

RECEIVED

APR 21 2021



✓ OK  
2/6

April 19, 2021

PLANNING & DEVELOPMENT  
LAND USE & TRANSPORTATION

**RE: Virtual Neighborhood Meeting  
Land Use Application for Gassner Woods Residential Subdivision**

Dear Property Owner/Neighbor:

AKS Engineering & Forestry, LLC is holding a neighborhood meeting regarding a property of ±2.41-acres located at 8350 SW 191st Avenue, Beaverton, OR (Washington County Assessor's Map 1S 2 25AB, Tax Lot 700), in the R-6 District; more specifically shown by the attached map. The project involves a planned single-family (detached) residential subdivision. Prior to applying to Washington County, we would like to take the opportunity to discuss the project in more detail with you.

CP06

The purpose of this virtual meeting is to provide a forum for surrounding property owners/residents to review and discuss the project before the application is submitted to the County. This meeting gives you the opportunity to share with us any special information you know about the property involved. We will attempt to answer questions which may be relevant to meeting development standards consistent with Washington County's Community Development Code and the respective Community Plan.

Pursuant to Washington County's Resolution & Order No. 2006-20, you are invited to attend a meeting on:

**May 13, 2021 at 6:00 p.m.**

OK

**See attached for instructions to learn how to join the meeting.**

Please note this meeting will be an informational meeting on preliminary development plans. These plans may be altered prior to submittal of the application to the County. You will receive official notice from Washington County for you to participate with written comments.

I look forward to discussing this project with you. If you have questions, but will be unable to attend, please feel free to call me at 503-563-6151.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

Mimi Doukas, AICP, RLA  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062  
(503) 563-6151 | mimid@aks-eng.com

Enclosures: Washington County Assessor's Map  
Preliminary Site Layout Exhibits  
"Welcome to a Neighborhood Review Meeting" Packet  
Instructions for Joining & Participating in the Public Neighborhood Meeting





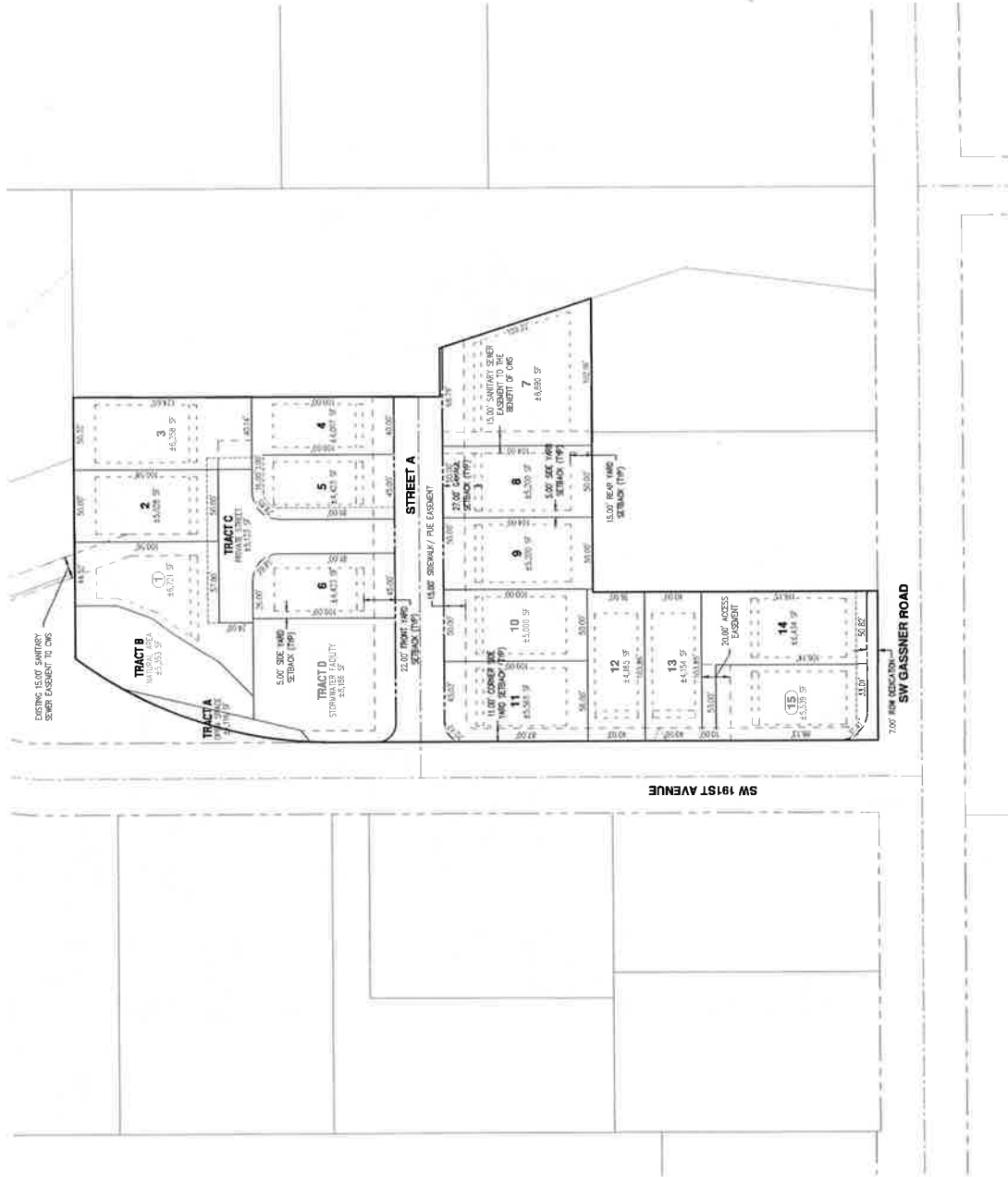
PRELIMINARY LAYOUT WITH AERIAL  
**GASSNER WOODS SUBDIVISION**

CREEKWOOD HOMES  
WASHINGTON COUNTY, OREGON



AKS ENGINEERING & ARCHITECTURE, LLC  
2777 NW 102ND AVE, SUITE 100  
BEAVERTON, OREGON 97005  
PHONE: 503-261-1100  
WWW.AKS-OR.COM

ENGINEERING - SURVEYING - NATURAL RESOURCES  
FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE



DATE: 04/17/2023 AKS JOB: 7035

AKS ENGINEERING & FORESTRY, LLC  
 2021 NW 103.00' ST, SUITE 100  
 SEASIDE, OREGON 97138  
 WWW.AKS-ENG.COM



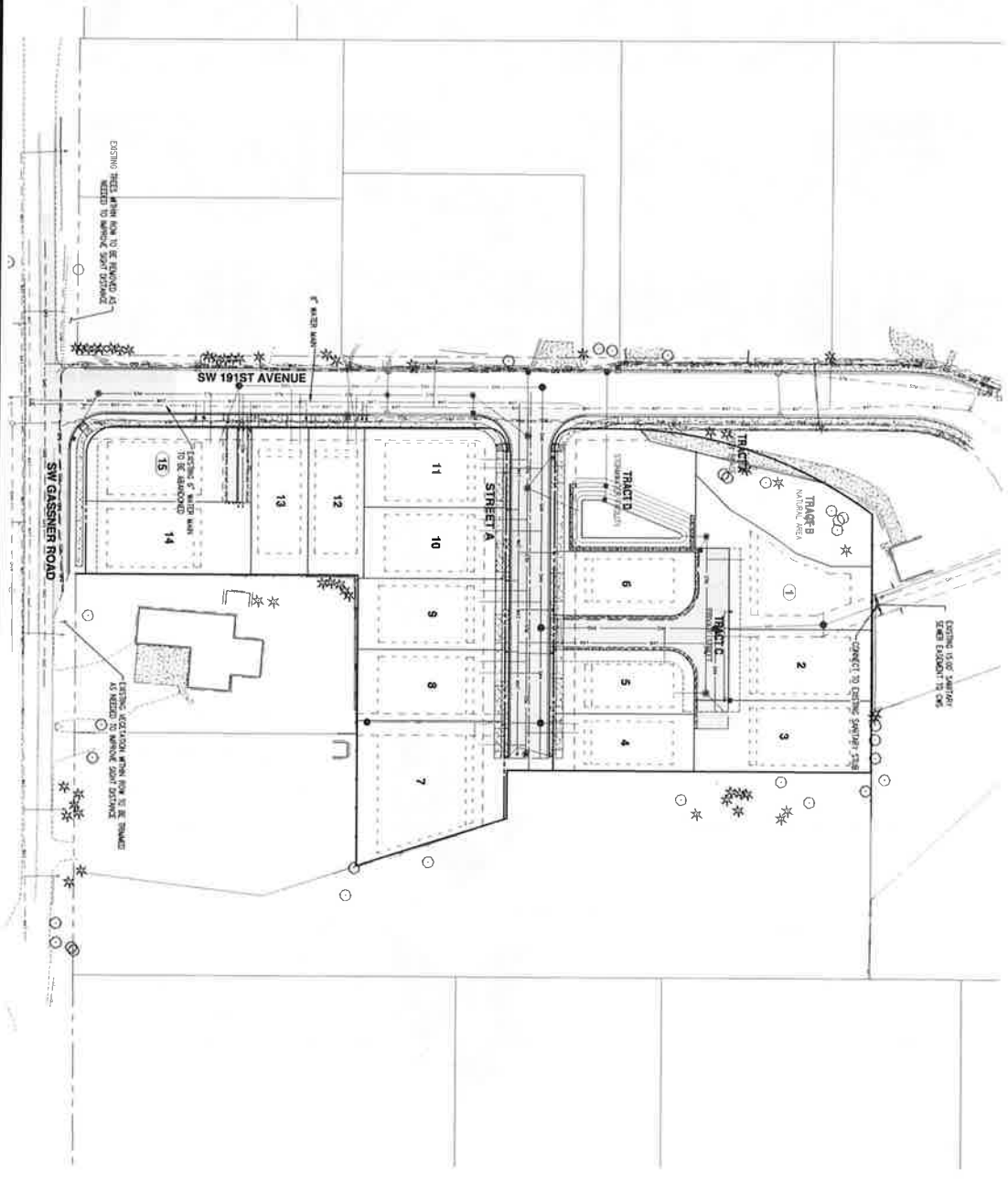
ENGINEERING • SURVEYING • NATURAL RESOURCES  
 FORESTRY • PLANNING • LANDSCAPE ARCHITECTURE

# PRELIMINARY SITE PLAT GASSNER WOODS SUBDIVISION

CREEKWOOD HOMES  
 WASHINGTON COUNTY, OREGON

**PRELIMINARY SITE PLAN**  
**GASSNER WOODS SUBDIVISION**

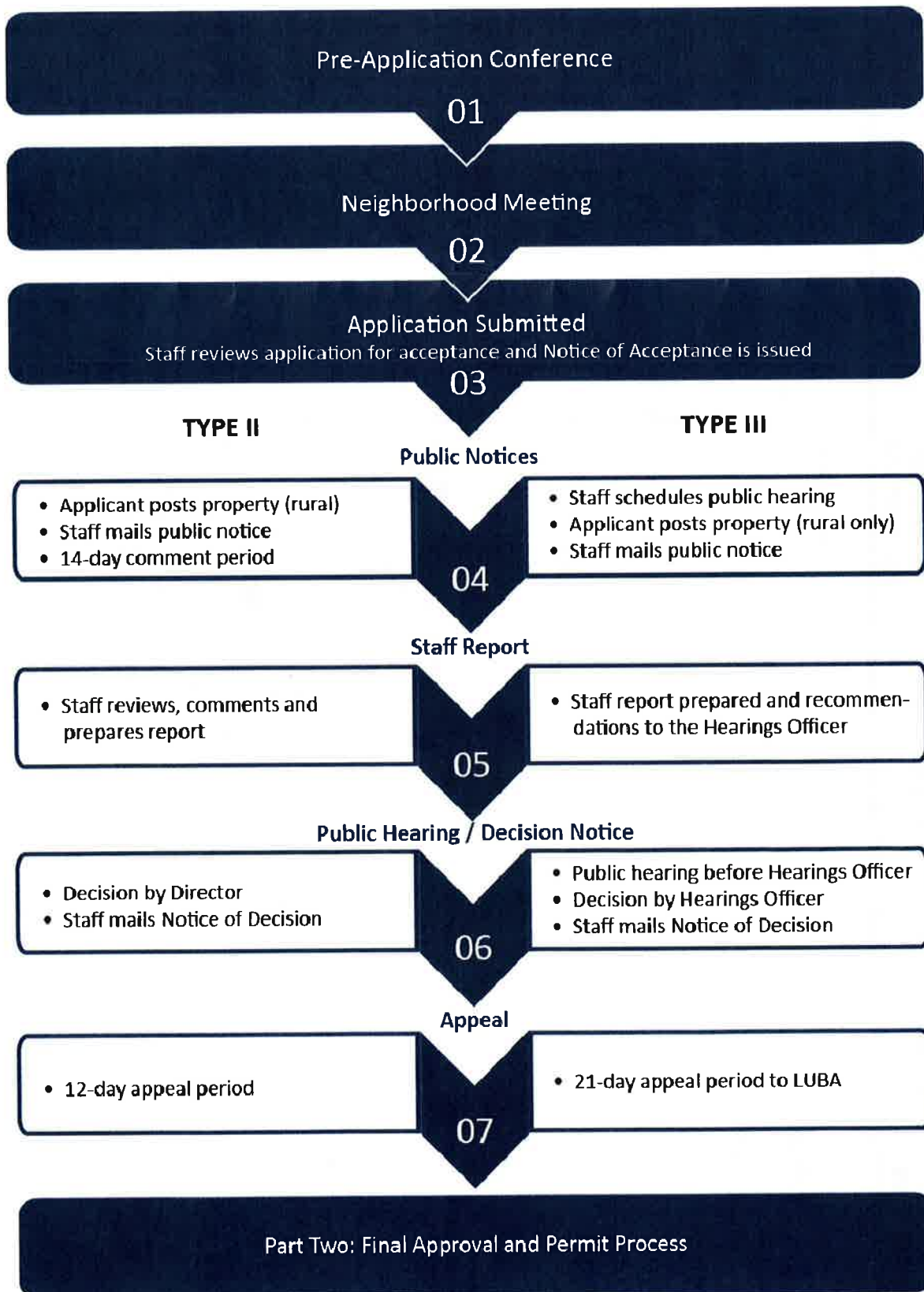
**CREEKWOOD HOMES**  
**WASHINGTON COUNTY, OREGON**



# 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

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](http://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/Publications/index.cfm)

**Community Development Code:** [www.co.Washington.or.us/DevCode](http://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](mailto: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



**Instructions for Joining & Participating in the  
Public Neighborhood Meeting for the  
Gassner Woods Subdivision Project**  
Virtual Meeting provided via Zoom Webinar

**Thursday, May 13, 2021 at 6:00 PM**

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

- Go to <https://www.aks-eng.com/gassner-woods/> and follow the link to register.
- 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 on the project website 2 days prior to the meeting:

**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	+1-346-248-7799
+1-929-205-6099	+1-253-215-8782
+1-301-715-8592	+1-312-626-6799

- If you experience trouble connecting, please pick another number and try again.
- After dialing in, enter this Zoom ID when prompted: **869 0737 7732**
- The Password if needed is: **6151**

**MEETING ADMINISTRATOR:**

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

Email [mimid@aks-eng.com](mailto:mimid@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: [mimid@aks-eng.com](mailto:mimid@aks-eng.com)

#### **During the Meeting:**

- **Preferred Method:** Use the “Q&A” button on the bottom of the presentation screen to submit a question in real time.
- Email your question to the Meeting Administrator: [mimid@aks-eng.com](mailto:mimid@aks-eng.com)

#### **After the Meeting:**

- We will continue to take questions after the meeting has ended. Please submit your question(s) to the Meeting Administrator: [mimid@aks-eng.com](mailto:mimid@aks-eng.com)
- All questions received after the meeting will be answered in an email to all registered meeting participants by end of business the following day.

## 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.