

September 7, 2021

Paul Schaefer
Senior Planner
Washington County Planning and Development Services
155 North First Avenue, Suite 350-13
Hillsboro, OR 97124

Dear Paul,

3J Consulting has reviewed the County's August 24th, 2021 correspondence regarding our client's application for a Special Use Development Review and Variance Application to construct a Service Station and Convenience Market.

The Applicant submitted the application on March 29, 2021. The County deemed the application incomplete on April 29, 2021. ORS 215.427(3)(a) provides that if the County deems the application incomplete, the applicant must make the application complete within 180 days of the submittal date, or the application is void. The 180th day for this application is September 25, 2021.

The Applicant is providing all of the missing materials identified in the August 24, 2021 letter. The application is complete as of the date of receipt by the County of all of the missing materials. ORS 215.427(2)(a). The date of completeness starts the 120-day period in ORS 215.427(1). The completeness date is September 8, 2021. The application has been made complete within 180-days of the application submittal date of March 29, 2021 as required by ORS 215.427(3)(a). There is no further completeness review period allowed for the County under ORS 215.427(2)."

COMPLETENESS ISSUES: Pursuant to Section 203-4.2 of the Development Code and ORS 215.427(2), a complete application is one which contains the information required to address the relevant standards of this Code and the applicable standards and requirements of the Comprehensive Plan as specified by this Code. The following items must be addressed and submitted in order for the application to be deemed complete:

1. Completed CWS service provider letter for storm sewer (noting that the copy included in the application was dated but not signed).

Findings: A signed CWS service provider letter for storm sewer has been included in the revised application.

2. Revised flood plain delineations pursuant to Section 421-3.1 A. (noting that the site plans label the 100 year boundary as an approximate flood plain boundary location whereas the Code requires a delineation of the flood plain elevation).

Findings: A revised flood plain delineation pursuant to Section 421-3.1.A has been included in the revised application.

3. Additional information: Section 413 narrative states that all drive aisles are 24 feet wide. However, site plan details indicate that some sections are narrower (i.e. 16 feet - 3 inches, 18 feet and 19.5 feet). Two way drive aisles are 24 feet wide and one way aisles can be 16 feet wide (Section 413-3.2).



Findings: Both two-way and one-way drive aisles have been utilized in the proposed design.
The narrative has been revised to update Section 413.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mercedes Serra'.

Mercedes Serra
Senior Planner
3J Consulting, Inc.

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