use is an allowed use in the ML Zone. This standard has been met.

**CHAPTER 73: COMMUNITY DESIGN STANDARDS**

## Architectural Review Approval

**Section 73.050 Criteria and Standards**

- (1) In exercising or performing his or her powers, duties, or functions, the Community Development Director shall determine whether there is compliance with the following:
  - (a) The proposed site development, including the site plan, architecture, landscaping, parking and graphic design, is in conformance with the standards of this and other applicable City ordinances insofar

as the location, height, and appearance of the proposed development are involved;

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

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

**Response: The building is existing and was previously approved thru the City of Tualatin's AR process, meeting all the City's applicable code requirements. The site improvements will be in conformance with the current and applicable City ordinances and compatible with neighboring industrial developments. This standard has been met.**

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

**Response: Utility facilities and public utility facilities are existing and consistent with the City's code. This standard has been met.**

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

**Response: The proposal does not include housing. This standard does not apply.**

(4) As part of Architectural Review, the property owner may apply for approval to remove trees, in addition to those exemptions allowed in TDC 34.200(3), by submitting information concerning proposed tree removal, pursuant to TDC 34.210(1). The granting or denial of a tree removal permit shall be based on the criteria in TDC 34.230.

**Response: This project includes removal of trees based on new construction. See section 34.230 above. This standard has been met.**

(5) Conflicting Standards. In addition to the MUCOD requirements, the requirements in TDC Chapter 73 (Community Design Standards) and other applicable Chapters apply.

**Response: The parcel is not within the MUCOD. This standard does not apply.**

## DESIGN STANDARDS

### Section 73.160 Standards (3)(c)

- (1) Pedestrian and Bicycle Circulation
- (b) For Industrial Uses:
- (i) A walkway shall be provided from the main building entrance to sidewalks in the public right-of-way and other on-site buildings and accessways. The walkway shall be a minimum of 5 feet wide and constructed of concrete, asphalt, or a pervious surface such as pavers or grasscrete, but not gravel or woody material, and be ADA compliant, if applicable.
  - (ii) Walkways through parking areas, drive aisles and loading areas shall have a different appearance than the adjacent paved vehicular areas.
  - (iii) Accessways shall be provided as a connection between the development's walkway and bikeway circulation system and an adjacent bike lane;
  - (iv) Accessways may be gated for security purposes;
  - (v) 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.

Response: At (1) location north of driveway along Teton Ave. a 5'0" wide concrete sidewalk connects to main entrance of building to the public right-of-way. As shown on attached plans. Sidewalks within site will be 5' or 6' wide, and ADA compliant in at least (1) location. This standard has been met.

- (c) Curb ramps shall be provided wherever a walkway or accessway crosses a curb.

Response: Curb ramps will be provided as shown on the attached site plan G1.0 and detail 6/G5.0. This standard has been met.

- (d) Accessways shall be a minimum of 8 feet wide and 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.

Response: The path between the building and Teton Avenue is for ADA access and is 5.0' wide as noted above. Material for the path will be concrete at the sidewalk and asphalt crossing the parking lot. This standard has been met.

- (e) 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 an undeveloped 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.

Response: No accessways to undeveloped parcels or transit facilities are proposed. This standard does not apply.

- (f) Where a bridge or culvert would be necessary to span a designated greenway or wetland to provide a connection to a bike or pedestrian path, the City may limit the number and location of accessways to reduce the impact on the greenway or wetland.

Response: There are no wetlands on the site. This standard does not apply.

- (g) Accessways shall be constructed, owned and maintained by the property owner.

Response: All accessways have been constructed by the Property owner's contractor, and are owned and maintained by the Property owner. This standard has been met.

(2) Drive-up Uses

Response: The proposal does not include a drive up facility. This standard does not apply.

(3) Safety and Security

- (a) Locate windows and provide lighting in a manner which enables tenants, employees and police to watch over pedestrian, parking and loading areas.

Response: Building window sizes and locations are existing, but will be replaced with new storefront glazing. Their size and location are sufficient to allow for police vision and security. The building lighting and parking lot lighting will be enhanced to ensure the safety of future tenants and employees. This standard has been met.

- (b) In commercial, public and semi-public development and where possible in industrial development, locate windows and provide lighting in a manner which enables surveillance of interior activity from the public right-of-way.

Response: The existing development is oriented to the street and public right-of-way along Teton Avenue. Building frontage on this street has storefront window systems which allow building users to view abutting pedestrian and parking areas. Windows are visible from sidewalk on Teton Avenue. See lighting plan (LT. 1). Site lighting will illuminate the building frontages and the parking area in between the building and right-of-way. This standard has been met.

- (c) Locate, orient and select on-site lighting to facilitate surveillance of on-site activities from the public right-of-way without shining into public rights-of-way or fish and wildlife habitat areas.

Response: No fish or wildlife habitat areas exist near the site. As shown on the lighting plan (LT 1.0) site lighting will illuminate the buildings, loading areas and parking areas allowing these areas to be seen from the right-of-way. This standard has been met.

- (d) Provide an identification system which clearly locates buildings and their entries for patrons and emergency services.

Response: Building addresses will be visible and painted on the building. This standard has been met.

- (e) Shrubs in parking areas must not exceed 30 inches in height. Tree canopies must not extend below 8 feet measured from grade.

Response: Landscaping in the parking areas is existing and meets these requirements. Tree canopies will be no lower than 8'0" at grade and shrubs in vision clearance areas in the parking area will be no higher than 30". This standard has been met.

(4) Service, Delivery and Screening

- (a) 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.

Response: The proposal does not include new equipment. This standard does not apply

- (b) Outdoor storage, excluding mixed solid waste and source separated recyclables storage areas listed under TDC 73.227, shall be screened with a sight obscuring fence, wall, berm or dense evergreen landscaping.

Response: This site does not include any outdoor storage, except a trash and recycling enclosure. This standard does not apply.

- (c) Above ground pumping stations, pressure reading stations, water reservoirs; electrical substations, and above ground natural gas pumping stations shall be screened with sight-obscuring fences or walls and landscaping.

Response: The proposal does not include any of the above. This standard does not apply.

- (5) 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.

Response: The existing building meets all required ADA, OSSC and City of Tualatin's requirements. This standard has been met.

- (6) (a) All industrial, institutional, retail and office development on a transit street designated in TDC Chapter 11 (Figure 11-5) shall provide either a transit stop pad on-site, or an on-site or public sidewalk connection to a transit stop along the subject property's frontage on the transit street.

Response: The proposal is not on a transit street. This standard does not apply.

- (b) In addition to (a) above, new retail, office and institutional uses abutting major transit stops as designated in TDC Chapter 11 (Figure 11-5) shall:

Response: The proposal is not abutting a major transit stop as shown in the above figure. This standard does not apply.

### **Section 73.210 Objectives**

- (1) Minimize disruption of natural site features such as topography, trees and water features.

Response: The site is currently developed and has been vacant for some time. There are no natural or water features present, trees are prevalent on-site. Some will be removed during construction, but the majority will remain. See tree preservation site plan (TP1.0). Site topography will be regarded as asphalt parking areas. See site plan (G2.0 and G2.1). This standard has been met.

- (2) Provide a composition of building elements which is cohesive and responds to use needs, site context, land form, a sense of place and identity, safety, accessibility and climatic factors. Utilize functional building elements such as arcades, awnings, entries, windows, doors, lighting, reveals, accent features and roof forms, whenever possible, to accomplish these objectives.

Response: This building is existing and will be enhanced with new paint, reveals and accents to improve the appearance. The existing office locations currently have projections to provide intrigue and pedestrian interest. This standard has been met.

- (3) Where possible, locate loading and service areas so that impacts upon surrounding areas are minimized. In industrial development loading docks should be oriented inward to face other buildings or other loading docks. In commercial areas loading docks should face outward towards the public right-of-way or perimeter of the site or both.

Response: The building is existing. The loading docks are facing Teton Avenue at a 45 degree angle, towards the main driveway along Teton Avenue. This standard has been met.

- (4) Enhance energy efficiency in commercial and industrial development through the use of landscape and architectural elements such as arcades, sunscreens, lattice, trellises, roof overhangs and window orientation.

Response: The revised landscaping areas will improve energy efficiency. This standard has been met.

- (5) Locate and design entries and loading/service areas in consideration of climatic conditions such as prevailing winds, sun and driving rains.

Response: The building is existing and was previously approved under prior AR review by the City of Tualatin. This standard has been met.

- (6) Give consideration to organization, design and placement of windows as viewed on each elevation having windows. Surveillance over parking areas from the inside, as well as visual surveillance from the

outside in, should be considered in window placement.

Response: The window placement was previously approved under prior AR review by the City of Tualatin. This standard has been met.

- (7) Select building materials which contribute to the project's identity, form and function, as well as to the surrounding environment.

Response: The building materials (concrete tilt-up with reveals, storefront window gazing, and decorative elements such as paint schemes emphasizing the entrances and storefront) are typical of and suitable for similar industrial buildings in the region and area. The materials contribute to the industrial identity of the area with the surrounding industrial uses while providing an attractive site to future warehouse and manufacturing tenants and users. See attached colored elevations (A2.0) for paint upgrades. This standard has been met.

- (8) Select colors in consideration of lighting conditions and the context under which the structure is viewed, the ability of the material to absorb, reflect or transmit light and the color's functional role (e.g., to identify and attract business, aesthetic reasons, image-building).

Response: The color scheme selected will create a visually appealing development. The color selection and placement will create a visual balance and add emphasis to the entries and storefronts of the existing building. See colored elevations (A2.0). This standard has been met.

- (9) Where possible, locate windows and provide lighting in a manner which enables tenants, employees and police to watch over pedestrian, parking and loading areas.

Response: The window placement has been approved under prior under prior AR review by the City of Tualatin. This standard has been met.

- (10) Where practicable locate windows and provide lighting in a manner which enables surveillance of interior activity from the public right-of-way or other public areas. [Ord. 904-93, §51, 9/13/93; Ord. 1097-02, 2/11/02]

Response: The existing entry closest to the public right-of-way has storefront windows facing the main driveway, parking areas and drive aisle to ensure a safe environment. Windows are also visible from sidewalk. In addition, exterior site lighting is (or will be) provided around the site at strategic locations to provide lighting at walkways and near the building. Windows allowing pedestrians a clear view to building dock areas. This standard has been met.

## **Section 73.220 Standards**

- (1) Safety and Security.
- (a) Locate, orient and select on-site lighting to facilitate surveillance of on-site activities from the public right-of-way or other public areas without shining into public rights-of-way or fish and wildlife habitat areas.

Response: Existing lighting and parking lot lighting will be enhanced to ensure the safety of future tenants and employees. This standard has been met.

- (b) Provide an identification system which clearly identifies and locates buildings and their entries.

Response: Building address will be visible and painted on the building. This standard has been met.

- (d) Shrubs in parking areas shall not exceed 30 inches in height, and tree canopies must not extend below 8 feet measured from grade,

Response: Landscaping in the parking areas will meet these requirements. Tree canopies will be no lower than 8'0" at grade and shrubs in vision clearance areas in the parking area will be no higher than 30". This standard has been met.

### **Section 73.226 Objectives**

- (1) Screen elements such as garbage and recycling containers from view.

Response: As shown on the site plan, (1) Trash/ Recycling area is proposed for the existing building, providing easy access for the garbage hauler. This enclosure is located at the interior of the site and will be screened by sight obscuring painted concrete tilt up walls and metal gates as well as shrubs. This standard is met.

- (2) Ensure storage areas are centrally located and easy to use.

Response: The trash enclosure is centrally located at the interior of the site. The metal gates will allow easy use. This standard has been met.

- (3) Meet dimensional and access requirements for haulers.

Response: The trash enclosure is 22'x10', no center post with 40" opening on the side for user access. 6 yard, 5'x8' standard garbage or recycling container. This standard has been met.

- (4) Designed to mitigate the visual impacts of storage areas.

Response: As shown on site plan, the trash enclosure is located at the interior of the site and will be screened by sight obscuring painted conc. Tilt-up walls and metal gates as well as scrubs. This standard has been met.

- (5) Provide adequate storage for mixed solid waste and source separated recyclables.

Response: As shown on detail 1/G5.1, the trash enclosure will accommodate both recycling and garbage containers. This standard has been met.

- (6) Improve the efficiency of collection of mixed solid waste and source separated recyclables. (verify with hauler)

Response: The trash enclosure shown will accommodate typical trash and recycling containers per Republic Services standards, and allow convenient access by hauler. This standard has been met.

### **Section 73.227 Standards**

- (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.

Response: This is an existing commercial building. This standard does not apply.

- (2) Minimum Standards Method.
- (a) The size and location of the storage area(s) shall be indicated on the site plan. Compliance with the requirements set forth below are reviewed through the Architectural Review process.
- (i) The storage area requirement is based on the area encompassed by predominant use(s) of the building (e.g., residential, office, retail, wholesale/warehouse/manufacturing, educational/institutional or other) as well as the area encompassed by other distinct uses. If a building has more than one use and that use occupies 20 percent or less of the gross leasable area (GLA) of the building, the GLA occupied by that use shall be counted toward the floor area of the predominant use(s). If a building has more than one use and that use occupies more than 20 percent of the GLA of the building, then the storage area requirement for the whole building shall be the sum of the area of each use.

Response: The final tenant or tenants for the building are not known at this time. We have sized the garbage enclosure to accommodate the typical user and the approval letter from Republic Services is included as part of the AR submittal package. This standard has been met.

- (ii) Storage areas for multiple uses on a single site may be combined and shared.

Response: The existing building will contain a mix of warehouse, office and manufacturing uses. (1) Trash enclosure is proposed. This standard has been met.

- (iii) The specific requirements are based on an assumed storage area height of 4 feet for mixed solid waste and source separated recyclables. Vertical storage higher than 4 feet, but no higher than 7 feet may be used to accommodate the same volume of storage in a reduced floor space (potential reduction of 43 percent of specific requirements). Where vertical or stacked storage is proposed, submitted plans shall include drawings to illustrate the layout of the storage area and dimensions for containers.

Response: No stacked or vertical storage is proposed. This standard does not apply.

- (iv) Multi-family residential developments containing 5-10 units shall provide a minimum storage area of 50 square feet. Multi-family residential developments containing more

than 10 units shall provide 50 square feet plus an additional 5 square feet per unit for each unit above 10.

Response: This project does not include Multi-Family Residential Development This standard does not apply.

- (M) Commercial, industrial, public and semi-public developments shall provide a minimum storage area of 10 square feet plus: Office - 4 square feet/1000 square feet gross leasable area (GLA); Retail - 10 square feet/1000 square feet GLA; Wholesale/ Warehouse/ Manufacturing - 6 square feet/1000 square feet GLA; Educational and institutional - 4 square feet/1000 square feet GLA; and other - 4 square feet/1000 square feet GLA.

Response: As noted above, the size is adequate until future tenants are know and has been approved by Republic Services. This standard has been met.

- (ó) Location, Design and Access Standards for Storage Areas.
  - (a) Location Standards
    - (i) To encourage its use, the storage area for source separated recyclables may be co-located with the storage area for mixed solid waste.

Response: The trash enclosure areas will include space for recyclables as well as trash. This standard has been met.

- (ii) Indoor and outdoor storage areas shall comply with Building and Fire Code requirements.

Response: The trash enclosure areas will comply with the Building and Fire Code requirements. This standard has been met.

- (iii) Storage area space requirements can be satisfied with a single location or multiple locations, and can combine both interior and exterior locations.

Response: (1) trash enclosure will be provided to serve the building and will be located in exterior locations. This standard has been met.

- (iv) Exterior storage areas shall not be located within a required front yard setback or in a yard adjacent to a public or private street.

Response: Exterior storage is located at the interior of the site and will not be located in front yard setback or yards adjacent to public or private streets. This standard has been met.

- (v) Exterior storage areas shall be located in central and visible locations on the site to enhance security for users.

Response: Exterior storage is located centrally and visibility at the interior of the site. This standard has been met.

- (vi) Exterior storage areas can be located in a parking area, if the proposed use provides parking spaces required through the Architectural Review process. Storage areas shall be appropriately screened according to TDC 73.227(6)(b)(iii).

Response: Exterior storage is located at the interior of the site, in the parking/drive/loading area. The exterior storage area is screened by concrete tilt up walls and landscaping. This standard has been met.

- (vii) Storage areas shall be accessible for collection vehicles and located so that the storage area will not obstruct pedestrian or vehicle traffic movement on site or on public streets adjacent to the site.

Response: Republic Services has reviewed and approved the exterior location. The exterior location will not obstruct pedestrian or vehicle traffic movement on site or on public streets adjacent to the site. This standard has been met.

(b) Design Standards

- (i) The dimensions of the storage area shall accommodate containers consistent with current methods of local collection at the time of Architectural Review approval.

Response: The enclosure meets the size requirement of the City, and Republic Services. This standard has been met.

- (ii) Storage containers shall meet Fire Code standards and be made and covered with water proof materials or situated in a covered area.

Response: Storage containers will be provided by Republic Services and meet the Fire Code Standards. The containers will be made of waterproof material. This standard has been met.

- (iii) Exterior storage areas shall be enclosed by a sight obscuring fence or wall at least 6 feet in height. In multi-family, commercial, public and semi-public developments evergreen plants shall be placed around the enclosure walls, excluding the gate or entrance openings. Gate openings for haulers shall be a minimum of 10 feet wide and shall be capable of being secured in a closed and open position. A separate pedestrian access shall also be provided in multi-family, commercial, public and semi-public developments.

Response: The exterior storage is enclosed by a 6' high site obscuring wall, with existing landscape screening and 18' wide gate openings. The project is not a multi family, commercial or public/semi public development. This standard has been met.

- (iv) Exterior storage areas shall have either a concrete or asphalt floor surface.

Response: The exterior storage has a concrete slab floor surface. This standard has been met.

- (v) Storage areas and containers shall be clearly labeled to indicate the type of material accepted.

Response: Storage containers will be provided by Republic Services and will be standard trash and recyclable storage receptacle, clearly labeled. This standard has been met.

## (c) Access Standards

- (i) Access to storage areas can be limited for security reasons. However, the storage areas shall be accessible to users at convenient times of the day, and to hauler personnel on the day and approximate time they are scheduled to provide hauler service.

**Response: The storage area has cane bolts at bottom into concrete and at top of gate for accessibility to users and hauler personnel. This standard has been met.**

- (ii) Storage areas shall be designed to be easily accessible to hauler trucks and equipment, considering paving, grade, gate clearance and vehicle access. A minimum of 10 feet horizontal clearance and 8 feet vertical clearance is required if the storage area is covered.

**Response: The storage is visible and centrally located on site and is easily accessible to hauler trucks and equipment. This standard has been met.**

- (iii) Storage areas shall be accessible to collection vehicles without requiring backing out of a driveway onto a public street. If only a single access point is available to the storage area, adequate turning radius shall be provided to allow vehicles to safely exit the site in a forward motion. [Ord. 898-93, §8, 6/4/93]

**Response: The proposed garbage enclosure is located adjacent to a large truck maneuvering area and has been approved by Republic Services. This standard has been met.**

### **Section 73.240 Landscaping General Provisions (3), (11,13)**

- (3) The minimum area requirement for landscaping for uses in CO, CR, CC, CG, ML and MG Planning Districts shall be fifteen (15) percent of the total land area to be developed, except within the Core Area Parking District, where the minimum area requirement for landscaping shall be 10 percent. 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 may be reduced by 2.5 percent from the minimum area requirement as determined through the AR process.

**Response: The existing site meets the landscaping requirement of 15% of the total land area to be developed. This standard has been met.**

- (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.

**Response: The existing site landscaped area has been designed, constructed, installed and maintained per the City's standard. This standard has been met.**

- (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.

**Response: No fences are proposed for this Project. This standard does not apply.**

### Section 73.250 Tree Preservation

- (1) Trees and other plant materials to be retained shall be identified on the landscape plan and grading plan.

Response: Trees and other plant materials to be retained are identified on the landscape and grading plans. This standard has been met.

- 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.

Response: The trees noted to remain will be protected during construction by the owner's contractor. This standard has been met.

- (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.

Response: The grading plan (G2.0) and landscape plan (L2.0) include notes and details for tree protection during construction.

- (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.

Response: The site has been reviewed by an arborist and the report is included with the submittal. The plans (G2.0 and L2.0) indicate protection notes and details. This standard has been met.

- (d) Neither top soil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.

Response: The contractor is responsible to protect the existing trees to remain per the notes and details shown on the plans. Nothing is allowed within the dripline fenced areas. This standard has been met.

- (e) Where site conditions make necessary a grading, building, paving, trenching, boring, digging, or other similar encroachment upon a preserved tree's dripline 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.

Response: Any required work in the fenced dripline areas shall be approved by the arborist involved with the project. This standard has been met.

- (f) Tree root ends shall not remain exposed.

Response: All exposed tree roots (if any) will be covered with soil and landscaping. This standard has been met.

- (3) Landscaping under preserved trees shall be compatible with the retention and health of said tree.

Response: The majority of landscaping under the preserved trees is existing to remain. Any required disturbance, will meet with the arborist and landscape architect's approval. This standard has been met.

- (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

Response: This will be done per the new landscape plan (L1.0). This standard has been met.

- (5) Pruning for retained deciduous shade trees shall be in accordance with National Arborist Association "Pruning Standards For Shade Trees," revised 1979.

Response: If any pruning is required, it will be done under the supervision and instruction of the arborist and landscape architect on the project. This standard has been met.

- (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.

Response: All landscaping shown (existing and new) on the landscape plan (L1.0) is included as part of the required 15% minimum for the site. This standard is met.

### **Section 73.260 Tree and Plant Preservation**

- (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.

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

- (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).

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

- (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 droughtresistant 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.

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

- 4) All trees and plant materials shall be healthy, disease-free, damage-free, well-branched stock, characteristic of the species.

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

- (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.

Response: The owner will hire a landscaping company to maintain the landscaping for this project to comply with city standards for pruning and trimming. This standard has been met.

### **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.

Response: The site will be final graded to cover any exposed areas and fully landscaped to provide a clean appearance. This standard has been met.

- (2) All planting areas shall be graded to provide positive drainage.

Response: The site grading has been designed to provide positive drainage for the entire site as indicated on the grading plan (G2.0). This standard has been met.

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

Response: The landscaped areas will be enclosed with concrete curbs to prevent any washouts of soil. This standard has been met.

- (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.

Response: The site grading of the asphalt (impervious) areas have been designed to drain away from walkways, buildings, etc. If required to drain toward these items, concrete curbs are located (i.e. around landscaping) to protect them. This standard has been met.

### **Section 73.280 Irrigation System Required**

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

Response: The existing landscaping to remain is currently irrigated. Any new landscaping will be irrigated and designed to extend from the existing system by bidder design. This standard has been met.

### **Section 73.290 Re-vegetation in Un-landscaped Areas**

(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.

Response: If existing landscaping is damaged, it will be repaired to match existing. This standard has been met.

(2) Plant materials shall be watered at intervals sufficient to ensure survival and growth for a minimum of two growing seasons.

Response: The landscaping will be irrigated with an approved underground irrigation system. The contractor is required to guarantee the system for a minimum of one year as noted on the landscape plan (L1.0). This standard has been met.

(3) The use of native plant materials is encouraged to reduce irrigation and maintenance demands.

Response: The landscaping has been designed to meet this where possible. This standard has been met.

(4) Disturbed soils should be amended to an original or higher level of porosity to regain infiltration and stormwater storage capacity.

Response: Any disturbed soils will be amended to meet existing conditions or higher. The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

### **Section 73.310 Landscape Standards – Commercial, Industrial, Public and Semi-Public and Semi-Public Uses**

(1) A minimum 5-footwide landscaped area must be located along all building perimeters which are viewable by the general public from parking lots or the public right-of-way, excluding loading areas, bicycle parking areas and pedestrian egress/ingress locations. Pedestrian amenities such as landscaped plazas and arcades may be substituted for this requirement. This requirement shall not apply where the distance along a wall between two vehicle or pedestrian access openings (such as entry doors, garage doors, carports and pedestrian corridors) is less than 8 feet.

Response: The site and building is existing and does meet this 5.0' minimum requirement. This standard has been met.

- (2) Areas exclusively for pedestrian use that are developed with pavers, bricks, etc., and contain pedestrian amenities, such as benches, tables with umbrellas, children's play areas, shade trees, canopies, etc., may be included as part of the site landscape area requirement.

Response: The pedestrian areas (sidewalks, striped paths, etc.) do not include benches or pavers and are not included in the minimum 15% requirement. This standard has been met.

- (3) All areas not occupied by buildings, parking spaces, driveways, drive aisles, pedestrian areas or undisturbed natural areas shall be landscaped

Response: Any areas not listed above are existing landscaping to remain. This standard has been met.

#### Off-Street Parking Lot Landscaping

### **Section 73.320 Off-Street Parking Lot Landscaping Standards**

- (2) Application. Off-street parking lot landscaping standards shall apply to any surface vehicle parking or circulation area.

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

### **Section 73.340 Off-Street Parking Lot and Loading Area Landscaping – Commercial, Industrial, Public and Semi-Public Uses, and Residential and Mixed Use Residential Uses within the Central Design District**

- (1) 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,

Response: As noted above, the landscaping has been designed to meet the 30" to 8' requirement. This standard has been met.

- (2) Perimeter site landscaping of at least 5 feet in width shall be provided in all off-street parking and vehicular circulation areas (including loading areas). For conditional uses in multifamily residential planning districts the landscape width shall be at least 10 feet except for uses allowed by [TDC 40.030\(3\)](#), [40.030\(5\)\(j\)](#), [40.030\(5\)\(m\)](#), [40.030\(5\)\(n\)](#) and [41.030\(2\)](#).

- (a) The landscape area shall contain:
- (i) Deciduous trees an average of not more than 30 feet on center. The trees shall meet the requirements of [TDC 73.360\(7\)](#).
  - (ii) Plantings which reach a mature height of 30 inches in three years which provide screening of vehicular headlights year round.
  - (iii) Shrubs or ground cover, planted so as to achieve 90 percent coverage within three years.
  - (iv) Native trees and shrubs are encouraged.

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

- (b) Where off-street parking areas on separate lots are adjacent to one another and are connected by vehicular access, the landscaped strips required in subsection (2) of this section are not required.

Response: This site does not include vehicle access to adjacent sites. This standard does not apply.

### **Section 73.360 Off-Street Parking Lot Landscape Islands – Commercial, Industrial, Public and Semi-Public Uses**

- (1) 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 that will completely cover the island area within 3 years. 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.

Response: The site has been designed to meet the 25-square feet requirement with the required landscape islands as shown on the plans. This standard has been met.

- (2) Landscaped island areas with deciduous parking lot shade trees shall be a minimum of 5 feet in width (from inside of curb to curb).

Response: The landscape islands are a minimum of 5-feet. This standard has been met.

- (3) A minimum of one deciduous shade tree shall be provided for every four (4) parking spaces to lessen the adverse impacts of glare, reduce heat from paved surfaces, and to emphasize circulation patterns. Required shade trees 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\(7\)](#). Parking lot shade tree requirements shall not apply to parking structures and underground parking.

Response: This is similar to the 25-foot rule and the site plan and landscape plans have been designed to meet this requirement. This standard has been met.

- (4) Landscape islands shall be utilized at aisle ends to protect parked vehicles from moving vehicles and emphasize vehicular circulation patterns. Landscape island location requirements shall not apply to parking structures and underground parking.

Response: All parking ends include a landscape island. This standard has been met.

- (5) Required plant material in landscape islands shall achieve 90 percent coverage within three years. Native shrubs and trees are encouraged.

Response: The landscaping has been designed to meet these requirements. See the landscape plan (L1.0). This standard has been met.

**Section 73.370 Off- Street Parking and Loading**

- (2) Off-Street Parking Provisions

(a) The following are the minimum and maximum requirements for off-street motor vehicle parking in the City...

USE	MINIMUM MOTOR VEHICLE PARKING REQUIREMENT	MAXIMUM MOTOR VEHICLE PARKING REQUIREMENT	BICYCLE PARKING REQUIREMENT	PERCENTAGE OF BICYCLE PARKING TO BE COVERED
vi) General office	2.70 spaces per 1,000 sq. ft. of gross floor area	Zone A: 3.4 spaces per 1,000 sq. ft. gross floor area Zone B: 4.1 spaces per 1,000 sq. ft. gross floor area	2, or 0.50 spaces per 1,000 gross sq. ft. whichever is greater	First 10 spaces or 40%, whichever is greater
(i) Manufacturing	1.60 spaces per 1,000 sq. ft. of gross floor area	None	2, or 0.10 spaces per 1,000 gross sq. ft., whichever is greater	First 5 spaces or 30%, whichever is greater
(ii) Warehousing	0.30 spaces per 1,000 sq. ft. of gross floor area	Zone A: 0.4 spaces per 1,000 sq. ft. gross floor area Zone B: 0.5 spaces per 1,000 sq. ft. gross floor area	2, or 0.10 spaces per 1,000 gross sq. ft., whichever is greater	First 5 spaces or 30%, whichever is greater

Response: The parking for this site includes both existing and new and was calculated based on Office (2.7 per 1,000 sf), Warehouse (.3 per 1,000 sf) and Manufacturing (1.6 per 1,000 sf) with an estimate of projected square footage shown on the site plan (G1.0) for a total of 127 spaces. This standard has been met.

- (3) Off-Street Vanpool and Carpool Parking Provisions.

The minimum number of off-street Vanpool and Carpool parking for commercial, institutional and industrial uses is as follows:

Number of Required Parking Spaces	Number of Vanpool or Carpool Spaces
0 to 10	1
10 to 25	2
26 and greater	1 for each 25 spaces

Response: The site plan (G I .0) indicates (4) carpool / vanpool parking spaces. Based on a shell building with unknown occupants, we have assume (4) spaces. Once the occupancy is known and the actual required spaces are known, more spaces can be added with the Tenant Improvement Permits in the future. This standard has been met.

**Section 73.380 Off-Street Parking Lots**

- (1) Off-street parking lot design shall comply with the dimensional standards set forth in [Figure 73-1](#) of this section,

Response: Off street parking lot includes both existing and new parking stalls. It has been designed to meet the city standards. This standard has been met.

- (2) Parking stalls for sub-compact vehicles shall not exceed 35 percent of the total parking stalls required by [TDC 73.370\(2\)](#).

Response: The parking lot does include more than 35% of total parking stalls for compact parking. This standard has been met

- (3) Off-street parking stalls shall not exceed eight continuous spaces in a row without a landscape separation,

Response: The site plan has been designed to comply with this standard. This standard has been met.

- (4) Parking lot drive aisles shall be constructed of asphalt or concrete, including pervious concrete. 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.

Response: All parking and drive aisles are covered with asphalt paving. This standard has been met.

- (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.

Response: This is an Industrial Project. This standard does not apply.

- (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.

Response: This site does not include a Natural Resource Protection Overlay. This standard does not apply.

- (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.

Response: All parking stalls are designed to be on-site and not interfere with street right-of-way. This standard has been met.

- (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 of pedestrians and vehicular traffic on the site.

Response: The general layout of the site is existing and was approved under previous AR submittal. The new drive aisles and / or parking are designed to work with the safe flow of traffic onsite and pedestrian areas. This standard has been met.

- (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.

Response: The parking stalls have been designed to provide sufficient curbs or sidewalks to protect both landscaping and pedestrian sidewalks. This standard has been met.

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

Response: All ADA parking stalls and routes have been designed to meet the current ADA code requirements. This standard has been met.

- (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.

Response: The minimum drive aisle width is 24.0'. This standard has been met.

**Section 73.390 Off-Street Loading Facilities**

- (1) The minimum number of off-street loading berths for commercial, industrial, public and semi-public uses is as follows:

Square Feet of Floor Area	Number of Berths
Less than 5,000	0
5,000 – 25,000	1
25,000 – 60,000	2
60,000 and over	3

Response: This site includes more than the minimum required loading berths as it includes loading docks on 3- sides. This standard has been met.

- (2) Loading berths shall conform to the following minimum size specifications.

- (a) Commercial, public and semi-public uses of 5,000 to 25,000 square feet shall be 12' x 25' and uses greater than 25,000 shall be 12' x 35'
- (b) Industrial uses - 12' x 60'
- (c) Berths shall have an unobstructed height of 14'
- (d) Loading berths shall not use the public right-of-way as part of the required off-street loading area.

**Response: As noted above, this project includes several loading docks and all meet or exceed the minimum requirements. This standard has been met.**

- (3) Required loading areas shall be screened from public view from public streets and adjacent properties by means of sight-obscuring landscaping, walls or other means, as approved through the Architectural Review process.

**Response: The loading docks are surrounded by either retaining walls and / or landscaping. This standard has been met.**

- (4) Required loading facilities shall be installed prior to final building inspection and shall be permanently maintained as a condition of use.

**Response: The loading docks are existing. This standard does not apply.**

- (5) A driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children shall be located on the site of a school or child day care center having a capacity greater than 25 students.

**Response: This project is industrial and does not include children. This standard does not apply.**

- (6) The off-street loading facilities shall in all cases be on the same lot or parcel as the structure they are intended to serve. In no case shall the required off-street loading spaces be part of the area used to satisfy the off-street parking requirements.

**Response: All off-street loading is located on the project site. This standard is met.**

- (7) Subject to Architectural Review approval, the Community Development Director may allow the standards in this Section to be relaxed within the Central Design District..

**Response: The Project is not in the Central Design District. This standard does not apply.**

### **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.

**Response: The existing development will be enhanced with a new concrete sidewalk, and pedestrian pathway for pedestrian ingress and egress from site to street. This standard has been met.**

- (2) Owners of two or more uses, structures, or parcels of land may agree to utilize jointly the same ingress and egress when the combined ingress and egress of both uses, structures, or parcels of land satisfies their combined requirements as designated in this code; provided that satisfactory legal evidence is presented to the City Attorney in the form of deeds, easements, leases or contracts to establish joint use. Copies of said deeds, easements, leases or contracts shall be placed on permanent file with the City Recorder.

**Response: This site is a single owner and does not need joint access. This standard does not apply.**

- (3) Joint and Cross Access.

- (a) Adjacent commercial uses may be required to provide cross access drive and pedestrian access to allow circulation between sites.

**Response: This site is a single owner and does not need joint access. This standard does not apply.**

- (b) A system of joint use driveways and cross access easements may be required and may incorporate the following:
- (i) a continuous service drive or cross access corridor extending the entire length of each block served to provide for driveway separation consistent with the access management classification system and standards.
  - (ii) a design speed of 10 mph and a maximum width of 24 feet to accommodate two-way travel aisles designated to accommodate automobiles, service vehicles, and loading vehicles;
  - (iii) stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross access via a service drive;
  - (iv) a unified access and circulation system plan for coordinated or shared parking areas.

**Response: This site is a single owner and does not need joint access. This standard does not apply.**

- (c) Pursuant to this section, property owners may be required to:
- (i) Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross access or service drive;
  - (ii) Record an agreement with the deed that remaining access rights along the roadway will be dedicated to the city and pre-existing driveways will be closed and eliminated after construction of the joint use driveway;
  - (iii) Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners;
  - (iv) If (i-iii) above involve access to the state highway system or county road system, ODOT

or the county shall be contacted and shall approve changes to (i-iii) above prior to any changes.

**Response: This standard does not apply.**

(4) Requirements for Development on Less than the Entire Site.

- (a) To promote unified access and circulation systems, lots and parcels under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall be reviewed as one unit in relation to the access standards. The number of access points permitted shall be the minimum number necessary to provide reasonable access to these properties, not the maximum available for that frontage. All necessary easements, agreements, and stipulations shall be met. This shall also apply to phased development plans. The owner and all lessees within the affected area shall comply with the access requirements.

**Response: The owner intends to utilize the entire site and will not require easements or joint access. This standard does not apply.**

- (b) All access must be internalized using the shared circulation system of the principal commercial development or retail center. Driveways should be designed to avoid queuing across surrounding parking and driving aisles.

**Response: This site is a single owner and does not need joint access. This standard does not apply.**

(5) Lots that front on more than one street may be required to locate motor vehicle accesses on the street with the lower functional classification as determined by the City Engineer.

**Response: Lot is located on one street with two existing accesses. This standard has been met.**

(6) Except as provided in TDC 53.100, all ingress and egress shall connect directly with public streets. [Ord. 882-92, § 24, 12/14/92]

**Response: Ingress and egress connect with SW Teton Avenue. This standard has been met.**

(7) Vehicular access for residential uses shall be brought to within 50 feet of the ground floor entrances or the ground floor landing of a stairway, ramp or elevator leading to dwelling units.

**Response: This is not a residential use. This standard does not apply.**

(8) To afford safe pedestrian access and egress for properties within the City, a sidewalk shall be constructed along all street frontage, prior to use or occupancy of the building or structure proposed for said property. The sidewalks required by this section shall be constructed to City standards, except in the case of streets with inadequate right-of-way width or where the final street design and grade have not been established, in which case the sidewalks shall be constructed to a design and in a manner approved by the City Engineer. Sidewalks approved by the City Engineer may include temporary sidewalks and sidewalks

constructed on private property; provided, however, that such sidewalks shall provide continuity with sidewalks of adjoining commercial developments existing or proposed. When a sidewalk is to adjoin a future street improvement, the sidewalk construction shall include construction of the curb and gutter section to grades and alignment established by the City Engineer.

**Response:** The existing development will be enhanced with a new concrete sidewalk, and pedestrian pathway for pedestrian ingress and egress from site to street. This standard has been met.

- (9) The standards set forth in this Code are minimum standards for access and egress, and may be increased through the Architectural Review process in any particular instance where the standards provided herein are deemed insufficient to protect the public health, safety, and general welfare.

**Response:** This site is existing and was previously approved under a separate AR submittal. It is proposed to be enhanced to improve safety and security and provide a better overall site and building for public safety and general welfare.

- (10) Minimum access requirements for residential uses:

**Response:** This is not a residential use. This standard does not apply.

- (11) Minimum Access Requirements for Commercial, Public and Semi-Public Uses.

**Response:** This is not a Commercial, Public or Semi Public use. This standard does not apply.

- (12) Minimum Access Requirements for Industrial Uses. Ingress and egress for industrial uses shall not be less than the following:

Required Parking Spaces	Minimum Number Required	Minimum Pavement Width	Minimum Pavement Walkways, Etc.
1-250	1	36 feet for first 50' from ROW, 24' thereafter	No curbs or walkway required
Over 250	As required by the City Engineer	As required by the City Engineer	As required by the City Engineer

**RESPONSE: THE EXISTING SITE HAS TWO DRIVEWAYS. THIS STANDARD HAS BEEN MET.**

- (13) One-way Ingress or Egress.  
When approved through the Architectural Review process, one-way ingress or egress may be used to satisfy the requirements of Subsections (7), (8), and (9). However, the hard surfaced pavement of one-way drives shall not be less than 16 feet for multi-family residential, commercial, or industrial uses.

**Response:** This project includes (2) two-way driveways. This standard does not apply.

(14) Maximum Driveway Widths and Other Requirements.

(a) Unless otherwise provided in this chapter, maximum driveway widths shall not exceed 40 feet.

**Response: The site has (1) 40' driveway and (1) 30' driveway. This standard has been met.**

(b) Except for townhouse lots, no driveways shall be constructed within 5 feet of an adjacent property line, except when two adjacent property owners elect to provide joint access to their respective properties, as provided by Subsection (2).

**Response: Both existing driveways are more than 5' from an adjacent property line. This standard has been met.**

(c) There shall be a minimum distance of 40 feet between any two adjacent driveways on a single property unless a lesser distance is approved by the City Engineer.

**Response: The two existing driveways are more than 40-feet apart. This standard has been met.**

(15) Distance between Driveways and Intersections.

Except for single-family dwellings, the minimum distance between driveways and intersections shall be as provided below. Distances listed shall be measured from the stop bar at the intersection.

a) At the intersection of collector or arterial streets, driveways shall be located a minimum of 150 feet from the intersection.

**Response: This existing site includes two driveways and the project site is located more than 150 feet from any intersection. This standard has been met.**

(b) At the intersection of two local streets, driveways shall be located a minimum of 30 feet from the intersection.

**Response: See note a above. This standard has been met.**

(c) If the subject property is not of sufficient width to allow for the separation between driveway and intersection as provided, the driveway shall be constructed as far from the intersection as possible, while still maintaining the 5-foot setback between the driveway and property line as required by TDC 73.400(14)(b).

**Response: See note a above. This standard has been met.**

(d) When considering a public facilities plan that has been submitted as part of an Architectural Review plan in accordance with TDC 31.071(6), the City Engineer may approve the location of a driveway closer than 150 feet from the intersection of collector or arterial streets, based on written findings of fact in support of the decision. The written approval shall be incorporated into the decision of the City Engineer for the utility facilities portion of the Architectural Review plan under the process set forth in TDC 31.071 through 31.077.

Response: See note a above. This standard has been met.

(16) Vision Clearance Area.

- (a) Local Streets - A vision clearance area for all local street intersections, local street and driveway intersections, and local street or driveway and railroad intersections shall be that triangular area formed by the right-of-way lines along such lots and a straight line joining the right-of-way lines at points which are 10 feet from the intersection point of the right-of-way lines, as measured along such lines (see [Figure 73-2](#) for illustration).

Response: See note a above. This standard has been met.

- (b) Collector Streets - A vision clearance area for all collector/arterial street intersections, collector/arterial street and local street intersections, and collector/arterial street and railroad intersections shall be that triangular area formed by the right-of-way lines along such lots and a straight line joining the right-of-way lines at points which are 25 feet from the intersection point of the right-of-way lines, as measured along such lines. Where a driveway intersects with a collector/arterial street, the distance measured along the driveway line for the triangular area shall be 10 feet (see [Figure 73-2](#) for illustration).

Response: See note a above. This standard has been met.

- (c) Vertical Height Restriction - Except for items associated with utilities or publicly owned structures such as poles and signs and existing street trees, no vehicular parking, hedge, planting, fence, wall structure, or temporary or permanent physical obstruction shall be permitted between 30 inches and 8 feet above the established height of the curb in the clear vision area (see [Figure 73-2](#) for illustration).

Response: As noted in the landscape section above. This project has been designed to comply with the 30" to 8' requirement. This standard has been met.

- (17) Major driveways, as defined in 31.060, in new residential and mixed-use areas are required to connect with existing or planned streets except where prevented by topography, rail lines, freeways, pre-existing development or leases, easements or covenants, or other barriers.

Response: The project is an industrial site. This standard does not apply.

## **CHAPTER 03-05: SOIL EROSION, SURFACE WATER MANAGEMENT, WATER QUALITY FACILITIES, AND BUILDING AND SEWERS**

### **EROSION CONTROL**

#### **Section 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.

Response: A 1200-C permit from Clean Water Services (Acting agent for DEQ) and an Erosion Control Permit from the City will be obtained prior to construction starting on the site. The contractor will employ BMPs as indicated on the Erosion Control Plan Set submitted as part of the 1200-C permit approval. The standard 1200-C requirements comply with this section. During construction the site will be maintained by the contractor in compliance with the 1200-C permit for this project. This standard has been met.

#### **Section 3-5-040 Erosion Prohibited**

Visible or measurable erosion which enters, or is likely to enter, the public storm and surface water system or leaves the property on which it originates, is prohibited, and is a violation of this ordinance. The owner of the property from which erosion originates and any person whose activity on the property causes such erosion, shall be deemed responsible for causing such erosion and shall be responsible to stop erosion, cleanup past erosion, and prevent erosion from occurring in the future.

Response: A 1200-C permit from Clean Water Services (Acting agent for DEQ) and an Erosion Control Permit from the City will be obtained prior to construction starting on the site. The contractor will employ BMPs as indicated on the Erosion Control Plan Set submitted as part of the 1200-C permit approval. The standard 1200-C requirements comply with this section. During construction the site will be maintained by the contractor in compliance with the 1200-C permit for this project. This standard has been met.

#### **Section 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. Such changes to land shall include, but are not limited to, grading, excavating, filling, working of land, or stripping of soil or vegetation from land.

Response: A 1200-C permit from Clean Water Services (Acting agent for DEQ) and an Erosion Control Permit from the City will be obtained prior to construction starting on the site. This standard has been met.

(2) No construction, land development, grading, excavation, fill, or the clearing of land is allowed until the City has issued an Erosion Control Permit covering such work, or the City has determined that no such permit is required. No public agency or body shall undertake any public works project without first obtaining from the City an Erosion Control Permit covering such work, or receiving a determination from the City that none is required.

**Response: A 1200-C permit from Clean Water Services (Acting agent for DEQ) and an Erosion Control Permit from the City will be obtained prior to construction starting on the site. This standard has been met.**

- (3) No Erosion Control Permit from City is required for the following:
- (a) For work of a minor nature provided all the following criteria are met:
    - (A) The development does not require a development permit or approval from the City;
    - (B) No development activity or disturbance of land surface occurs within 100 feet of a sensitive area defined in TMC 3-5.270;
    - (C) The slope of the site is less than 20 percent;
    - (D) The work on the site involves the disturbance of less than 500 square feet of land surface; and
    - (E) The excavation, fill or combination thereof involves less than 20 cubic yards of material.
  - (b) Permits and approvals of land division, interior improvements to an existing structure, and other activities for which there is no physical disturbance to the surface of the land.
  - (c) A permit shall not be required for activities within the City which constitute accepted farming practices as defined in ORS 215.203, provided any erosion does not cause sedimentation in waters of the Tualatin River basin.

**Response: The proposed development requires both 1200-C permit and an Erosion Control permit from the City of Tualatin. A 1200-C permit from Clean Water Services (Acting agent for DEQ) and an Erosion Control Permit from the City will be obtained prior to construction starting on the site. This standard has been met.**

- (4) An exception from the permit requirement shall not relieve the property or its owner from the prohibition of TMC 3-5.040.

**Response: This development does not intend to seek exception from this requirement.**

## **ADDITIONAL SURFACE WATER MANAGEMENT STANDARDS**

### **Section 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:

- (1) Construction of permanent on-site stormwater quantity detention facilities designed in accordance with this title;
- (2) Enlargement of the downstream conveyance system in accordance with this title and the Public Works Construction Code;
- (3) The payment of a Storm and Surface Water Management System Development Charge, which includes a water quantity component designated to meet these requirements.

Response: Given the small amount of new impervious area (approximately 27,174.41 sf) the proposed project will not impact the existing public storm water system. In addition to providing water quality treatment for all onsite impervious area (except building roof area), the water quality treatment systems will attenuate the discharge of runoff from this system. Given that this site currently has no stormwater management - the proposed stormwater management will be a significant improvement to local stormwater quality and quantity control. See the Preliminary Stormwater Report. This standard has been met.

### **Section 3-5-210 Review of Downstream System**

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.

Response: Given the small amount of new impervious area (approximately 27,124.41 sf) the proposed project will not impact the existing public storm water system. In addition to providing water quality treatment for all onsite impervious area (except building roof area), the water quality treatment systems will attenuate the discharge of runoff from this system. Given that this site currently has no stormwater management - the proposed stormwater management will be a significant improvement to local stormwater quality and quantity control (aka "detention"). See the Preliminary Stormwater Report. This standard has been met.

If the increase in surface waters leaving a development will cause or contribute to damage from flooding, then the identified capacity deficiency shall be corrected prior to development or the development must construct onsite detention.

To determine if the runoff from the development will cause or contribute to damage from flooding the City Engineer will consider the following factors:

- (1) The potential for or extent of flooding or other adverse impacts from the run-off of the development on downstream properties;
  - (2) The potential for or extent of possibility of inverse condemnation claims;
  - (3) Incremental impacts of runoff from the subject and other developments in the basin; and
  - (4) Other factors that may be relevant to the particular situation.
- The purpose of the City Engineer's review is to protect the City and its inhabitants from the impacts or damage caused by runoff from development while recognizing all appropriate limitations on exactions from the development.

Response: As mentioned in previous section response, proposed site improvements will provide a significant improvement to local stormwater quality and quantity control (aka "detention"). See the Preliminary Stormwater Report. This standard has been met.

### **Section 3-5-220 Criteria for Requiring On-Site Detention to be Constructed**

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.
- (2) There is an identified regional detention site within the boundary of the development.
- (3) There is a site within the boundary of the development which would qualify as a regional detention site under criteria or capital plan adopted by the Unified Sewerage Agency.
- (4) The site is located in the Hedges Creek Subbasin as identified in the Tualatin Drainage Plan and surface water runoff from the site flows directly or indirectly into the Wetland Protected Area (WPA) as defined in TDC 71.020. Properties located within the Wetland Protection District as described in TDC 71.010, or within the portion of the subbasin east of SW Tualatin Road are accepted from the on-site detention facility requirement.

Response: Given the small amount of new impervious area (approximately 27,174.41 sf) the proposed project will not impact the existing public storm water system. In addition to providing water quality treatment for all onsite impervious area (except building roof area), the water quality treatment systems will attenuate the discharge of runoff from this system. Given that this site currently has no stormwater management - the proposed stormwater management will be a significant improvement to local stormwater quality and quantity control (aka "detention"). See the Preliminary Stormwater Report. This standard has been met.

### **Section 3-5-230 On-Site Detention Design Criteria**

- (1) Unless designed to meet the requirements of an identified downstream deficiency as defined in TMC 3-5-210, stormwater quantity onsite detention facilities shall be designed to capture run-off so the run-off rates from the site after development do not exceed predevelopment conditions, based upon a 25-year, 24-hour return storm.

- (2) When designed to meet the requirements of an identified downstream deficiency as defined in TMC 3- 5.210, stormwater quantity on-site detention facilities shall be designed such that the peak runoff rates will not exceed predevelopment rates for the 2 through 100 year storms, as required by the determined downstream deficiency.
- (3) Construction of on-site detention shall not be allowed as an option if such a detention facility would have an adverse effect upon receiving waters in the basin or subbasin in the event of flooding, or would increase the likelihood or severity of flooding problems downstream of the site.

Response: Given the small amount of new impervious area (approximately 27,174.41 sf) the proposed project will not impact the existing public storm water system. In addition to providing water quality treatment for all onsite impervious area (except building roof area), the water quality treatment systems will attenuate the discharge of runoff from this system. Given that this site currently has no stormwater management - the proposed stormwater management will be a significant improvement to local stormwater quality and quantity control (aka "detention"). See the Preliminary Stormwater Report. This standard has been met.

### **Section 3-5-240 On-Site Detention Design Method**

- (1) The procedure for determining the detention quantities is set forth in Section 4.4 Retention/Detention Facility Analysis and Design, King County, Washington, Surface Water Design Manual, January, 1990, except subchapters 4.4.5 Tanks, 4.4.6 Vaults and Figure 4.4.4G Permanent Surface Water Control Pond Sign. This reference shall be used for procedure only. The design criteria shall be as noted herein. Engineers desiring to utilize a procedure other than that set forth herein shall obtain City approval prior to submitting calculations utilizing the proposed procedure.
- (2) For single family and duplex residential subdivisions, stormwater quantity detention facilities shall be sized for the impervious areas to be created by the subdivision, including all residences on individual lots at a rate of 2640 square feet of impervious surface area per dwelling unit, plus all roads which are assessed a surface water management monthly fee under Unified Sewerage Agency rules. Such facilities shall be constructed as a part of the subdivision public improvements. Construction of a single family or duplex residence on an existing lot of record is not required to construct stormwater quantity detention facilities.
- (3) All developments other than single family and duplex, whether residential, multi-family, commercial, industrial, or other uses, the sizing of stormwater quantity detention facilities shall be based on the impervious area to be created by the development, including structures and all roads and impervious areas which are assessed a surface water management monthly fee under Unified Sewerage Agency rules. Impervious surfaces shall be determined based upon building permits, construction plans, site visits or other appropriate methods deemed reliable by City.

Response: All of the impervious areas on site, with the exception of the building roof area, will be provided with water quality treatment per Clean Water Services standards. Given the existing site constraints, providing detention is not feasible on this site. The new 27,174.41 sf of impervious created by this development increases the total peak flowrate from 3.34 cfs to 3.92 cfs. The StormFilter catch basins and the vegetated filter strips will attenuate the runoff from this site, significantly reducing the site discharge. See Preliminary Stormwater Report. This standard has been met.

### Section 3-5-250 Floodplain Design Standards

(1) Balanced Cut and Fill Standard.

All fill placed in a floodplain shall be balanced with an equal amount of removal of soil material. No net fill in any floodplain is allowed with two exceptions:

(a) When an engineering study has been conducted and approved by the City showing that the increase in water surface elevation resulting from the fill will not cause or contribute to significant damage from flooding to existing buildings or dwellings on properties upstream and downstream;

(b) When an area has received special protection from floodplain improvement projects which either lower the floodplain, or otherwise protect affected properties, are approved by the City, where the exceptions comply with adopted master plans, if any, and where all required permits and approvals have been obtained in compliance with other local, state, and federal laws regarding fill in floodplains, including FEMA rules.

**Response: This site is not within the 100-year floodplain - this section does not apply.**

(2) Excavation Restricted.

Large areas may not be excavated in order to gain a small amount of fill in a floodplain. Excavation areas shall not exceed the fill areas by more than 50 percent of the square footage, unless approved by the City.

**Response: This site is not within the 100-year floodplain - this section does not apply.**

(3) Excavation and Fill Volume Calculation.

Any excavation dug below the winter "low water" elevation shall not count towards compensating for fill, since these areas would be full of water in the winter, and not available to hold storm water following a rain. Winter "low water" elevation is defined as the water surface elevation during the winter when it has not rained for at least three days, and the flows resulting from storms have receded. This elevation may be determined from records, studies or field observation. Any fill placed above the 100 year floodplain will not count towards the fill volume.

**Response: This site is not within the 100-year floodplain - this section does not apply.**

(4) Excavation Grade Design Standard.

The excavated area must be designed to drain if it is an area identified to be dry in the summer; for example, if it is to be used for a park, or if it is to be mowed in the summer. Excavated areas identified as to remain wet in the summer, such as a constructed wetland, shall be designed not to drain. For areas that are to drain, the lowest elevation should be at least six inches above the winter "low water" elevation, and sloped at a minimum of two percent towards the drainage way. One percent slopes will be allowed in small areas.

**Response: This site is not within the 100-year floodplain - this section does not apply.**

(5) Excavation Location.

Excavation to balance a fill does not need to be on the same property as the fill, but shall be in the same drainage basin, within points of constriction on the conveyance system, if any, as near as practical to the fill site, and shall be constructed as a part of the same development project which placed the fill.

**Response: This site is not within the 100-year floodplain - this section does not apply.**

### **Section 3-5-260 Floodway Design Standards**

- (1) Obstruction Prohibited.  
Nothing may be constructed or placed in a floodway that will impede or constrict the flow of storm water. This includes, but is not limited to earth works, street and bike path crossings, and trees. If an object is placed in the floodway, the floodway must be widened or modified to accommodate the storm flows with no measurable increase in water surface elevation upstream or downstream, or unless the property owners of property where the water surface increase occurs grant written permission by agreement or easement. The floodway may not be modified such that water velocities are increased such that stream bank erosion will be increased, unless the stream banks are protected to prevent an increase in erosion.

Response: This site is not within the 100-year floodplain - this section does not apply.

- (2) Floodway Modifications.  
Any proposed work within or modification to a floodway must be certified by an Oregon Registered Professional Engineer as meeting the requirements of TMC 3-5.250(1).

Response: This site is not within the 100-year floodplain - this section does not apply.

- (3) Floodway Identification.  
For streams, creeks, rivers and other watercourses where the City has not identified the floodway, the entire floodplain shall be treated as a floodway, or a study prepared by an Oregon Registered Professional Engineer and approved by the City may be used to define the floodway limits for a stream section.

Response: This site is not within the 100-year floodplain - this section does not apply.

### **Section 3-5-280 Placement of Water Quality Facilities**

Title III specifies that certain properties shall install water quality facilities for the purpose of removing phosphorous. No such water quality facilities shall be constructed within the defined area of existing or created wetlands unless a mitigation action, approved by the City, is constructed to replace the area used for the water quality facility.

Response: This site is not within the 100-year floodplain - this section does not apply.

### **PERMANENT ON-SITE WATER QUALITY FACILITIES**

#### **Section 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.

Response: The proposed development will provide water quality treatment for all onsite impervious areas (except building roof area). The water quality treatment systems proposed are in compliance with clean water services requirements to provide reduction of phosphorus. See the preliminary stormwater report.

### Section 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.

Response: This project will create about 27,174.41 sf of new impervious area.

### Section 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.

Response: Given the small amount of new impervious area (approximately 27,174.41 sf) the proposed project will not impact the existing public storm water system. In addition to providing water quality treatment for all onsite impervious area (except building roof area), the water quality treatment systems will attenuate the discharge of runoff from this system. Given that this site currently has no stormwater management - the proposed stormwater management will be a significant improvement to local stormwater quality and quantity control. Per cws standards, detention is required if there is a restriction in the conveyance system. We are not aware of any existing downstream restrictions in the conveyance channel or in the public storm in sw teton avenue. See the preliminary stormwater report.

### Section 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.

Response: No response needed for this section.

### **Section 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.

Response: Noted.

### **Section 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.

Response: As this is an existing developed site – this section does not apply.

### **Section 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.

Response: Noted.

### **Section 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. Response: Stormwater management systems for this development will be in compliance with Clean Water Services standards – phosphorous reduction is one of these standards. Properly maintained, StormFilter catchbasins and vegetated filter strips will trap phosphorus and other pollutants prior to discharge from the site – complying with the phosphorus removal standard. This standard has been met.

### **Section 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.

Response: the stormwater quality systems will be sized to accommodate the cws water quality event of 0.36 inches of rain falling in 4 hours. This standard has been met.

### **Section 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.

Response: all stormwater systems will be designed per clean water services "design and construction standards". This standard has been met.

### **Section 3-5-380 Criteria for Granting Exemptions to Construction of On-Site Water Quality Facilities**

On-site facilities shall be constructed as required by OAR 340-41-455, unless otherwise approved by the City on a case by case basis due to the size of the development, topography, or other factors causing the City to determine that the construction of onsite permanent stormwater treatment systems is impracticable or undesirable.

Determinations by the City may be based upon, but not limited to, consideration of the following factors: Site topography, geological stability, hazards to public safety, accessibility for maintenance, environmental impacts to sensitive areas, size of the site and development, existence of a more efficient and effective regional site within the basin capable of serving the site, and consistency with sub-basin master plan.

A regional public facility may be constructed to serve private non-residential development provided:

- (1) The facility serves more than one lot; and
- (2) All owners sign a stormwater facility agreement; and
- (3) Treatment accommodates reasonable worst case impervious area for full build-out, stormwater equivalent to existing or proposed roof area is privately treated in LIDA facilities, and any detention occurs on each lot.

Response: this project does not seek exception from the stormwater standards.

### **Section 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.

Response: Noted.

### **Section 3-5-400 System Development Charge**

If under TMC 3-5-380, an on-site facility will not be constructed, the Storm and Surface Water System Development Charge shall be paid.

Response: Noted.

### **Section 3-5-410 Permit Fee**

The City shall collect a reasonable fee established by the Council by resolution for the review of plans, administration, enforcement and field inspection to carry out the provisions of this title.

Response: Noted.

### **Section 3-5-420 Residential Developments**

The permanent stormwater quality control facilities for the construction of any single family and duplex subdivision shall be adequately sized for the public improvements of the subdivision and for the future construction of single family and duplex houses on the individual lots at a rate of 2,640 square feet of impervious surface per dwelling unit.

Response: This is not a residential development – this section does not apply.

### **Section 3-5-430 Placement of Water Quality Facilities**

No water quality facilities shall be constructed within the defined area of existing or created wetlands unless a mitigation action is approved by the City, and is constructed to replace the area used for water quality.

Response: There are no wetlands on this site – this section does not apply.

## **STANDARD SPECIFICATIONS FOR BUILDING AND SIDE SEWERS CHAPTER 14: DRAINAGE PLAN AND SURFACE WATER MANGEMENT**

### **Section 14.010 Background**

There are ten principal drainage basins for storm water and surface water in the Tualatin Planning Area. Except for a small drainage located in the south part of the City's planning area, the drainages flow to the Tualatin River. Hedges Creek, Nyberg Creek and Saum Creek are tributaries of the Tualatin River and are the larger drainages located within Tualatin's Planning Area.

Drainage, storm water and surface water runoff in the Tualatin Planning Area are addressed in the Tualatin Drainage Plan, the Surface Water Management Ordinance (SWM Ordinance) (Ord. 846-91), the Northwest Tualatin Concept Plan 2005, The Southwest Tualatin Concept Plan 2010 and TDC Chapter 74, Public Improvements.

The surface water management policies and requirements in the SWM Ordinance were adopted by the City and other jurisdictions in the Tualatin River Basin to implement CWS requirements for control of sedimentation and water quality.

The drainage and surface management development requirements of the Tualatin Drainage Plan and SWM Ordinance are implemented in TDC Chapter 74, Public Improvements.

Response: Noted.

### **Section 14.020 Drainage Plan**

(1) The Tualatin Drainage Plan is the City's drainage plan. It was originally prepared by Robert A. Wright, Consulting Engineers in 1972 and adopted in 1975 (Ord. 280-75) and in 1979 as an element of the Tualatin Community Plan (Ord. 491-79). The Tualatin Drainage Plan is referenced in the Technical Memoranda TDC 3.080. With the supporting technical material, the Tualatin Drainage Plan provides an overall view of the drainage system, its major problems and their solutions, and is the City's storm water and surface water drainage policy.

Response: Noted.

(2) The Tualatin Drainage Plan was updated in the fall of 1995 by the Hedges Creek Subbasin Plan. The HCS Plan is outlined in Chapter 1 of the HCSS Report and implements the recommended drainage and storm water management activities and facilities. The HCS Plan relies on the technical data and analysis documented in the HCSS report. The HCSS Report and the HCS Plan identify the critical importance of the Hedges Creek Marsh to drainage, storm water management and water quality in the subbasin. The HCS Plan provides for drainage improvements, storm water detention requirements and a number of non-structural activities for better management of water quantity and water quality in the Hedges Creek Subbasin.

Response: Noted.

(3) Map 14-1 is from Figure F1 of the HCS Plan. It shows the drainage pattern revisions and drainage system improvements for the Hedges Creek Subbasin. The drainage pattern revisions and drainage system improvements shown in Map 14-1 are incorporated into the Tualatin Drainage Plan.

Response: Noted.

(4) The HCSS Report is a comprehensive technical document that provides data and analysis of storm water drainage in the Hedges Creek Subbasin. From an analysis of several alternatives, the report recommended specific management activities and facilities to control water quantity and quality problems associated with urban storm water runoff in the Hedges Creek Subbasin. The HCS Plan incorporates the report's recommended activities and facilities.

Response: Noted.

(5) The Northwest Tualatin Concept Plan 2005 identifies storm water drainage options for the area west of Cipole Road and south of Pacific Highway 99W.

Response: Noted.

- (6) The Southwest Tualatin Concept Plan 2010 identifies storm water drainage options for the area south of SW Tualatin-Sherwood Road and east of SW 124th Avenue.

Response: Noted.

### **Section 14.030 Surface Water Management**

- (1) The Surface Water Management Ordinance (SWM Ordinance) (Ord. 846-91) establishes regulations for soil erosion control, surface water management and water quality. The purpose of the SWM Ordinance is to implement Oregon Department of Environmental Quality (DEQ) and Clean Water Services (CWS) requirements for surface water management and water quality in the Tualatin River basin by reducing sediment and other pollutants reaching the public storm and surface water system. The SWM Ordinance provides requirements for permits, onsite detention, water quality facilities, floodplain and floodway design standards, protection of sensitive areas and vegetated corridors, specifications for building and side sewers, maintenance and inspection of facilities, permit fees, enforcement of violations and other matters related to surface water management and maintaining water quality.

Response: Noted.

- (2) HCS Plan requirements for onsite storm water detention for new development in the Hedges Creek Subbasin upstream from the Wetland Protected Area portion of the Hedges Creek marsh are adopted in the SWM Ordinance.

Response: Noted.

### **Section 14.040 Objectives**

- (1) Provide a plan for routing surface drainage through the City, utilizing the natural drainages where possible. Update the plan as needed with drainage studies of problem areas and to respond to changes in the drainage pattern caused by urban development.

Response: Noted.

- (2) Coordinate the City's Drainage Plan and Storm Water Management regulations with the City's Floodplain District, Wetland Protection District and Natural Resource Protection Overlay District regulations and with the plans of USA and other regional, state, and federal agencies to achieve consistency among the plans.

Response: Noted.

- (3) Reduce sediment and other pollutants reaching the public storm and surface water system by implementing the Oregon Department of Environmental Quality (DEQ) and USA requirements for surface water management and water quality in the Tualatin River basin. Reduce soil erosion, manage surface water runoff and improve surface water quality.

Response: Noted.

- (4) Identify and solve existing problems in the drainage system and plan for construction of drainage system improvements that support future development.

Response: Noted.

(5) Provide standards for surface water management and water quality by which development will be reviewed and approved. Review and update the standards as needed.

Response: Noted.

(6) Clearly indicate responsibilities for maintaining storm water management and water quality facilities.

Response: Noted.

(7) Enforce drainage and storm water management standards.

Response: Noted.

(8) Route storm water runoff from the upper Hedges Creek Subbasin through the Wetland Protected Area marsh which as a wetland provides important drainage, storm water management and water quality benefits. Response: Noted.

(9) Protect the Wetland Protected Area marsh and its important drainage, storm water management and water quality functions in the Hedges Creek Subbasin.

Response: Noted.

(10) Require new development to provide onsite pollution reduction facilities when necessary to treat storm water runoff prior to entering Hedges Creek and protect the marsh from urban storm water pollutants.

Response: Noted.

(11) To reduce sedimentation and erosive storm water flow volumes, require onsite storm water detention facilities for new development in the Hedges Creek Subbasin upstream from the Wetland Protected Area marsh.

Response: Noted.

(12) Consider opportunities to construct regional pollution reduction facilities to treat storm water runoff prior to entering Hedges Creek and protect the marsh from urban storm water pollutants.

Response: Noted.

(13) Restrict beaver dam activity in the Wetland Protected Area marsh to retain the drainage flow through the marsh area and to reduce flooding between Teton Avenue and Tualatin Road.

Response: Noted.

(14) As outlined in the HCS Plan, the City will assist CWS with non-structural activities including public education programs and water quality and management activity monitoring.

Response: Noted.

(15) Comply with Metro's Urban Growth Management Functional Plan, Title 3.

Response: Noted.

#### **CHAPTER 70: FLOODPLAIN DISTRICT (FP)**

Response: our site is not located in the floodplain district.

**CHAPTER 71: WETLANDS PROTECTION DISTRICT (WPD)**

Response: our site is not located in the wetlands district.

**CHAPTER 72: NATURAL RESOURCE PROTECTION OVERLAY DISTRICT (NRPO)**

Response: Our site is not located in the natural resource protections overlay district.

**CHAPTER 73: COMMUNITY DESIGN STANDARDS**

Response: This chapter is addressed in the narrative for planning in the AR submittal package.

**CHAPTER 74: PUBLIC IMPROVEMENT REQUIREMENTS UTILITIES**

**Section 74.610 Water Service**

- (1) Water lines shall be installed to serve each property in accordance with the Public Works Construction Code. Water line construction plans shall be submitted to the City Engineer for review and approval prior to construction.

Response: This project is not proposing any new water services – this section does not apply.

- (2) If there are undeveloped properties adjacent to the subject site, public water lines shall be extended by the applicant to the common boundary line of these properties. The lines shall be sized to provide service to future development, in accordance with the City's Water System Master Plan, TDC Chapter 12.

Response: As this site is already developed with an existing water service – this section does not apply.

- (3) As set forth in TDC Chapter 12, Water Service, the City has three water service levels. All development applicants shall be required to connect the proposed development site to the service level in which the development site is located. If the development site is located on a boundary line between two service levels the applicant shall be required to connect to the service level with the higher reservoir elevation. The applicant may also be required to install or provide pressure reducing valves to supply appropriate water pressure to the properties in the proposed development site.

Response: As this site is already developed with an existing water service – this section does not apply.

**Section 74.620 Sanitary Sewer Service**

- (1) Sanitary sewer lines shall be installed to serve each property in accordance with the Public Works Construction Code. Sanitary sewer construction plans and calculations shall be submitted to the City Engineer for review and approval prior to construction.

Response: As this site is already developed with an existing sanitary sewer service - this section does not apply.

- (2) If there are undeveloped properties adjacent to the proposed development site which can be served by the gravity sewer system on the proposed development site, the applicant shall extend public sanitary sewer lines to the common boundary line with these properties. The lines shall be sized to convey flows to include all future

development from all up stream areas that can be expected to drain through the lines on the site, in accordance with the City's Sanitary Sewer System Master Plan, TDC Chapter 13.

Response: As this site is already developed with an existing sanitary sewer service – this section does not apply.

### **Section 74.630 Storm Drainage System**

- (1) Storm drainage lines shall be installed to serve each property in accordance with City standards. Storm drainage construction plans and calculations shall be submitted to the City Engineer for review and approval prior to construction.

Response: As this site is already developed with an existing storm sewer connection – this section does not apply.

- (2) The storm drainage calculations shall confirm that adequate capacity exists to serve the site. The discharge from the development shall be analyzed in accordance with the City's Storm and Surface Water Regulations.

Response: The proposed site development does not significantly increase the peak runoff from this site. See preliminary stormwater report. This standard has been met.

- (3) If there are undeveloped properties adjacent to the proposed development site which can be served by the storm drainage system on the proposed development site, the applicant shall extend storm drainage lines to the common boundary line with these properties. The lines shall be sized to convey expected flows to include all future development from all up stream areas that will drain through the lines on the site, in accordance with the Tualatin Drainage Plan in TDC Chapter 14.

Response: All adjacent properties are developed – this section does not apply.

### **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.

Response: the proposed development maintains the existing drainage basins. Sub-basins 1 and 3 sheet flow to the ditch at the property line, sub-basin 2 is collected in catch basins (upgraded to stormfilter units with proposed development) and runoff discharged to public storm in SW Teton Avenue. This section has been met.

- (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.

Response: There are no crawl spaces in the existing building – this section does not apply.

### **Section 74.650 Water Quality, Storm Water Detention and Erosion Control**

- (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

Response: As this site is already a developed property – this section does not apply.

- (2) On all other development applications, prior to issuance of any building permit, 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 met and obtain a Stormwater Connection Permit from Clean Water Services.

Response: The existing site has no stormwater management systems. The proposed development will provide water quality treatment for all impervious site areas except the existing building roof area. The proposed stormwater management systems will meet clean water services requirements and a connection permit will be obtained. This section has been met.

- (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.

Response: A stormwater facility agreement, a site specific operations & maintenance agreement, and project specific erosion control plans will be submitted for review by the city. This section has been met.

### **Section 74.660 Underground**

- (1) All utility lines including, but not limited to, those required for gas, electric, communication, lighting and cable television services and related facilities shall be placed underground. Surface-mounted transformers, surface-mounted connection boxes and meter cabinets may be placed above ground. Temporary utility service facilities, high capacity electric and communication feeder lines, and utility transmission lines operating at 50,000 volts or above may be placed above ground. The applicant shall make all necessary arrangements with all utility companies to provide the underground services. The City reserves the right to approve the location of all surface-mounted transformers.

Response: The proposed scope of work does not required construction or modification of the mentioned utilities– this section does not apply.

- (2) Any existing overhead utilities may not be upgraded to serve any proposed development. If existing overhead utilities are not adequate to serve the proposed development, the applicant shall, at their own expense, provide an underground system. The applicant shall be responsible for obtaining any off-site deeds and/or easements

necessary to provide utility service to this site; the deeds and/or easements shall be submitted to the City Engineer for acceptance by the City prior to issuance of the Public Works Permit.

Response: This project does not seek to alter existing overhead utility service – this section does not apply.

### **Section 74.670 Existing Structures**

- (1) Any existing structures requested to be retained by the applicant on a proposed development site shall be connected to all available City utilities at the expense of the applicant.

Response: The proposed development does not seek any new utility connections – this section does not apply.

- (2) The applicant shall convert any existing overhead utilities serving existing structures to underground utilities, at the expense of the applicant.

Response: There are no overhead utilities along the SW Teton avenue frontage for this property – this section does not apply.

- (3) The applicant shall be responsible for continuing all required street improvements adjacent to the existing structure, within the boundaries of the proposed development site.

Response: It is our understanding that the proposed project will not trigger any public improvements along SW Teton.

### **Section 74.700 Removal, Destruction or Injury of Trees**

It is unlawful for a person, without a written permit from the Operations Director, to remove, destroy, break or injure a tree, plant or shrub, that is planted or growing in or upon a public right-of-way within the City, or cause, authorize, or procure a person to do so, authorize or procure a person to injure, misuse or remove a device set for the protection of any tree, in or upon a public right-of-way.

Response: This project does not propose any work within the public right-of-way – this section does not apply.

### **Section 74.705 Street Tree Removal Permit**

- (1) A person who desires to remove or destroy a tree, as defined in TDC 31.060, in or upon public right-of-way shall make application to the Operations Director on City forms.
- (2) The applicant must provide:
- (a) the applicant's name and contact information and if applicable that of the applicant's contractor;
  - (b) the number and species of all street trees the applicant desires to remove;
  - (c) a clear description of the street trees' the applicant desires to remove;
  - (d) the date of removal;
  - (e) the reason(s) for removal; and
  - (f) other information as the Operations Director deems necessary.

Response: This project does not seek to remove any street trees within the public right-of-way - this section does not apply.

- (3) Upon the Operations Director approving the removal of a street tree, the applicant or designated contractor shall replace each removed tree on a one-for-one basis by fulfilling the following requirements:
- (a) Remove both the tree and stump prior to planting a replacement tree, or request the City to remove the tree and stump and pay the applicable fee(s) established in TDC 74.706; and
  - (b) Replace the removed tree by planting a species of street tree permitted by Schedule A of the TDC Chapter 74 within the time period specified in writing by the Operations Director; or, the applicant may request within sixty (60) days of the permit approval date that the City replace the street tree and pay the applicable fee(s) established in TDC 74.706. If an applicant opts for the City to plant the replacement tree, the Operations Department may plant the tree on its usual tree-planting schedule. Planting done by the applicant or designated contractor shall comply with all applicable TDC sections and any additional requirements imposed by the Operations Director.
  - (c) The applicant shall comply with all applicable TDC sections and additional requirements imposed by the Operations Director. The Operations Director may:
  - (d) Waive the one-for-one replacement requirement if he or she determines that the replacement would:
    - (i) conflict with public improvements or utility facilities, including but not limited to fire hydrants, water meters and pipes, lighting fixtures, traffic control signs; private improvements or utility facilities – including but not limited to driveways and power, gas, telephone, cable television lines; or, minimum vision clearance;
    - (ii) interfere with the existing canopy of adjacent trees, the maturation of the crown of the proposed replacement tree, or both;
    - (A) cause a conflict by planting trees too close to each other, hurting their health;
    - (iii) limit the selection of species from Schedule A: and;
    - (iv) direct how to plant replacement tree(s).
  - (e) a person who fails to comply with TDC 74.705 shall pay an enforcement fee and a restoration fee to the City of Tualatin, as set forth in TDC 34.220(3), in addition to civil penalties in TDC 31.111.

Response: This project does not seek to remove any street trees within the public right-of-way - this section does not apply.

### **Section 74.706 Street Tree Fees**

A person who applies to remove a street tree under TDC 74.705 shall pay all costs incurred by the City as reflected in the applicable fees listed in the city of Tualatin Fee Schedule. City actions and associated fees include but are not limited to inspection of a street tree requested for removal, removal of a street tree, removal of a stump, planting of a street tree, and inspection(s) to determine if the applicant has fulfilled permit requirements.

Response: This project does not seek to remove any street trees within the public right-of-way - this section does not apply.

### **Section 74.707 Street Tree Voluntary Planting**

A person who desires to plant a tree in or upon a public right-of-way may plant or have the City plant a species of street tree permitted by TDC Chapter 74 Schedule A without a City permit, if the tree is not a replacement for a tree that the person has removed. Such a person may submit a request to the City with payment of fee(s) so that the City may plant a street tree. If a stump exists where a street tree is to be planted, the person shall remove the stump or pay a fee to the City as established in TDC 74.706 so that the City may remove the stump on behalf of the person. In all instances, a person who desires to plant a tree shall comply with other applicable TDC sections and any additional requirements of the Operations Director.

Response: This project does not seek to remove any street trees within the public right-of-way - this section does not apply.

### **Section 74.708 Street Tree Emergencies**

- (1) If emergency conditions occur that require the immediate cutting or removal of street trees to avoid danger or hazard to persons or property, the Operations Director shall issue emergency permits without payment of fees and formal applications. If the Operations Director is unavailable, the adjacent property owners may proceed to cut the trees without permits to the extent necessary to eliminate the immediate danger or hazard. If a street tree is cut under this section without filing of an application with the Operations Director, the person doing so shall report the action to the Operations Director within two City business days without payment of fee and shall provide such information and evidence as may be reasonably required by the Operations Director to explain and justify the removal.
- (2) In all instances, a person who removes a street tree as a result of an emergency must replace it within sixty (60) days of notifying the Operations Director. The City reserves the right to waive this requirement.
- (3) A person who fails to comply with TDC 74.708 shall pay an enforcement fee and a restoration fee to the City of Tualatin, as set forth in TDC 34.220(3), in addition to civil penalties in TDC 31.111.\
- (4) If no emergency is found to exist, no person shall cut or remove a street tree without complying with the requirement of the Tualatin Development Code. [Ord. 1279-09 §6, 3/23/09]

Response: In the event of a "street tree emergency", the procedures outlined in this section will be followed by the general contractor.

### **Section 74.710 Open Ground**

When impervious material or substance is laid down or placed in or upon a public right-of-way near a tree, at least nine square feet of open ground for a tree up to three inches in diameter shall be provided about the base of the trunk of each tree.

Response: This project does not propose to utilize areas within the public right-of-way - this section does not apply.

### **Section 74.715 Attachments to Trees**

It is unlawful for a person to attach or keep attached a rope, wire, chain, sign or other device to a tree, plant or shrub in or upon a public right-of-way or to the guard or stake intended for the protection of such tree, except as a support for a tree, plant or shrub.

Response: This project does not propose to utilize areas within the public right-of-way. However, the general contractor will ensure that the requirements of section are met. This section has been met.

### **Section 74.720 Protection of Trees During Construction**

- (1) During the erection, repair, alteration or removal of a building or structure, it is unlawful for the person in charge of such erection, repair, alteration or removal to leave a tree in or upon a public right-of-way in the vicinity of the building or structure without a good and sufficient guard or protectors to prevent injury to the tree arising out of or by reason of such erection, repair, alteration or removal.

Response: This project does not propose to modify any trees or areas within the public right-of-way. However, the general contractor will ensure that the requirements of section are met. This section has been met.

- (2) Excavations and driveways shall not be placed within six feet of a tree in or upon a public rightof-way without written permission from the City Engineer. During excavation or construction, the person shall guard the tree within six feet and all building material or other debris shall be kept at least four feet from any tree.

Response: This project is not proposing any new driveways – this section does not apply.

### **Section 74.725 Maintenance Responsibilities**

Trees, shrubs or plants standing in or upon a public rightof-way, on public or private grounds that have branches projecting into the public street or sidewalk shall be kept trimmed by the owner of the property adjacent to or in front of where such trees, shrubs or plants are growing so that:

- (1) The lowest branches are not less than 12 feet above the surface of the street, and are not be less than 14 feet above the surface of streets designated as state highways.
- (2) The lowest branches are not less than eight feet above the surface of a sidewalk or footpath.
- (3) No plant, tree, bush or shrub shall be more than 24 inches in height in the triangular area at the street or highway corner of a corner lot, or the alley-street intersection of a lot, such an area defined by a line across the corner between the points on the street rightof-way line measured 10 feet back from the corner, and extending the line to the street curbs or, if there are no curbs, then to that portion of the street or alley used for vehicular traffic.
- (4) Newly planted trees may remain untrimmed if they do not interfere with street traffic or persons using the sidewalk or obstruct the light of a street electric lamp.
- (5) Maintenance responsibilities of the property owner include repair and upkeep of the sidewalk in accordance with the City Sidewalk Maintenance Ordinance.

Response: This project does not propose any new street trees within the public right-of-way. Onsite trees will be maintained by requirements specified on landscaping plan/specifications. This section has been met.

### **Section 74.730 Notice of Violation**

When the owner, lessee, occupant or person in charge of private grounds neglects or refuses to trim a tree, shrub or plant as provided in TDC 74.725, the Operations Director shall cause a written notice to trim such tree

or trees, shrubs or plants to be served upon such owner, lessee, occupant or person in charge, within 10 days after the giving the notice; and if the owner, lessee or occupant or person in charge fails to do so, the person shall be guilty of violating this ordinance and subject to the penalties in TDC 74.760. The notice shall be served upon the owner, lessee, occupant or person in charge either by "Certified Mail-Return Receipt Requested", or by posting the same notice on the property or near to the trees, shrubs or plants to be trimmed.

Response: Noted.

### **Section 74.735 Trimming by City**

If the owner, lessee, occupant or person in charge of the property fails and neglects to trim the trees, shrubs or plants within 10 days after service of the notice in TDC 74.730, the Operations Director shall trim the trees, shrubs or plants. Such trimming by the City does not act to relieve such owner, lessee, occupant or person in charge of responsibility for violating this Chapter.

Response: Noted.

### **Section 74.750 Removal or Treatment by City**

The Operations Director may remove or cause or order to be removed a tree, plant or shrub, planted or growing in or upon a public right-of-way which by its nature causes an unsafe condition or is injurious to sewers or public improvements, or is affected with an injurious fungus disease, insect or other pest. When, in the opinion of the Operations Director, trimming or treatment of a tree or shrub located on private grounds, but having branches extending over a public right-of-way is necessary, the Operations Director may trim or treat such a branch or branches, or cause or order branches to be trimmed or treated.

Response: Noted.

### **Section 74.755 Appeal of Permit Denial**

When application for a permit under this Chapter is denied by the Operations Director, an order is issued by the Operations Director directing certain trees, shrubs or plants to be trimmed or removed, or a permit is granted by the Operations Director containing conditions which the applicant deems unreasonable, the applicant may appeal to the Council in writing and filed with the City Recorder within 10 City business days after the denial of the permit sought or the making of the order the appellant deems unreasonable. After hearing, the Council may either grant or deny the application, rescind or modify the order from which the appeal was taken.

Response: Noted.

### **Section 74.760 Penalties**

A person who violates this ordinance or fails to trim a tree or shrub for which notice to do so was provided, shall, upon conviction, be fined not more than \$100.00.

Response: Noted.

**Section 74.765 Street Tree Species and Planting Locations**

All trees, plants or shrubs planted in the right-of-way of the City shall conform in species and location and in accordance with the street tree plan in Schedule A. If the Operations Director determines that none of the species in Schedule A is appropriate or finds appropriate a species not listed, the Director may substitute an unlisted species.

Response: this project does not propose any new street trees within the public right-of-way. This section does not apply.

**CHAPTER 75: ACCESS MANAGEMENT****Section 75.010 Purpose.**

The purpose of this chapter is to promote the development of safe, convenient and economic transportation systems and to preserve the safety and capacity of the street system by limiting conflicts resulting from uncontrolled driveway access, street intersections, and turning movements while providing for appropriate access for all properties. [Ord. 635-84, §43, 6/11/1984; Ord. 982-97, § 2, 8/4/1997; Ord. 1103-02, 3/25/02]

Response: This project includes two existing driveways onto SW Teton Avenue. As part of this project they are to remain with no changes. This chapter does not apply.

End of Narrative



# Scoping Meeting Request

CITY OF TUALATIN RECEIVED  
APR 27 2015  
City of Tualatin Community Development Department  
18880 SW Martinazzi Avenue, Tualatin, Oregon 97062  
www.tualatinoregon.gov (503) 691-3026  
COMMUNITY DEVELOPMENT DIVISION

Welcome and thank you for choosing to locate your project in the City of Tualatin.

Please complete this form and send it to:

Lynette Sanford, Office Coordinator, fax (503) 692-0147 or e-mail [lsanford@ci.tualatin.or.us](mailto:lsanford@ci.tualatin.or.us).

If you have questions, Ms. Sanford's phone number is (503) 691-3026.

1. What type of development are you proposing? (Check all that apply)

Industrial  Commercial  Residential  Institutional  Mixed-use

Please provide a brief description of your project: (Attach additional sheets if needed.)

Proposed work to include site work, adding docks, clearing landscaping, repaving site, reconfiguring paving and demoing the interior mezzanine

2. Where is the development/project site? Address: 20495 SW Teton

Planning District: ML Map #: \_\_\_\_\_ Tax Lot #: 2S126B000106

3. What is the applicant's affiliation with the project? (Check all that apply)

Broker  Developer  Property Owner  Representative  Other

If "Other", please explain:

4. What is the primary purpose of this pre-application meeting (What would you like to accomplish)? (Attach additional sheets if needed.)

To understand the City's requirements to develop this site

5. Are you familiar with the development process in Washington or Clackamas County or Tualatin? (Check one)

Yes  No

If Yes, please identify an example project: Hedges, Itel, Lazy Boy, Milgard

6. Do you have preliminary site plans, concept drawings or other details that you can provide for staff review prior to the meeting? (Check one. If Yes, please attach to this Meeting Request or e-mail to Ms. Sanford.)

Yes  No

7. Who, beside the Applicant, will be attending this Pre-Application Meeting? (Please list individual names and company or affiliation below. Attach an additional sheet if needed.)

Name: <u>John Gordon</u>	Company or Affiliation: <u>Harsch</u>
Name: <u>Steve Roselli</u>	Company or Affiliation: <u>Harsch</u>
Name: <u>Chris Palmateer</u>	Company or Affiliation: <u>VLMK</u>
Name: _____	Company or Affiliation: _____

9. Contact Information:

Applicant/Representative Name: VLMK - Jennifer Kimura

Applicant/Representative Address: 3933 SW Kelly Ave Portland, Oregon 97239

Applicant Email: jenniferk@vlmk.com Phone #: 503 - 222 - 4453

Cell #: 503 - 709 - 0722 Fax #: \_\_\_\_\_

10. Are you familiar with the sections of the [Tualatin Development Code \(TDC\)](#) that pertain to your proposed development?

Yes  No

TO BE COMPLETED BY COMMUNITY DEVELOPMENT STAFF:

Date Request Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Project Name: \_\_\_\_\_

Case #: \_\_\_\_\_

Scheduled Scoping Meeting Date: \_\_\_\_\_

Lead Department:  Planning  Payment Received Amount: \_\_\_\_\_

Economic Development  Check \_\_\_\_\_

Engineering & Building  Credit Card Receipt #: \_\_\_\_\_

*4/30/15 room*

Tracking #: \_\_\_\_\_





# Pre-Application Meeting Request

CITY OF TUALATIN RECEIVED

JUN 22 2015

City of Tualatin Community Development Department  
18880 SW Martinazzi Avenue, Tualatin, Oregon 97062  
www.tualatinoregon.gov (503) 691-3026

Welcome and thank you for choosing to locate your project in the City of Tualatin.

Please complete this form and send it no later than 2 weeks before your intended meeting date to:

Lynette Sanford, Office Coordinator, fax (503) 692-0147 or e-mail [lsanford@ci.tualatin.or.us](mailto:lsanford@ci.tualatin.or.us).

If you have questions, Ms. Sanford's phone number is (503) 691-3026.

The Pre-Application Meeting fee of \$205 is due in full on or before the scheduled meeting date and must be paid before the meeting time. Meetings are scheduled on a Wednesday, Thursday, or Friday, unless circumstances are exceptional.

1. What type of development are you proposing? (Check all that apply)
- Industrial  Commercial  Residential  Institutional  Mixed-use

Please provide a brief description of your project: (Attach additional sheets if needed.)

Proposed work to include site work, adding docks, clearing landscaping, repaving site, reconfiguring paving and 20,000 sf addition.

2. Where is the development/project site? Address: 20495 SW Teton
- Planning District: ML Map #: \_\_\_\_\_ Tax Lot #: 2S126B000106

3. What is the applicant's affiliation with the project? (Check all that apply)
- Broker  Developer  Property Owner  Representative  Other

If "Other", please explain:

4. What is the primary purpose of this pre-application meeting (What would you like to accomplish)? (Attach additional sheets if needed.)
- To understand the City's requirements to develop this site

5. Are you familiar with the development process in Washington or Clackamas County or Tualatin? (Check one)
- Yes  No

If Yes, please identify an example project: Hedges, Intel, Lazy Boy, Milgard

6. Provide preliminary site plans, concept drawings and other details for staff review prior to the meeting:
- Yes, such is attached or will be provided concurrently through the pre-app coordinator.

7. Who, beside the Applicant, will be attending this Pre-Application Meeting? (Please list individual names and company or affiliation below. Attach an additional sheet if needed.)

Name: John Gordon Company or Affiliation: Harsch

Name: Steve Roselli Company or Affiliation: Harsch

Name: Chris Palmateer Company or Affiliation: VLMK

Name: \_\_\_\_\_ Company or Affiliation: \_\_\_\_\_

9. Contact Information:

Applicant/Representative Name: VLMK - Jennifer Kimura

Applicant/Representative Address: 3933 SW Kelly Ave Portland, Oregon 97239

Applicant Email: jenniferk@vlmk.com Phone #: 503 - 222 - 4453

Cell #: 503 - 709 - 0722 Fax #: \_\_\_\_\_

10. Are you familiar with the sections of the Tualatin Development Code (TDC) that pertain to your proposed development?
- Yes  No

11. Have you had the required scoping meeting prior to this pre-app?  Yes  No

TO BE COMPLETED BY COMMUNITY DEVELOPMENT STAFF:

Date Request Received: 6/22/15 Received by: [Signature]

Project Name: \_\_\_\_\_

Case #: PRE 15-0013

Past Scoping Meeting Date: \_\_\_\_\_

Scheduled Pre-Application Meeting Date: \_\_\_\_\_

Lead Department:  Payment Received

Planning Amount: \_\_\_\_\_

Economic Development  Check

Engineering & Building  Credit Card

Receipt #: \_\_\_\_\_

Tracking #: \_\_\_\_\_

