Welcome to a Neighborhood Review
Meeting Notice

Date: **10/23/2019**

Dear Mary Manseau,

You are invited to attend a neighborhood meeting that will be held to discuss a development proposal for **Highlands area park** in your neighborhood:

**Meeting Date:** _Wednesday, November 13_

**Meeting Time:** _DROP IN ANYTIME BETWEEN 6:00 pm - 8 pm_

**Meeting Location:** _Bethany Presbyterian Church in the Fellowship Hall_

**Project Name:** _Highlands Area Park Development_

**Application Type:** _Washington County Type II Land Use_

**General Location of project:** _Between NW Catalpa St and NW Trillium St., and directly west of NW 167th Ave._

**Size of Property:** _1.5 acres_

**Description of Project:** _Park development; Tax Lot 1N118A00200 & 1N118A00202; Tract B_

The purpose of the meeting is to provide an opportunity for the applicant and surrounding property owners to review the proposal and identify issues so that they may be considered before a land development application is submitted to the County. This meeting gives you the opportunity to share with (me/us) any special information you know about the property involved. Please feel free to notify your neighbors of this meeting date so all may have the opportunity to participate.

Additional information is attached to help identify the property location and explain the process. Attachments to this document include 1) a map of the property location and 2) an explanation of the Washington County Land Use and Transportation development application process.

Sincerely,

Rene' Brucker, Project Manager
Tualatin Hills Park & Recreation District
503-629-6305
NOTE: Adjacent Multnomah County is present. The applicant is responsible for obtaining official Mult Co. tax maps & owner data for property w/in 1000' of subject (and contiguously owned) parcel(s). This is required for the neighborhood meeting mailing & land use application submittal. Failure to provide this info is denial criteria. Call Teri Heino at Wash. Co. 503-846-3834 if you need help understanding this requirement. For data, you may utilize these resources: http://multco.proptax.com https://multco.us/assessment-taxation/maps http://www3.multco.us/H5V/?viewer=SAIL
Taxlot: 15925 NW GERMANTOWN RD

**Propid:** R323987  
**Maptaxlot:** 1N1W08C -00300  
**AltAcctNum:** R961080260  
**Assessor Legal:** SECTION 08 1N 1W, TL 300 82.00 ACRES, DE FERRAL-POTENTIAL ADDITIONAL TAX  
**Owner:** VERN AND MYRNA DYSLE LLC  6015 NW 185TH AVE

PORTLAND OR 97229-1402

[Click to View Assessor Map]  
[Link With Multco Property Tax Website (Use Guest Login)]  
[Link With Portland Maps Website]  
[Link with Portland BDS Permit/Case]

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Welcome to a Neighborhood Review Meeting (Attachment B)

The citizens of Washington County have an individual and a collective responsibility to assure that neighborhoods are developed in a manner that is consistent with Washington County’s Community Development Code (CDC). Before submitting certain land use development applications* to Washington County for review, the applicant must meet with neighbors who live near the proposed development, as required by Washington County’s CDC. This meeting has been scheduled by, and will be conducted by, the applicant. The applicant is sometimes the property owner but can be the property owner’s representative, such as the architectural or engineering firm, builder or developer.

It must be recognized that the applicant has a right to develop or change the property involved in accordance with the CDC, the Community Plan and any previous Conditions of Approval for an approved development application. After submission, a copy of your Community Plan or the development application may be obtained from Washington County’s Department of Land Use & Transportation (DLUT) for a nominal fee. Community Plans and the Community Development can be viewed on the County’s website.

Community Plans: www.co.washington.or.us/LUT/Divisions/LongRangePlanning/Publications/index.cfm
Community Development Code: www.co.Washington.or.us/DevCode

MEETING PURPOSE: The purpose of a neighborhood meeting is to provide a forum for the applicant, surrounding neighbors, and interested members of the Community Participation Organization (CPO) to consider the proposed application and to discuss issues/concerns before the development application is submitted to the County. This meeting gives everyone the opportunity to share with the applicant any special information about the property involved and to express all concerns about the proposed development. The applicant is required to take notes during this meeting and to provide a record of comments and their answers, which will be turned into the County as part of the development application. The meeting may be tape-recorded in order to assist an applicant with note taking, but the formal meeting minutes are required to be documented in written form, including meeting date/time, names/addresses of attendees and verbal/written comments received.

MEETING GOAL: The goal of a neighborhood meeting is to inform and encourage citizen involvement early in the development process so that the resultant development application may be more responsive to neighborhood concerns.

WHAT’S NEXT? Neighbors and others requesting notification will have opportunities, after a development application has been submitted, to express their ideas and concerns either during a public comment period or a public hearing (see Attachment C for details on Type II and Type III processes). Notification of public input/review time periods are sent to property owners with property within 500 feet of an urban development (1000 feet for rural) and as a courtesy to those registered on the sign-in sheet at the neighborhood meeting. Progress of the submitted application will be reported in the CPO Newsletters or individuals can request to be included on the notification list by contacting Current Planning at 503-846-8761, faxing your request to 503-846-2908, or email lutdev@co.washington.or.us. You can also visit the Projects Under Review webpage at http://www.co.washington.or.us/LUT/Divisions/CurrentPlanning/Projects/projectsunderreview.cfm
The development application submitted to the County may differ from the one presented at this meeting. The CPO leaders receive a copy of the complete land use development application initially proposed (including detailed drawings and descriptions) and can share that information upon request. CPO leaders’ contact information is listed in the CPO newsletters. If there are serious concerns, it is necessary to be involved at each stage of the development since changes are a natural part of the development process.

To receive a copy of the County’s recommendation and staff report for the application and/or the Notice of Decision and staff report for the application, you will need to become a party of record to the application. To become a party of record for a Type II application (administrative decision without a public hearing), submit a written request during the public comment period for the application. To become a party of record for a Type III application (decision requiring a public hearing) submit a written request after the notice of the hearing has been mailed and prior to the public hearing date. The Notice of Decision will be mailed to all those within the Public Notice boundary.

You are strongly discouraged from writing or calling DLUT immediately after this Neighborhood Meeting. The County will be unaware of this proposal until the development application has been submitted, at which time a case file number and staff person will be assigned. Once the application is deemed complete, notices will be sent to neighboring properties (within 500’ urban and 1,000’ rural) and the area CPO. Submit comments after receipt of the notice from the County and include the case file number. The DLUT Staff Report, written prior to the final Conditions of Approval, will respond to all written comments received during the comment period.

Individuals who live in, or have a business in Washington County are members of the county’s Community Participation Organization (CPO) program. To receive a free monthly CPO newsletter for your area, contact the CPO Office and request to receive either an electronic or paper newsletter. Consider signing up for the electronic copy which saves the CPO program funds. Subscribers will receive one monthly email informing that the CPO newsletter is posted online.

Individuals who prefer to receive a paper copy of the CPO newsletter can give their name and address to the CPO representative at this meeting, if one is present, or call the CPO offices at 503-846-6288, or sign-up online at http://www.co.washington.or.us/cao/cpo/.

* Refer to Washington County Community Development Code section 203-3
Washington County Department of Land Use & Transportation
Summary of Type II & Type III Land Development Application Process
(Attachment C)

Pre-Application Conference

01

Neighborhood Meeting

02

Application Submitted
Staff reviews application for acceptance and Notice of Acceptance is issued

03

TYPE II

Public Notices
• Applicant posts property (rural)
• Staff mails public notice
• 14 day comment period

04

TYPE III

Public Notices
• Staff schedules public hearing
• Applicant posts property (rural only)
• Staff mails public notice

04

Staff Report

• Staff reviews, comments and prepares report

05

Staff Report

• Staff report prepared and recommendations to the Hearings Officer

05

Public Hearing / Decision Notice

• Decision by Director
• Staff mails Notice of Decision

06

Public Hearing / Decision Notice

• Public hearing before Hearings Officer
• Decision by Hearings Officer
• Staff mails Notice of Decision

06

Appeal

• 12 day appeal period

07

• 21-day appeal period to LUBA

07

Part Two: Final Approval and Permit Process