



WASHINGTON COUNTY
DEPARTMENT OF LAND USE & TRANSPORTATION

DEVELOPMENT FORUM **ARCHIVE**

2013-2019



WASHINGTON COUNTY
DEPARTMENT OF LAND USE & TRANSPORTATION

DEVELOPMENT FORUM ARCHIVE

2019

- Oct. 24, 2019 Agenda (with video links)
- April 18, 2019 Agenda (with video links)

2018

- Oct. 25, 2018 Agenda (with video links)
- April 19, 2018 Agenda (with video links)

2017

- Oct. 26, 2017 Agenda (with video links)
- April 27, 2017 Agenda (with video links)

2016

- Sept. 29, 2016 Agenda (with video links)
- April 28, 2016 Agenda (with video links)
 - Neighborhood Meeting Packet
 - Neighborhood Meeting presentation
 - Transportation Development Tax & Transportation Funding presentation

2015

- Oct. 29, 2015 Agenda (with video links)
 - Process to form a Service District for Lighting
- April 30, 2015 Agenda (with video links)

2014

- Oct. 30, 2014 Agenda
 - Urban Residential Development Permitting - Contacts & Tips
 - Rural Development Permitting - Contacts & Tips
 - Engineering Pavement Design Report Letter (sample)
- June 26, 2014 Agenda

2013

- Feb. 27, 2014 Agenda
 - Development Review Type II Application Process Overview
- Oct. 29, 2013 Agenda
 - Current Planning and Building Services Tips



Land Use & Transportation Development Forum Agenda

8:30-10 a.m. Thursday, Oct. 24, 2019
Washington County Public Services Building
155 N 1st Ave, Hillsboro

8:35 Welcome/Overview

Andy Back, Manager

Planning and Development Services

- Review Development Forum purpose
- Nature of our work, our role
- Activity and staff updates
- Review agenda

8:45 Accela Overview

Tom Harry, Principal Planner

Planning and Development Services

Tiffany Little, Sr. Building Permit Technician

Planning and Development Services

Adam Fitzpatrick, Inspection Supervisor

Capital Project Management

Sherri McFall, Senior Administrative Specialist

Land Use & Transportation, Operations

9:20 Long Range Planning Update — Housing and other issues

Andy Back, Manager

Planning and Development Services

9:30 Forum Wrap-up and Networking

Andy Back, Manager

Planning and Development Services



Plan Responsibly.



Build Safely.



Live Well.



Land Use & Transportation Development Forum Agenda

8:30-10 a.m. Thursday, April 18, 2019

Washington County Public Services Building (Rooms 120 and 120D)
155 N. 1st Ave., Hillsboro

8:30 **Welcome/Overview**

Andy Back, Manager

Planning and Development Services

- Review Development Forum purpose
- Activity and staff updates
- Nature of our work, our role
- Review agenda

8:35 **Clean Water Services Design & Construction Standards Update**

Damon Reische, Manager,

Planning & Development Division,
Clean Water Services

9:10 **Long Range Planning Work Program Overview**

Andy Back, Manager,

Planning and Development Services
Erin Wardell, Principal Planner,
Transportation Planning;
Planning and Development Services

9:25 **Wrap-up & Networking**

Andy Back, Manager,

Planning and Development Services



Plan Responsibly.



Build Safely.



Live Well.



Land Use & Transportation Development Forum Agenda

8:30-10 a.m. Thursday, Oct. 25, 2018
Washington County Public Services Building
155 N. First Ave., Hillsboro

8:30 Welcome/Overview

*Andy Back, Manager
Planning and Development Services*

- Review Development Forum purpose
- Project, Activity and staff updates
- Review agenda

8:35 Panel Introductions

City of Beaverton

Leigh Crabtree, Community Development Operations Manager

City of Cornelius

Ryan A. Wells, AICP, Community Development Director

City of Forest Grove

Bryan Pohl, CFM, Community Development Director

City of Hillsboro

Chris Barry, AICP CUD, Development Services Manager

City of North Plains

Andy Varner, City Manager

City of Sherwood

Joy Chang, Associate Planner

City of Tigard

Gary Pagenstecher, Project Planner

City of Wilsonville

Kim Rybold, Associate Planner

King City

Mike Weston, City Manager

Clean Water Services

*Damon Reische, Planning and Development Services Division Manager
Laurie Bunce, Engineering Technician 3*

9:35 Panel Q&A



Contacts

Planning and Development Services Division
Department of Land Use & Transportation
www.co.washington.or.us/lut

Andy Back | Manager

503-846-3519 direct | 503-846-2908 fax
andy_back@co.washington.or.us

Derrick Moon | Senior Plans Examiner

503-846-3766 direct | 503-846-8111 fax
derrick_moon@co.washington.or.us

Genny Bond | Senior Planner

503-846-3846 direct | 503-846-2908 fax
Genny_Bond@co.washington.or.us

Kofi Nelson | Building Engineer

503-846-2846 direct | 503-846-8111 fax
Kofi_nelson@co.washington.or.us

Scott Linfesty | Building Official

503-846-6757 direct | 503-846-8111 fax
scott_linfesty@co.washington.or.us

Theresa Cherniak | Principal Planner

503-846-3961 direct | 503-846-4412 fax
theresa_cherniak@co.washington.or.us

Tom Harry | Principal Planner

503-846-3841 direct | 503-846-2908 fax
tom_harry@co.washington.or.us



Land Use & Transportation Development Forum Agenda

8:30-10 a.m. Thursday, April 19, 2018

Washington County Walnut Street Center (Upstairs Training Rooms)
1400 Walnut St., Hillsboro

8:30 [Welcome/Overview](#)

- Review Development Forum purpose
- Nature of our work, our role
- Activity and staff updates
- Review agenda

Andy Back, Manager
Planning and Development Services

8:35 [ProjectDox Update](#)

Derrick Moon, Senior Plans Examiner
Planning and Development Services

8:40 [Rural Development 101](#)

Genny Bond, Senior Planner
Planning and Development Services
Kofi Nelson, Building Engineer
Planning and Development Services
Scott Linfesty, Building Official
Planning and Development Services

9:00 [Long Range Planning Work Program](#)

Theresa Cherniak, Principal Planner
Planning and Development Services

9:10 [Significant Natural Resources and Development](#)

Tom Harry, Principal Planner
Planning and Development Services

9:25 Forum Wrap-up and Networking

Andy Back, Manager
Planning and Development Services





Land Use & Transportation Development Forum Agenda

8:30-10 a.m. Thursday, Oct. 26, 2017

Washington County Walnut Street Center (Training Rooms II and III)
1400 Walnut St., Hillsboro

8:30 [Welcome/Overview](#)

Andy Back, Manager,
Planning and Development Services

- Review Development Forum purpose
- Activity and staff updates
- Nature of our work, our role
- Review agenda

8:35 [Neighborhood Meetings Presentation](#)

Tom Harry, Principal Planner,
Planning and Development Services

8:45 [ProjectDox Update and Demonstration](#)

Derrick Moon, Senior Plans Examiner,
Planning and Development Services
VJ Prasad, Senior Information Systems Analyst,
Washington County Support Services
Hank McDonald, Building Official,
Planning and Development Services

9:05 [Parking Code Regulation Changes](#)

Dyami Valentine, Senior Planner,
Planning and Development Services

9:15 [An Overview of Permits for Work in the County R-O-W](#)

Aaron Clodfelter, Senior Engineer,
Operations and Maintenance
Paul Seitz, Management Analyst II,
Administrative Services

9:25 [Forum Wrap-up & Networking](#)

Andy Back, Manager,
Planning and Development Services



Plan Responsibly.



Build Safely.



Live Well.



Department of Land Use & Transportation Development Forum Agenda

8:30-10:00 a.m. Thursday, April 27, 2017

Washington Street Conference Center | 225 S. First Avenue, Hillsboro, OR 97124

8:30 [Welcome/Overview](#)

Andy Back, Manager
Planning and Development Services

- Review Development Forum purpose
- Activity and staff updates
- Nature of our work, our role
- Review agenda

8:35 [Long Range Planning Work Program Update](#)

Theresa Cherniak, Principal Planner
Long Range Planning

8:50 [Parking Code Update](#)

Dyami Valentine, Senior Planner
Long Range Planning

9:00 [Online Community Development Code Overview](#)

Joel Cvetko, Planning Assistant
Long Range Planning

9:10 [THPRD System Development Charges](#)

Jeannine Rustad, J.D., Superintendent of Planning
Tualatin Hills Park & Recreation District

9:20 Forum Wrap-up & Networking

Andy Back, PDS Manager
Planning and Development Services

- Announcements
- Network and learn more about Forum content, share thoughts with staff

All presentations include moderated Q&A

Next Development Forum

8:30-10 a.m. Thursday, Oct. 26, 2017



Plan Responsibly.



Build Safely.



Live Well.



Land Use & Transportation Development Forum Agenda

8:30-10:00 a.m. Thursday, Sept. 29, 2016
Public Services Building (Cafeteria) – 155 N. First Ave., Hillsboro

8:30 Welcome/Overview

Andy Back, Manager,
Planning and Development Services

- Review Development Forum purpose
- Activity and staff updates
- Nature of our work, our role
- Review agenda

8:35 Update on Housing Affordability

Theresa Cherniak, Principal Planner,
Planning and Development Services

8:50 Access Only Permits Update

Aaron Clodfelter, Senior Engineer,
Operations and Maintenance
Paul Seitz, Management Analyst II,
Administrative Services

9:05 Transportation Projects Update

- MSTIP projects and the MSTIP Bonding Cost-sharing Program
- Cornelius Pass Road, 124th Avenue and Brookwood Parkway updates

Stephen Roberts, Special Projects Coordinator
Office of the Director
Gary Stockhoff, Manager
Engineering and Construction Services

9:20 Forum Wrap-up & Networking

Andy Back, Manager,
Planning and Development Services

- Announcements, network and learn more about Forum content, share thoughts with staff

**** All presentations include moderated Q&A – Steve Franks, Assistant Director****

2017 Development Forums

8:30-10 a.m. Thursday, April 27, 2017

8:30-10 a.m. Thursday, Oct. 26, 2017



Plan Responsibly.



Build Safely.



Live Well.



Land Use & Transportation Development Forum Agenda

Thursday, April 28, 2016 * 8:30-10:00 a.m.
Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

- 8:30 Welcome/Overview** *Andy Back, Planning and Development Services Manager*
- Review Development Forum purpose
 - Activity and staff updates
 - Nature of our work, our role
 - Review agenda
- 8:35 Working with the Surveyor's Office** *Jim Elam, County Surveyor*
- Overview of services and the Surveyor's place in the development process
- 8:40 Electronic Plan Review** *Derrick Moon, Plans Examiner*
- Demonstration of the Electronic Plan Review Software
- 8:55 Neighborhood Meetings – Doing it Right** *Wayne Hayson, Principal Planner*
- Overview of the Neighborhood Meeting requirements and engaging the community
- 9:10 Transportation Development Tax (TDT)** *Steve Kelley, Senior Planner*
- General Overview of TDT and Transportation Funding
- 9:30 Forum wrap-up & Networking** *Andy Back, Planning and Development Services Manager*
- Announcements, network and learn more about Forum content, share thoughts with staff

*** All presentations include moderated Q&A – Steve Franks, Department of Land Use & Transportation Assistant Director***

Next 2016 Development Forum

Thursday, September 29, 2016 8:30 – 10:00 AM



Plan Responsibly.



Build Safely.



Live Well.



Neighborhood Meetings

- Required pursuant to R&O 2006-20, adopted February 7, 2006
- Many development applications require a neighborhood meeting:
 - A. Inside the UGB:
 - Partitions and Subdivisions, and Residential Planned Developments;
 - Type III Special Uses;
 - Type II Hardship Relief (Article V only) & Type III Variances;
 - Type II Alterations to a Nonconforming Use or Structure;
 - Type II or III Development Review - Residential; and Commercial, Industrial, or Institutional (required only when the proposal abuts a Residential District).
 - B. Outside the UGB:
 - Subdivisions - when greater than 10 lots;
 - Type III Special Uses and Variances;
 - Type II Alterations to a Nonconforming Use or Structure (Sections 440-6.2 A.(2) and 440-6.2 B.);
 - Type II or III Development Review - Rural Commercial, Rural Industrial, MAE, (required only when the proposal abuts the AF-5, AF-10, or RR-5 District).



Neighborhood Meeting – Purpose and Goal

Purpose:

To provide a forum for the applicant, surrounding neighbors, and interested members of the Citizen Participation Organization (CPO) to consider the proposed application and to discuss issues/concerns before the development application is submitted to the County.

Goal:

To inform and encourage citizen involvement early in the development process so that the resultant development application may be more responsive to neighborhood concerns.



Neighborhood Meeting Materials

The following items must be included in your mailed neighborhood meeting notice:

- Letter to neighborhood;
- Official Tax map, or GIS map; and
- The 2-page letter titled, "Welcome to a Neighborhood Review Meeting," with the Summary of Washington County Department of Land Use & Transportation Type II and Type III Procedures flow chart.



Neighborhood Meeting Submittal

Your land use application shall not be deemed complete until substantial compliance with the Neighborhood Meeting requirements is demonstrated, by submitting the following information:

- A copy of the notice to surrounding property owners;
- A copy of the meeting attendance roster;
- A copy of the meeting notes;
- A copy of the official mailing list;
- A signed affidavit of the mailing and posting of the required notice;
- A signed affidavit of the mailing of the meeting notes to the CPO Chair.



Neighborhood Meeting Tips

- Your Neighborhood Meeting must be held at least 20 days after your meeting notice is sent;
- Your land use application must be submitted within 180 days of holding your Neighborhood Meeting;
- It is recommended that you do not hold your Neighborhood Meeting on the same night as the CPO meeting for your area;
- The starting time shall be weekdays between 6 p.m. and 8 p.m. or weekends between 9 a.m. and 5 p.m. Neighborhood Meetings shall not be held on legal holidays;
- View the neighborhood meeting as an opportunity to build partnerships in the community.





MANDATORY NEIGHBORHOOD MEETING & MAILINGS REQUIREMENTS

Per R&O 2006-20, ADOPTED FEBRUARY 7, 2006

Washington County Department of Land Use & Transportation
Planning and Development Services – Current Planning
155 N First Ave., Suite 350, Hillsboro, OR 97124
www.co.washington.or.us/LUT | www.co.washington.or.us/CurrPlan
lutdev@co.washington.or.us | 503-846-8761



MANDATORY REQUIREMENTS FOR NEIGHBORHOOD MEETING MAILINGS

Per R&O 2006-20, ADOPTED FEBRUARY 7, 2006

The following items **MUST** be included in your mailed neighborhood meeting notice:

1. Letter to Neighborhood (see attached sample).
2. Official Tax Map or G.I.S. Map, featuring the subject property (see attached sample). When using a Tax Map, mark the subject property clearly.
3. The 2-page letter titled, *"Welcome to a Neighborhood Review Meeting."*
4. The Summary of Washington County Department of Land Use & Transportation **Type II and Type III Procedures** flow chart (Attachment C).

Failure to include all items **may** cause you to have to reschedule the meeting and resend the complete notice not less than 20 calendar days prior to the new meeting date.

The mailing list for your neighborhood meeting notice **MUST** be obtained from Washington County Current Planning staff. Mailing lists generated by title companies or other agencies are unacceptable. The request for a Neighborhood Meeting mailing list is included in this packet as Attachment J. Remember that your Current Planning development application **MUST** be submitted within 180 days from the day that you hold your neighborhood meeting.

The attached materials are provided to you from the Department of Land Use & Transportation and your Community Participation Organization (CPO).

- A. Sample Letter to the Neighborhood / CPO
- B. Welcome to a Neighborhood Review Meeting
- C. Summary of Type II and Type III Land Development Application Flow Chart
- D. Neighborhood Review Meeting Procedures
- E. Neighborhood Meeting Affidavit Forms (3 types)
- F. Guidelines to a Successful Neighborhood Meeting
- G. Neighborhood Meeting Checklist
- H. Neighborhood Meeting Notice Signage form
- I. Neighborhood Meeting Attendance Sign-in Form
- J. Request for a Neighborhood Meeting Mailing List

Sample Letter to Neighborhood / CPO

(Attachment A)

Date _____

Name
Address
City/State/Zip

RE: NEIGHBORHOOD REVIEW MEETING
PROPOSED DEVELOPMENT _____

Dear (CPO Representative/Resident):

(I/my company name) (am/is) (the owner/representing the owner) of the property located at (address if available or general description of location/cross street and tax map and lot), in the (land use designation) District, more specifically shown by the attached map. (Optional: indicate if property contains a Significant Natural Resource, an Area of Special Concern and/or a Local Street Connectivity Area). (I/we) (am/are) considering a proposal to (describe proposal, i.e. special use, subdivision, acreage, number of lots/units, housing types). Prior to applying to the Washington County Department of Land Use & Transportation (I/we) would like to take the opportunity to discuss the proposal in more detail with you.

The purpose of this meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to 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. (I/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 meeting on:

_____ (Day, Date and Time)
_____ (Location)
_____ (Address)

(The meeting shall be held on a weekday evening starting between 6 pm and 8 pm or between 9 a.m. and 5 p.m. if held on a weekend; the day shall not be a legal holiday; the meeting shall be located somewhere accessible to the public within the CPO boundary; and be held as close as possible to the involved neighborhood where the development is proposed.)

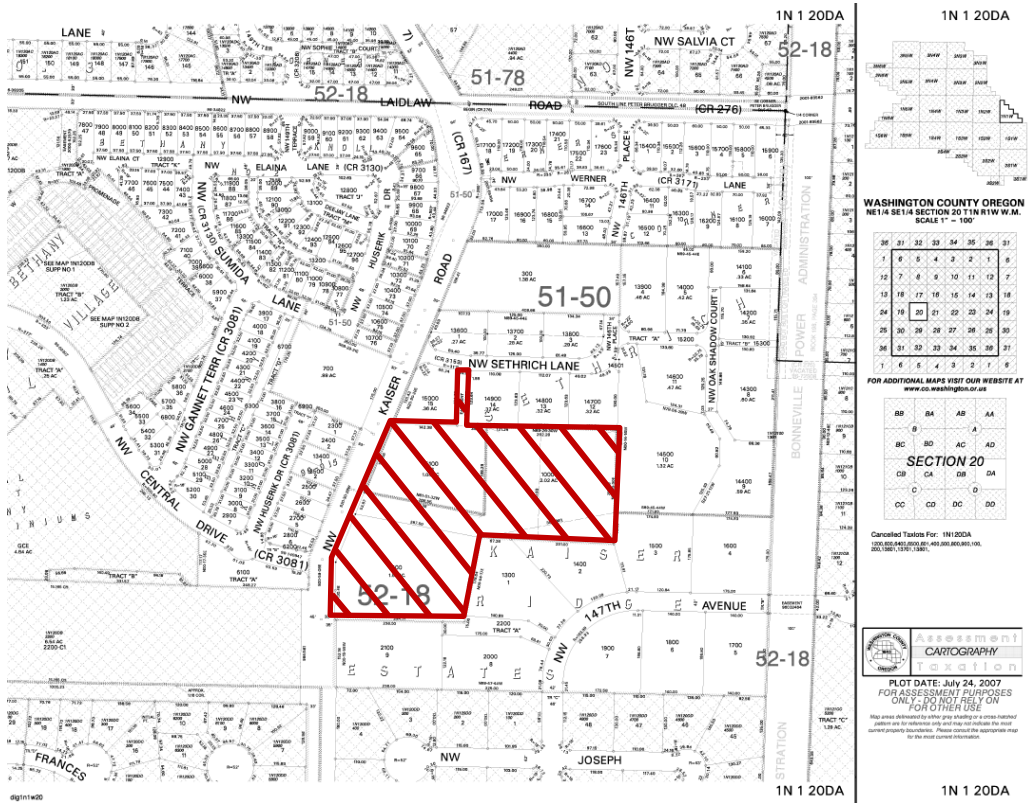
It's recommended that neighborhood meetings not be held at the same time as the CPO meeting for the area, unless the neighborhood meeting is being conducted as part of the CPO meeting. Contact the area's CPO Chairman to coordinate neighborhood meetings and CPO meeting dates and times.

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.

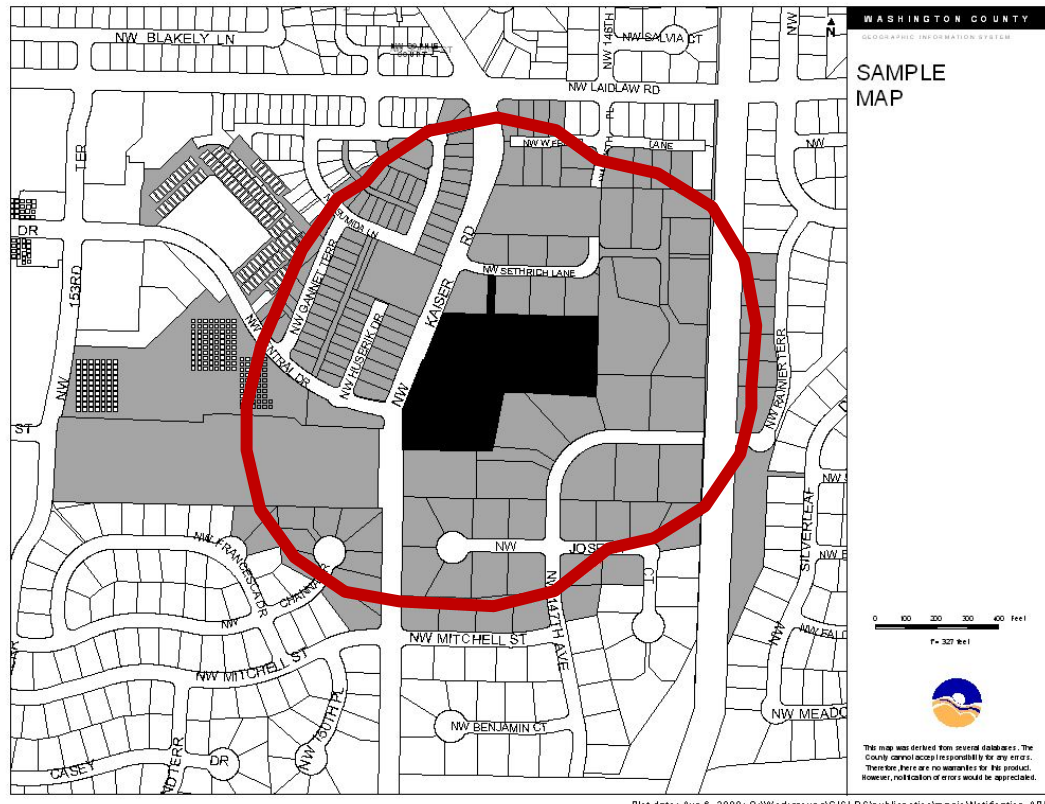
(I/we) look forward to more specifically discussing the proposal with you. Contact (me/us) at (phone number) or fax (me/us) at (fax number) if you have questions.

Sincerely,
(Name)

Required Attachments
G.I.S. or Tax Map
Packet titled, "Welcome to a Neighborhood Review Meeting"



OR



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.

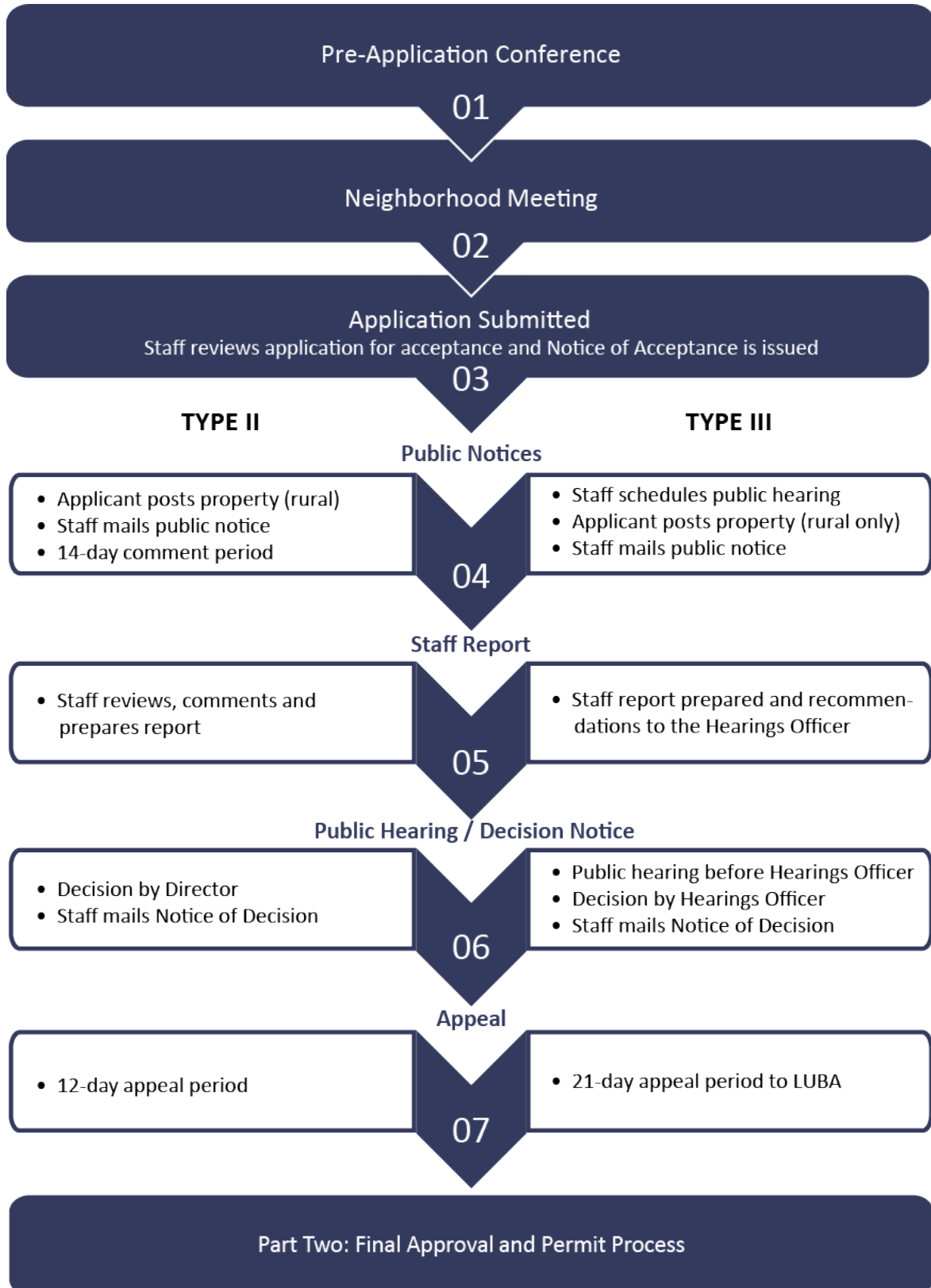
Individuals who live in, or have a business in Washington County are members of the county's Community Participation Organization (CPO) program. To receive a free monthly CPO newsletter for your area, contact the CPO Office and request to receive either an electronic or paper newsletter. Consider signing 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)



Neighborhood Review Meetings

(Attachment D)

I. INTENT AND PURPOSE

The purpose of the neighborhood meeting is to provide a means for the applicant and surrounding neighbors and Community Participation Organization (CPO) representatives to meet to review a development proposal and identify issues regarding the proposal so they may be addressed prior to application submittal in a manner that is consistent with the requirements of the Community Development Code. This preliminary meeting is intended to result in an application that is more responsive to the special circumstances of the property and surrounding neighborhood, and to expedite and lessen the expense of the review process by avoiding needless delays, appeals, remands, or denials.

Early citizen participation and interaction with the applicant through the neighborhood meetings is an effective form of citizen involvement. It provides the opportunity to maximize citizen participation to identify issues very early in the process and offers the opportunity to develop a sense of community partnership between the neighborhood and the development community.

II. APPLICABILITY

If a proposed development involves any of the land use applications listed in Section 203-3.2 of the Community Development Code (CDC), the applicant shall hold a Neighborhood Review Meeting pursuant to the procedures listed below. If substantial changes to the development proposal are made after the initial neighborhood meeting, the applicant should to hold subsequent neighborhood meeting(s).

III. PROCEDURES

Prior to the submittal of an application listed in CDC Section 203-3.2, the applicant shall provide an opportunity for the proposed project to be reviewed by neighboring property owners, residents, and businesses as well as representatives from the CPO within whose boundaries the site is located. In addition, the applicant shall provide documentation of the neighborhood meeting at the time the application is submitted for acceptance.

An official mailing list shall be obtained from the Department of Land Use & Transportation's Current Planning Section. A mailing list is considered valid for forty-five (45) days from the date of request.

For all Neighborhood Review Meetings the following shall apply:

TIME AND PLACE

1. The applicant shall select the meeting time and meeting place. The starting time shall be limited to weekday evenings between the hours of 6 p.m. and 8 p.m. or weekends between the hours of 9 a.m. and 5 p.m., per Resolution & Order 2006-20. Neighborhood review meetings shall not be held on legal holidays.
2. The meeting shall be held at a location open to the public or at a public facility within the boundaries of the CPO. All non-contiguous sites are considered separate applications and the applicant shall hold separate neighborhood meetings for each site.

NOTE: It is recommended that the meeting not be scheduled on the same date and time as the regularly scheduled meeting of the CPO where the property is located, unless the Neighborhood Review Meeting is held in conjunction with the CPO Meeting. Call the CPO office at 503-846-6288 to learn when the CPO's meeting is next scheduled to avoid conflicts.

3. If the meeting is held at a private residence or business, it shall be visibly posted at the time of the meeting as the meeting place and shall note that the meeting is open to the public and all interested persons may attend.
4. The neighborhood meeting shall occur **within 180 days** of the submittal of a development application to Current Planning.

NOTIFICATION OF NEIGHBORHOOD REVIEW MEETING

1. The applicant shall send a written meeting notice to the Director of Land Use & Transportation, the property owners within 500 feet (urban) and within 1000 feet (rural) of the property involved in the anticipated application (this includes any adjoining County neighbors), and to the representatives of the CPO where the subject property is located. Applicant **MUST** use the mailing list provided by DLUT Current Planning. The notice shall include the date, time, and location of the meeting, and the general location and tax map and tax lot number(s) of the proposed site. In addition, the notice shall state the site address (if one exists), acreage, and the land use designation. The notice shall briefly discuss the nature and location of the proposal (i.e. approximate number of lots or units, housing types, and proposed development action).

The meeting notice shall include the attached letter entitled "*Welcome to a Neighborhood Review Meeting*" with the Summary of Washington County Department of Land Use & Transportation Type II and Type III Procedures flow chart (Attachment C) provided in this packet.

The meeting notice shall include a copy of the Washington County tax map or a GIS map that clearly identifies the proposed site location. The notice shall be mailed not less than 20 calendar days prior to the meeting date.

Failure to include all items **may** cause you to have to reschedule the meeting and resend the complete notice not less than 20 calendar days prior to the new meeting date.

2. **Not less than 20 calendar days prior** to the neighborhood meeting, the applicant shall post a free standing 2' x 3' public notice sign(s) with minimum 2" lettering on the property which is subject to the proposed application. The sign shall be weatherproof, marked with permanent ink, securely fastened to two sturdy posts, and placed in a position that is legible from the street right-of-way. If a parcel (or parcels) does not have frontage on a public or County road, the property shall be posted in a conspicuous place at the point such property obtains access to a County or public road.

The public notice sign shall state that the site may be subject to a proposed development (e.g. subdivision, variance, special use) and shall set forth the name of the applicant and a telephone number where the applicant, or applicant's representative, can be reached for additional information. The sign shall include the date, time and location of the

Neighborhood Review Meeting. The site shall remain posted until the conclusion of the meeting.

The Department of Land Use & Transportation is not responsible for posting the site.

CONDUCTING THE MEETING

1. At the neighborhood meeting, the applicant shall review the proposed application with those in attendance. The attendees may identify reasonable issues that should be addressed in the proposed application. It is recommended that the applicant be prepared to discuss the following aspects of the project: size and scope of the project, architectural style, traffic impact, proposed variances, landscaping, and anticipated start and completion dates.
2. The applicant should allow the CPO representative, if in attendance, to present comment at the beginning of the meeting regarding the desired purpose of the neighborhood meeting.
3. Meeting notes shall be taken by the applicant.
4. The applicant shall prepare meeting notes to provide a record of the proceedings. Meeting notes shall include the meeting date and time, the name and address of all people attending, and all verbal and written comments received and the applicant's responses including issues outside the purview of the applicant's responsibility. The meeting notes should also include any issues raised by neighborhood responses by telephone or fax in addition to those raised in the meeting.
5. The applicant shall send a copy of the meeting notes within 14 days of the meeting to the CPO representative who attended the meeting and the respective CPO Chair by mail to the address on record.

DOCUMENTATION REQUIRED WITH LAND USE APPLICATION SUBMITTAL

1. A land use application shall not be deemed complete until the applicant demonstrates substantial compliance with this section by including the results of the neighborhood review meeting and supporting documentation with the application. This includes:
 - (a) A copy of the notice to surrounding property owners;
 - (b) A copy of the official mailing list from the Department of Land Use & Transportation of surrounding property owners. If the notification area includes an adjoining County, submit official documentation of the names and addresses of the owners of record from the Department of Assessment & Taxation of the adjoining County.
 - (c) A signed affidavit of the mailing and posting of the required notice;

- (d) A copy of the meeting notes taken to provide a record of the proceedings (minutes), which shall include the meeting date and time, the name and address of all people attending, and the verbal and written comments received. The applicant shall send a copy of the meeting notes within 14 days of the meeting to the CPO representative who attended the meeting and the respective CPO leaders.

All issues raised and a summary of the applicant's responses should be listed in the meeting notes including issues outside the purview of the applicant's responsibility. Notes should include issues raised by neighborhood responses by telephone or fax.

- (e) A signed affidavit of the mailing of the meeting notes to the CPO Chair.

NOTE: If responses to the meeting notice were not received by the applicant and no one attended the neighborhood meeting, the applicant shall submit evidence as indicated above, with the meeting notes reflecting the absence of comment and/or attendance.

CPO MAY COMMENT ON MEETING NOTES

The CPO shall be allowed to comment on the meeting notes regarding the content of the meeting. Any comments on the meeting notes may be sent to the applicant within 14 days of receipt of the applicant's meeting notes. The CPO may submit its comments on the meeting notes to the Department of Land Use and Transportation prior to the closing date of the public comment period (Type II application) or the close of the record (Type III application / Public Hearing).

DEPARTMENT OF LAND USE & TRANSPORTATION TO PROVIDE NECESSARY FORMS

The Director shall provide affidavit of mailing and posting forms and maintain the current addresses for the CPO representatives on file in the Department of Land Use & Transportation. In addition, the Director will make available an example form letter for the CPO representative/property owner/resident mailings, example of a location map, mailing list request form, example of meeting notice sign, summary of procedures, and CPO neighborhood meeting handouts.

APPLICANT NOTE:

Upon completion, submit this form with your Current Planning development application Attachment E

**NEIGHBORHOOD MEETING
AFFIDAVIT OF MAILING**

STATE OF OREGON)
) ss
County of Washington)

I, _____, being duly sworn, depose and say that on the _____ day of _____, 20____ I caused to have mailed to each of the persons on the attached list a notice of a meeting to discuss a proposed development at _____, a copy of which notice so mailed is attached hereto and made a part hereof.

I further state that said notices were enclosed in envelopes plainly addressed to said persons and were deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20_____.

Notary Public for the State of _____

County of _____

My Commission expires: _____

APPLICANT NOTE:

Upon completion, submit this form with your Current Planning development application
Attachment E

NEIGHBORHOOD MEETING

**AFFIDAVIT OF MAILING MEETING NOTES
TO THE COMMUNITY PARTICIPATION ORGANIZATION (CPO)**

STATE OF OREGON)
) ss
County of Washington)

I, _____, being duly sworn, depose and say that on the _____ day of _____, 20____ I caused to have mailed to CPO _____ the meeting notes for the neighborhood meeting held on the _____ day of _____, 20 _____ to discuss a proposed development at _____, a copy of the meeting notes so mailed is attached hereto and made a part hereof.

I further state that said meeting notes were enclosed in envelopes plainly addressed to CPO _____ and were deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20 ____.

Notary Public for the State of _____
County of _____

My Commission expires: _____

APPLICANT NOTE:

Upon completion, submit this form with your Current Planning development application
Attachment E

NEIGHBORHOOD MEETING AFFIDAVIT OF POSTING NOTICE

Name of Applicant _____

Subject Property: Tax Lot(s) _____ Tax Map(s) _____

Address or General Location: _____

I, _____, do swear or affirm that I am (represent) the party initiating interest in a proposed _____ affecting the land located at _____ and that pursuant to R&O No. 2006-20, did on the _____ day of _____, 20____ personally post the notice indicating that the site may be proposed for a _____ application.

The sign was posted at _____
(Location of sign on property)

Map attached showing approximate sign notice location. (check if attached)

This ____ day of _____, 20 ____

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20____.

Notary Public for the State of _____

County of _____

My Commission expires: _____

Guidelines for a Successful Neighborhood Meeting

(Attachment F)

Preparation:

- Choose a facility that will be large enough to accommodate your audience and offer a comfortable setting conducive to their participation.
- Bring handout maps so participants can follow as you point to a large wall map (90% of verbal messages are misinterpreted and only 10% retained).
- Arrange seating in semi-circles with an aisle and position yourself close to the participants.
- Bring a ChartPak (easel & display materials) and someone to act as recorder to note community concerns. Recording comments before the group validates the issues and provides a written record to refine into meeting notes, which you need to send in with the attendance roster.
- You may consider the need to hire a trained facilitator to ensure an effective meeting for all involved.
- Refreshments may be provided.

The Meeting

- You are encouraged to introduce the CPO volunteer, if present, and allow him/her to make introductory comments. Take time to introduce yourself and other representatives from your project. Also, take time for the neighbors to introduce themselves before beginning the meeting.
- Prepare an agenda and post it where all can see it. By discussing the time frames for presentations and questions, neighbors are likely to support the agenda and can be asked to help keep all on track.
- Establish ground rules and get agreement.
- Give your presentation in the language of the participants (no jargon/acronyms).
- Be prepared to explain why some requirements exist. You are not expected to be an expert on the Community Development Code, but can inform neighbors that all libraries have copies of the Code in the Reference Section and it is available online at www.co.washington.or.us/DevCode.
- Provide an attendance roster (Attachment I) near the entrance of the facility and encourage neighbors to print clearly.
- Remind participants to sign the attendance roster.
- Inform participants of the processes and how to participate when the application goes forward. (See *Summary of Procedures* in this packet.) The CPO will receive a complete copy of the application from the county. Neighbors may call 503-846-6288 to be added to the CPO member list.
- Thank the neighbors and be open to receive additional questions/ideas and give them your card or contact information.

Neighborhood Meeting Checklist

(Attachment G)

The Washington County Board of Commissioners desire potential land use applicants, neighbors and Community Participation Organization (CPO) leaders to work together. It is in the best interest of the County that those who build our communities and those who live in our communities become partners for the good of the entire community.

This list has been prepared to help a potential land use applicant meet the neighborhood meeting requirement AND hold a successful meeting. Per adopted Resolution & Order 2006-20, the legal requirements for neighborhood meetings are established. This sheet is NOT a substitute for following the exact requirements set forth in said R&O.

- ❑ Determine whether your development application requires a neighborhood meeting;
- ❑ Schedule a meeting within the CPO where the property is located;
- ❑ Obtain mailing labels from Washington County Department of Land Use & Transportation Current Planning Section 503-846-8761;
- ❑ Meeting shall be held not less than 20 days AFTER mailing meeting notice;
- ❑ Post a 2' x 3' public notice sign on the site not less than 20 days before the neighborhood meeting (see example);
- ❑ The meeting shall begin between 6 pm and 8 pm weekdays or between 9 a.m. and 5 p.m. weekends, taking into consideration to not schedule the neighborhood meeting at the same time as the regularly scheduled CPO meeting for the area where the property is located UNLESS the neighborhood meeting is conducted as part of the CPO meeting;
- ❑ Determine approximate number of attendees. Call local CPO leadership for guidance or use judgment based upon number of notices to be mailed and level of expected interest of potential application;
- ❑ Prepare the mailing notice. Include information that will be helpful to notice recipient including, but not limited to, plot plans, elevations, pictures, etc.
- ❑ At the meeting bring sign-in sheets and displays and/or handouts describing your proposal;
- ❑ Have someone available at the meeting to take notes. It is often helpful to use ChartPaks [easel & display materials] to note issues so participants can be assured their concerns are heard;
- ❑ Be sure displays are easily visible to attendees or allow time for them to come forward to clearly see your proposal;
- ❑ Take good notes. Your job is to listen and explain your project, but you are not asked to be an expert on the Community Development Code. If the meeting is to be taped, inform attendees;
- ❑ List ALL issues raised, even if they are not the applicant's responsibility. Applicant is only required to "address" all issues in his/her application, not resolve all issues, except as needed to comply with County Community Development Code (CDC) www.co.washington.or.us/devcode; and
- ❑ Send a copy of the meeting notes (including a copy of the meeting sign-in sheet) to the CPO representative within fourteen (14) days of the meeting;
- ❑ Washington County hopes you view this neighborhood meeting as an opportunity to build partnerships in the community and that the meeting is successful. CPO leaders work hard to help this process be successful. Call on the CPO leaders to assist and consider referring neighbors to their CPO representative to follow the progress of your application. CPO leaders are not expected to be unpaid facilitators. Should you need a trained facilitator, many are available in the region.

3' min. width

MEETING NOTICE

[NOTE: MINIMUM 2" LETTERS HIGH ARE REQUIRED ON THE ENTIRE SIGN]

PROPOSAL: _____

MEETING DATE: _____

TIME: _____

PLACE: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

(Attachment H)

2' min. height

SAMPLE ONLY.
NOT TO SCALE.

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

PROJECT: _____

MEETING DATE: _____

PUBLIC RECORDS LAW DISCLOSURE: This sign-in sheet is a public record of Washington County and it is subject to public disclosure under Oregon Public Records Law.

PLEASE PRINT LEGIBLY!

PRINTED NAME	FULL MAILING ADDRESS & E-MAIL ADDRESS	CITY, STATE	ZIP CODE	PHONE #

(Attachment I)



WASHINGTON COUNTY
 Department of Land Use & Transportation
 Planning and Development Services
 Current Planning
 155 N. 1st Avenue, #350-13
 Hillsboro, OR 97124
 Ph. 503-846-8761 Fax 503-846-2908
<http://www.co.washington.or.us/CurrPlan>



**Request for a Mailing List
 For A Neighborhood Meeting**

Mailing list requests may be emailed to LUTDev@co.washington.or.us or you can mail, fax or hand deliver to Washington County at the address/fax # in the upper left hand corner of this form

To ensure accuracy, a photo copy or printout (8½" X 11") of the subject parcel(s) most current tax map(s) **must** accompany this request.

(CIRCLE ONE): **URBAN** (500' RADIUS) OR **RURAL** (1000' RADIUS)

List the subject parcel map & tax lot number(s) below: (i.e. 1N1 34CB 00100)

PROPOSAL: _____

NOTE: If an adjacent County is within the mailing radius, it is the applicant's responsibility to obtain official adjacent County tax map(s) and official ownership names and mailing addresses. This information is also required with your Development Application submittal.

THE LIST AND A MAP OF THE MAILING AREA WILL BE SENT TO THE APPLICANT BELOW.

NAME/COMPANY: _____ PHONE #: _____

EMAIL ADDRESS: _____


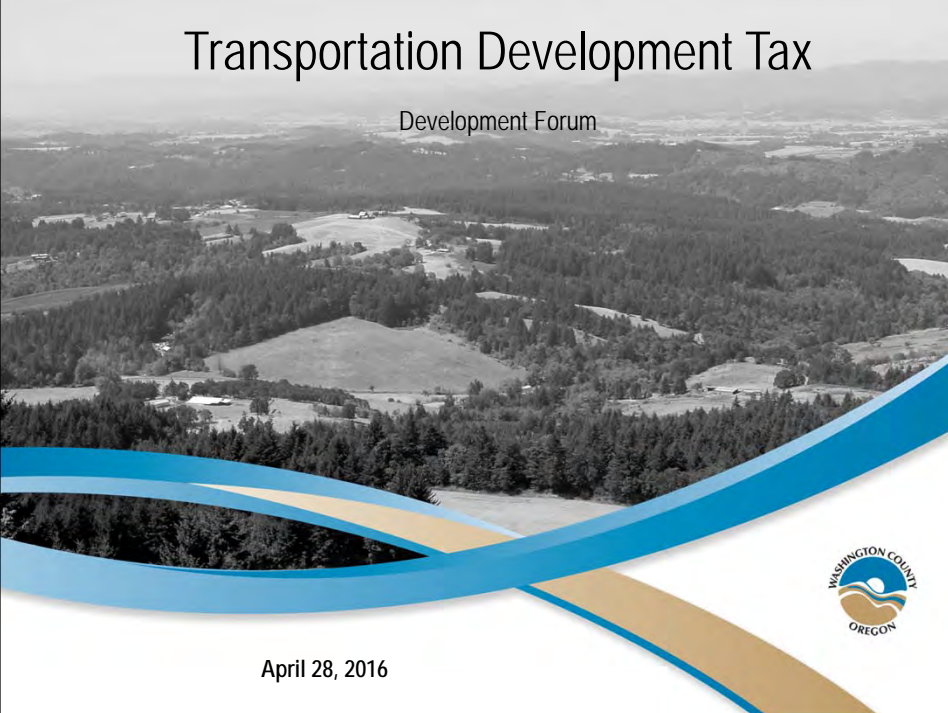
MAILING ADDRESS: _____

STREET/PO BOX CITY STATE ZIP

Questions? Please contact Current Planning at 503-846-3834 or email lutdev@co.washington.or.us (Attachment J)

Transportation Development Tax


Development Forum



April 28, 2016

Presentation Outline

- Introduction
- Overview of Washington County Transportation Funding
 - Gas Tax
 - Major Streets Transportation Improvement Program (MSTIP)
 - Transportation Development Tax
- Transportation Development Tax (TDT) – what do I need to know?
 - When is the fee due?
 - How much is it?
 - ✓ Self calculation form
 - When does it change?
 - Credit procedures overview
- Questions



Washington County Funding Overview

Three primary funding sources:

1. Gas Tax – system maintenance
2. Property Tax – transportation exclusive levy passed three times
3. Impact Fee – Countywide ballot measure





Washington County Transportation Funding Strategy "Three Legged Stool"

System Maintenance
Gas Tax and User Fees

- State and county fuel taxes, vehicle registration fees (Road Fund)
Approx. \$23 million/year
Prioritization policy focuses on major transportation system first
- Urban Road Maintenance District (Property tax)
Approx. \$3.7 million/year
Unincorporated Area Local Streets



Existing Safety/Capacity Deficiencies
Property Taxes (MSTIP)

- MSTIP 1: \$27 million
- MSTIP 2: \$60 million
- MSTIP 3: \$265 million
- MSTIP 3b: \$65 million
- MSTIP 3c: \$138 million
- **Total to date: \$555 million**
- MSTIP 3d: \$175 million (2013-16)
Approx. \$25 million/year

Keeping Up with Growth

- TIF: Averaged \$14 million/year from 1990 – 2009
- TDT: Projected \$17.4 m/year; Actual average \$9m/year
- North Bethany TSDC and OSD: new

Transportation Development Tax (TDT)

Major Principles of TDT

- Countywide – structured as a tax – uniform rate structure including within Cities (Ballot approval in November 2008)
- Collects fees from new development
- Phased-in starting in 2009 – full rate enacted in fall 2014
- Automatically adjusted for inflation annually
- Pays for only a portion of transportation capacity and safety needs
- Must be spent on capital improvements



Transportation Development Tax (TDT)

History

- Washington County's Traffic Impact Fee (TIF) Program started in the unincorporated area in November 1985
- Referred to voters in the 1986 General Election
- TIF Countywide (including Cities) in 1990 General Election
- Update to TDT in 2008 General Election
 - Revised rate structure
 - Increased charge
 - Updated rules



TDT Calculation

Due at time of Building Permit

Can be deferred to occupancy permit if the charge is more than a single family detached house (currently \$8,110)

New Use:

Units x Rate = Charge

Change or Modified Use:

Proposed use (units x rate) – Previous use* (units x rate) = Charge

Payment over time (Bancroft) is allowed

- Creates a lien on the property

*within the last 10 years



TDT: Self-Calculation Form

- Available on the TDT website
- Available in the LUT Lobby and at several Cities
- Used to inform staff and developers – but final determination is a Director decision



WASHINGTON COUNTY
Dept. of Land Use & Transportation
Development Services Division
Current Planning Center
125 N. W. Avenue, #100-13
Hillsboro, OR 97124
PH: (503) 846-3121 Fax: (503) 846-2998
http://www.co.washington.or.us

Applicant Name: _____
Mailing Address: _____
Phone: _____

TRANSPORTATION DEVELOPMENT TAX (TDT) ESTIMATE
(To be Completed by Applicant - Submittal with Building Permit Application)

Project Title: _____
Site Address: _____ Land Use Cassette #: _____
Building Permit #: _____

Using the RATE TABLE on the back of this form, please complete the calculation below, entering the Land Use Category that is most similar to your proposed project, and the corresponding "ITE Code," "Unit," and "Rate" (if multiple uses are proposed on your site, use a separate line for each).

Proposed Land Use Category	ITE Code #	Unit (Quantity)	X	Rate	=	Estimated TDT
			X		=	
			X		=	
			X		=	
Total Estimated TDT						

* Note: If the "Unit" for your use is shown on the back of this sheet as "SFGFA" or "TDFOLA" you will need to divide your proposed square footage by 1,000 before you enter it above. For example: For a total of 3,200 Square Feet of Gross Floor Area, divide by 1,000, then enter "3.2" above under the "Unit" column, or for a total of 800 Square Feet of Gross Livable Area, divide by 1,000, then enter ".8" above under the "Unit" column.

APPLICANT'S STATEMENT: I have completed the above calculation and understand it to represent my estimated TDT, and that the amount due may change based on inaccuracies in the calculation, changes to my square footage or use(s), or due to other circumstances including but not limited to TDT increases.

Applicant's Signature: _____ Date: _____

STOP HERE if your site TDT has previously expired, a new one is being requested by another site.

If the subject site previously included a use that is being replaced by another use, you may be able to include TDT previously paid for the former use. Using the RATE TABLE on the back of this form, first calculate estimated TDT for the previous use(s) below, then complete the calculation in the second table to find your prospective reduced TDT.

Previous Land Use Category	ITE Code #	Unit (Quantity)	X	Rate	=	Estimated Past TDT
			X		=	
			X		=	
			X		=	
Total TDT for Proposed Use(s) - (Less) Total Previous TDT = Estimated TDT Due after Reduction						

APPLICANT'S STATEMENT: I have completed the above calculation and understand that it may represent an estimated reduction to my TDT, but that reduction amounts may vary or be determined inappropriate subject to review by County staff.

Applicant's Signature: _____ Date: _____

Disclaimer: This is a form intended to assist in estimating the Transportation Development Tax (TDT) applicable to a development project. Use of this form does not constitute an approval by Washington County. Code Section 11.07 and its regulations. Applicant use recognized in consult with city or county staff regarding TDT prior to requesting that TDT payment in connection with a building permit application.

TDT Index

- Rates are adjusted based on the TDT index on July 1 annually
 - Materials (50%), Labor (30%) and Right-of-Way costs (20%)
- Rates can go up or down: but cannot increase more than 10% annually
- July 1, 2016 rates will go up about 2 percent (2.028%)

Table 2: Transportation Development Tax

Cost Change Index using National Highway Construction Cost Index

YEAR	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2/10/2015	
Index Components															
Materials Component															
National Highway CCI		1.0031	1.0664	1.1788	1.3492	1.2899	1.2948	1.0970	1.0617	1.0728	1.1624	1.1029	1.112	1.1321	
% Annual Change			6.31%	10.54%	14.45%	-4.39%	0.38%	-15.28%	-3.22%	1.04%	5.00%	-2.09%	0.79%	1.84%	
Avg. 5-Year Change							4.96%	0.50%	-1.89%	-4.54%	-2.81%	-3.40%	0.27%	1.28%	
Labor Component															
BLS Employment Cost Index	90.1	93.5	96.7	100	103.6	107.6	110.9	111.7	113.6	116.4	117.6	118.6	120.7	123.4	
% Annual Change		3.77%	3.42%	3.41%	3.60%	3.86%	3.07%	0.72%	1.70%	2.46%	1.03%	0.85%	1.77%	2.24%	
Avg. 5-Year Change							3.61%	3.47%	2.93%	2.36%	1.80%	1.35%	1.56%	1.67%	
Right-of-Way Component															
Avg. Total Real Market Value	\$270,176	\$279,865	\$308,772	\$315,784	\$342,179	\$399,958	\$435,632	\$412,268	\$391,972	\$374,922	\$365,516	\$407,690	\$453,046	\$481,670	
% Annual Change		3.59%	10.33%	2.27%	8.36%	16.89%	8.92%	-5.36%	-4.92%	-4.35%	-2.51%	11.54%	11.13%	6.32%	
Avg. 5-Year Change						8.29%	9.35%	6.21%	4.78%	2.23%	-1.65%	-1.12%	2.18%	4.42%	
Weighted Average Index							2.74%	5.39%	2.37%	0.79%	-1.13%	-1.195%	-1.516%	1.038%	2.028%

-----Five-year running average----->

TDT Credits

If you build Arterial or Collector road improvements – some of the money invested may be eligible for **credit** towards the TDT charges

- The part of the road bigger than the local street
- Must follow other eligibility criteria
 - ✓ Must be an improvements to an Arterial or Collector
 - ✓ Must be a condition of development approval



TDT Credit Eligibility Flow Chart

Step 1. Condition of Development Approval?

YES NO —————> not eligible for credit



Step 2. Is the improvement located contiguous to the property?

YES NO —————> all components eligible, skip to step 4



Step 3. Is the component larger or of greater capacity than necessary?
(Exceeds the applicable local street standard)

YES NO —————> component not eligible for credit



Only the part(s) of the improvement that are larger than necessary are eligible



Step 4. Identified on project list?

YES	NO
↓	↓
100% credit for eligible costs	75% Arterial or 50% Collector credit for eligible costs



TDT Credits

- Credits last 10 years
- Limited ability to be transferred
- Credit eligibility chart, request form and additional information available on the website
- Check with engineering staff if you have questions

TDT website:

<http://www.co.washington.or.us/tdt>



Questions?

TDT website:

<http://www.co.washington.or.us/tdt>







Land Use & Transportation Development Forum Agenda

Thursday, October 29, 2015 8:30-10:00 a.m.
Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

- 8:30** [Welcome/Overview](#) *Andy Back, Planning and Development Services Manager*
- Review Development Forum purpose
 - Activity and staff updates
 - Nature of our work, our role
 - Review agenda
- 8:35** **Current Planning Final Approval and Public Improvements**
- [Case File Final Approval – Notice of Decision](#) *Wayne Hayson*
 - [Service District for Lighting – Planning ahead to prevent delays](#) *Victoria Saager*
 - [Moving your Public Improvements to Completion](#) *Paul Seitz/Rob Saxton/John Fasana*
 - [Occupancy– Partition vs. Subdivision](#) *Wayne Hayson*
- 9:00** [Clean Water Services and DEQ 1200-C/CN Permit Update](#) *Damon Reische*
- Watershed Based, National Pollutant Discharge Elimination System (NPDES) Permit
 - Renewal of DEQ 1200-C/CN Erosion Control Permit
- 9:20** [Building Services Technology and Developer Initiative](#) *Derrick Moon*
- Electronic Plan Review
- 9:25** [Forum wrap-up](#) *Andy Back*
- Long Range Planning Annual Work Program & Ordinance season
 - R&O 86-95 – Update 30-year transportation safety-related conditions of development approval
 - 2016 Development Forums – March 31 and September 29; 8:30—10:00 a.m.
 - LUT and Clean Water Services staff available during networking
- 9:30** **Network with staff, learn more about Forum content**

** All sessions moderated Q&A – Steve Franks

2016 Development Forums

Thursday, March 31, 2016 8:30 – 10:00 AM
Thursday, September 29, 2016 8:30 – 10:00 AM



Plan Responsibly.



Build Safely.



Live Well.



Process to Form Development-Initiated Service District for Lighting (SDL) Assessment Area



Developer	County	PGE	
Submits land use application and development plans to Washington County for review	Development plans reviewed - Notice of Decision issued to require street lights		
	Starts facility permit process		
Contacts County SDL staff Contacts PGE, Selects street lights Submits plat to Survey	CONCURRENT	Explains SDL process	
		Assists in selection of County-approved street light equipment	Identifies power source for street lights
		Receives plat and provides SDL forms to developer	
Submits SDL forms*	Records <i>Waiver of Remonstrance</i> and <i>Continuing Request</i>		
	Submits agenda item to Board of County Commissioners for approval to form SDL assessment area		
	Notifies PGE to install and energize street lights	Installs and energizes street lights	
	Assesses street light cost on property tax statements of all tax lots in SDL assessment area		

*SDL forms and documents:

- *Petition to Form SDL Assessment Area* signed by all property owners
- *Waiver of Remonstrance* and *Continuing Request* signed and notarized
- Legal description of property and map



Land Use & Transportation Development Forum Agenda

Thursday, April 30, 2015 8:30-10:00 a.m.
Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

8:30 Welcome/Overview *Andy Back, Planning and Development Services Manager*

- Review Development Forum purpose
- Activity and staff updates since we last met – Increased demand and staffing
- Nature of our work, our role
- Review agenda

8:40 Building Services Overview *Hank McDonald, Building Official*

- Staff introductions and overview
- Tips for success and keeping your project on schedule
 - [Plans Submission – Making plan submission as easy as possible](#)
 - Nancy Keogan, Supervisor and Carol Scott, Senior Permit Technician / Lead
 - [Plan Review – Meeting requirements overview for success](#)
 - Jeremy Williams, Supervisor/Engineer and Yvette Hamilton, Senior Plans Examiner
- Moderated Q&A *Steve Franks, LUT Assistant Director*

9:00 Building Services Technology and Developer Initiatives *Hank McDonald, Building Official*

- Development activity trends
- Technology Initiatives
 - Electronic Plan Review
 - Permitting System
 - Video Inspection Pilot
- Moderated Q&A *Steve Franks, LUT Assistant Director*

9:20 Forum wrap-up *Andy Back, Planning and Development Services Manager*

- Long Range Planning 2015-16 Annual Work Program Tasks
- LUT and Clean Water Services staff available during networking
- Topics for next Development Forum: Thursday, October 29, 8:30—10:00 a.m.

9:30 Network with staff, learn more about Forum content



Plan Responsibly.



Build Safely.



Live Well.



Land Use & Transportation Development Forum Agenda

Thursday, October 30, 2014 8:30-10:00 a.m.
Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

- 8:30 Welcome/Overview** *Andy Back, Planning and Development Services Manager*
- Review Development Forum purpose
 - Activity and staff updates since we last met – Increased demand and staffing
 - Nature of our work, our role
 - Review agenda
- 8:40 Getting ready to turn dirt – Obtaining permits – Site Development, Grading and Facility**
- Current Planning – After preliminary approval *Wayne Hayson, Principal Planner*
 - Site Development Permit–Clean Water Services
Damon Reische, Development Services Manager
 - Grading Permit *Kofi Nelson–Owusu, Building Engineer/Supervisor*
 - Facility Permit *Paul Seitz, Assurances Coordinator & Rob Saxton, Senior Engineer*
 - Tips for success and keeping your project on schedule
 - Moderated Q&A *Steve Franks, LUT Assistant Director*
- 9:25 Forum wrap-up** *Andy Back, Planning and Development Services Manager*
- Update on Long Range Planning 2014 Work Program
 - LUT and Clean Water Services staff available during networking
 - Topics for next Development Forum: Thursday, April 30, 8:30—10:00 a.m.
- 9:30 Network with staff, learn more about Forum content**



Plan Responsibly.



Build Safely.



Live Well.



Washington County Development Forum – October 2014 Urban Residential Development Permitting Contacts

Order	Requirement	Permit Permissions	Where to obtain permit/approval Contact/Phone	Notes
1	Land Use Approval	Land Use approval provides the applicant with the approval to develop the proposed site, as planned.	Current Planning, Public Services Building (PSB) Development Assistance Staff (503) 846-8761	Land Use decisions typically include two components: Preliminary Approval (issued as the Notice of Decision) and Final Approval (required to be obtained within 4 years of Preliminary Approval). If required, Final Approval must be granted prior to plat recordation and/or building permit issuance, and must document compliance with all Conditions of Approval. The responsibility to complete the requirements of the Conditions of Approval, including obtaining relevant permits and inspections, rests with the applicant.
Submit plans and apply for permits concurrently	2a	Site Development Permit (stormwater and sanitary sewer infrastructure, erosion control, vegetated corridors)	Clean Water Services, Development Related Services (503) 681-5100	A Site Development permit is issued by Clean Water Services, not the Department of Land Use & Transportation (LUT). CWS' Site Development permit does not grant access to the site. Access is granted by a Facility Permit (see below). The CWS Site Development permit has a 15 business day initial review period and a 10 business day resubmittal review period for subsequent submittals.
	2b	Grading Permit	Building Services, PSB Kofi Nelson-Owusu (503) 846-2846 Grading Assistant (503) 846-6733	Up to 30 days are allowed for plan review completion from the date of permit submission. Site Development and Facility Permits are a condition of approval prior to issuance of a Grading permit.
	2c	Facility Permit	The Facility permit allows applicants access to the site. The Assurances section works with the applicant to complete the public improvement contract and issues a Facility permit. A Facility Permit is required when public improvements involve engineering design.	Assurances, PSB Paul Seitz (503) 846-3843
3	Access Right-of-Way Permit	When a Facility Permit is not required, approval of access is authorized through an Access Right-of-Way permit. It grants access to a public roadway under Washington County's jurisdiction and can also be used to perform other minor work in the right-of-way.	Operations & Maintenance, Walnut Street Center Aaron Clodfelter (503) 846-7623 *Building Services, PSB	The Operations and Maintenance Division of LUT issues a variety of Right-of-Way permits. If an Access Right-of-Way permit is required, all improvements conditioned by the permit must be approved prior to obtaining a building permit. * Depending upon the project, an Access permit may be issued in conjunction with a set of building permits (electrical, structural, mechanical, plumbing, etc.)



Washington County Development Forum – October 2014 Urban Residential Development Permitting Tips

Tips to Maximize Success during the Permitting Process

Land Use Approval

- Always read the Conditions of Approval contained within the Notice of Decision. They provide clear requirements before a plat can be recorded/building permits issued and a good timeline of activities.
- If required by the Notice of Decision, submit an application for Final Land Use Approval prior to the expiration of the Preliminary Approval. Hard copies demonstrating compliance with all of your conditions should be provided with your submittal.
- If you have questions about the Notice of Decision or Conditions of Approval, contact the lead planner for that application, as identified on the front page of the Notice of Decision.
- Contact details for relevant staff from other LUT divisions are included in your Conditions of Approval. Use them to initiate the steps identified towards gaining Final Approval.

Site Utilities - Clean Water Services

- Prior to submitting, read the Clean Water Services specific section within the Conditions of Approval.
- Frequently missing from the initial submittals is the drainage report.
- Submit a complete plan set, including a composite utility sheet showing all existing and proposed utilities as well as a planting plan, for the water quality facility and vegetated corridor.
- Be sure to use the appropriate 1200-CN or 1200-C template for the erosion and sediment control plan (projects from 1-5 acres use the 1200-CN template while projects over 5 acres use the 1200-C template).

Grading

- Make sure to submit a completed application form with the owner's signature.
- Providing detailed information on the main design assumptions will narrow potential gaps that may exist between the designer and plan review that may cause unnecessary delays.
- Plans should include a vicinity map with at least two major streets, existing and proposed contour lines, cross-sections and setback figures are essential to expedite the plan review phase.
- The geotechnical report should include a slope stability analysis for sloping sites, as well as driveway recommendations.
- The design engineer should pay attention to proposed grading work to reduce possible negative impacts to surrounding existing properties.
- Provide estimates for the amount of cut and fill, as well as total project cost data.

Facility Permit / Assurances

- Follow the Notice of Decision.
- Concurrent submittal is important – CWS Site Development, Grading, and Public Improvements.
- Public Improvements - Submit the right items; checklist provided.
- Start your review of Public Improvements early – follow the checklist.
 - Ensure your Engineer submits plans that meet County Road Standards; redlines are expensive.
 - Be prepared for contingencies – (weather, processing timelines, etc.)

Engineering Plan Review

- Read your Conditions of Approval.
- Engineering plan review, on average, takes 3-4 reviews until plans are approved. Avoid costly delays; work with your Engineer to ensure plans are designed to County standards before submission.
- Red-lined plans are sent to a FTP site and your Engineer is notified. Make design changes to meet the County Road Standards and resubmit.
- At the same time files are uploaded to the FTP site, the developer receives a letter from the County indicating that plans have been reviewed and are awaiting your Engineer's corrections and resubmission before plan approval.
- Don't forget that Engineering Plan Review requests final sets of complete plans; 4 full-sized, 2 half-sized for County staff distribution.

After Plan Approval – Facility Permit/Assurances

- Approved plans are good for 2 years.
- Surety Amount is determined by an Engineering Estimate of the approved plans.
- Facility Permit – Come prepared; Bring required forms and pay attention to the public improvement contract end date – keep options open.
- The Assurances section checks that the Grading Permit (and Site Development Permit by default) has been issued.



Washington County Rural Development Permitting Contacts

		Requirement	Permit Permissions	Where to obtain permit/approval	Notes
		Contacts/Phone			
Land Use Approval Types	1a	Land Use Approval	Land Use approval provides the applicant with the approval to develop the proposed site, as planned.	Current Planning, Public Services Building (PSB), 503-846-8761	Land Use decisions typically include two components: Preliminary Approval (issued as the Notice of Decision) and Final Approval (required to be obtained within 2 or 4 years of Preliminary Approval, depending on the type of application). If required, Final Approval must be granted prior to plat recordation and/or building permit issuance, and must document compliance with all Conditions of Approval. The responsibility to complete the requirements of the Conditions of Approval, including obtaining relevant permits and inspections, rests with the applicant.
		Land Use Approval adjacent to Flood Plains and Drainage Hazard Areas	Submit Flood Plain Determination form to Current Planning to determine flood elevation		
	1b	Dwelling Approvals in EFU (AF-20) & EFC	Dwellings on vacant lots in these Districts must be authorized by a land use approval showing compliance with standards found in state law and state administrative rules.	Current Planning, PSB 503-846-8761	Siting standards in the exclusive farm district (EFU & AF-20) and the exclusive forest district (EFC) require applicants to specify a location of the dwelling based upon approval criteria discussed in the staff report. A change in the location may require a new land use application to reapply the siting standards. The Oregon Department of Forestry can assist landowners in the EFC in determining required firebreaks, as part of the land use application process.
Permitting Types	2a	Grading (Site Development) Permit – (road grading, grading for stormwater drainage, erosion control, and cut/fill balance in flood hazard areas)	Grading permits allow applicants to change the grade of the property by moving earth while minimizing negative drainage impacts on neighboring properties. Outside of the UGB, the Building Division uses Chapter 14.12 of the Community Development Code as a basis to review plans for consistency with the engineering design and construction standards for stormwater conveyance, and treatment, slope stability, erosion and sediment control. All proposed driveways on roads larger than 150 feet require a grading permit.	Building Services, PSB Kofi Nelson-Owusu 503-846-2846 Building Services, PSB Grading Assistant 503-846-6749	Up to 30 days are allowed for plan review completion from the date of permit submission. Site Development and Access permits are a condition of approval prior to issuance of a Grading permit. Once a land use application has been approved for grading or construction within a flood hazard area, a Grading permit is obtained to ensure the terms of the decision are met, such as cut/fill balance in the flood hazard area. Building Engineer works with DEQ on erosion control and may review 1200-C review when area of proposed grading disturbance of 1 acre or more.
	2b	Road Access standards	CDC Section 409 requires private streets to be constructed to the standard of the local Fire District.	Contact the local Fire District providing service to the property.	Work with your local Fire Marshal to agree on a site plan showing improvements required prior to submitting the land use application. Improvements must be completed by building permit issuance or by occupancy of the dwelling, depending upon the required improvement. The Oregon Fire Code summarizes general requirements for private road access to a dwelling site.
	3	Access Right-of-Way Permit	An Access Right-of-Way permit is required to grant access to a public roadway under Washington County's jurisdiction. It is used to ensure conformance with sight distance standards for driveways and compliance with construction standards. It may be a condition of land use approval. Access permits are required prior to initiating grading on a site, as approved by Current Planning.	Operations and Maintenance, Walnut Street Center Ted Volker 503-846-7647 *Building Services, PSB Grading Assistant 503-846-6733	The Operations and Maintenance Division of LUT issues a variety of Right-of-Way permits. An access permit may be jointly issued with a building permit. If an Access Right-of-Way permit is required, all improvements conditioned by the permit must be approved prior to obtaining a Certificate of Occupancy. * Depending upon the project, an Access permit may be issued in conjunction with a set of building permits (grading, electrical, structural, mechanical, plumbing, etc.)



Washington County Rural Development Permitting Tips to Maximize Success

Land Use Approval

- Always read the *Conditions of Approval* contained within the *Notice of Decision*. They provide clear requirements before a plat can be recorded/building permits issued and a good timeline of activities.
- If required by the *Notice of Decision*, submit an application for Final Land Use Approval prior to the expiration of the Preliminary Approval. Hard copies demonstrating compliance with all of your conditions should be provided with your submittal.
- If you have questions about the *Notice of Decision* or *Conditions of Approval*, contact the lead planner for that application, as identified on the front page of the *Notice of Decision*.
- Contact details for relevant staff from other LUT divisions are included in your *Conditions of Approval*. Use them to initiate the steps identified towards gaining Final Approval and Issuance of Building permits.

Site Plans – Work with your local Fire Marshal

- Prior to submitting, meet with your local Fire Marshal to determine private street standards and required improvements to meet the District's standards. General information is available at Development Assistance counter.
- Note that the land use codes require applicants to show that your private street can meet Fire Marshal standards prior to issuance of Building permits or occupancy of the structure. During the land use review it is important to focus on the specific improvements (if any) required by the Fire Marshal (examples: road widening, turnouts, firebreak clearing) as these will be highlighted in the land use decision.
- If your property is not located within a Fire Protection District, you will need to consult the Oregon Department of Forestry for input on firebreak standards and Building Division for input on private street improvement standards.

Grading

- Make sure to submit a completed application form with the property owner's signature.
- Providing detailed information on the main design assumptions will narrow potential gaps that may exist between the designer and plan review, causing unnecessary delays.
- Plans should include a vicinity map with at least three major streets, existing and proposed contour lines, cross-sections and setback figures to expedite the plan review phase.
- The geotechnical report should include a slope stability analysis for sloping sites, as well as driveway recommendations.
- The design engineer should pay attention to proposed grading work to reduce possible negative impacts to surrounding existing properties, particularly in the area of drainage.
- Provide estimates for the amount of cut and fill, as well as total project cost data.

Building Footprints in EFU, AF-20 & EFC (Resource) Districts

- The location of a residence in resource districts is subject to siting criteria. Applicants must ensure their submitted site plans indicates the building's actual location for land use review. Approved site plans are reviewed at building permit issuance for consistency with land use permits. Buildings within the EFC District, such as barns and out-buildings, are approved for a specific location and are reviewed at Building Permit issuance for consistency, as well.
- In the EFC District, all buildings are reviewed for compliance with the forest structure siting and fire safety standards found in the Washington County Community Development Code (CDC) Section 428.
Note: land use reviews may be decided through the Type I or Type II process dependent upon how several criteria apply to the property, and the location of the structure on the property. As noted above, consultation with your local Fire Marshal, the Oregon Department of Forestry and private fire consultants may be needed to assist you in addressing the forest structure and fire safety standards in CDC Section 428.
- Keep extra copies of the approved site plan to submit to the County when you are ready to obtain a building permit for a forest structure. Doing so will speed up the Planner's review of your submitted site plan for consistency with the approved land use permit.

Engineering Flood Plain Review

- Ask Development Assistance staff whether your site contains flood hazard areas, which include 100-year flood plains regulated by FEMA and drainage hazard areas (DHA's or 25-year storm channels) regulated by the County. If you are placing a building or driveway within 250-feet of the boundary you must show whether your development will/will not be located in the flood hazard area.
- To determine whether your project is located within a flood hazard area, submit a completed *Floodplain Determination Request* with the associated fee to Current Planning. When you receive this form from Current Planning, you will need to hire a Surveyor to determine where this elevation falls upon your property and in relation to the location of your project.
- Note that only a limited array of uses and structures are allowed to be developed within flood hazard areas, as noted in CDC Section 421. To comply with flood hazard regulations, you can use the County flood elevation information to identify a location for your building or grading project outside of the flood hazard area or obtaining a land use permit, in compliance with CDC Section 421, to construct within the flood hazard area. You will need to hire an Engineer to prepare the land use application and building plans for structures and grading within flood hazard areas.

After Land Use Planning Approval

- Read the *Conditions of Approval*—some permits are good for 2 years, and some are good for 4 years. This period typically describes the maximum time between the permit's land use approval and the deadline for obtaining associated permits. Implementing permits can include Final Approval, a Grading Permit, or a Building Permit. Extensions are available if requests are submitted before the land use approval expires.



WASHINGTON COUNTY

10/31/2014

OREGON

Department of Land Use & Transportation
Engineering and Construction Services, Engineering

1400 SW Walnut St. MS 17A, Hillsboro Oregon,
97123

TO: Michael Enloe EIT, Engineering Associate
 Tim Filan, Engineering Associate

FROM: Robert W. Saxton, MS, PE, GE

RE: xxx

Report Date:	xxx	
WASHCO CASE FILE NO.:	xxx	
<input type="checkbox"/> Pacific Geotechnical, LLC	GeoDesign	<input type="checkbox"/> Terra Dolce consultants, Inc
<input type="checkbox"/> GeoPacific Engineering	GRI	<input type="checkbox"/> Rapid Soil Solutions
<input type="checkbox"/> Geotech Solutions Inc.	Northwest GEO Consultants, LLC	
<input type="checkbox"/> Apex	Redmond Geotechnical Services	
<input type="checkbox"/> Carlson Geotechnical	OTHER:	

Additional Notes:

Please provide your field data (I.E. soil testing, traffic projections from similar traffic data, etc.) and ESAL and pavement calculations to show the results stated within your report.

The pavement design presented in the reference listed above is incomplete. Please provide the following information (marked with and X in the boxes below) in your next submittal.

IMPROPER PAVEMENT DESIGN

The pavement design is not in accordance with the February 2011 **WASHINGTON COUNTY ROAD DESIGN AND CONSTRUCTION STANDARDS** Section 320.020.0 (Structural Section) or with 320.010 (Subgrade Evaluation).

INCOMPLETE EXISTING ROADS/STREETS TRAFFIC ANALYSIS

Existing and future traffic analysis is not complete. Please provide traffic and equivalent axle load analysis (EAL) on existing streets. Washington County & ODOT publishes traffic counts on their respective web sites. Note that WashCo Traffic data is **NOT** an AADT or ADT, but raw traffic counts.
(<http://www.co.washington.or.us/LUT/Divisions/TrafficEngineering/Programs/traffic-counts.cfm>)

INCOMPLETE PROPOSED ROADS/STREETS TRAFFIC ANALYSIS

Provide traffic and equivalent axle load analysis on NEW proposed streets. The Asphalt Pavement Association of Oregon publishes the **Asphalt Pavement Design Guide** (<http://www.apao.org/education/itcm/dsap>). This provides some useful guidelines for local street pavement design. It is suggested for Collectors and Neighborhood Routes, EAL are similar to Level IV in Table 3.1. For Arterials, EAL are similar to Level VI in Table 3.1. For new large urban development areas, include anticipated

IMPROPER OR INCOMPLETE DESIGN METHODOLOGY

The pavement design methodology presented was incorrectly applied or calculated (see below). Show all calculations, equivalent numbers and derivations.

Using the APAO Design Guide is acceptable. However, Mr values below 7,500 psi are considered "Poor" soils and are not covered in Table 3.4. Please provide a standard AASHTO Pavement design with "Poor" soils.

The crushed base equivalent method is no longer an accepted design methodology

IMPROPER OR INCOMPLETE SUBGRADE MODULUS RESULTS TESTING

Use a recognized soil testing method such as Dynamic Cone Penetrometer (DCP), or Falling Weight Deflectometer (FWD) testing or Hveem Stabilometer Test and analysis. Provide final Soil Resilient Modulus (Mr) results in PSI. Show field exploration results, data, and calculations.

INCLUDE A WET WEATHER (UNCOMPACTED SUBGRADE) PAVEMENT SECTION RECOMMENDATION

Include an additional pavement design where subgrade compaction may be difficult to achieve in the field. This may be due to a high water table, extended wet weather, or other unforeseen construction circumstances.

INCLUDE A SPECIFICATION FOR SUBGRADE GEOTEXTILE

Provide a grade separation fabric under the Aggregate Base rock Section per sections 00350 (Geosynthetic Installation) and 02320 (Geosynthetics) of the **Oregon Standard Specifications for Construction**.
(<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/pages/qpl/qpindex.aspx>)

PROVIDE SUBGRADE SOIL CLASSIFICATION

Provide soil classification using AASHTO and/or the Unified Soil Classification System (USCS).

INCLUDE AC PAVEMENT GRINDING WITH INLAY/OVERLAY PAVEMENT ANALYSIS AND RECOMMENDATION

If it is the project's objective to preserve the existing pavement and sliver widen the roadway, then provide an AASHTO design (Section 5.4 of the **1993 Guide for Design on Pavement Structures**) with the recommendations. Please provide all calculations and assumptions.



Development Forum Agenda

Thursday, June 26, 2014 8:30-10:00 a.m.

Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

- 8:30 Welcome/Overview** *Andy Back*
- Review Development Forum purpose
 - Activity and staff updates since we last met – Increased demand and staffing
 - Nature of our work, our role
 - Review agenda
- 8:35 Answers to the top FAQ's for Building Services** **John McAllister & Jay Winchester**
- Answers to Building Services FAQ's, including
 - ✓ Why review building plans? Why not just accept the design professional's submitted plans?
 - ✓ Are state codes applied consistently by local agencies?
 - ✓ Does staff redesign or re-engineer projects?
 - * **Other FAQs? Submit by June 24, 2014** to Janet_VanDyke@co.washington.or.us *
 - Tips for success
 - Moderated Q&A *Steve Franks*
- 9:00 Planning and Development Services – Looking to the future** *Andy Back*
- Update on Long Range Planning 2014 Work Program
 - Moderated Q&A *Steve Franks*
- 9:05 Engineering and Construction Services (ECS) Plan Review** *Gary Stockhoff*
- Overview of ECS's plan review process, including pre-submittal meetings
 - Tips to successfully navigate ECS plan review phase of projects
 - Key contacts
 - Moderated Q&A *Steve Franks*
- 9:25 Forum wrap-up** *Andy Back*
- LUT staff available during networking
 - Topics for next Development Forum?
 - Next Development Forum: Thursday, October 30, 8:30—10:00 a.m.
- 9:30 Network with staff, learn more about Forum content**



Plan Responsibly.



Build Safely.



Live Well.



Development Forum Agenda

Thursday, February 27, 2014 8:30-10:00 a.m.

Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

8:30 Welcome/Overview

Andy Back

- Review Development Forum purpose
- Updates since we last met
- Nature of our work, our role
- Review agenda

8:35 Customer Service Initiatives & Updates

Michelle Pimentel

- Handouts, survey results
- Q&A

(moderator: **Steve Franks**)

8:45 2014-15 LRP* Work Program

Andy Back & Theresa Cherniak

- Overview of process
- Examples: code updates, comparison of Washington County codes with state codes, North Bethany, Area 93, Agri-tourism
- Comment period/opportunity to provide suggestions and staff resources
- Q&A

(moderator: **Steve Franks**)

**8:55 Overview of Type II Development Review Process through Issuing Building Permits
(key steps, timeframes, tips, and key staff contacts)**

- Introduction, pre-development and development review
- Final land use approval, including conditions of approval
- Building permit submittal, plan review, and permit issuance
- Q&A

Terry Lawler

Wayne Hayson

Nancy Keogan &

Yvette Hamilton

(moderator: **Steve Franks**)

9:25 Forum wrap-up

Andy Back

- Partner LUT division and other agency staff available
- Topics for future Development Forums
- Next Development Forum: Thursday, June 26, 8:30—10:00 a.m.

9:30 Network with staff, learn more about Forum content



Plan Responsibly.



Build Safely.



Live Well.

* Long Range Planning



Planning and Development Services
**Development Review
 Type II Application
 Process Overview**

PHASE 01

PRE-DEVELOPMENT

1. Review applicable land use regulations.
2. Pre-application conference, if required / desired.
3. Neighborhood meeting if required / desired.

PHASE 02

DEVELOPMENT REVIEW

Application Submittal (Current Planning)

1. Submit a land use application with all necessary documentation.
2. Staff performs a review to confirm the application is complete. (within ~4 weeks after submittal)
3. If application is deemed complete, staff issues *Notice of Acceptance* and a case file number is assigned.

Application Review and Decision*

1. Notice mailed to urban property owners within 500 feet (1,000 feet rural) of property.
2. Public comment period. (14 days after mailing)
3. Application distributed to service providers for comment and recommendations regarding the property's ability to meet agency standards. (~4 weeks after *Notice of Acceptance*)
4. Staff report prepared; Director's *Notice of Decision* rendered. (~3 weeks after public comment period ends)
5. Twelve-day public appeal period after *Notice of Decision* is rendered.
 - If no appeal – *Notice of Decision* is final.
 - If appealed – a public hearing will be held with a Hearings Officer at the next available opportunity. (~5 weeks after the Director's *Notice of Decision* is rendered). Historically a small percentage of Type II applications are appealed. The Hearings Officer then issues their final decision. (timeline varies)

*Application Review process is completed within the timelines established by ORS 215.427 (up to 120 days urban applications, 150 days rural applications)

PHASE 03

IMPLEMENTATION

Final Land Use Approval

Once the *Notice of Decision* is final, the burden to complete the Implementation phase within the time specified in the *Notice of Decision* rests with the applicant (up to 4 years). This typically includes working with applicable service provider agencies to implement all conditions of the *Notice of Decision*.

If required by *Notice of Decision*, submit an application for Final Land Use Approval. Approval must be granted prior to plat recordation and / or building permit issuance and must also document compliance with all *Conditions of Approval*.

Building Plan Review and Inspections (Building Services)

1. Apply for Building, Grading permits and other permits as required by your *Conditions of Approval*. Submit permit application(s) and plan review fees.
2. Concurrent plan review by Plans Examiners and Engineers to confirm plan complies with Code requirements. (10 days residential plan; 20 days commercial plan)
3. Building Permit Technician reviews the file and notifies applicant of any missing documentation or other agency approvals needed to issue permit(s) and required permit fees.
4. Applicant submits missing documentation and payment; building permits issued.
5. Building activities are carried out according to plan.
6. Applicant schedules County inspectors to approve completed work incrementally as required.
7. Final building approval is granted by Building Inspector following successful completion of trade inspections.
8. *Certificate of Occupancy* issued to applicant if building is new construction.

FOR MORE INFORMATION:



Planning and Development Services
www.co.washington.or.us/development

Current Planning (503) 846-8761
Building Services (503) 846-3470

Planning and Development Services Office Location:
 155 N First Avenue, Suite 350, Hillsboro OR 97124

Lobby Hours:

Monday – Thursday 8:00 a.m. – 4:00 p.m.
 Closed Friday



Plan Responsibly.



Build Safely.



Live Well.



Development Forum Agenda

Tuesday, October 29, 2013, 8:30-10:00 a.m.
Public Services Building (Cafeteria) – 155 N. 1st Avenue, Hillsboro

- 8:30 Welcome/Overview** *Andrew Singelakis / Steve Franks*
- Welcome *Andrew Singelakis*
 - Review Development Forum purpose *Andrew Singelakis*
 - Review Development Forum principles *Steve Franks*
 - Review agenda *Steve Franks*

- 8:40 Who we are - what we do/ Looking ahead** *Andy Back*
- Overview of the PDS sections and section leads
 - Nature of our work
 - Activity levels – recent trends
 - New and upcoming efficiencies and innovations
 - 2014 work program – Can the code be changed?

- 8:55 Processes, timelines and tips** *Anne Elvers & John McAllister*

- 9:10 Forum wrap-up** *Andrew Singelakis*
- Thoughts about future Development Forums?
 - Next steps

- 9:15 Network with staff and discuss Forum content**



Plan Responsibly.



Build Safely.



Live Well.



Washington County Development Forum ~ October 2013

Tips to work through the land development
and permitting process efficiently

General Tips

Know your point of contact –

- Before you leave our office or conclude your phone conversation with a staff member, make sure you have a specific point of contact among our staff, in case you have additional questions or need to follow-up your visit or call.

Current Planning Section

www.co.washington.or.us/currplan

Lobby Hours: Monday – Thursday 8:00 a.m. – 4:00 p.m.

Phone: (503) 846-8761

Office Phone: Monday – Friday 8:00 a.m. – 5:00 p.m.

Community Development Code: www.co.washington.or.us/devcode

1. **Be prepared.** Know your property case file number, address, taxlot and map numbers.
2. **Keep good records.** Remember that staff works with many applicants every day, so it is helpful for you to keep track of which staff members you talked to, what section they work for and what advice was given to you.
3. **Be aware.** You may need to hire technical staff to assist in the application process.
4. **Educate yourself.** Read all code section brochures handed to you by staff. It's your responsibility to be familiar with the standard requirements.
5. **Read your conditions of approval** and staff report carefully first. Conditions are structured into the phases of permitting. Remember, many land use approvals require Final Approval prior to the issuance of building permits.
6. **Give yourself enough time** to do your due diligence. Current Planning Development Assistance staff can provide you with general information in person and via telephone during established hours. However, it is not always possible for staff to provide all the information you need within a short time frame. Formal consultations with staff for a specific proposal, known as "pre-application meetings," are available for a fee. Be aware that the waiting period for a pre-application meeting may be several weeks and you may need to contact outside agencies (i.e. Clean Water Services, ODOT, etc.) as part of your due diligence. In order to get the most out of your pre-application conference, be prepared to submit a proposed site plan or elevations with your pre-application conference request.

7. **Washington County is just one component** of the development process. You are responsible to work with other municipal service providers (fire department, health department, water provider, etc.) to satisfy the required application documentation.
8. **Contact Current Planning** staff to discuss setbacks, facade standards, etc. before submitting building permits if you are not sure if your plans will satisfy land use requirements. A preliminary consult with staff can eliminate the need to revise plans during the building permit review process which can save time.
9. **Review your conditions of approval** prior to requesting final inspections. There are almost always conditions that must be completed prior to final inspection and occupancy. Conditions may include installing street trees, completing right-of-way improvements, landscaping, payment of Transportation Development Tax, etc. When submitting your Final Approval application, be sure to include evidence of compliance with **all** identified conditions of approval. Current Planning staff will confirm the conditions are satisfied. While it may seem easiest to refer to documents previously submitted or submitted to other departments, the reality is that doing so consumes additional staff time and delays approval. Final inspection of a structure will not be approved until ALL required conditions of approval have been completed.



Washington County Development Forum ~ October 2013

Tips to work through the land development
and permitting process efficiently

General Tips

Know your point of contact –

- Before you leave our office or conclude your phone conversation with a staff member, make sure you have a specific point of contact among our staff, in case you have additional questions or need to follow-up your visit or call.

Building Services

www.co.washington.or.us/building

Lobby Hours: Monday – Thursday 8:00 a.m. – 4:00 p.m.

Phone: (503) 846-3470

Office Phone: Monday – Friday 8:00 a.m. – 5:00 p.m.

www.co.washington.or.us/inspections

Building Permit Process

1. Be sure applications are fully complete and accurate.
2. If you already have a permit, be sure to reference that number.

Commercial Project Permits:

1. Provide a complete code summary on the plans.
2. Ensure that any deferred submittals have been run through the RDPR for their stamp of compliance before walking in the door.
3. Talk to Land Use before arriving at the building counter to ensure that you can use the property in the manner in which you desire.
4. As a general rule, walk in the door with three copies of Oregon stamped engineering for any equipment to be installed weighing over 400lbs. or suspended more than 3 feet above the floor.

Residential Projects Permits:

1. Provide a detailed scope of work.
2. For modification to existing buildings and revisions, please cloud the areas of work on the plans, clearly define existing from new. Use two different pages if necessary (existing/new).
3. Consider fire fighting water requirements.
4. Contact us in advance to learn what we'll need on plans based upon the work to be done.

Building Services

www.co.washington.or.us/building

Lobby Hours: Monday – Thursday 8:00 a.m. – 4:00 p.m.

Phone: (503) 846-3470

Office Phone: Monday – Friday 8:00 a.m. – 5:00 p.m.

STRUCTURAL ENGINEERING

A-DESIGN NARRATIVE:

- Oregon Structural Specialty Code (OSSC-10) and/or Oregon Residential Specialty Code (ORSC-11).
- Scope of Design: Complete Lateral and Gravity Design, Lateral Only Design, Partial Design.
- Structural Configuration: (Regular or Irregular) ASCE 7-05, Section 12.3.2.

B-DESIGN LOADS AND PARAMETERS (OSSC 1603 to 1613):

- Roof and Floor Dead Load, Design Snow Load per Site Elevation, Floor Live Load.
- Retaining wall loading, and design criteria. (Copy of geotechnical report required)
- Wind Loads (Speed, Exposure, Importance Factor, etc.).
- Seismic Load (SDS, SD1, R, I, etc.) Dead load take-off required if in less than 12 psf.

C-STRUCTURAL ANALYSIS:

- Vertical lateral force resisting system proposed: (Shear Walls, Frames, Cantilever Columns, etc.)
- Roof and Floor Diaphragms Design Proposed, ASCE 7-05, Section 12.10

D-STRUCTURAL DETAILING AND COMPLETE LOAD PATH ISSUES; ASCE 7-05, Section 12.14.2:

- Discontinuous element.
- Special requirements - For wood framed buildings per OSSC section 2305: a) washer plate b) nominal 3x- member.
- Deck lateral bracing/handrail/guardrail design calculations & details, OSSC, Section 1607.7.
- Holdown anchorage design per ACI 318-05 Appendix D or per ICC-ES.

E-QUALITY CONTROL / QUALITY ASSURANCE PROGRAM, OSSC-10, Section 1704 and 1710

- Special Inspection requirements (steel frames, special concrete shear walls, etc.).
- Structural observation/Geotechnical Engineer observation.