



CITY OF TUALATIN
VOLUNTEER ASSIGNMENT DESCRIPTION
ARCHITECTURAL REVIEW BOARD

ASSIGNMENT TITLE	Architectural Review Board Member
GOAL/PURPOSE	<p>The Architectural Review Board is responsible for reviewing and deciding on applications for development through a quasi-judicial public hearing process.</p> <p>The ARB reviews the following types of project:</p> <ul style="list-style-type: none">• commercial buildings 50,000 square feet and larger;• industrial buildings 150,000 square feet and larger;• multi-family projects of 100 units or more; or• multi-family units adjacent to a Low Density Residential (RL) Planning District. <p>Additionally, the Community Development Director can refer applications to the Board in certain circumstances. Staff level decisions can be appealed to the Board for review. Finally, the City Council may direct the Board to review and comment on other matters that the Council determines are or may be within the Board's areas of expertise.</p>
STAFF LIAISON	Steve Koper, Assistant Community Development Director skoper@tualatin.gov 503.691.3028
TIME COMMITMENT	<p>The ARB meets as needed when development applications are submitted that require ARB review or when a staff decision is appealed.</p> <p>Meeting times are typically on Wednesday nights at 7pm. Staff notifies Board members a month in advance of upcoming meetings to allow enough time for schedule accommodations.</p> <p>Meetings typically last 2 hours but the time can vary depending on agenda topics. Board members should dedicate time (2-4 hours) to reviewing packet material and asking questions of staff prior to the meeting.</p> <p>Terms are for 1 or 2 years when first appointed and members can be reappointed for 2 year terms.</p>
DUTIES	<ul style="list-style-type: none">• Attend meetings• Review and make decisions on proposed development projects• Review staff reports and ask questions of staff as needed• Listen to public comment and respond as necessary while conducting public hearings
QUALIFICATIONS	<ul style="list-style-type: none">• Read and research recommendations before commission meetings• Skilled public speaker• Ability to address the issues



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	<ul style="list-style-type: none">• Ability to understand and knowledge of City ordinances• Ability to keep an open mind• Ability to attend meetings
TRAINING	<ul style="list-style-type: none">• An orientation is provided for each new member• Opportunities for relevant off-site trainings• Trainings are coordinated by the Staff Liaison
BENEFITS	<ul style="list-style-type: none">• Involvement with your community and getting to know community members.• The Architectural Review Board is an opportunity to shape the future growth of the City by reviewing and guiding major development projects.• Offer your professional expertise to help City Staff and City Council make Tualatin a great place to live, work and play.• Meet other folks with a similar commitment to preserving livability in Tualatin.