

July 14, 2025

Received



RE: **Neighborhood Review Meeting
Tonquin Pump Station**

JUL 21 2025

Clean Water  Services

PLANNING & DEVELOPMENT SVCS
LAND USE & TRANSPORTATION

Dear CPO Representative/Resident:

On behalf of Clean Water Services, AKS Engineering & Forestry, LLC, is holding a neighborhood meeting regarding a potential project located north of SW Tonquin Road and west of SW Tonquin Loop within unincorporated Washington County (Tax Lot 450 of Washington County Assessor's Map 2S134DC). The subject property is zoned Future Development 20-Acre District (FD-20). The Applicant, Clean Water Services (CWS), is considering improving a small portion of the ±0.76-acre site for a future pump station facility that will include a new sanitary sewer pump station with access to SW Tonquin Loop.

The purpose of this virtual meeting is to provide a forum for surrounding property owners/residents to review and discuss the project before applying to the County. This meeting gives you the opportunity to share any special information you know about the property involved. We will attempt to answer questions relevant to meeting development standards consistent with the Washington County Community Development Code. Pursuant to Washington County's Resolution & Order No. 2006-20 and 21-119, you are invited to attend a virtual meeting on:

August 4, 2025, at 6:00 p.m.

Please see the enclosed instructions to learn how to register and join this meeting

Please note that this meeting will be an informational meeting on preliminary plans. These plans may be altered before the submittal of the application to the County. Depending upon the type of land use action required, you may receive official notice from Washington County requesting that you participate with written comments, and/or you may have the opportunity to attend a public hearing.

I look forward to discussing this project with you. If you have questions but cannot attend, please feel free to contact me at 503-563-6151, by email at southerlandg@aks-eng.com, or by US mail at the address below.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

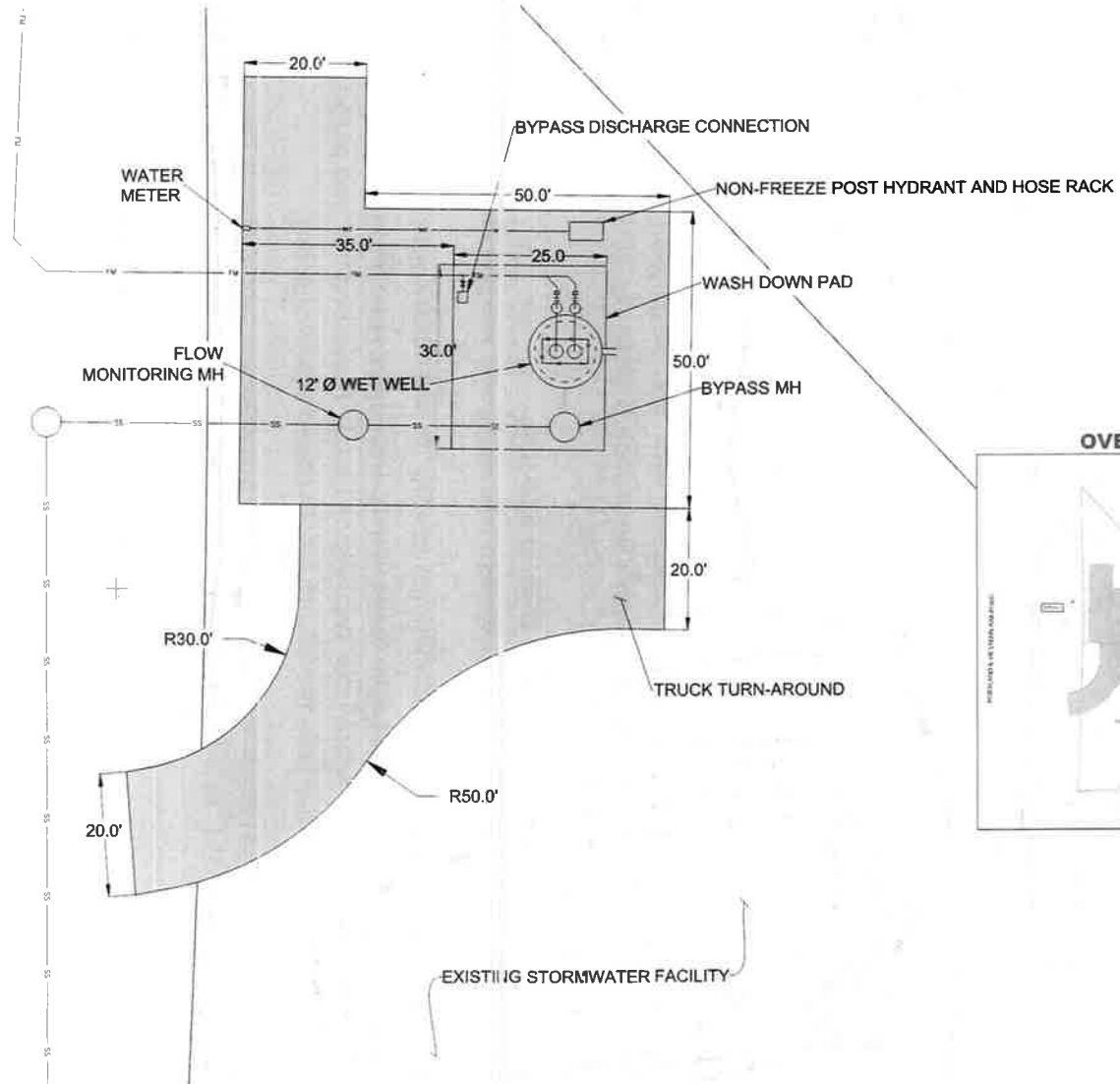
Glen Southerland, AICP
12965 SW Herman Road, Suite 100
Tualatin, OR 97062
503-563-6151 | southerlandg@aks-eng.com

Enclosures:

- Preliminary Site Plan
- Instructions for Joining and Participating in the Public Neighborhood Meeting
- Washington County Assessor's Map
- Type II and Type III Procedures Flow Chart
- Welcome to a Neighborhood Meeting Handout

PORTLAND & WESTERN RAILROAD

ENLARGED SITE PLAN



OVERALL SITE PLAN



**Instructions for Joining & Participating in the
Public Neighborhood Meeting for the
Tonquin Pump Station**
Virtual Meeting provided via Zoom Webinar

August 4, 2025, at 6:00 PM

Please Register in Advance
(a list of attendees must be submitted to Washington County):

- Go to www.aks-eng.com/tonquin-pump and follow the link to register **or** scan the QR Code (right) with a smart device.
- Complete the online registration form.
- You will receive a confirmation email containing a link to join the Zoom webinar at the scheduled time as well as additional instructions.
- Meeting materials will be available upon request at least 10 days after the meeting concludes.



How to Join the Meeting:

Join by computer, tablet or smartphone

- **This is the preferred method as it allows you to see the Presenter's materials on screen.**
- Click on the "Click this URL join" link provided in your registration confirmation email
- (If you registered but did not receive a confirmation email, please check your junk/spam folder before contacting the Meeting Administrator.)
- You may be prompted to "download and run Zoom" or to install the App (ZOOM cloud meetings). Follow the prompts or bypass this process by clicking "join from your browser".
- You should automatically be connected to the virtual neighborhood meeting.

Join by telephone

- Dial any of the toll-free Zoom numbers below to connect to the neighborhood meeting:

+1-669-900-6833	+1-719-359-4580
+1-253-205-0468	+1-253-215-8782
+1-346-248-7799	+1-669-444-9171

- If you experience trouble connecting, please pick another number and try again.
- After dialing in, enter this Zoom ID when prompted: **817 9342 6418**
- The Password if needed is: **6151**

MEETING ADMINISTRATOR:

For technical assistance or to submit a question for the meeting:

Email southerlandg@aks-eng.com

During the Meeting

Audio Help

- Meeting attendees will be muted throughout the presentation. This will allow everyone to hear the presentation clearly without added distractions.
- Make sure that the speakers on your device are turned on and not muted.
- If you do not have speakers on your computer, you can join by phone (using the “Join by telephone” instructions) to hear the presentation while watching the presentation on your computer monitor.

Questions & Answers

Your questions are important to us. There will be time reserved during the meeting to take questions, using one of the submission options below. Our presentation team will make their best effort to answer all question(s) during the meeting.

Prior to the Meeting:

- You can Email your question(s) in advance to the Meeting Administrator: southerlandg@aks-eng.com

During the Meeting:

- Use the “Q&A” button on the bottom of the presentation screen to submit a question in real time.

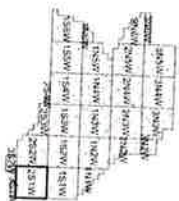
After the Meeting:

- We will continue to take questions after the meeting has ended. Please submit your question(s) to the Meeting Administrator: southerlandg@aks-eng.com

Helpful Hints/Troubleshooting

We want to start on time! Please join the meeting 5-10 minutes prior to the 6:00 PM start time to ensure successful connection.

- You do not need a Zoom account to join the meeting.
- You will need a valid email address at the time of registration to receive the confirmation email and link to join the webinar or receive answers to any questions submitted after the meeting.
- For first-time Zoom users, we recommend downloading and installing the Zoom App well in advance, by clicking on the “Click Here to Join” link in your confirmation email.
- For technical assistance, please contact the Meeting Administrator (contact above).
- If you have difficulties connecting by computer, tablet or smartphone, we suggest disconnecting and instead use the “Join by telephone” instructions to listen in.



18	21	23	24	25	26	27	BA	AB	AA
1	5	4	7	1	2	6	BD	AD	AC
13	7	8	11	11	12	7	BC	BD	AD
13	11	16	13	14	14	18	CA	DA	DB
24	19	20	21	22	23	16	CB	DB	CA
2	1	2	3	4	5	6	CC	DC	DD
26	8	12	25	24	23	28			
1	5	4	7	1	2	6			

FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.washingtoncountyor.gov/gis

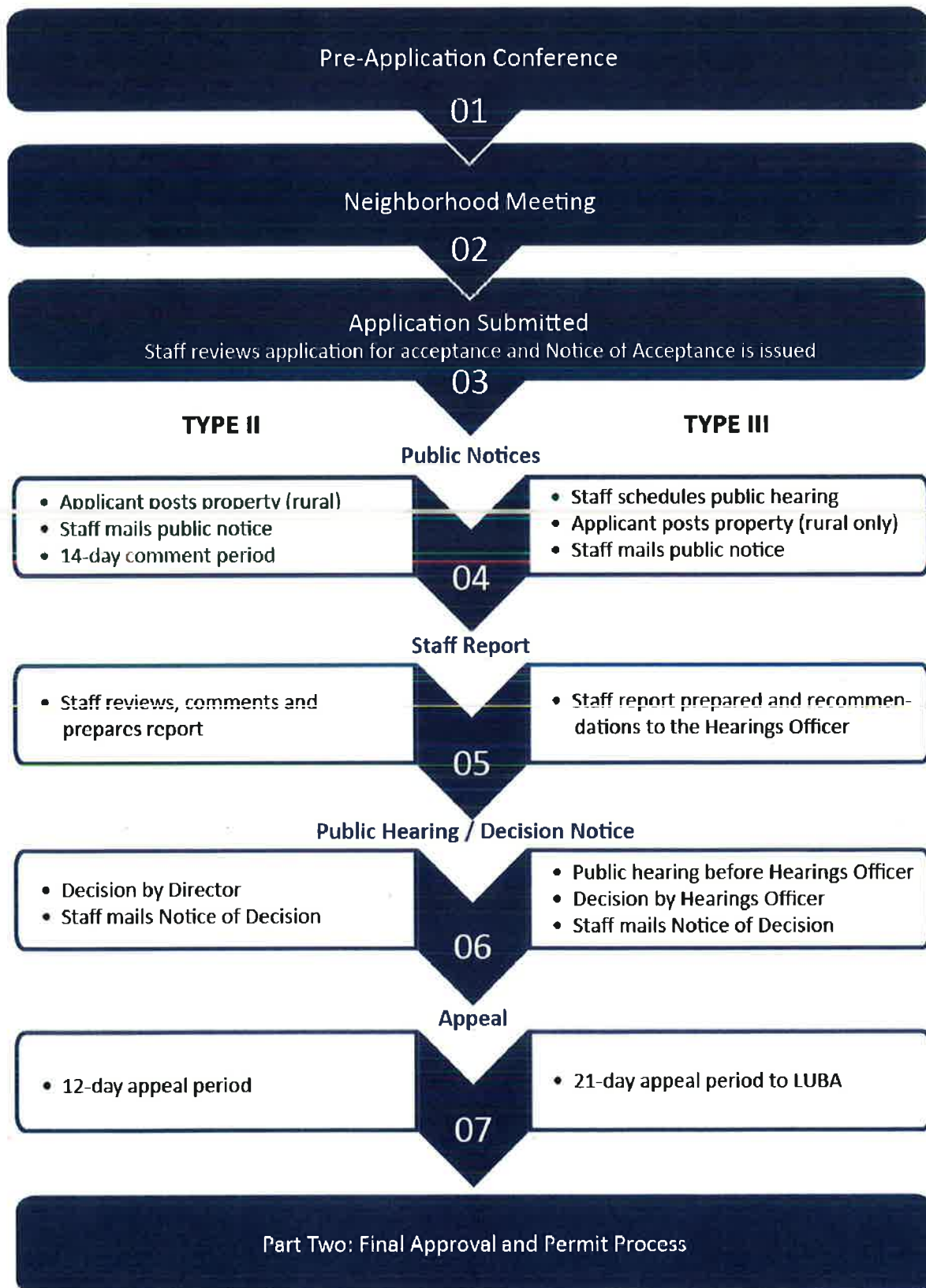
Cancelled Taxlots For: 2S134DC
600 301 500 701 451



Plot Date: 1/28/2025
Religion: 0
FOR ASSESSMENT PURPOSES
ONLY - DO NOT RELY ON
FOR OTHER USE

Washington County Department of Land Use & Transportation

Summary of Type II & Type III Land Development Application Process (Attachment C)



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