



## Land Use Application

Project Information		
Project Title: <b>Essex General Construction - office</b>		
Brief Description: <b>New construction and site development for a new office and storage building in Tualatin</b>		
Estimated Construction Value: <b>\$1,500,000</b>		
Property Information		
Address: <b>18520 SW 108th Ave, Tualatin, OR 97062</b>		
Assessor's Map Number and Tax Lot(s): <b>2S122AD00100</b>		
Applicant/Primary Contact		
Name: <b>Bo Oswald</b>	Company Name: <b>Essex General Construction, Inc.</b>	
Address: <b>17400 SW 65th Ave, Suite 100</b>		
City: <b>Lake Oswego</b>	State: <b>OR</b>	ZIP: <b>97035</b>
Phone: <b>503-803-6397</b>	Email: <b>bo.oswald@essexgc.com</b>	
Property Owner		
Name: <b>Kim Brady</b>		
Address: <b>18500 SW 108th Ave</b>		
City: <b>Tualatin</b>	State: <b>OR</b>	ZIP: <b>97062</b>
Phone: <b>503-925-1942</b>	Email: <b>KimBrady@ascenteceng.com</b>	
Property Owner's Signature: <small>(Note: Letter of authorization is required if not signed by owner)</small>		Date: <b>Nov 12, 2024</b>
<small>AS THE PERSON RESPONSIBLE FOR THIS APPLICATION, I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND STATE THAT THE INFORMATION IN AND INCLUDED WITH THIS APPLICATION IN ITS ENTIRETY IS CORRECT. I AGREE TO COMPLY WITH ALL APPLICABLE CITY AND COUNTY ORDINANCES AND STATE LAWS REGARDING BUILDING CONSTRUCTION AND LAND USE.</small>		
Applicant's Signature: <b>Bo Oswald</b>	<small>Digitally signed by Bo Oswald DN: cn=Bo Oswald, o=Essex General Construction, Inc., c=OR, email=bo.oswald@essexgc.com, serial=702411122328404838</small>	Date: <b>11/12/24</b>

**Land Use Application Type:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Annexation (ANN)<br><input type="checkbox"/> Architectural Review (AR)<br><input type="checkbox"/> Architectural Review—Single Family (ARSF)<br><input type="checkbox"/> Architectural Review—ADU (ARADU)<br><input checked="" type="checkbox"/> Conditional Use (CUP) | <input type="checkbox"/> Historic Landmark (HIST)<br><input type="checkbox"/> Industrial Master Plan (IMP)<br><input type="checkbox"/> Plan Map Amendment (PMA)<br><input type="checkbox"/> Plan Text Amendment (PTA)<br><input type="checkbox"/> Tree Removal/Review (TCP) | <input type="checkbox"/> Minor Architectural Review (MAR)<br><input type="checkbox"/> Minor Variance (MVAR)<br><input type="checkbox"/> Sign Variance (SVAR)<br><input type="checkbox"/> Variance (VAR)<br><input type="checkbox"/> Other _____ |
|---|---|---|

Office Use		
Case No:	Date Received:	Received by:
Fee:	Receipt No:	

# SENSITIVE AREA PRE-SCREENING SITE ASSESSMENT

Clean Water Services File Number 24-002611

1. **Jurisdiction:** Tualatin

2. **Property Information** (example: 1S234AB01400)

Tax lot ID(s): \_\_\_\_\_  
2S122AD00100

**OR Site Address:** 18520 SW 108TH Avenue

City, State, Zip: Tualatin, Or, 97062

Nearest cross street: \_\_\_\_\_

3. **Owner Information**

Name: Kim Brady

Company: Ascentec Engineering, LLC

Address: 18500 SW 108th Avenue

City, State, Zip: Tualatin, Oregon, 97062

Phone/fax: 503-925-1942

Email: kimbrady@asceteceng.com

4. **Development Activity** (check **all** that apply)

- Addition to single family residence (rooms, deck, garage)
- Lot line adjustment       Minor land partition
- Residential condominium    Commercial condominium
- Residential subdivision      Commercial subdivision
- Single lot commercial        Multi lot commercial

Other Construction of new building.

4. **Applicant Information**

Name: Erik Winter

Company: CIDA, Inc.

Address: 15895 SW 72nd Avenue, Suite 200

City, State, Zip: Portland, Oregon, 97224

Phone/fax: 503-226-1285

Email: erikw@cidainc.com

6. **Will the project involve any off-site work?**  Yes  No  Unknown

Location and description of off-site work: Possible frontage improvements, including dedication, sidewalk, curb and street tree improvements.

7. **Additional comments or information that may be needed to understand your project:** \_\_\_\_\_

**This application does NOT replace Grading and Erosion Control Permits, Connection Permits, Building Permits, Site Development Permits, DEQ 1200-C Permit or other permits as issued by the Department of Environmental Quality, Department of State Lands and/or Department of the Army COE. All required permits and approvals must be obtained and completed under applicable local, state, and federal law.**

By signing this form, the Owner or Owner's authorized agent or representative, acknowledges and agrees that employees of Clean Water Services have authority to enter the project site at all reasonable times for the purpose of inspecting project site conditions and gathering information related to the project site. I certify that I am familiar with the information contained in this document, and to the best of my knowledge and belief, this information is true, complete, and accurate.

Print/type name Erik Winter

Print/type title Architect

Signature ONLINE SUBMITTAL

Date 11/12/2024

## FOR DISTRICT USE ONLY

- Sensitive areas potentially exist on site or within 200' of the site. **THE APPLICANT MUST PERFORM A SITE ASSESSMENT PRIOR TO ISSUANCE OF A SERVICE PROVIDER LETTER.** If Sensitive Areas exist on the site or within 200 feet on adjacent properties, a Natural Resources Assessment Report may also be required.
- Based on review of the submitted materials and best available information sensitive areas do not appear to exist on site or within 200' of the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider Letter as required by Resolution and Order 19-5, Section 3.02.1, as amended by Resolution and Order 19-22. All required permits and approvals must be obtained and completed under applicable local, State and federal law.
- Based on review of the submitted materials and best available information the above referenced project will not significantly impact the existing or potentially sensitive area(s) found near the site. This Sensitive Area Pre-Screening Site Assessment does NOT eliminate the need to evaluate and protect additional water quality sensitive areas if they are subsequently discovered. This document will serve as your Service Provider Letter as required by Resolution and Order 19-5, Section 3.02.1, as amended by Resolution and Order 19-22. All required permits and approvals must be obtained and completed under applicable local, state and federal law.
- THIS SERVICE PROVIDER LETTER IS NOT VALID UNLESS \_\_\_\_\_ CWS APPROVED SITE PLAN(S) ARE ATTACHED.**
- The proposed activity does not meet the definition of development or the lot was platted after 9/9/95 ORS 92.040(2). **NO SITE ASSESSMENT OR SERVICE PROVIDER LETTER IS REQUIRED.**

Reviewed by Jessica Chaplen

Date 11/13/2024

Once complete, email to: [SPLReview@cleanwaterservices.org](mailto:SPLReview@cleanwaterservices.org) • Fax: **(503) 681-4439**

**OR** mail to: SPL Review, Clean Water Services, 2550 SW Hillsboro Highway, Hillsboro, Oregon 97123

# Preliminary Report

Fidelity National Title - Oregon  
900 SW 5th Avenue, Portland, OR 97204

Escrow Officer: Lori Medak  
Email: Lori.Medak@fnf.com  
Phone: 503-222-2424  
File No.: 45142404765

Property Address: 18520 SW 108th Ave, Tualatin, OR 97062

## Introducing LiveLOOK

LiveLOOK title document delivery system is designed to provide 24/7 real-time access to all information related to a title insurance transaction.

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**Fidelity National Title**  
Company of Oregon

## **PRELIMINARY REPORT**

In response to the application for a policy of title insurance referenced herein Fidelity National Title Company of Oregon hereby reports that it is prepared to issue, or cause to be issued, as of the specified date, a policy or policies of title insurance describing the land and the estate or interest hereinafter set forth, insuring against loss which may be sustained by reason of any defect, lien or encumbrance not shown or referred to as an exception herein or not excluded from coverage pursuant to the printed Schedules or Conditions of said policy forms.

The printed Exceptions and Exclusions from the coverage of said policy or policies are set forth in Exhibit One. Copies of the policy forms should be read. They are available from the office which issued this report.

This report (and any supplements or amendments hereto) is issued solely for the purpose of facilitating the issuance of a policy of title insurance and no liability is assumed hereby.

The policy(s) of title insurance to be issued hereunder will be policy(s) of Fidelity National Title Insurance Company, a/an Florida corporation.

**Please read the exceptions shown or referred to herein and the Exceptions and Exclusions set forth in Exhibit One of this report carefully. The Exceptions and Exclusions are meant to provide you with notice of matters which are not covered under the terms of the title insurance policy and should be carefully considered.**

**It is important to note that this preliminary report is not a written representation as to the condition of title and may not list all liens, defects and encumbrances affecting title to the land.**

This preliminary report is for the exclusive use of the parties to the contemplated transaction, and the Company does not have any liability to any third parties nor any liability until the full premium is paid and a policy is issued. Until all necessary documents are placed of record, the Company reserves the right to amend or supplement this preliminary report.

*Countersigned*

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Tara Waterman



# Fidelity National Title

Company of Oregon

900 SW 5th Avenue, Portland, OR 97204  
(503)222-2424 FAX (503)227-2274

## PRELIMINARY REPORT

**ESCROW OFFICER:** Lori Medak  
Lori.Medak@fnf.com  
503-222-2424

**ORDER NO.:** 45142404765

**TITLE OFFICER:** Robert Fleming

**TO:** Fidelity National Title Company of Oregon  
900 SW 5th Avenue  
Portland, OR 97204

**ESCROW LICENSE NO.:** 901000243

**OWNER/SELLER:** Ascentic Engineering, LLC

**BUYER/BORROWER:** Bo Oswald

**PROPERTY ADDRESS:** 18520 SW 108th Ave, Tualatin, OR 97062

**EFFECTIVE DATE:** May 23, 2024, 08:00 AM

1. THE POLICY AND ENDORSEMENTS TO BE ISSUED AND THE RELATED CHARGES ARE:

	<u>AMOUNT</u>	<u>PREMIUM</u>
ALTA Owner's Policy 2021 Owner's Standard	\$ 1,500,000.00	\$ 2,850.00
OTIRO Endorsement No. 110		\$ 0.00
Government Lien Search		\$ 30.00

2. THE ESTATE OR INTEREST IN THE LAND HEREINAFTER DESCRIBED OR REFERRED TO COVERED BY THIS REPORT IS:

A Fee

3. TITLE TO SAID ESTATE OR INTEREST AT THE DATE HEREOF IS VESTED IN:

Ascentec Engineering LLC, a Delaware limited liability company

4. THE LAND REFERRED TO IN THIS REPORT IS SITUATED IN THE CITY OF TUALATIN, COUNTY OF WASHINGTON, STATE OF OREGON, AND IS DESCRIBED AS FOLLOWS:

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF

**EXHIBIT "A"**  
Legal Description

The North one-half of Lot 11, GLENMORAG PARK, in the City of Tualatin, County of Washington and State of Oregon.

EXCEPTING THEREFROM the East 247 feet thereof.

ALSO EXCEPTING THEREFROM that portion dedicated for street purposes, recorded May 18, 1990, as Fee No. 90-025380, Washington County Records.

**AS OF THE DATE OF THIS REPORT, ITEMS TO BE CONSIDERED AND EXCEPTIONS TO COVERAGE IN ADDITION TO THE PRINTED EXCEPTIONS AND EXCLUSIONS IN THE POLICY FORM WOULD BE AS FOLLOWS:**

**GENERAL EXCEPTIONS:**

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Any facts, rights, interests or claims, which are not shown by the Public Records but which could be ascertained by an inspection of the Land or which may be asserted by persons in possession thereof.
3. Easements, or claims thereof, which are not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment, encumbrance, violation, variation or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land and not shown by the Public Records. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
5. Any lien, or right to a lien, for services, labor, material or equipment rental, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

**SPECIFIC ITEMS AND EXCEPTIONS:**

6. City Liens, if any, in favor of the City of Tualatin. None found as of June 8, 2024.
7. Rights of the public to any portion of the Land lying within the area commonly known as streets, roads and highways.
8. Please be advised that our search did not disclose any open Deeds of Trust of record. If you should have knowledge of any outstanding obligation, please contact the Title Department immediately for further review prior to closing.
9. Existing leases and tenancies, if any, and any interests that may appear upon examination of such leases.
10. Personal property taxes, if any.
11. The Company has on file a copy of the Operating Agreement for Ascentic Engineering LLC, a Delaware limited liability company, dated September 16, 2011. A copy of any amendments subsequent to the date of said Operating Agreement should be furnished for review prior to closing.

The Company reserves the right to add additional items or make further requirements after review of the requested documentation.

The Oregon Corporation Commission records show that as of June 8, 2024, Ascentic Engineering LLC is an active Delaware limited liability company and is currently in good standing.

12. Washington County Personal Property Tax Warrant for the amount herein stated, plus interest and statutory charges:

Warrant No.: 220022  
Amount: \$5,835.22  
Debtor: Ascentec Engineering LLC  
Recording Date: January 17, 2023  
[Recording No.:](#) [2023-001740](#)

13. Washington County Personal Property Tax Warrant for the amount herein stated, plus interest and statutory charges:

Warrant No.: 220022  
Amount: \$5,835.22  
Debtor: Ascentec Engineering LLC  
Recording Date: March 6, 2023  
[Recording No.:](#) [2023-008651](#)

14. If requested to issue an extended coverage ALTA loan policy, the following matters must be addressed:

- a) The rights of tenants holding under unrecorded leases or tenancies
- b) Matters disclosed by a statement as to parties in possession and as to any construction, alterations or repairs to the Land within the last 75 days. The Company must be notified in the event that any funds are to be used for construction, alterations or repairs.
- c) Any facts which would be disclosed by an accurate survey of the Land

**ADDITIONAL REQUIREMENTS/NOTES:**

- A. Note: Property taxes for the fiscal year shown below are paid in full.

Fiscal Year: 2023-2024  
Amount: \$6,479.43  
Levy Code: 023.76  
[Account No.:](#) [R530125](#)  
Map No.: 2S122AD00100

Prior to close of escrow, please contact the Tax Collector's Office to confirm all amounts owing, including current fiscal year taxes, supplemental taxes, escaped assessments and any delinquencies.

- B. In addition to the standard policy exceptions, the exceptions enumerated above shall appear on the final ALTA Policy unless removed prior to issuance.

- C. Note: There are no matters against the party(ies) shown below which would appear as exceptions to coverage in a title insurance product:

Parties: Bo Oswald

- D. Notice: Please be aware that due to the conflict between federal and state laws concerning the cultivation, distribution, processing, manufacture, sale, dispensing or use of marijuana and psilocybin, the Company is not able to close or insure any transaction involving Land associated with these activities.

- E. Note: There are NO conveyances affecting said Land recorded within 24 months of the date of this report.



F. Washington County imposes a transfer tax of \$1.00 per \$1,000 (or fraction thereof) of the selling price in a real estate transfer, unless the county approves an exemption application. Exemption criteria and applications are available at the county's website, see:  
<http://www.co.washington.or.us/AssessmentTaxation/Recording/TransferTaxExemption/index.cfm>.

G. Note: No utility search has been made or will be made for water, sewer or storm drainage charges unless the City/Service District claims them as liens (i.e. foreclosable) and reflects them on its lien docket as of the date of closing. Buyers should check with the appropriate city bureau or water service district and obtain a billing cutoff. Such charges must be adjusted outside of escrow.

H. THE FOLLOWING NOTICE IS REQUIRED BY STATE LAW: YOU WILL BE REVIEWING, APPROVING AND SIGNING IMPORTANT DOCUMENTS AT CLOSING. LEGAL CONSEQUENCES FOLLOW FROM THE SELECTION AND USE OF THESE DOCUMENTS. YOU MAY CONSULT AN ATTORNEY ABOUT THESE DOCUMENTS. YOU SHOULD CONSULT AN ATTORNEY IF YOU HAVE QUESTIONS OR CONCERNS ABOUT THE TRANSACTION OR ABOUT THE DOCUMENTS. IF YOU WISH TO REVIEW TRANSACTION DOCUMENTS THAT YOU HAVE NOT SEEN, PLEASE CONTACT THE ESCROW AGENT.

I. Recording Charge (Per Document) is the following:

County	First Page	Each Additional Page
Multnomah	\$86.00	\$5.00
Washington	\$81.00	\$5.00
Clackamas	\$93.00	\$5.00

Note: When possible the company will record electronically. An additional charge may be applied.

Note: Please send any documents for recording to the following address:  
Portland Title Group  
Attn: Recorder  
1455 SW Broadway, Suite 1450  
Portland, OR. 97201

J. Note: Effective January 1, 2008, Oregon law (ORS 314.258) mandates withholding of Oregon income taxes from sellers who do not continue to be Oregon residents or qualify for an exemption. Please contact your Escrow Closer for further information.

K. Note: This [map/plat](#) is being furnished as an aid in locating the herein described Land in relation to adjoining streets, natural boundaries and other land. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the Company does not insure dimensions, distances or acreage shown thereon.

L. NOTE: IMPORTANT INFORMATION REGARDING PROPERTY TAX PAYMENTS

Fiscal Year:	July 1 <sup>st</sup> through June 30 <sup>th</sup>
Taxes become a lien on real property, but are not yet payable:	July 1 <sup>st</sup>
Taxes become certified and payable (approximately on this date):	October 15 <sup>th</sup>
First one third payment of taxes is due:	November 15 <sup>th</sup>
Second one third payment of taxes is due:	February 15 <sup>th</sup>
Final payment of taxes is due:	May 15 <sup>th</sup>

Discounts: If two thirds are paid by November 15<sup>th</sup>, a 2% discount will apply.  
 If the full amount of the taxes are paid by November 15<sup>th</sup>, a 3% discount will apply.

Interest: Interest accrues as of the 15<sup>th</sup> of each month based on any amount that is unpaid by the due date. No interest is charged if the minimum amount is paid according to the above mentioned payment schedule.

M. Note: If an Owner's Title Insurance Policy is requested, the State of Oregon requires every ALTA Owner's Policy (07-01-2021) to include the OTIRO 110 Endorsement as a supplement to the definition of Insured in said Owner's Policy's Conditions to confirm coverage is the same for an Oregon Registered Domestic Partner as it is for a Spouse.

**EXHIBIT ONE**  
**2021 AMERICAN LAND TITLE ASSOCIATION LOAN POLICY (07-01-2021)**  
**EXCLUSIONS FROM COVERAGE**

The following matters are expressly excluded from the coverage of this policy, and the Company will not pay loss or damage, costs, attorneys' fees, or expenses that arise by reason of:

1. a. any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) that restricts, regulates, prohibits, or relates to:
    - i. the occupancy, use, or enjoyment of the Land;
    - ii. the character, dimensions, or location of any improvement on the Land;
    - iii. the subdivision of land; or
    - iv. environmental remediation or protection.
  - b. any governmental forfeiture, police, regulatory, or national security power.
  - c. the effect of a violation or enforcement of any matter excluded under Exclusion 1.a. or 1.b.
2. Any power of eminent domain. Exclusion 2 does not modify or limit the coverage provided under Covered Risk 7.
  3. Any defect, lien, encumbrance, adverse claim, or other matter:
    - a. created, suffered, assumed, or agreed to by the Insured Claimant;
    - b. not Known to the Company, not recorded in the Public Records at the Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
    - c. resulting in no loss or damage to the Insured Claimant;
    - d. attaching or created subsequent to the Date of Policy (Exclusion 3.d. does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or

- e. resulting in loss or damage that would not have been sustained if consideration sufficient to qualify the Insured named in Schedule A as a bona fide purchaser or encumbrancer had been given for the Insured Mortgage at the Date of Policy.
4. Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with applicable doing-business law.
  5. Invalidity or unenforceability of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or Consumer Protection Law.
  6. Any claim, by reason of the operation of federal bankruptcy, state insolvency, or similar creditors' rights law, that the transaction creating the lien of the Insured Mortgage is a:
    - a. fraudulent conveyance or fraudulent transfer;
    - b. voidable transfer under the Uniform Voidable Transactions Act; or
    - c. preferential transfer:
      - i. to the extent the Insured Mortgage is not a transfer made as a contemporaneous exchange for new value; or
      - ii. for any reason not stated in the Covered Risk 13.b
  7. Any claim of a PACA-PSA Trust. Exclusion 7 does not modify or limit the coverage provided under Covered Risk 8.
  8. Any lien on the Title for real estate taxes or assessments imposed by a governmental authority and created or attaching between the Date of Policy and the date of recording of the Insured Mortgage in the Public Records. Exclusion 8 does not modify or limit the coverage provided under Covered Risk 2.b. or 11.b.
  9. Any discrepancy in the quantity of the area, square footage, or acreage of the Land or of any improvement to the Land.

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage.

**SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE**

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof, water rights, claims or title to water.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
5. Any lien for services, labor or material heretofore or hereafter furnished, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, imposed by law and not shown by the Public Records.

**2021 AMERICAN LAND TITLE ASSOCIATION OWNER'S POLICY (07-01-2021)**  
**EXCLUSIONS FROM COVERAGE**

The following matters are excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses that arise by reason of:

1. a. any law, ordinance, permit, or governmental regulation (including those relating to building and zoning) that restricts, regulates, prohibits, or relates to:
    - i. the occupancy, use, or enjoyment of the Land;
    - ii. the character, dimensions or location of any improvement on the Land;
    - iii. the subdivision of land; or
    - iv. environmental remediation or protection;
  - b. any governmental forfeiture, police, regulatory, or national security power
  - c. the effect of a violation or enforcement of any matter excluded under Exclusion 1.a. or 1.b.
- Exclusion 1 does not modify or limit the coverage provided under Covered Risk 5 or 6.
2. Any power of eminent domain. Exclusion 2 does not modify or limit the coverage provided under Covered Risk 7.
  3. Any defect, lien, encumbrance, adverse claim, or other matter:
    - a. created, suffered, assumed or agreed to by the Insured Claimant;
    - b. not known to the Company, not recorded in the Public Records at the Date of Policy, but Known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
    - c. resulting in no loss or damage to the Insured Claimant;

- d. attaching or created subsequent to the Date of Policy (Exclusion 3.d. does not modify or limit the coverage provided under Covered Risk 9 or 10); or
  - e. resulting in loss or damage that would not have been sustained if consideration sufficient to qualify the Insured named in Schedule A as a bona fide purchaser had been given for the Title at the Date of Policy.
4. Any claim, by reason of the operation of federal bankruptcy, state insolvency or similar creditors' rights law, that the transaction vesting the Title as shown in Schedule A is a:
    - a. fraudulent conveyance or fraudulent transfer, or
    - b. voidable transfer under the Uniform Voidable Transactions Act; or
    - c. preferential transfer:
      - i. to the extent the instrument of transfer vesting the Title as shown in Schedule A is not a transfer made as a contemporaneous exchange for new value; or
      - ii. for any other reason not stated in Covered Risk 9.b.
  5. Any claim of a PACA-PSA Trust. Exclusion 5 does not modify or limit the coverage provided under Covered Risk 8.
  6. Any lien on the Title for real estate taxes or assessments imposed or collected by a governmental authority that becomes due and payable after the Date of Policy. Exclusion 6 does not modify or limit the coverage provided under Covered Risk 2.b.
  7. Any discrepancy in the quantity of the area, square footage, or acreage of the Land or of any improvement to the Land.

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage.

**SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE**

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof, water rights, claims or title to water.
4. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
5. Any lien for services, labor or material heretofore or hereafter furnished, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, imposed by law and not shown by the Public Records.

## EXHIBIT ONE

### 2006 AMERICAN LAND TITLE ASSOCIATION LOAN POLICY (06-17-06) EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses that arise by reason of:

- (a) Any law, ordinance or governmental regulation (including but not limited to building and zoning) restricting, regulating, prohibiting or relating to
  - the occupancy, use, or enjoyment of the Land;
  - the character, dimensions or location of any improvement erected on the land;
  - the subdivision of land; or
  - environmental protection;or the effect of any violation of these laws, ordinances or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
- Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
- Defects, liens, encumbrances, adverse claims, or other matters
  - created, suffered, assumed or agreed to by the Insured Claimant;
  - not known to the Company, not recorded in the Public Records at Date of Policy, but known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;

- resulting in no loss or damage to the Insured Claimant;
  - attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 11, 13, or 14); or
  - resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Insured Mortgage.
- Unenforceability of the lien of the Insured Mortgage because of the inability or failure of an Insured to comply with the applicable doing-business laws of the state where the Land is situated.
  - Invalidity or unenforceability in whole or in part of the lien of the Insured Mortgage that arises out of the transaction evidenced by the Insured Mortgage and is based upon usury or any consumer credit protection or truth-in-lending law.
  - Any claim, by reason of the operation of federal bankruptcy, state insolvency or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
    - a fraudulent conveyance or fraudulent transfer, or
    - a preferential transfer for any reason not stated in the Covered Risk 13(b) of this policy.
  - Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the Insured Mortgage in the Public Records. This Exclusion does not modify or limit the coverage provided under Covered Risk 11(b).

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage.

#### SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

- Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
- Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
- Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof, water rights, claims or title to water.
- Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
- Any lien for services, labor or material heretofore or hereafter furnished, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, imposed by law and not shown by the Public Records.

### 2006 AMERICAN LAND TITLE ASSOCIATION OWNER'S POLICY (06-17-06) EXCLUSIONS FROM COVERAGE

The following matters are expressly excluded from the coverage of this policy and the Company will not pay loss or damage, costs, attorneys' fees or expenses that arise by reason of:

- (a) Any law, ordinance or governmental regulation (including but not limited to building and zoning) restricting, regulating, prohibiting or relating to
  - the occupancy, use, or enjoyment of the Land;
  - the character, dimensions or location of any improvement erected on the land;
  - the subdivision of land; or
  - environmental protection;or the effect of any violation of these laws, ordinances or governmental regulations. This Exclusion 1(a) does not modify or limit the coverage provided under Covered Risk 5.
- (b) Any governmental police power. This Exclusion 1(b) does not modify or limit the coverage provided under Covered Risk 6.
- Rights of eminent domain. This Exclusion does not modify or limit the coverage provided under Covered Risk 7 or 8.
- Defects, liens, encumbrances, adverse claims, or other matters
  - created, suffered, assumed or agreed to by the Insured Claimant;

- not known to the Company, not recorded in the Public Records at Date of Policy, but known to the Insured Claimant and not disclosed in writing to the Company by the Insured Claimant prior to the date the Insured Claimant became an Insured under this policy;
  - resulting in no loss or damage to the Insured Claimant;
  - attaching or created subsequent to Date of Policy (however, this does not modify or limit the coverage provided under Covered Risk 9 and 10); or
  - resulting in loss or damage that would not have been sustained if the Insured Claimant had paid value for the Title.
- Any claim, by reason of the operation of federal bankruptcy, state insolvency or similar creditors' rights laws, that the transaction creating the lien of the Insured Mortgage, is
    - a fraudulent conveyance or fraudulent transfer, or
    - a preferential transfer for any reason not stated in the Covered Risk 9 of this policy.
  - Any lien on the Title for real estate taxes or assessments imposed by governmental authority and created or attaching between Date of Policy and the date of recording of the deed or other instrument of transfer in the Public Records that vests Title as shown in Schedule A.

The above policy form may be issued to afford either Standard Coverage or Extended Coverage. In addition to the above Exclusions from Coverage, the Exceptions from Coverage in a Standard Coverage policy will also include the following Exceptions from Coverage.

#### SCHEDULE B - GENERAL EXCEPTIONS FROM COVERAGE

This policy does not insure against loss or damage (and the Company will not pay costs, attorneys' fees or expenses) which arise by reason of:

- Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
- Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
- Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof, water rights, claims or title to water.
- Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land. The term "encroachment" includes encroachments of existing improvements located on the Land onto adjoining land, and encroachments onto the Land of existing improvements located on adjoining land.
- Any lien for services, labor or material heretofore or hereafter furnished, or for contributions due to the State of Oregon for unemployment compensation or worker's compensation, imposed by law and not shown by the Public Records.



Inquire before you wire!

## WIRE FRAUD ALERT

This Notice is not intended to provide legal or professional advice.  
If you have any questions, please consult with a lawyer.

All parties to a real estate transaction are targets for wire fraud and many have lost hundreds of thousands of dollars because they simply relied on the wire instructions received via email, without further verification. **If funds are to be wired in conjunction with this real estate transaction, we strongly recommend verbal verification of wire instructions through a known, trusted phone number prior to sending funds.**

In addition, the following non-exclusive self-protection strategies are recommended to minimize exposure to possible wire fraud.

- **NEVER RELY** on emails purporting to change wire instructions. Parties to a transaction rarely change wire instructions in the course of a transaction.
- **ALWAYS VERIFY** wire instructions, specifically the ABA routing number and account number, by calling the party who sent the instructions to you. DO NOT use the phone number provided in the email containing the instructions, use phone numbers you have called before or can otherwise verify. **Obtain the number of relevant parties to the transaction as soon as an escrow account is opened.** DO NOT send an email to verify as the email address may be incorrect or the email may be intercepted by the fraudster.
- **USE COMPLEX EMAIL PASSWORDS** that employ a combination of mixed case, numbers, and symbols. Make your passwords greater than eight (8) characters. Also, change your password often and do NOT reuse the same password for other online accounts.
- **USE MULTI-FACTOR AUTHENTICATION** for email accounts. Your email provider or IT staff may have specific instructions on how to implement this feature.

For more information on wire-fraud scams or to report an incident, please refer to the following links:

**Federal Bureau of Investigation:**

<http://www.fbi.gov>

**Internet Crime Complaint Center:**

<http://www.ic3.gov>

## **FIDELITY NATIONAL FINANCIAL PRIVACY NOTICE**

Effective December 1, 2023

Fidelity National Financial, Inc. and its majority-owned subsidiary companies (collectively, "FNF," "our," or "we") respect and are committed to protecting your privacy. This Privacy Notice explains how we collect, use, and protect personal information, when and to whom we disclose such information, and the choices you have about the use and disclosure of that information.

A limited number of FNF subsidiaries have their own privacy notices. If a subsidiary has its own privacy notice, the privacy notice will be available on the subsidiary's website and this Privacy Notice does not apply.

### **Collection of Personal Information**

FNF may collect the following categories of Personal Information:

- contact information (e.g., name, address, phone number, email address);
- demographic information (e.g., date of birth, gender, marital status);
- identity information (e.g. Social Security Number, driver's license, passport, or other government ID number);
- financial account information (e.g. loan or bank account information); and
- other personal information necessary to provide products or services to you.

We may collect Personal Information about you from:

- information we receive from you or your agent;
- information about your transactions with FNF, our affiliates, or others; and
- information we receive from consumer reporting agencies and/or governmental entities, either directly from these entities or through others.

### **Collection of Browsing Information**

FNF automatically collects the following types of Browsing Information when you access an FNF website, online service, or application (each an "FNF Website") from your Internet browser, computer, and/or device:

- Internet Protocol (IP) address and operating system;
- browser version, language, and type;
- domain name system requests; and
- browsing history on the FNF Website, such as date and time of your visit to the FNF Website and visits to the pages within the FNF Website.

Like most websites, our servers automatically log each visitor to the FNF Website and may collect the Browsing Information described above. We use Browsing Information for system administration, troubleshooting, fraud investigation, and to improve our websites. Browsing Information generally does not reveal anything personal about you, though if you have created a user account for an FNF Website and are logged into that account, the FNF Website may be able to link certain browsing activity to your user account.

### **Other Online Specifics**

**Cookies.** When you visit an FNF Website, a "cookie" may be sent to your computer. A cookie is a small piece of data that is sent to your Internet browser from a web server and stored on your computer's hard drive. Information gathered using cookies helps us improve your user experience. For example, a cookie can help the website load properly or can customize the display page based on your browser type and user preferences. You can choose whether or not to accept cookies by changing your Internet browser settings. Be aware that doing so may impair or limit some functionality of the FNF Website.

**Web Beacons.** We use web beacons to determine when and how many times a page has been viewed. This information is used to improve our websites.

**Do Not Track.** Currently our FNF Websites do not respond to "Do Not Track" features enabled through your browser.

Links to Other Sites. FNF Websites may contain links to unaffiliated third-party websites. FNF is not responsible for the privacy practices or content of those websites. We recommend that you read the privacy policy of every website you visit.

### **Use of Personal Information**

FNF uses Personal Information for these main purposes:

- To provide products and services to you or in connection with a transaction involving you.
- To improve our products and services.
- To communicate with you about our, our affiliates', and others' products and services, jointly or independently.
- To provide reviews and testimonials about our services, with your consent.

### **When Information Is Disclosed**

We may disclose your Personal Information and Browsing Information in the following circumstances:

- to enable us to detect or prevent criminal activity, fraud, material misrepresentation, or nondisclosure;
- to affiliated or nonaffiliated service providers who provide or perform services or functions on our behalf and who agree to use the information only to provide such services or functions;
- to affiliated or nonaffiliated third parties with whom we perform joint marketing, pursuant to an agreement with them to jointly market financial products or services to you;
- to law enforcement or authorities in connection with an investigation, or in response to a subpoena or court order; or
- in the good-faith belief that such disclosure is necessary to comply with legal process or applicable laws, or to protect the rights, property, or safety of FNF, its customers, or the public.

The law does not require your prior authorization and does not allow you to restrict the disclosures described above. Additionally, we may disclose your information to third parties for whom you have given us authorization or consent to make such disclosure. We do not otherwise share your Personal Information or Browsing Information with nonaffiliated third parties, except as required or permitted by law.

We reserve the right to transfer your Personal Information, Browsing Information, and any other information, in connection with the sale or other disposition of all or part of the FNF business and/or assets, or in the event of bankruptcy, reorganization, insolvency, receivership, or an assignment for the benefit of creditors. By submitting Personal Information and/or Browsing Information to FNF, you expressly agree and consent to the use and/or transfer of the foregoing information in connection with any of the above described proceedings.

### **Security of Your Information**

We maintain physical, electronic, and procedural safeguards to protect your Personal Information.

### **Choices With Your Information**

Whether you submit Personal Information or Browsing Information to FNF is entirely up to you. If you decide not to submit Personal Information or Browsing Information, FNF may not be able to provide certain services or products to you.

For California Residents: We will not share your Personal Information or Browsing Information with nonaffiliated third parties, except as permitted by California law. For additional information about your California privacy rights, please visit the "California Privacy" link on our website (<https://fnf.com/pages/californiaprivacy.aspx>) or call (888) 413-1748.

For Connecticut Residents: For additional information about your Connecticut consumer privacy rights, or to make a consumer privacy request, or to appeal a previous privacy request, please email [privacy@fnf.com](mailto:privacy@fnf.com) or call (888) 714-2710.

For Colorado Residents: For additional information about your Colorado consumer privacy rights, or to make a consumer privacy request, or to appeal a previous privacy request, please email [privacy@fnf.com](mailto:privacy@fnf.com) or call (888) 714-2710.

For Nevada Residents: We are providing this notice pursuant to state law. You may be placed on our internal Do Not Call List by calling FNF Privacy at (888) 714-2710 or by contacting us via the information set forth at the end of this Privacy Notice. For further information concerning Nevada's telephone solicitation law, you may contact: Bureau of Consumer Protection, Office of the Nevada Attorney General, 555 E. Washington St., Suite 3900, Las Vegas, NV 89101; Phone number: (702) 486-3132; email: [aginqueries@ag.state.nv.us](mailto:aginqueries@ag.state.nv.us).

For Oregon Residents: We will not share your Personal Information or Browsing Information with nonaffiliated third parties for marketing purposes, except after you have been informed by us of such sharing and had an opportunity to indicate that you do not want a disclosure made for marketing purposes.

For Utah Residents: For additional information about your Utah consumer privacy rights, or to make a consumer privacy request, please call (888) 714-2710.

For Vermont Residents: We will not disclose information about your creditworthiness to our affiliates and will not disclose your personal information, financial information, credit report, or health information to nonaffiliated third parties to market to you, other than as permitted by Vermont law, unless you authorize us to make those disclosures.

For Virginia Residents: For additional information about your Virginia consumer privacy rights, or to make a consumer privacy request, or appeal a previous privacy request, please email [privacy@fnf.com](mailto:privacy@fnf.com) or call (888) 714-2710.

### **Information From Children**

The FNF Websites are not intended or designed to attract persons under the age of eighteen (18). We do not collect Personal Information from any person that we know to be under the age of thirteen (13) without permission from a parent or guardian.

### **International Users**

FNF's headquarters is located within the United States. If you reside outside the United States and choose to provide Personal Information or Browsing Information to us, please note that we may transfer that information outside of your country of residence. By providing FNF with your Personal Information and/or Browsing Information, you consent to our collection, transfer, and use of such information in accordance with this Privacy Notice.

### **FNF Website Services for Mortgage Loans**

Certain FNF companies provide services to mortgage loan servicers, including hosting websites that collect customer information on behalf of mortgage loan servicers (the "Service Websites"). The Service Websites may contain links to both this Privacy Notice and the mortgage loan servicer or lender's privacy notice. The sections of this Privacy Notice titled When Information is Disclosed, Choices with Your Information, and Accessing and Correcting Information do not apply to the Service Websites. The mortgage loan servicer or lender's privacy notice governs use, disclosure, and access to your Personal Information. FNF does not share Personal Information collected through the Service Websites, except as required or authorized by contract with the mortgage loan servicer or lender, or as required by law or in the good-faith belief that such disclosure is necessary: to comply with a legal process or applicable law, to enforce this Privacy Notice, or to protect the rights, property, or safety of FNF or the public.

### **Your Consent To This Privacy Notice; Notice Changes**

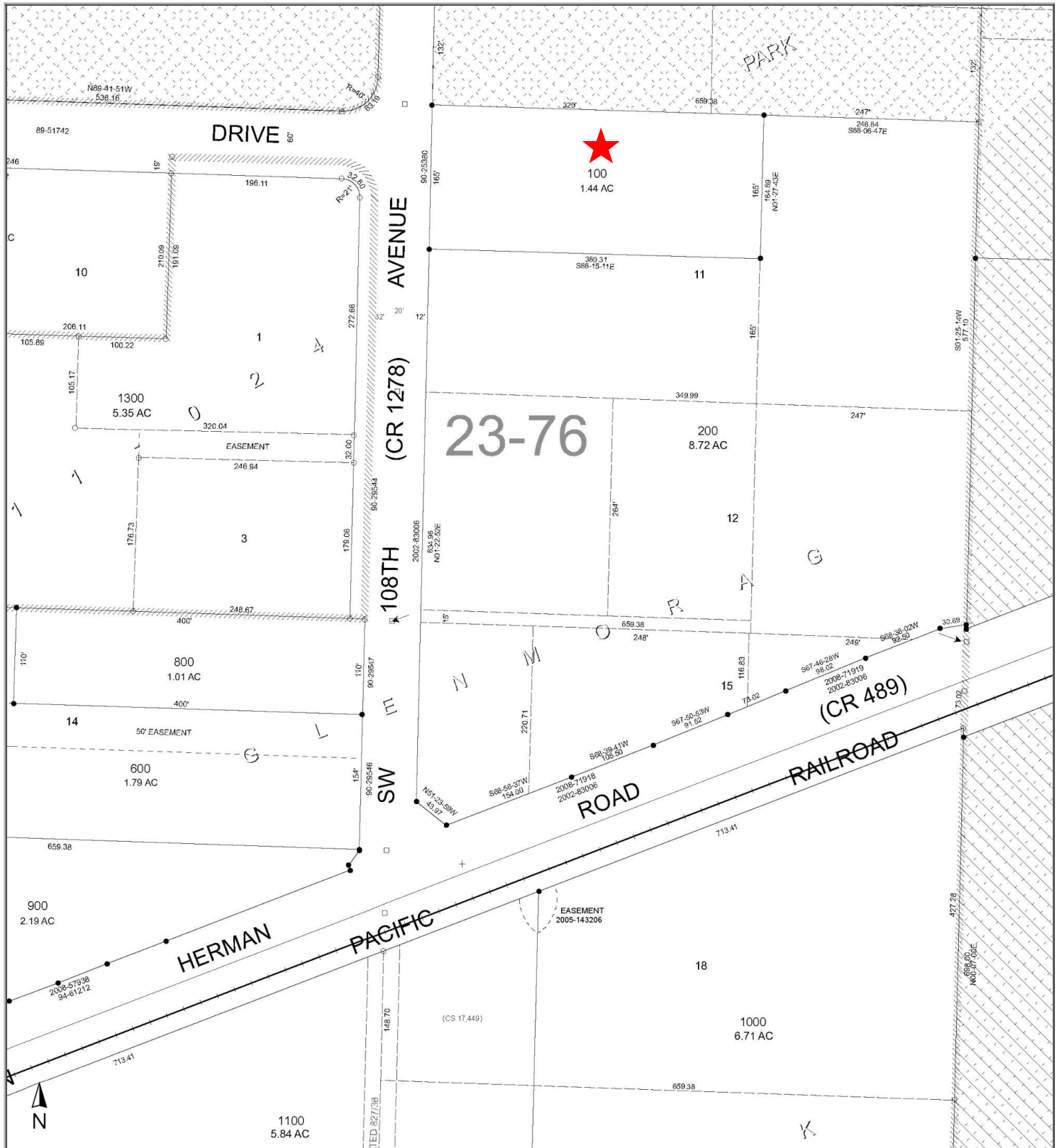
By submitting Personal Information and/or Browsing Information to FNF, you consent to the collection and use of the information in accordance with this Privacy Notice. We may change this Privacy Notice at any time. The Privacy Notice's effective date will show the last date changes were made. If you provide information to us following any change of the Privacy Notice, that signifies your assent to and acceptance of the changes to the Privacy Notice.

### **Accessing and Correcting Information; Contact Us**

If you have questions or would like to correct your Personal Information, visit FNF's [Privacy Inquiry Website](#) or contact us by phone at (888) 714-2710, by email at [privacy@fnf.com](mailto:privacy@fnf.com), or by mail to:

Fidelity National Financial, Inc.  
601 Riverside Avenue,  
Jacksonville, Florida 32204  
Attn: Chief Privacy Officer





**ParcelID: R530125**  
**Tax Account #: 2S122AD00100**  
**18520 SW 108th Ave, Tualatin OR 97062**

This map/plat is being furnished as an aid in locating the herein described land in relation to adjoining streets, natural boundaries and other land, and is not a survey of the land depicted. Except to the extent a policy of title insurance is expressly modified by endorsement, if any, the company does not insure dimensions, distances, location of easements, acreage or other matters shown thereon.



Planner: Keith Leonard  
503-691-3029 or kleonard@tualatin.gov

# 108TH AVENUE (CONTRACTORS) OFFICE BUILDING

**18520 SW 108<sup>th</sup> Ave.**  
**Pre-Application Meeting Summary (PRE24-0011)**  
**July 24, 2024**

Thank you for discussing your proposed project. Below you will find a summary of our discussion points. If there is anything else from our meeting that you wish to document, please respond with your notes as well. Thank you.

**Please Note:** TDC 32.110. [...] The pre-application conference is intended to be a tool to assist applicants in navigating the land use process, but is not intended to be an exhaustive review that identifies or resolves all potential issues, and does not bind or preclude the City from enforcing any applicable regulations or from applying regulations in a manner differently than may have been indicated at the time of the pre-application conference.

**Applicant’s Description of Project Scope** – “The following is a brief summary of the proposed development at 18520 SW 108th Avenue, Tualatin, Oregon 97062 (“Project Site”). The Project will include the development of a new [10,000-15,000 sqft contractors] office building and associated site improvements.” In terms of use the applicant stated that the “program will generally include administrative office(s), conference and training rooms, storage, and support space(s) for a general contractor’s operations”. Also noted was an interest in “exterior lay down storage space”.

**Required Land Use Reviews**

- First a Conditional Use Permit (CUP) must be obtained in order to permit “Building, heating, plumbing and electrical contractor’s offices, with on-site storage of equipment or materials
- A Type II Architectural Review for a building of 10,000-15,000 square feet.

Submit all application materials electronically via eTrakit: <https://permits.ci.tualatin.or.us/eTrakit/>.

**Conditional Use Permit (CUP)**

A CUP is required per Tualatin Development Code (TDC) [60.200](#) Table 60-2 Use Categories in the ML Zone. As described above, the use would be considered “building, heating, plumbing and electrical contractor’s offices, with on-site storage of equipment or materials”, which requires an approved CUP.

Light Manufacturing	P/C (L)	<p><b>Conditional uses limited to:</b></p> <ul style="list-style-type: none"> <li>• Machine shop over 7,500 square feet;</li> <li>• Building, heating, plumbing and electrical contractor's offices, with on-site storage of equipment or materials;</li> <li>• Casting or fabrication of metals.</li> </ul> <p>All other uses permitted outright.</p>
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- CUP Application packet:  
[https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/5084/cup\\_app\\_02.23.pdf](https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/5084/cup_app_02.23.pdf)
- Subject to a [Type III procedure](#)
- Requires written statements to address the approval criteria listed in [30.040\(5\)](#).
  - Examples of recent conditional use permit applications are found on our projects website:  
<https://www.tualatinoregon.gov/projects>
- Decided by Tualatin Planning Commission, meets on the third Wednesday of the month:  
<https://www.tualatinoregon.gov/tpc>
  - 30 day Completeness Review
  - Public Hearing typically scheduled within 60 days of application being deemed complete.
  - Notice of Hearing:
    - Staff sends notice 20 day prior to hearing
      - Those who comment gain standing for potential appeal
    - Notice of Decision:
      - 14 day appeal period – opportunity to appeal decision to City Council

### Architectural Review

Type II Land Use Decision – See Tualatin Development Code Section [32.220](#)

- For the proposed use the application must first obtain an approved CUP.
- Ministerial action decided by City Staff (Administrative Review)
- Completeness Review: 30 Days
  - **NOTE:** [32.160. \(2\) Considerations](#). *Determination of completeness will be based upon receipt of the information required under TDC 32.140 and will not be based on opinions as to quality or accuracy. Applications that do not respond to relevant code requirements or standards can be deemed incomplete. A determination that an application is complete indicates only that the application is ready for review on its merits, not that the City will make a favorable decision on the application.*
- Staff issues Notice of Application after application is deemed complete:
  - 14 Day Comment Period
  - Those who comment gain standing for potential appeal
- Decision shared with applicant and property owner within approximately 60 days of an application being deemed complete.
  - Appeal Period: 14 Days
- Application Packet: <https://www.tualatinoregon.gov/planning/architectural-review-ar-instructions>
  - Architectural Review fees can be found in the [Fee Schedule](#)
- Examples of recent Architectural Review applications are found on the Projects Page: <https://www.tualatinoregon.gov/projects>

### Neighborhood/Developer Meeting Requirement

- Holding an in-person Neighborhood/Developer meeting is required prior to an application being submitted.
- The Conditional Use Permit (CUP) and Architectural Review (AR) could have separate Neighborhood/Developer Meetings or one meeting could be conducted for both applications. The

design proposed at this meeting should be the same that is ultimately submitted for CUP and AR approval.

- More detailed information about this meeting is online here: <https://www.tualatinoregon.gov/planning/neighborhood-developer-meetings>
- Applicants are responsible for mailing and posting notice of your Neighborhood Developer meeting, as well notifying Citizen Involvement Organizations by email. The City can provide a list of addresses for your notice letters. To request this service, please email us at [planning@tualatin.gov](mailto:planning@tualatin.gov).
- Neighborhood/Developer Meeting general information, notice content requirements, timing, location and other information can be found in [32.120](#).

#### **Sign Posting**

- One sign for Neighborhood/Developer Meeting [32.150](#) (1)(a) is required.
- A second sign for the Pending Land Use Application [32.150](#) (1)(b) is required.

#### **Criteria to address in the Architectural Review narrative submittal include:**

*Tualatin Development Code*

[32: Procedures](#)

[33.020: Architectural Review](#)

[33.040: Conditional Use Permit](#)

[33.110: Tree Removal](#)

[39: Use Categories](#)

[60: Light Manufacturing \(ML\) zone](#)

[63: Industrial Uses and Utilities and Manufacturing Zones—Environmental Regulations](#)

[73A: Site Design](#), [73B: Landscaping Standards](#), [73C: Parking Standards](#), and [73D: Waste and Recyclables Management Standards](#)

[74: Public Improvement Requirements](#)

[75: Access Management](#)

#### **Required Service Provider Letters**

Clean Water Services will comment on additional natural resources, through their Review process. The Service Provider Letter from CWS is a requirement of a complete land use or Engineering permit submittal. For more information, see <https://dynamic.cleanwaterservices.org/Forms/PreScreen>. This letter will specify any required wetland and buffer mitigation.

Coordination with Tualatin Valley Fire & Rescue, the City's emergency and fire protection services, is required as part of a complete land use process. To obtain a service provider letter for proposed development, please work directly with TVF&R: <https://www.tvfr.com/FormCenter/Public-Records-7/Service-provider-permit-for-Tualatin-73>

Coordination with Republic Services, the City's waste disposal service, is required as part of the Architectural Review process. To obtain a service provider letter for proposed development, please work directly with Kelly Herrod, Operations Supervisor; [kherrod@republicservices.com](mailto:kherrod@republicservices.com) (503) 404-4181.

#### **Tree Removal (if needed)**

- Tree removal, if proposed, is reviewed under the AR application.
- A tree preservation plan and a tree assessment report prepared by a certified arborist are required to address the approval criteria for tree removal found in [33.110\(5\)](#).

- Trees have been a major concern raised by community members and decision-makers. While our code is broadly permissive on the issue of tree removal, documenting compliance with section is likely to be especially important.

**Note:** During the preapplication meeting the property owner indicated that the site does not contain any trees so [33.110](#) may not be applicable.

### Highlighted Design Standards

- [Chapter 31](#) General Provisions
  - [31.060](#) Definitions
    - *“Developable Area. The privately owned land area upon which site improvements are to be placed, including, but not limited to, buildings, landscaping, parking, loading, vehicular circulation areas, outdoor storage, and water quality facilities. Developable areas do not include public rights-of-way and wetlands.”* You will need to clearly identify the “developable area”
 

**Note:** You will need to clearly define the “developable area” for each phase of development. The Site Concept Plan illustrates what appears to be a fire apparatus turnaround or other delineated turnaround area on what is noted as Phase 2. If the turnaround is part of Phase 1 then this area must meet TDC requirements including landscaping, etc. and be included in Phase 1.
- [Chapter 32](#) Procedures
  - [32.010](#) Purpose and Applicability
  - [32.020](#) Procedure for Review of Multiple Applications.
    - The CUP application would be processed first following the Architectural Review application. You can submit both application but the CUP must be the first application reviewed and if the Planning Commission approves it then the Architectural Review can go forward with the review.
  - [32.120](#) Neighborhood/Developer Meetings.
  - [32.130](#) Initiation of Applications
  - [32.140](#) Application Submittal
    - [32.140](#) (1) Submittal Requirements
    - [32.140](#)(1)(h), including a Citizen Involvement Organization (CIO) statement. More information pertaining to CIOs may be found here: <https://www.tualatincio.org/>
  - [32.150](#) Sign Posting. Required for both the Neighborhood/Developer meeting and a sign must be posted for the land use application.
  - [32.160](#) Completeness Review
  - [32.220](#) Type II Procedure (Administrative Review with Notice) for AR
  - [32.230](#) Type III Procedure (Quasi-Judicial – Public Hearing) for CUP
- Chapter 33 Application and Approval Criteria
  - [33.020](#) Architectural Review (AR)
    - *(3)(f) General Development. All development applications, (except Single Family Dwelling, duplex, townhouse, triplex, quadplex, or cottage cluster, Clear and Objective and Large Commercial, Industrial, and Multifamily Development) are subject to Type II Review.*
    - *(4) Application Materials*
    - *(5) Approval Criteria*
    - *(6) Conditions of Approval*

*(b) Types of conditions of approval that may be imposed include, but are not limited to:*

*(i) Development Schedule. A reasonable time schedule placed on construction activities associated with the proposed development, or portion of the development*

*(iii) Construction and Maintenance Guarantees. Security from the property owners in such an amount that will assure compliance with approval granted.*

**Note:** Please provide a description of the phased activities and schedule when a given activity is expected to be completed. Please include details regarding phasing of both private improvements and public improvements as required by [74.110](#). In lieu of a plan to phase the development, Section (iii) allows for the entirety of the development to be approved as a single phase and developed on a phased schedule subject to “security from the property owners in such an amount that will assure compliance with approval granted.”

- *(8) Effective Date*
- *(9) Permit Expiration*

○ [33.040](#) Conditional Use Permit (CUP)

(3) Procedure Type

(4) Specific Submittal Requirements

(5) Approval Criteria

**Note:** The area that will be utilized by this business must be clearly defined/delineated due to the land use requiring a CUP. If there is interest in using the rear portion or what is referred to as Phase 2 then make sure that you clearly define what use and where on the lot it will be located. Not adhering to the requirements of the CUP could jeopardize the ability of a property owner to utilize the property as a conditional use. Square footages for the individual uses like office, storage of equipment, etc...must be clearly described so that the Planning Commission can fully understand out the conditional use will function and occupy this property.

○ [33.110](#) Tree Removal Permit/Review

• [Chapter 39](#) Use Categories

○ [39.346](#) Office

*(1) Characteristics. Office uses are characterized by activities conducted in an office setting that focus on the provision of goods and services, usually by professionals.*

*(2) Examples of Uses.*

- *Construction contracting offices without on-site storage of equipment or materials.*

*(3) Exceptions (excluding)*

- *If construction equipment and materials are stored on site, contracting firms are classified as Light or Heavy Manufacturing.*

**Note:** These requirement are for “commercial” land use category for office uses. There is no on-site storage of equipment or materials permitted for commercial offices of contractors.

○ [39.400](#) Light Manufacturing

*(1) Characteristics. Light Manufacturing is the assembly, fabrication, or processing of goods and materials using processes that ordinarily do not create noise, smoke, fumes, odors, glare, or health or safety hazards outside of the building or lot where such activity takes place, and where such processes are housed entirely within a building. Light*

Manufacturing also includes the repair and/or servicing of industrial, business, or consumer machinery, equipment, products or by-products, or in training or instruction of such repair or servicing. Products are generally not displayed or sold on site, but if so, sales and display are accessory to the primary use and subject to restrictions, such as size, set forth in the planning district in which the use will be located. All industrial uses must continually comply with the Environmental Regulations specified in TDC Chapter 63.

(2)Examples of Uses.

- Building, heating, plumbing and electrical contractor's offices, with on-site storage of equipment or materials.

Note: This pertains to the "industrial" land use category in Table 60-1.

- [Chapter 60](#) Light Manufacturing (ML) zone
  - [60.100](#) "Purpose. The purpose of this zone is to provide areas of the City that are suitable for industrial uses and compatible with adjacent commercial and residential uses. The zone serves to buffer heavy manufacturing uses from commercial and residential areas. Industrial uses that are environmentally adverse or pose a hazard to life and safety are prohibited. The zone is suitable for warehousing, wholesaling, and light manufacturing processes that are not hazardous and do not create undue amounts of noise, dust, odor, vibration, or smoke. The purpose is also to allow a limited amount of commercial uses and services and other support uses, including office uses in limited locations in close proximity to the Commercial Office (CO) district. Commercial uses are not permitted in the Limited Commercial Setback."
  - [60.200](#) Use Categories

Table 60-1 Use Categories in ML Zone

Commercial Use Categories		
Office	P(L)	Permitted uses limited to: <ul style="list-style-type: none"> <li>• Offices for executive, administrative, and professional uses related to the sale or service of industrial products;</li> <li>• Office uses if within 60 feet of the CO zone and subject to TDC <a href="#">60.210(5)</a>; and</li> <li>• Office uses including business and commercial offices, general offices, and real estate offices, but not governmental offices, are a limited use in all other locations, subject to TDC <a href="#">60.210(2)</a>.</li> </ul>
Industrial Use Categories		
Light Manufacturing	P/C (L)	Conditional uses limited to: <ul style="list-style-type: none"> <li>• Machine shop over 7,500 square feet;</li> <li>• Building, heating, plumbing and electrical contractor's offices, with on-site storage of equipment or materials;</li> <li>• Casting or fabrication of metals.</li> </ul> All other uses permitted outright.

**Note:** It was described in the applicant's project memorandum that the "Program will generally include administrative office(s), conference and training rooms, storage, and support space(s) for a general contractor's operations." "Light manufacturing" use listed within the "Industrial Use Categories" allows "on-site storage of equipment and materials" with an approved CUP. If "office" use within the "Commercial Use Categories" is the intended use of the land then "on-site storage of equipment and materials" would be prohibited per [39.346](#) and additional

restrictions on commercial uses noted in TDC 60.210 would apply. Please provide a clear description of all uses on the land and where that use will be located.

- [60.210](#) (2) Limited Commercial Uses. Commercial uses permitted as limited uses, as specified in Table 60-1, must be located on the same site as a permitted industrial use. The site must be used substantially for industrial purposes and the commercial use is subject to the following limitations. The office, retail, and service uses may be located in a standalone building or combined in a building with other permitted uses.
  - (a) Offices. Office uses must not exceed 25 percent of the total gross floor area of all buildings on the site.

**Note:** These standards would apply if “office” in the “commercial use categories” is the intended use of the land and listed as a commercial use permitted as limited uses in Table 60-1.
- [60.210](#) (3) Size Limitation on Commercial Uses. Commercial uses permitted outright or as a Conditional Use as the primary use of a site, as specified in Table 60-1, are subject to the following size limitations.
  - (b) Industrial Areas. Commercial uses on land designated as an Industrial Area Design Type on Map 9-4 must not exceed 5,000 square feet for any individual use or a total of 20,000 square feet of all commercial uses on the site. Commercial uses permitted in the Limited Commercial Setback are exempt from this requirement.

**Note:** These standards would apply if “office” in the “commercial use categories” is the intended permitted or conditional use. The property is located within the Industrial Areas on Map 10-4 (reference to Map 9-4 is incorrect). Here is a link to the Comprehensive Plan Maps including Map 10-4.  
[https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/4716/july\\_2024\\_supplemental\\_maps.pdf](https://www.tualatinoregon.gov/sites/default/files/fileattachments/planning/page/4716/july_2024_supplemental_maps.pdf)
- Table 60-2 Development Standards located in [60.300](#).
  - Building setbacks, fence setbacks, maximum building height and other development standard information is located within Table 60-2.
- [TDC 60.310: Additional Development Standards](#)
  - *(1) Outdoor Uses. All uses must be conducted wholly within a completely enclosed building, except off-street parking and loading, Basic Utilities, Wireless Communication Facilities and outdoor play areas of child day care centers as required by state day care certification standards.*
- [Chapter 63](#) Industrial Uses and Utilities and Manufacturing Zones – Environmental Regulations
- Subject to Industrial Design Standards found in 73A.110 (per [Ordinance 1486-24](#))  
Note: The design standards for all non-residential use have been consolidated via Ordinance 1486-24 as effective on July 10, 2024. These standards may not be on TDC 73A but will be once municode updates the online TDC.
- Subject to Landscaping Standards found in [TDC Chapter 73B](#)  
**Note:** Please see [Ordinance 1486-24](#) for updates to Chapter 73B.
- Subject to Parking Standards found in [Chapter 73C](#).  
**Note:** Please see [Ordinance 1486-24](#) for updates to Chapter 73C.
- Subject to Waste and Recycling Standards found in [TDC Chapter 73D](#).  
**Note:** Please see [Ordinance 1486-24](#) for updates to Chapter 73C.
- [TDC 74.110](#). - Phasing of Improvements.

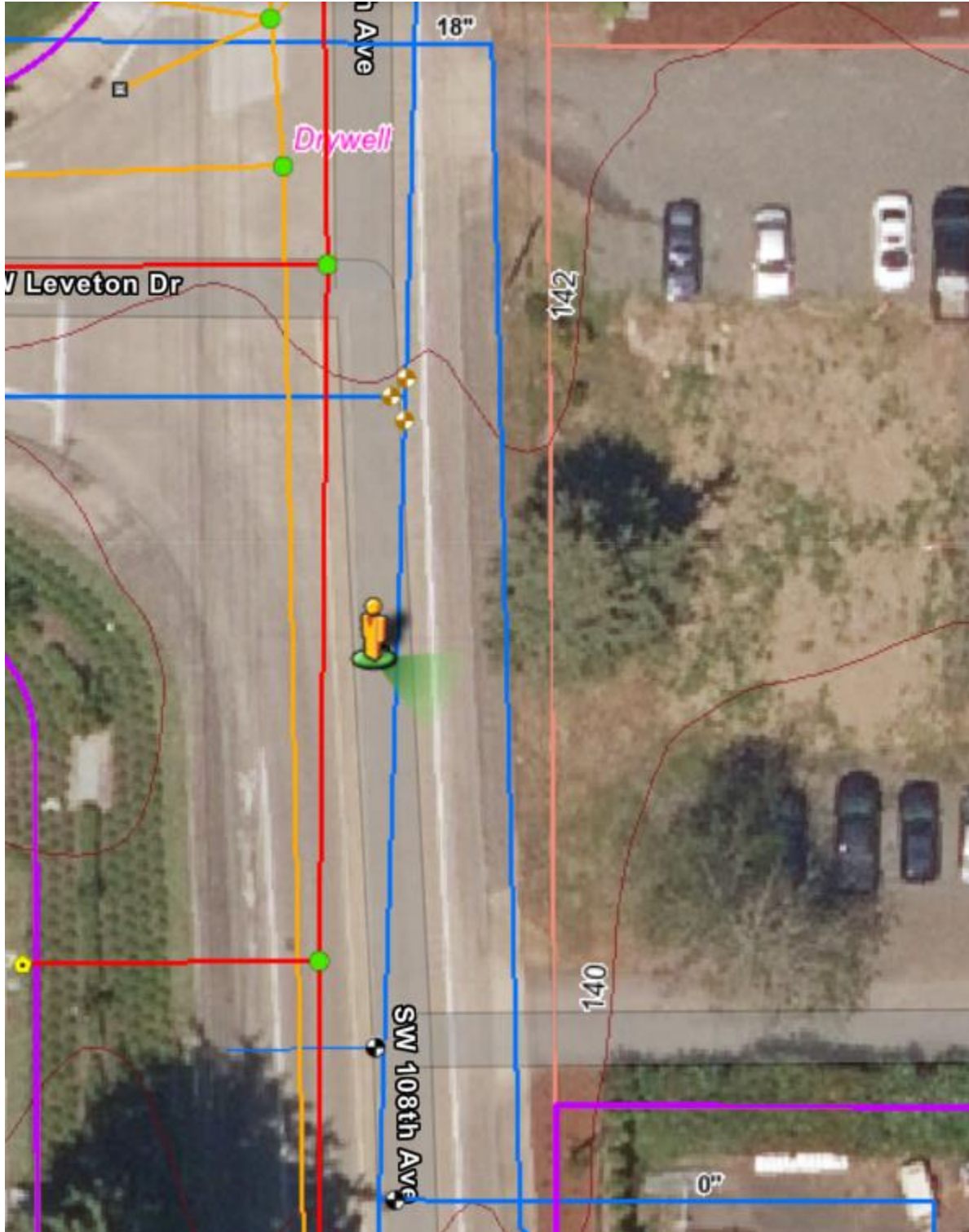


The applicant may build the development in phases. If the development is to be phased the applicant must submit a phasing plan to the City Manager for approval with the development application. The timing and extent or scope of public improvements and the conditions of development must be determined by the City Council on subdivision applications and by the City Manager on other development applications.

**Note:** This is not an exhaustive list of TDC submittal requirements for completeness check or items that should or must be addressed in the submittal. Additional items may be needed to fully evaluate an applicant's land use application.

## Public Utilities and Other Site Development

Please contact Tony Doran, Engineering Associate, at 503.691.3035 or [tdoran@tualatin.gov](mailto:tdoran@tualatin.gov) with public facilities-related questions. The image below shows sanitary sewer in red, stormwater in orange, and water in blue. The west water main is available for connection.



Below is a summary of potential public facility requirements. Staff encourages the applicant to coordinate with engineering staff *before* submitting a land use application.

**Architectural Review Application Submittal Requirements:**

- Public Improvement Plans and narrative identifying existing and proposed public improvements and demonstrating compliance with applicable sections of TDC 74 and 75.
- A traffic study per TDC 74.400 and in conformance with the City’s traffic study guidelines: <https://www.tualatinoregon.gov/engineering/tualatin-traffic-study-requirements>. Coordination and scoping with the Engineering staff is required before submittal of the application.
  - Direct scoping proposals to Mike McCarthy, City Engineer, [mmccarthy@tualatin.gov](mailto:mmccarthy@tualatin.gov) (please copy [tdoran@tualatin.gov](mailto:tdoran@tualatin.gov))
  - Evaluate existing accesses remain in conformance with [TDC 75.040](#) measured at right-of-way and turning movements do not create unsafe conflicts.
    - Map 8-1 shows a future signal at the intersection of SW 108<sup>th</sup> Avenue and SW Leveton Drive:

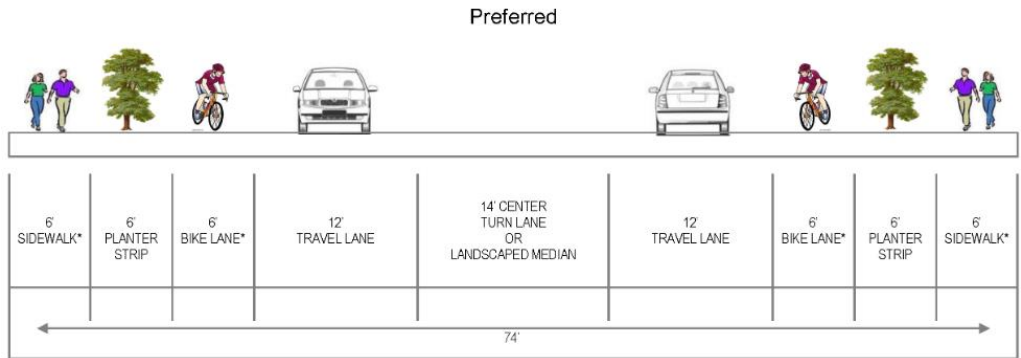


- Driveways must oppose intersections or be 150 feet from an intersection with a collector or arterial (SW 108<sup>th</sup> Avenue and SW Leveton Drive) unless otherwise approved by the City Engineer.
- One driveway must be 32 feet wide for commercial or 36 feet wide for industrial.
- Separation between driveways on the same lot are a minimum of 40 feet.
- There is a 5-foot setback from a property line unless a private shared access easement spans the lot line.

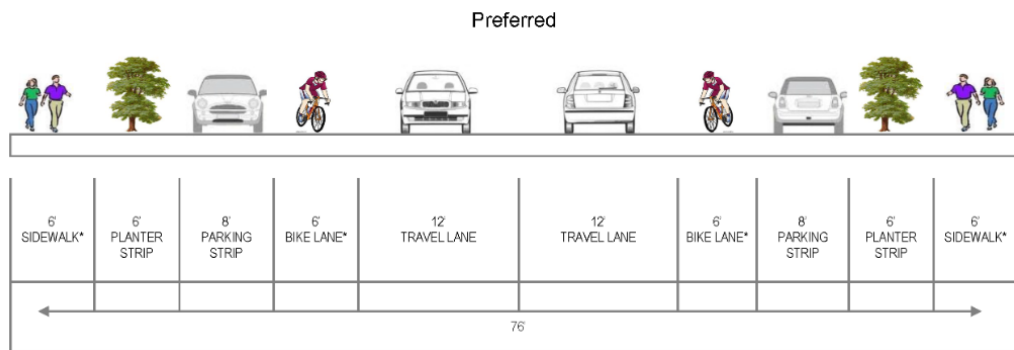
**Required Street Improvements:**

- Dedicate adequate right-of-way for
  - A future signal at the intersection of SW 108<sup>th</sup> Avenue and SW Leveton Drive in accordance with Map 8-3.

- A total of 37 feet from centerline for SW 108<sup>th</sup> Avenue which is a [Minor Arterial](#) adjacent to this lot's entire frontage:



- SW 108<sup>th</sup> Avenue transitions into a [Minor Collector](#) to the north of the intersection:



- Construction affecting any doweled concrete street panel requires replacement of the entire panel. Additional panels damaged during construction must be replaced.
- Assure adjacent public sidewalks, ramps, and driveways meet ADA/PROWAG guidelines. Propose repair of any out of conformance.
  - Propose street trees past the sidewalk outside of public utility and sanitary sewer easement. Root protection will be required to bound the tree roots outside of these easements. Final approval may result with creative solutions such as different tree species, unique spacing, and/or private trees acting as street trees potentially recorded within an easement to assure they are maintained appropriately.
  - Record an 8-foot-wide public utility easement adjacent to right-of-way.
  - Underground existing overhead utilities.
- Evaluate illumination to meet PGE LED Option A. If inadequate, propose upgrades and ask for a fee-in-lieu via the City for PGE to install.



○



**Required Water Improvements:**

- Assure any existing water services meet current code or construct separate service laterals for domestic per building and fire.
- Locate fire vaults at the right-of-way surrounded by 5 feet of public utility easement.
- Locate water meters for domestic services adjacent to right-of-way with appropriate backflow prevention.

**Required Sanitary Sewer Improvements:**

- Assure any existing sanitary sewer services meet current code or construct separate sanitary sewer laterals per building.
- Locate cleanouts for each lateral adjacent to the associated public easement.

**Required Stormwater Improvements:**

- An Oregon registered, professional engineer must stamp and sign stormwater plans and calculations in accordance with [TMC 3-5-390\(1\)](#) proving proposed systems:
  - Address runoff from all new and modified private and public impervious areas
  - Show stormwater runoff is addressed within private onsite facilities prior to direct connection to the public stormwater system for proposed new and modified impervious areas
    - Confirm capacity exists within the proposed private and public facilities to serve the site within storm drainage calculations
    - Treat new and modified impervious areas in accordance with [CWS D&CS 4.08.1.d](#) meeting phosphorous removal in accordance with [TMC 3-5-350](#) per the design storm in accordance with [TMC 3-5-360](#) and [CWS D&CS 4.08.2](#)
    - Detain up to the 25 year storm event in accordance with [TMC 3-5-220](#), [TMC 3-5-230](#), and [CWS D&CS 4.08](#)
    - Accommodate hydromodification in accordance with [CWS D&CS 4.03.5](#)
    - Show capacity up to a 25-year storm event with 100-year overland flow to the public stormwater system within conveyance calculations in accordance with [TDC 74.640](#) and [CWS D&CS 5.05.2.d](#)
      - A maximum of 82% capacity is allowed within public lines
    - If the proposed water quality facility includes infiltration in the design, a Geotech/soil/infiltration report proving infiltration rates must be submitted for a complete land use application in accordance with [CWS D&CS 4.08.3](#)
  - Demonstrate compliance with:
    - The [Clean Water Services' Service Provider Letter](#) conditions sufficient to obtain a Stormwater Connection Permit Authorization Letter in accordance with [TDC 74.650\(2\)](#) and [CWS D&CS 3.01.2\(d\)](#)

### Post-Land Use Permit Requirements

Submit Engineering Division permits after land use approval. Apply for Tualatin Engineering Division permits using eTrakit: <https://permits.ci.tualatin.or.us/eTrakit/>. Issued Engineering and associated agency permits (e.g. Clean Water Services) must be obtained prior to any Building Division's permit issuance.

Initial Engineering permit(s) application(s) and submittals must include:

- Use of NAVD 1988
- One combined 22" x 34" plan set of all applicable Engineering permits attached to one Engineering permit. Include a note with other associated Engineering permits indicating which application includes the set.
- Delivered Two 22" x 34" hard copies
- Pay fees per the [fee schedule](#) for any Erosion Control permit. This will be calculated after entering your square feet of disturbance within eTrakit.
- Pay a deposit per the [fee schedule](#) for each Public Works and Water Quality permit based on an engineering estimate

Obtain an Erosion Control permit for projects disturbing over 500 square feet. In addition to Tualatin's permit if the total disturbed area is:

- Between one and five acres, submit plans adequate to obtain a National Pollution Discharge Elimination System (NPDES) 1200-CN Stormwater Discharge Permit from Clean Water Services as an agent of Oregon Department of Environmental Quality

Obtain a Public Works Permit for construction involving public right-of-way, easements, and/or public utilities.

Obtain a Water Quality Permit for construction of new private and public plus modification of existing public impervious areas. Include:

- All wetland mitigation/revegetation required by your [Clean Water Services' Service Provider Letter](#),
- Tualatin Development Code (TDC) [74.630](#) and [74.650](#),
- Tualatin Municipal Code (TMC) Additional Surface Stormwater Management Standards and Permanent On-Site Water Quality Facilities [3-5-200 through 3-5-430](#),
- [Public Works Construction Code](#) (PWCC),
- [Clean Water Services' Design & Construction Standards](#) (CWS) (D&CS) including, but not limited to, Chapter 4 (PDF) – Runoff Treatment and Control, and
- Identify all new private stormwater facilities plus conveyance within a recorded maintenance agreement based on a staff provided template.

### Planning Division

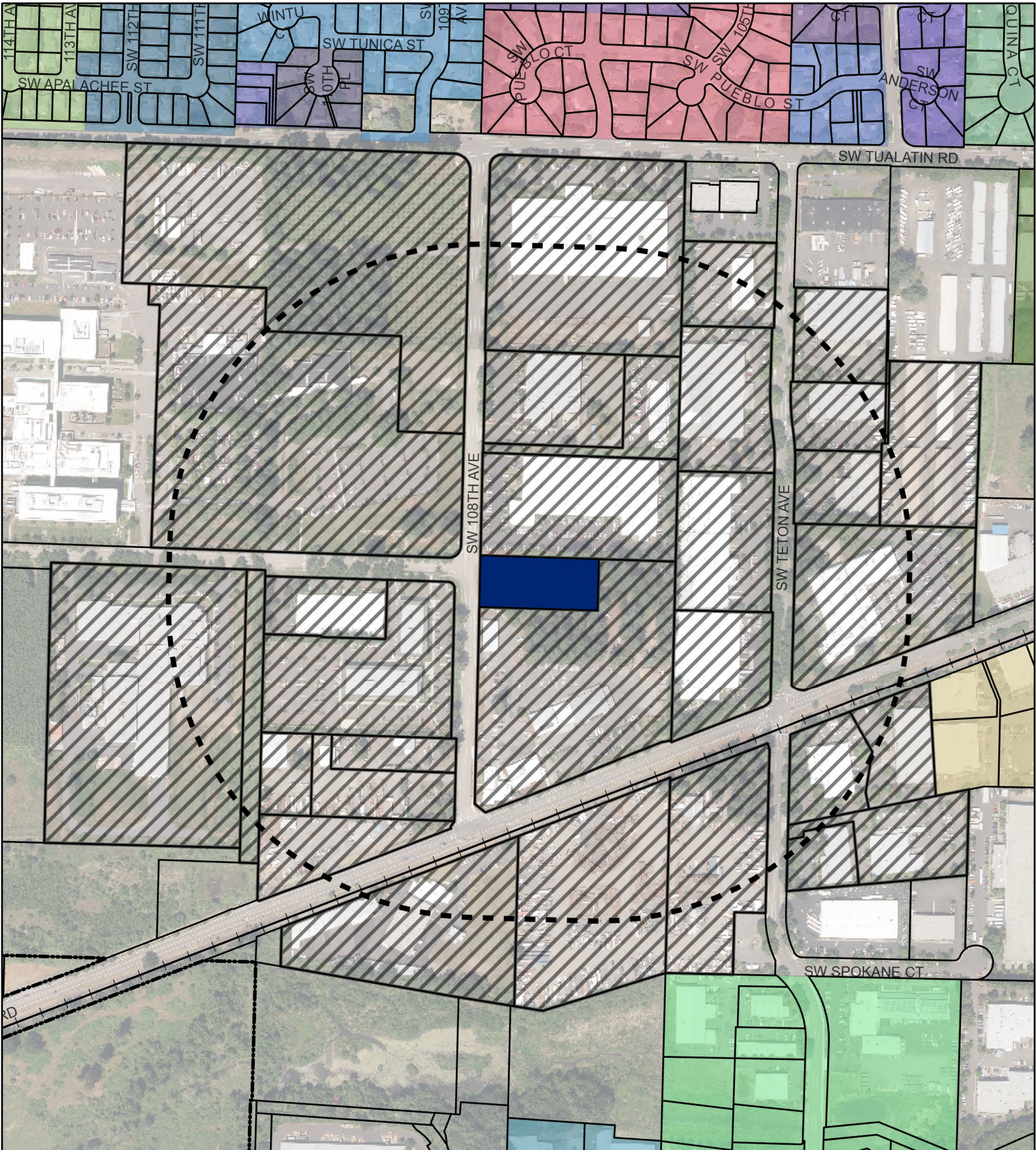
- Keith Leonard is the planner who reviewed this project for the preapplication meeting. He can be contacted at 503-691-3029 or [kleonard@tualatin.gov](mailto:kleonard@tualatin.gov) . For general information please contact 503-691-3026 or [planning@tualatin.gov](mailto:planning@tualatin.gov)

### Fire

- Alex McGladrey, Tualatin Valley Fire & Rescue (503) 259-1420; [alexander.mcgladrey@tvfr.com](mailto:alexander.mcgladrey@tvfr.com)
- Flow testing: Terrance Leahy, Water Division Manager, (503) 691-3095; [tleahy@tualatin.gov](mailto:t Leahy@tualatin.gov)

### Fees

- Current fee schedule: <https://www.tualatinoregon.gov/finance/fee-schedule>
- For calculating SDC fees, please work with Lauren Gonzalez, [lgonzalez@tualatin.gov](mailto:lgonzalez@tualatin.gov)



 1000' Buffer

 Selected Taxlots





TLID	OWNER1	OWNERADDR	OWNERADDR2	OWNERCITY	OWNERSTATE	OWNERZIP
2S123BB00501	18355 SW TETON AVENUE TUALATIN OR LLC	17455 SW RIDGEVIEW LN		LAKE OSWEGO	OR	97034
2S123BB00701	AAA OREGON/IDAHO	600 MARKET ST		PORTLAND	OR	97201
2S122AD01300	ABBOTT TUALATIN LLC	3030 BRIDGEWAY	STE 100	SAUSALITO	CA	94965
2S122AA00400	ASCENTEC ENGINEERING LLC	18500 SW 108TH AVE		TUALATIN	OR	97062
2S122AD00100	ASCENTEC ENGINEERING LLC	18500 SW 108TH AVE		TUALATIN	OR	97062
2S122AD00400	CALMAX TECHNOLOGY INC	3491 LAFAYETTE ST		SANTA CLARA	CA	95054
2S123B000600	CHAMBERLAIN HUSSA PROPERTIES	18755 SW TETON AVE		TUALATIN	OR	97062
2S122AD00900	FRANKLINIA LLC	6107 SW MURRAY BLVD #175		BEAVERTON	OR	97008
2S123BC00700	FUENTE ROSE LLC	33120 NE LESLEY RD		NEWBERG	OR	97132
2S1220000400	FUJIMI CORPORATION	11200 SW LEVETON DR		TUALATIN	OR	97062
2S122AD01100	GARSKE TRAVIS W	PO BOX 729		COLBERT	WA	99005
2S122AA00100	HELSEY LLC	PO BOX 1569		TUALATIN	OR	97062
2S122AA00600	HR LLC	18280 SW 108TH AVE		TUALATIN	OR	97062
2S123BC00600	JKLM INVESTMENT COMPANY LLC	18880 SW TETON AVE		TUALATIN	OR	97062
2S123B000701	KAI USA LTD	18600 SW TETON AVE		TUALATIN	OR	97062
2S122AA00500	LAM RESEARCH CORPORATION	2025 GATEWAY PL #228		SAN JOSE	CA	95110
2S122AA00800	LAM RESEARCH CORPORATION	2025 GATEWAY PL #228		SAN JOSE	CA	95110
2S122AA00700	LUMBER FAMILY CO LLC	PO BOX 1427		TUALATIN	OR	97062
2S123BB00600	MARKS 18200 LCC	18200 SW TETON AVE		TUALATIN	OR	97062
2S123BB01000	MARKS 18400 LLC	18200 SW TETON AVE		TUALATIN	OR	97062
2S123BB01101	MARKS 18400 LLC	18200 SW TETON AVE		TUALATIN	OR	97062
2S122AD01000	MARSHALL ASSOCIATED LLC	PO BOX 278		TUALATIN	OR	97062
2S123BC01000	MARSHALL ASSOCIATED LLC	PO BOX 278		TUALATIN	OR	97062
2S123BC00800	PACIFIC NW PROPERTIES LP	6600 SW 105TH AVE STE 175		BEAVERTON	OR	97008
2S123B000702	ROSEDALE PROPERTIES LLC	PO BOX 151		WEST LINN	OR	97068
2S123B000800	TOTE 'N STOW INC	PO BOX 25216		PORTLAND	OR	97298
2S1220000800	TUALATIN CITY OF DEVELOPMENT COMMISSION	18880 SW MARTINAZZI AVE		TUALATIN	OR	97062
2S122AD00200	TUALATIN CITY OF	PO BOX 723597		ATLANTA	GA	31139
2S123B000602	TUALATIN TETON LLC	621 SW ALDER ST STE 800		PORTLAND	OR	97205
2S123BC00900	UNITED STATES POSTAL SERVICE	160 INVERNESS DR W STE 400		ENGLEWOOD	CO	80112
2S122AD00600	WILLY LUMP LUMP LLC	4500 SW ADVANCE RD		WILSONVILLE	OR	97070
2S122AD00700	WILLY LUMP LUMP LLC	4500 SW ADVANCE RD		WILSONVILLE	OR	97070
2S122AD00800	WILLY LUMP LUMP LLC	4500 SW ADVANCE RD		WILSONVILLE	OR	97070



**Cash Register Receipt**  
City of Tualatin

**Receipt Number**  
**R9912**

DESCRIPTION	ACCOUNT	QTY	PAID
<b>AECTRAK</b>			<b>\$37.85</b>
<b>AEC1336</b>	<b>Address: 15895 SW 72nd Ave</b>	<b>APN:</b>	<b>\$37.85</b>
<b>MAILING LABEL FEES</b>			<b>\$37.85</b>
MAILING LIST LABELS	XA01	1	\$37.85
<b>TOTAL FEES PAID BY RECEIPT: R9912</b>			<b>\$37.85</b>

Date Paid: Thursday, October 10, 2024

Paid By: CIDA

Cashier: LHAG

Pay Method: ECREDIT CARD 02578Q

# NOTICE OF NEIGHBORHOOD MEETING

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ARCHITECTURE  
ENGINEERING  
PLANNING  
INTERIORS

November 18, 2024

Essex Construction  
17400 SW 65th Avenue, Suite 100  
Lake Oswego, OR 97035

RE: Development at 18520 SW 108<sup>th</sup> Avenue  
CIDA No.: 240134.01

Dear Property Owner:

You are cordially invited to attend a meeting on **December 4th, 2024 at 6:00pm** at the Tualatin Library, located at 18878 SW Martinazzi Avenue. This meeting shall be held to discuss a proposed development located at 18520 SW 108<sup>th</sup> Avenue. The proposal is to construct a new 10-15,000 square foot building for Essex Construction's new Tualatin office. The development will generally include administrative office(s), conference and training rooms, storage, and support space(s) for a general contractor's operations. This project will also consist of site changes which include parking and landscape improvements.

This is an informational meeting to share the development proposal with interested neighbors. You will have the opportunity to review preliminary plans and identify topics of interest or consideration. Feel free to contact me with any questions or commentary.

Sincerely,

A blue ink handwritten signature, appearing to read "Erik Winter", with a long horizontal flourish extending to the right.

Erik Winter  
Architect | Associate  
CIDA, Inc.  
503-226-1285, [erikw@cidainc.com](mailto:erikw@cidainc.com)

Enclosures:

- I. Proposed Site Plan

Cc:

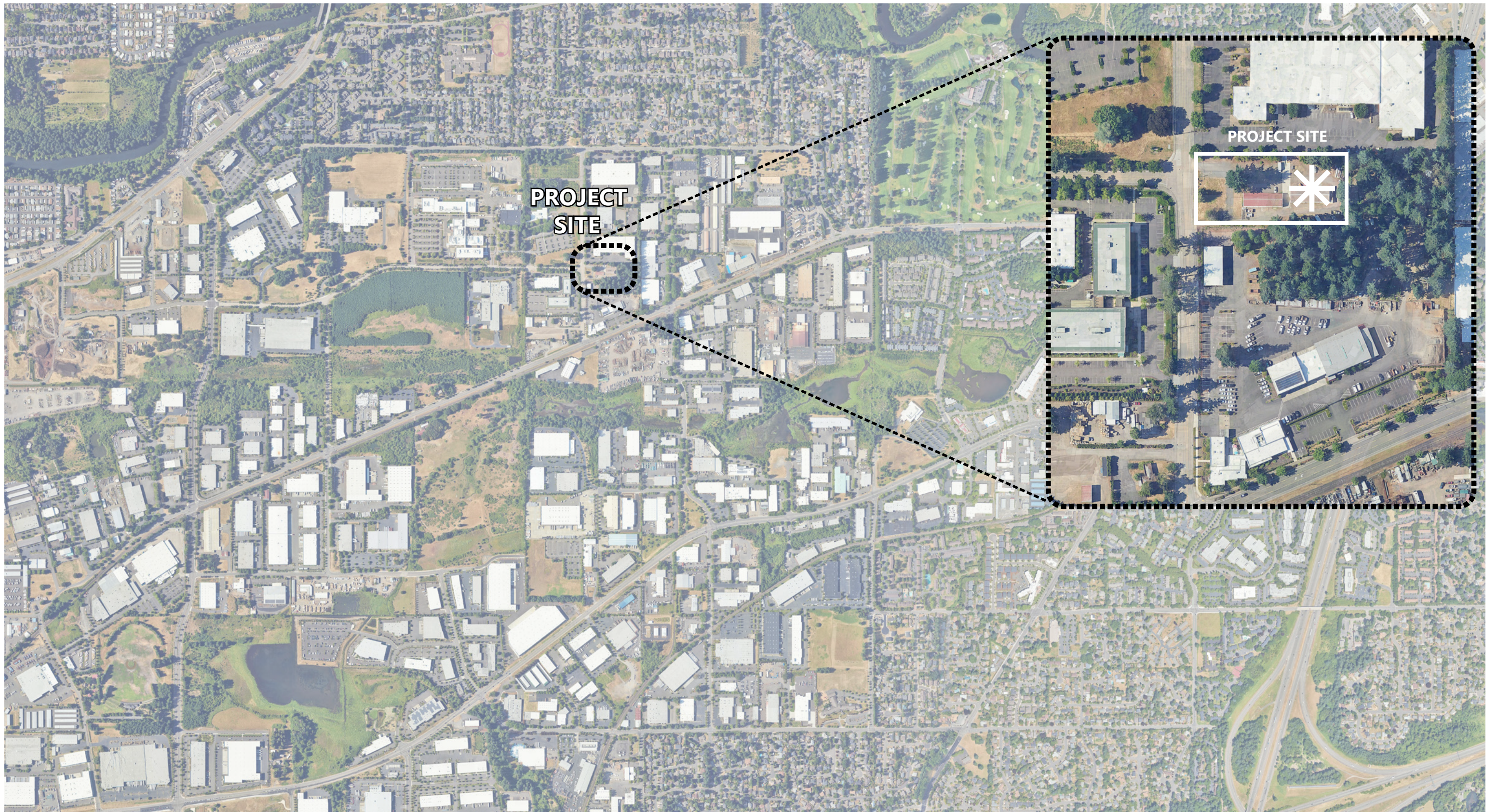
[planning@tualatin.gov](mailto:planning@tualatin.gov); Tualatin Community Development Department

**POSITIVE IMPACT.  
BALANCED DESIGN.**

15895 SW 72<sup>ND</sup> AVE, STE 200  
PORTLAND, OR 97224  
PHONE: 503.226.1285

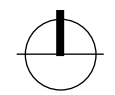
PO BOX 4746  
MEDFORD, OR 97501  
PHONE: 541.330.6322

INFO@CIDAINC.COM  
WWW.CIDAINC.COM  
WBE #10209



**PROJECT  
SITE**

**PROJECT SITE**



## SITE PLAN - Context Map

15895 SW 72ND AVE SUITE 200  
 PORTLAND, OR 97224  
 TEL: 503.226.1285  
 FAX: 503.226.1670  
 www.CIDAINC.com

**ESSEX GENERAL CONSTRUCTION, INC.**  
**18520 SW 108TH AVENUE | TUALATIN, OREGON 97062**

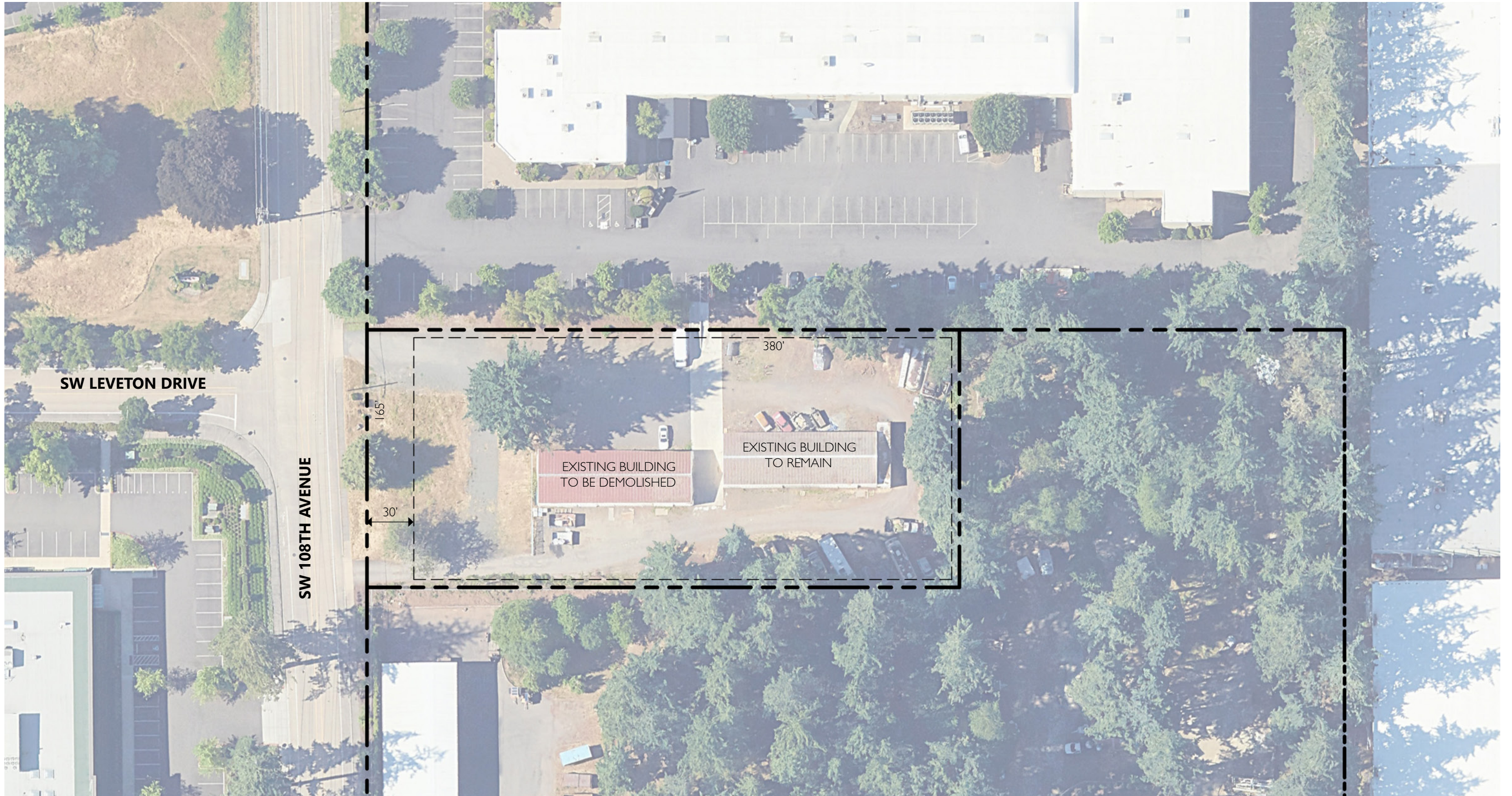
PRELIMINARY CONCEPT DESIGN DEPICTED ONLY - DESIGN IS NOT INTENDED FOR JURISDICTIONAL REVIEW AND/OR CONSTRUCTION

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PREPARED BY: EJW  
 DATE: AUGUST 23, 2024  
 240134.00

REVISION: 03



SW LEVETON DRIVE

SW 108TH AVENUE

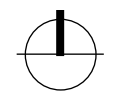
EXISTING BUILDING  
TO BE DEMOLISHED

EXISTING BUILDING  
TO REMAIN

380'

165'

30'



# SITE PLAN - Existing Conditions

15895 SW 72ND AVE SUITE 200  
 PORTLAND, OR 97224  
 TEL: 503.226.1285  
 FAX: 503.226.1670  
 WWW.CIDAINC.COM

**ESSEX GENERAL CONSTRUCTION, INC.**  
**18520 SW 108TH AVENUE | TUALATIN, OREGON 97062**

PRELIMINARY CONCEPT DESIGN DEPICTED ONLY - DESIGN IS NOT INTENDED FOR JURISDICTIONAL REVIEW AND/OR CONSTRUCTION



PREPARED BY: EJW  
 DATE: AUGUST 23, 2024  
 240134.00

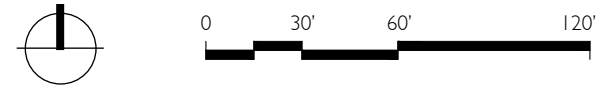
REVISION: 03

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SITE INFORMATION	
ZONING:	LIGHT MANUFACTURING (ML)
SITE AREA:	± 1.44 ACRES
PARKING (PROPOSED):	
PAVED:	± 20 STALLS

# SITE PLAN - Proposed Development



15895 SW 72ND AVE SUITE 200  
 PORTLAND, OR 97224  
 TEL: 503.226.1285  
 FAX: 503.226.1670  
 WWW.CIDAINC.COM

**ESSEX GENERAL CONSTRUCTION, INC.**  
**18520 SW 108TH AVENUE | TUALATIN, OREGON 97062**

PRELIMINARY CONCEPT DESIGN DEPICTED ONLY - DESIGN IS NOT INTENDED FOR JURISDICTIONAL REVIEW AND/OR CONSTRUCTION



PREPARED BY: EJW  
 DATE: AUGUST 23, 2024  
 240134.00

REVISION: 03



# AFFIDAVIT OF MAILING NOTICE

STATE OF OREGON            )  
  ) SS  
COUNTY OF WASHINGTON )

I, Erik Winter being first duly sworn, depose and say:

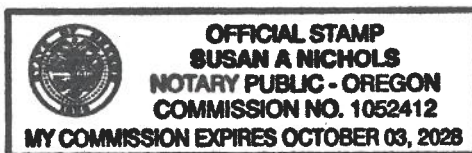
That on the 19 day of November, 2024, I will serve upon the persons shown on Exhibit "A" (Mailing Area List), attached hereto and by this reference incorporated herein, a copy of the Notice of Neighborhood/Developer Meeting marked Exhibit "B," attached hereto and by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit "A" are their regular addresses as determined from the books and records of the Washington County and/or Clackamas County Departments of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.

  
Signature

SUBSCRIBED AND SWORN to before me this 10th day of December, 2024.

Susan A. Nichols  
Notary Public for Oregon  
My commission expires: October 03, 2028

RE: ESSEX GENERAL CONSTRUCTION  
CONDITIONAL USE PERMIT  
APPLICATION





ARCHITECTURE  
ENGINEERING  
PLANNING  
INTERIORS

ESSEX GENERAL CONSTRUCTION, INC. - TUALATIN OFFICE

NEIGHBORHOOD MEETING: SIGN-IN SHEET

MEETING DATE:

December 4, 2024

MEETING TIME:

6:00 PM

MEETING LOCATION:

Tualatin Public Library | 18878 SW Martinazzi Avenue | Tualatin, Oregon 97062

Attendee Name:

Address:

Phone No.:

Email Address:

Bo Oswald

503 803 6397

bo.oswald@

essexg.com

~~FRANKLIN (CIDA)~~

KIM BRADY

847-910-7460

Kimbrady@

ascencceng.com





# Meeting Minutes

---

**Meeting Date:** December 4, 2024  
**Meeting Location:** Tualatin City Library, Community Room  
**Subject:** Neighborhood Meeting  
**Project Title:** Essex General Construction  
**Project No:** 240134.01  
**Issued By:** Erik Winter

---

15895 SW 72ND AVE  
SUITE 200  
PORTLAND, OR 97224  
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## Attachments:

- I. Neighborhood Meeting Sign-In Sheet
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## Meeting Attendance:

- Bo Oswald (Essex General Construction)
- Erik Winter (CIDA, Inc.)
- Kim Brady (Neighboring Property Owner)

**Meeting Start Time: 6:00 PM**

## Meeting Items:

- One (1) neighboring property owner was in attendance.
- CIDA and Essex Construction representatives discussed:
  - The project, including building locations, site access and on-site improvements planned.
  - The preliminary timing associated with the Conditional Use Permit application process.
- No questions were asked.
- No concerns were noted.

**Meeting End Time: 6:25 PM**

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