



Planning | Engineering | Surveying

May 7, 2020

### Virtual Neighborhood Meeting

**RE: Touchmark in the West Hills – VIRTUAL Land Use Meeting & Log-in information**

Dear Neighbor/Property Owner,

Westlake Consultants is assisting Touchmark in the West Hills owner on the property located at 840 SW Touchmark Way with development of a new building. The specific properties are Tax Lot 2000 (Map 1S-1-1B) and Tax Lot 5700 (Map 1S-101-BC) which are highlighted on the site map included with this letter.

As per the Touchmark Masterplan, approved by Washington County in 2017, we are applying for a Type II Design Review land use approval for the Senior Independent Living building located internally within the Touchmark in the West Hills campus. Consistent with 2017 approval, this current application is focused on the design (e.g. materials, height, etc.) of the Sky Lodge building on the property.

The purpose of this VIRTUAL meeting is to provide a forum for the applicant and surrounding property owners/residents to learn more about this proposal and to provide input before a land development application is submitted to Washington County. This VIRTUAL meeting provides 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, and the County's Covid-19 Virtual Neighborhood Meeting Supplement dated April 10, 2020, you are invited to attend a VIRTUAL meeting on:

**Thursday May 28, 2020**  
**@ 6:00 PM**  
**Online Meeting & Call-in Details Provided in**  
**Attachment A of this letter.**

Also included with this letter are three pages provided by Washington County with additional information on neighborhood meetings and the land use application process – see Attachment B and Attachment C.

Please note this meeting will be an informational meeting on preliminary development plans. These plans may be altered prior to submittal of a formal application. If a formal application is submitted, you will receive official notice from Washington County as part of the application review process to participate with any formal written comments you may have.

We look forward to discussing the proposal with you at the meeting. Contact me at 503.684.0652 if you have questions.

Sincerely,

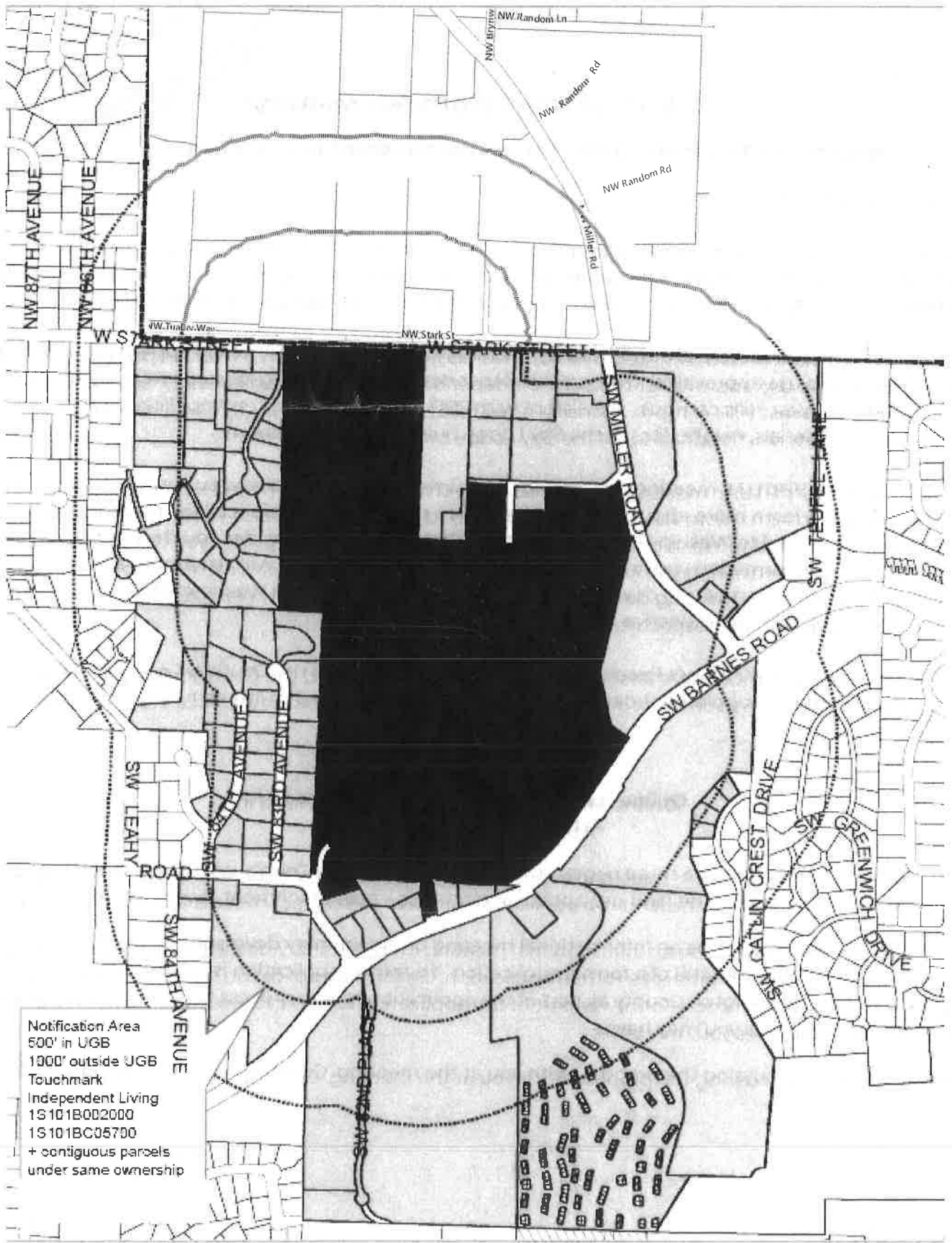
Kenneth Sandblast, AICP  
Director Planning Division

RECEIVED  
MAY 11 2020  
PLANNING AND DEVELOPMENT SERVICES  
LAND USE AND TRANSPORTATION

JBE  
EB

CP01

ok



Notification Area  
 500' in UGB  
 1000' outside UGB  
 Touchmark  
 Independent Living  
 1S101B002000  
 1S101BC05700  
 + contiguous parcels  
 under same ownership

**Attachment A****VIRTUAL Land Use Meeting Information**  
**Touchmark in the West Hills - Skylodge Building Design Review**  
**Thursday May 28, 2020 6:00pm Start****BEFORE Meeting Date**

**PLEASE SUBMIT your written questions/comments in advance** - all input received up to and through 5:00PM on May 27, 2020 will be addressed during virtual meeting Q&A.

Submit input via email to: [ksandblast@westlakeconsultants.com](mailto:ksandblast@westlakeconsultants.com)

Or by USPS to mailing address: *Westlake Consultants  
Attn: Ken Sandblast  
15115 SW Sequoia Pkwy, #150  
Tigard, OR 97224*

**PLEASE PRE-REGISTER for meeting (by 1:00PM on May 28, 2020)** to make virtual meeting access as problem free as possible. There are two options to attend this Virtual meeting either (i) online with internet access or (ii) by telephone with "listen-only" call-in.

Register for Online/Mobile: Visit [www.westlakeconsultants.com/meeting](http://www.westlakeconsultants.com/meeting)

Register for Phone Call-In: **Call Westlake Office 503-684-0652**  
Weekdays between 8AM and 5PM

**ON Meeting Date**

**Online/Mobile:** *If Pre-Registered:* Use WebLink Provided in Registration Email

*If Not Pre-Registered:* Visit [www.westlakeconsultants.com/meeting](http://www.westlakeconsultants.com/meeting)

**Audio Only-Phone Access:** Use Phone # and Pin # provided to you  
When you called Westlake to register.

To register: Call Westlake Office 503-684-0652

**Online Meeting Materials**

On the same date the written meeting notice was mailed, electronic copies of all information in this mailed out meeting notice, as well as copies of the several exhibits that will be presented at the meeting, have been made available at [www.westlakeconsultants.com/meeting](http://www.westlakeconsultants.com/meeting)

## 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](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

# Washington County Department of Land Use & Transportation

## Summary of Type II & Type III Land Development Application Process

### (Attachment C)

