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July 25, 2022

Dear Property Owner/CPO Representative:

Re: Virtual Neighborhood Meeting for a proposed 3-Parcel Partition with three single-family detached homes (existing house to remain) on property located at 13570 NW Lakeview Drive, Portland in the R-5 District.

NW Engineers, LLC., represents Larry Wright, the developer of the site identified by the Washington County assessor as Tax Lot 2900 of Tax Map 1N1 21BD in the R-5 District on the Bethany Community Plan element of the Washington County Comprehensive Plan, (refer to enclosed Tax Map). The proposal is for a 3-parcel partition with open space tract, for two new single-family detached residences plus the existing residence. Prior to applying to the Washington County Department of Land Use & Transportation, we would like to take the opportunity to discuss the proposal in more detail with you.

The purpose of this VIRTUAL meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to identify issues so they may be considered before a land development application is submitted to the County. This meeting gives you the opportunity to share with us and 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 Virtual meeting on:

**DATE: Monday August 15, 2022**

**TIME: 6:00 p.m. – 7:00 p.m. (Zoom Meeting)**

**Topic: Lakeview Drive Neighborhood Meeting**

**<https://us02web.zoom.us/j/82202773868?pwd=Z0c0WFVkcXFhT0hRL2duc05vZHFIUT09>**

**Meeting ID: 822 0277 3868 Passcode: 424183 One tap mobile**  
**+13462487799,,82202773868#,,,\*424183# US (Houston)**  
**+16694449171,,82202773868#,,,\*424183# US Dial by your location +1 346 248 7799 US**  
**(Houston) +1 669 444 9171 US +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma)**

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. Depending upon the type of land use action required, you may receive official notice from Washington County for you to participate with written comments and/or an opportunity to attend a public hearing.

We look forward to more specifically discussing the proposal with you. Contact me at (503) 601-4401, or email to [mattn@nw-eng.com](mailto:mattn@nw-eng.com), and we can send the above link to you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Newman'.

Matt Newman

Planning Manager/Owner

## 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>

# Washington County Department of Land Use & Transportation

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

