



MINOR ARCHITECTURAL REVIEW (MAR)

PURPOSE

A Minor Architectural Review (MAR) is a Type I process for proposed changes to a previously approved Architectural Review (AR) governing any existing commercial, industrial, institutional, or multi-family residential development. MARs are intended for small-scale modifications that will not substantially change the overall appearance and operation of the subject site. The MAR process will result in a staff-level decision and does not require public notice and/or comment. Type I administrative decisions are final at the local level, with an opportunity for appeal through the Circuit Court. The procedure and criteria for MAR approval is described in TDC 33.020(3)(h).

In all cases, modifications must comply with all applicable Tualatin Development Code (TDC) standards, particularly those pertaining to landscaping, lot coverage, parking, access and circulation, and community design, described in TDC Chapters 73A through 73G, 74, and 75.

Engineering and/or Building permits may be required prior to construction and are to be reviewed following approval of a Minor Architectural Review.

WHAT

An MAR is required for the following actions/modifications:

- Exterior building façade modifications:
 - Adding, removing, or modifying awnings and similar features;
 - Adding, removing, or relocating doors and/or windows;
 - Changing surface materials and/or building colors, including painting, murals.
- Landscaping changes:
 - Removal/replacement of ten or fewer trees included as part of a previously approved landscape plan;
 - Modification of existing landscaped and/or un-landscaped areas.
- On-site development changes:
 - Building addition or accessory structure adding up to 200 square feet of gross floor area;
 - Change in existing setback or lot coverage by up to 10 percent;
 - Modifying an existing wireless antenna facility (e.g., adding/replacing antennas, adding/replacing equipment within the existing equipment footprint).
- Parking and/or access modifications:
 - Change in access and/or parking areas corresponding to an increase of no more than 100 Average Daily Trips.



SUBMITTAL REQUIREMENTS

Details regarding submittal requirements are listed in TDC 32.140, 33.020(4), and 33.110(4). Please submit all materials electronically through the following link:

<https://permits.ci.tualatin.or.us/eTrakit/>

GENERAL:

- Land Use Application form with supplementary information for Minor Architectural Review (below)
- Clean Water Services (CWS) Service Provider Letter, obtained directly with CWS at <https://www.cleanwaterservices.org/documents-forms/pre-screen-form/>
- Application Fee

PLANS:

- Site Plan
- Color Elevations

ADDITIONAL MATERIAL FOR TREE REMOVAL: (if applicable)

- Tree Assessment Report
- Tree Replacement Plan
- Photos of trees to be removed

ADDITIONAL REPORTS FOR SPECIAL SITUATIONS:

- A Flood Hazard Area Development Permit is required for proposals in the Floodplain <https://www.tualatinoregon.gov/engineering/flood-hazard-area-development-permit-application>
- A traffic letter may be required for change in use, change in site access, or change in parking.

APPROVAL CRITERIA

Other criteria, such as zoning and overlay standards, or standards applicable to a specific use, also apply.

Tualatin Development Code:

- Chapter 33.110 Tree Removal
- Chapter 73A: Site Design
- Chapter 73B: Landscaping
- Chapter 73C: Parking
- Chapter 73D: Waste Management
- Chapter 73F: Wireless Communications Facilities
- Chapter 74: Public Facilities
- Chapter 75: Access Management