

- 
1. 7:00 P.M. Planning Commission Agenda (PDF)

Documents:

[PC\\_AGENDAONLY\\_2026-01-27.PDF](#)

2. 7:00 P.M. Planning Commission Packet (PDF)

Documents:

[PC-2026-01-27PACKET.PDF](#)

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**CITY OF CORNELIUS**  
Community Development  
1355 North Barlow Street  
Cornelius, OR 97113

Telephone: (503) 357-3011



**PLANNING COMMISSION MEETING  
CORNELIUS CITY HALL, COUNCIL CHAMBERS**

**January 27, 2026  
7:00 PM**

[Zoom Webinar](#)  
URL: [zoom.com](https://zoom.com)  
Meeting ID: 883 0240 3397  
Passcode: 462062

[TVCTV Live Stream](#)  
URL: [tvctv.org](https://tvctv.org)

[World – Live Translations](#)  
URL: [attend.worldly.ai/join](https://attend.worldly.ai/join)  
Session ID: OOQK-0042

The City is committed to providing equal access to public meetings. Request for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov) or call (503) 357-9112.

*Si usted necesita esta información en Español, por favor llama al teléfono 503-357-9112*

**AGENDA**

- 1. WELCOME and CALL TO ORDER
- 2. APPROVAL OF PLANNING COMMISSION MINUTES: None
- 3. NEW BUSINESS: Interview Sam Dalrymple for Planning Commission position
- 4. PUBLIC HEARINGS:
  - A. Legislative Application: Staff: Barbara Fryer, Director

<b>Project Name:</b>	<b>Minor Transportation System Plan Map Amendment</b>
<b>Case File No.:</b>	CPMA-2025-01
<b>Applicant:</b>	Melissa Slotemaker, AICP, AKS Engineering, Glen Southerland, AICP, AKS Engineering, Holt Homes
<b>Owner:</b>	Hillsboro School District
<b>Location:</b>	West of SW 345 <sup>th</sup> Avenue, south of Baseline/Tualatin Valley Highway and Southern Pacific Railroad right-of-way, north of S. Dogwood Street.
<b>Legal:</b>	Township 1 S, Range 3 W, Tax lot 100 and rights-of-way A Type IV Legislative Comprehensive Plan Amendment to remove the Collector designation from S. 29 <sup>th</sup> Boulevard at its intersection with S. Dogwood Street to its intersection with S. 345 <sup>th</sup> Avenue and replace it with a Collector designation on S.W. 345 <sup>th</sup> Avenue from S. Dogwood Street north to Tualatin Valley Highway.
<b>Proposal:</b>	

**Zones:**

R-7 (Low Density Residential) and A-2 (Medium Density Residential)

**Applicable Criteria:**

Cornelius Municipal Code Chapter 18.130 Comprehensive Plan, §18.130.020(E) Amendment Procedures; Statewide Planning Goals (OAR 660-015-0000); Metro Urban Growth Management Functional Plan (Metro Code Section 3.09); and Cornelius Comprehensive Plan Amendment Criteria found in Chapter 1.

5. **PRESENTATION:** None

6. **OLD BUSINESS:** None

7. **ANNOUNCEMENTS:** Upcoming Planning Commission schedule.

**Fryer**

**ADJOURNMENT**

**Order of Planning Commission Proceeding:** At the public hearing, the Planning Commission Chair will open the public hearing, a staff report will be presented, the applicant will be given the opportunity to make a presentation, interested persons will be called on to speak for or against the proposal, Commissioners will ask questions, the applicant will be given the opportunity to rebut testimony, staff will be given the opportunity to provide closing remarks, and the public hearing will be closed. At that point, all testimony is complete, and the Planning Commission will deliberate on the facts and findings in the staff report and testimony. The Planning Commission will make a recommendation to City Council or make a final decision, based upon the type of application. The Planning Commission may set a maximum time allowance of 3 or 5 minutes per testifier.

**Testimony Guidelines:** Testimony should avoid repetition of issues and should be based on the application criteria. Telephone conversations are not accepted as testimony. Pursuant to ORS 197.797, failure to raise an issue at the final evidentiary hearing, or by the close of the record, in-person, virtually, or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue, precludes appeal to the Land Use Board of Appeals based on that issue.

**In-Person Testimony:** To testify in-person, fill out a yellow comment card. Be sure to note your name, address, and the Case File No. listed above. The Planning Commission Chair will call on participants who have submitted a yellow card in the order received.

**Virtual Testimony:** To testify virtually, pre-register by providing your name, address, Zoom account name, and Case File No. listed above by email to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) prior to 5:00 pm on the day of the hearing. Your information will not be shared at the hearing. At the hearing, the Planning Commission Chair will call on participants who pre-registered. If unable to pre-register prior to the hearing, email [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) during the hearing to request to speak with your

name, address, Zoom account name, and the Case File No. listed above in your email. Virtual participants will not be able to share their screen during the meeting; presentation materials should be submitted to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) as written testimony by 5:00 pm on the day of the hearing.



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Please check the group(s) you would like to serve. If interested in more than one, please note the order of preference.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Budget Committee                              | <input type="checkbox"/> Police Advisory Board (Inactive)     |
| <input type="checkbox"/> Economic Development Commission                          | <input type="checkbox"/> Public Infrastructure Advisory Board |
| <input type="checkbox"/> Library Advisory Board                                   | <input type="checkbox"/> Civic Leadership Academy             |
| <input checked="" type="checkbox"/> Planning Commission                           |   |
| <input type="checkbox"/> After _____ years served, I am seeking reappointment to: |   |

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Administration  
City of Cornelius

### APPLICANT INFORMATION:

Full Name (Printed): **Samuel C Dalrymple**  
Occupation: **Engineering Manager**      Years Lived in Cornelius: **30**  
Home Address: [REDACTED]  
Mailing Address: [REDACTED]  
Telephone: [REDACTED]  
Are you in City Limits? **Yes**      Meeting Availability: **Evenings**

*Note: Most groups require members to be a City of Cornelius resident. If you are not a resident, check with the City Recorder to see which group you may apply for. [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov)*

Why are you interested in serving?

I have lived in Cornelius for 30 years, there has been rapid growth in the past few years, and I would like to play a role in shaping the City's growth in the future.

What contributions do you believe you can bring to the group(s)?

I have over 35+ years of management experiences spanning large and small teams across multiple geographies, where I was successful in managing multi-million dollar projects, and co-managed outsourced supplier contracts. I believe my expertise and knowledge would be considered valuable to the groups.

What qualifications or experience do you have that will help you serve?

I have over 35+ years of management experiences, managing multi-million dollar projects, co-managed outsourced suppliers contracts, and successfully managed large and small teams across multiple geographies. I believe my expertise and knowledge would be considered valuable to the groups.

# Advisory Board, Committee, & Commission Application

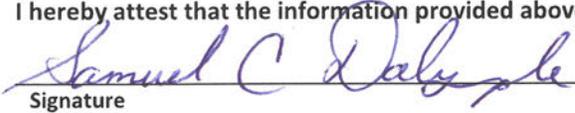
Describe any past or current involvement in community organizations or activities.

None at this time.

Have you previously held any appointed or elected governmental positions? If so, please specify.

None at this time

I hereby attest that the information provided above is true and accurate to the best of my knowledge.

  
Signature

12-29-2025  
Date



**CITY OF CORNELIUS  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

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**S. 29<sup>th</sup> Boulevard Transportation System Plan Map Amendment  
Type IV Legislative Amendment to the Comprehensive Plan  
Land Use File Number CPMA-2025-01**

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**Planning Commission Hearing Date: January 27, 2026  
Staff Report Date: January 13, 2026**

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**Request:** A Type IV Legislative Amendment to the Cornelius Comprehensive Plan to remove the Collector Designation from S. 29<sup>th</sup> Boulevard north of S. Dogwood Street to S.W. 345<sup>th</sup> Avenue and place the Collector Designation on S.W.345<sup>th</sup> Avenue from Dogwood Avenue north to TVHWY (OR HWY 8).

**Case File No. CPMA-2025-01**

**Public Hearing Notice:** Type IV – Legislative Comprehensive Plan Map Amendment

**Project Description:** Minor Transportation System Plan Map Amendment to remove the Collector designation from S. 29<sup>th</sup> Boulevard at its intersection with S.W. 345<sup>th</sup> Avenue to the S. 29<sup>th</sup> Boulevard intersection with S. Dogwood Street and to place the Collector designation on S.W. 345<sup>th</sup> Avenue from Tualatin Valley Highway to S. Dogwood Street.

**Applicant:** Hillsboro School District

**Applicant's Representative:** Melissa Slotemaker, AICP, AKS Engineering

**Applicable Criteria:** Statewide Planning Goals (OAR 660-015-0000); Metro Urban Growth Management Functional Plan (Metro Code Section 3.09); Cornelius Comprehensive Plan Amendment Criteria found in Chapter 1; Cornelius Municipal Code Chapter 18.130 Comprehensive Plan, §18.130.020(E) Amendment Procedures.

**Process:** Approval of a Type IV Legislative Amendment shall be processed consistent with Cornelius Municipal Code (CMC) Section 18.130.020(E). The application shall be processed with notice and a public hearing before the Planning Commission pursuant to CMC Chapter 18.15.030. The notice of the Planning Commission's decision shall be provided to the applicant, interested parties, and anyone that testifies in the matter.

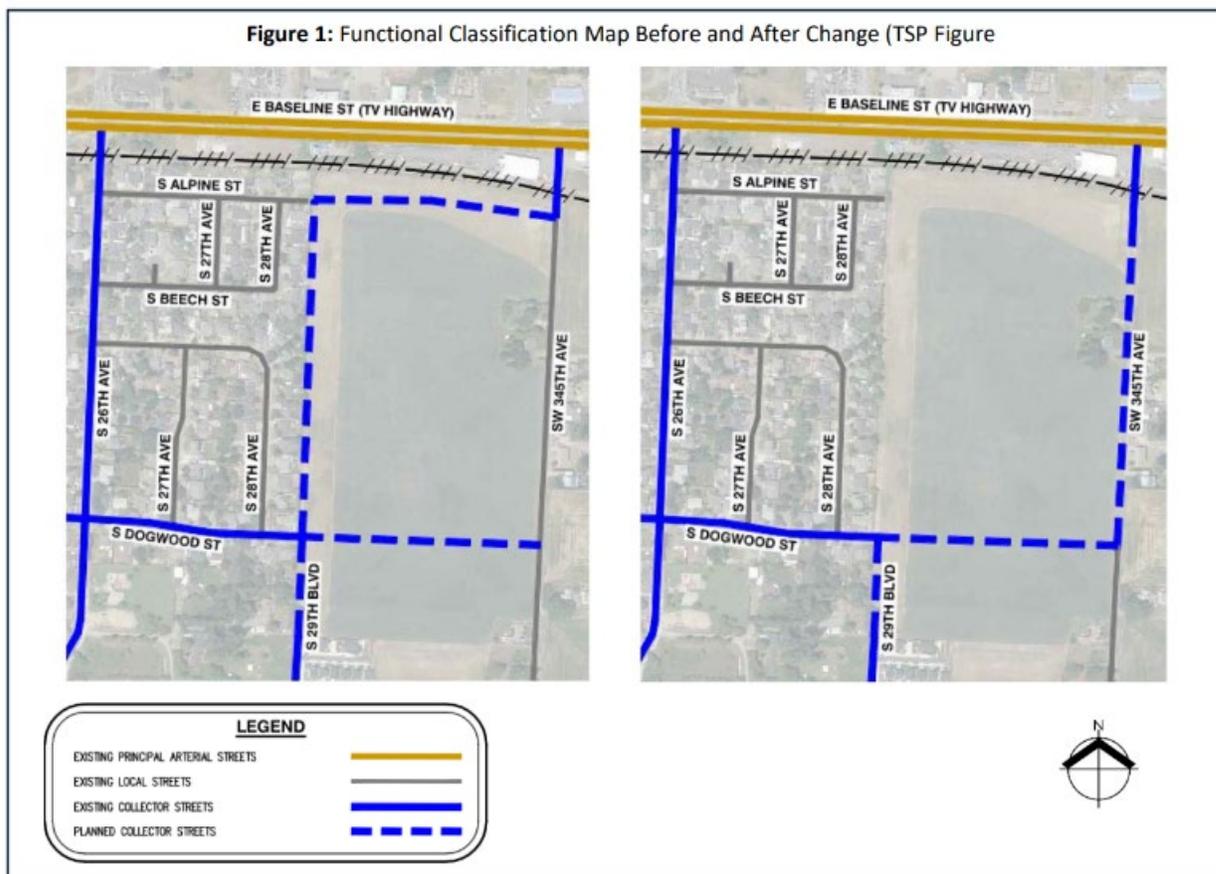
## Appeals

The Planning Commission makes a recommendation to the City Council concerning the request. Any appeal of a decision by City Council shall be made to the State Land Use Board of Appeals (LUBA) per ORS 197.830. In order for an issue to be appealed to LUBA, it must be raised before the close of the record of the Public Hearing. Such issues must be raised with sufficient specificity to afford the hearing body and parties an adequate opportunity to respond to each issue.

## General facts

The purpose of this amendment is to acknowledge that construction of S. 29<sup>th</sup> Boulevard is unattainable with current funding and to recognize that S.W. 345<sup>th</sup> Avenue will function equally well as S. 29<sup>th</sup> Boulevard as a Collector in this area.

Proposed amendment:



## **APPLICATION REVIEW**

### **Cornelius Municipal Code Title 18 Comprehensive Plan Amendment Criteria**

The Cornelius Municipal Code Title 18, Section 130.010(D) provides approval criteria for a comprehensive plan amendment. They are as follows:

- (1) The proposed plan and amendments shall conform to the requirements of the Oregon Statewide Planning Goals and applicable administrative rules of the State Land Conservation and Development Commission.***

### **Statewide Planning Goals (OAR 660-015-0000)**

#### Goal 1: Citizen Involvement

The applicant held a neighborhood meeting for the amendment on October 15, 2025. The applicant sent notice to property owners within 250 feet of the application and the applicant reached out to Centro Cultural via phone and email to notify them of the meeting. More than 15 members of the community attended the public meeting.

Notice for this amendment was submitted to the Department of Land Conservation and Development through the Post Acknowledgement Plan Amendment web portal (Exhibit A) on December 17, 2025, more than 35 days prior to the first evidentiary hearing of January 23, 2026. Notice was mailed to the necessary parties list (Exhibit B) on December 22, 2025, more than 20 days and less than 45 days prior to the first evidentiary hearing on the proposal. Notice was published in the Forest Grove News Times (Exhibit C) on January 2, 2026, more than 20 days and less than 45 days prior to the first evidentiary hearing on the proposal.

#### Goal 2: Land Use Planning

This amendment proposes to replace one designated “Collector” with another designated “Collector” on the Transportation System Plan map. Through following the adopted land use planning processes in the Comprehensive Plan and Cornelius Municipal Code, and by sending notice to necessary parties, the requirements of Goal 2 have been met.

#### Goals 3 and 4 – Agricultural Lands and Forest Lands

This proposal does not affect land outside the Urban Growth Boundary that are designated for agricultural uses or for forestry uses. Goals 3 and 4 are inapplicable to the proposal.

#### Goal 5 – Natural Resources, Scenic and Historic Areas, and Open Space

No Goal 5 designated resources are in the vicinity of this proposal. Goal 5 is inapplicable to the proposed amendment.

#### Goal 6 – Air, Water and Land Resources Quality

The amendment does not directly or indirectly impact air, water, and land resources quality. Applicable Clean Water Services regulations to address water quality and quantity would apply to construction of a “Collector” regardless of the location. Air quality is unaffected as the proposal is not adding or subtracting a new street – but merely moving the “collector” designation to a street that currently crosses the rail tracks and intersects with Tualatin Valley Highway (TVHWY) (OR 8). Both of these factors affect the ability for the existing alignment to be constructed. Land resources quality is benefitted by the relocation of the “collector.” If retained in the current location, both the S. 29<sup>th</sup> Boulevard “collector” and the existing S.W. 345<sup>th</sup> Avenue would be retained as streets, contributing to additional use of materials and paving over

land that is not currently developed. By moving the “collector” designation to S.W. 345<sup>th</sup> Avenue, S. 29<sup>th</sup> Boulevard north of S. Dogwood Street would no longer be built to the “collector” standard, resulting in potentially less pavement and fewer environmental issues. Goal 6 will be met through application of the City’s land use regulations and the Clean Water Services Design and Construction Standards upon any future roadway development.

#### Goal 7 – Areas subject to Natural Disasters and Hazards

No natural disasters or hazards are noted in this area. Thus, this amendment does not directly or indirectly impact areas subject to natural disasters and hazards. No known FEMA flood hazards, steep slopes, or slide prone areas are identified in this area. Thus, Goal 7 is inapplicable to the proposed map amendment.

#### Goal 8 – Recreational

While moving the “collector” designation to the east will not impact recreational opportunities, ensuring that pedestrian and bicycle connectivity is continuous will occur. Thus, the goal, while inapplicable to the amendment, will be implemented in any final designs for the “Collector” roadway.

#### Goal 9 – Economic Development

The Cornelius Comprehensive Plan and Map are acknowledged by the Oregon Land Conservation and Development Commission and Metro. The City adopted a new Economic Opportunities Analysis (EOA) in 2023. The proposed amendment will not affect the findings in the EOA or implementation thereof.

#### Goal 10 – Housing

Due to a number of factors, construction of the S. 29<sup>th</sup> Boulevard Collector as currently planned in the Transportation System Plan is not feasible. In order to plan for the transportation network and serve existing and future residents, relocating the Collector designation to S.W. 345<sup>th</sup> Avenue is necessary to provide another option for residents south of the Portland and Western rail line to connect with TVHWY. S.W. 345<sup>th</sup> Avenue currently crosses the Portland and Western rail line – so no new crossing is needed. Also, S.W. 345<sup>th</sup> Avenue currently connects to TVHWY.

The proposed amendment potentially provides the opportunity for more housing development. The property is zoned both R-7 low density residential and A-2 medium density residential. The collector right-of-way (north of Dogwood) for S. 29<sup>th</sup> Boulevard is approximately 3.54 acres. Moving the collector designation east provides the opportunity to develop the 3.54 acres with housing and narrower right-of-way, resulting in additional housing. The transportation network supports both existing and future housing and provides for quality of life for the residents who bicycle, walk and drive to and from the neighborhoods and those that live within them.

Future improvements to build S.W. 345<sup>th</sup> Avenue to city “Collector” standards will be added to the Capital Improvement Plan and funding will be implemented so that work can begin on providing this additional connection for the public. This goal is met.

### Goal 11 – Public Facilities and Services

Within the current city limits, water, sanitary and storm sewer are available for development. Transportation facilities are sized for planned development through the City's Transportation System Plan (TSP). Findings related to the movement of this collector will be described in Goal 12, Transportation. No new water, sanitary or storm sewer infrastructure is necessary to implement this change and no water, sanitary or storm sewer infrastructure currently exists within the right of way for S. 29<sup>th</sup> Boulevard north of S. Dogwood Street. The requirements of Goal 11 are met.

### Goal 12 – Transportation

A Transportation System Plan provides the network for people to walk, bike, and drive to and from work, school, and recreation within the city. As noted above, construction of the S. 29<sup>th</sup> Boulevard collector is not possible. Moving the designation to the east will allow for the necessary connectivity for people to get to TVHWY from the residential area to the south of TVHWY. This connection will provide for a third connection for the Laurel Woods, Laurel Garden and future development. This connection provides an equivalent connection with equivalent capacity as the current collector designation on S. 29<sup>th</sup> Boulevard north of S. Dogwood Street. S. Dogwood Street is currently designated as a collector for its extent in the City. Connecting the Dogwood Collector with S.W. 345<sup>th</sup> Avenue as a Collector provides a direct route to exit the neighborhoods and is equivalent in function to the current S. 29<sup>th</sup> Boulevard location. The amendment will meet the needs of the community. Thus, the requirements of Goal 12 have been met.

### Goal 13 - Energy Conservation

Energy conservation measures are for development of structures. This proposal is not a development. Thus, this Goal is inapplicable to this proposed amendment.

### Goal 14 – Urbanization

This amendment does not propose annexation of land outside the Urban Growth Boundary (UGB). As noted earlier in the report, the amendment provides for more efficient use of land within the city's existing UGB. This proposed amendment meets the intent of Goal 14.

Goals 15 through 19 pertain to the Willamette River, Coast and Estuaries. Cornelius is not adjacent to any of these resources. Therefore, Goals 15 through 19 are inapplicable to this amendment.

### Conclusion for Statewide Planning Goals

Based on the analysis, staff finds that the Statewide Planning Goals have been met. The proposed amendment complies with the Statewide Planning Goals as shown in Section 1. Thus, this criterion is met.

***(2) The proposed amendments shall comply with all other applicable laws, rules and regulations of the state, city and other governmental agencies having jurisdiction over land use regulation in the city.***

### **Metro Urban Growth Management Functional Plan (Chapter 3.07):**

#### Title 1: Housing Capacity

This Comprehensive Plan Amendment may provide additional capacity through reduced land area taken up by “Collector” road rights-of-way. An additional 3.54 acres may be available for development that was not available previously. The requirements of this title are met.

#### Title 2: Regional Park Policy – repealed by Metro

#### Title 3: Regional Water Quality and Flood Management

This Comprehensive Plan Amendment does not affect implementation of water quality or flood management. Existing regulations will apply to all new development, including construction of any future roadways and this amendment does not propose any changes to the regulations. Consequently, through implementation of the existing regulatory framework for water quality and flood management, this title is met.

#### Title 4: Industrial and Other Employment Areas

No lands within the City are designated as Regionally Significant Industrial Area. Metro-designated employment lands in the City include:

##### Industrial Areas:

- North West UGB area, approximately 56 acres of vacant land.
- North Cornelius Industrial Park, approximately 15 acres of vacant land, over 12 of those areas are owned by Metro and are currently out of industrial development.
- Gas Distribution Facility on Baseline Road, approximately 1.20 acres.
- North 19<sup>th</sup> Avenue Cemetery, approximately .96 acres.
- Land around Flax Plant Road, approximately 10.94 acres of potentially redevelopable non-contiguous land with significant flood constraints.

##### Employment Areas:

- City owned and developed Land at Kodiak Circle, approximately 3.88 acres.

This Comprehensive Plan Amendment does not propose any changes that affect Metro Designated Employment Lands and no additional lands are proposed for addition nor are any proposed for removal; therefore, the requirements of Title 4 are not applicable to this amendment.

#### Title 5: Neighbor Cities was repealed by Metro

#### Title 6: Centers, Corridors, Station Communities, and Main Streets

This Comprehensive Plan Amendment does not propose a TSP amendment or any policy changes that affect these areas; therefore, the requirements for Title 6 are not applicable to this amendment.

#### Title 7: Housing Choice

This Comprehensive Plan Amendment may provide the opportunity for additional housing on approximately 3.54 acres of land that otherwise would be developed as transportation right-of-way. However, this amendment does not affect any zoning or land use designations or any policy changes that affect housing choices; therefore, the requirements for Title 7 are not applicable to this amendment.

#### Title 8: Compliance Procedures

Metro Code §3.07.080 requires amendments to a city or county comprehensive plan to comply with the Functional Plan. An amendment complies if the city provides Metro notice of the amendment. As noted earlier in this report, notice was sent to the Department of Land Conservation and Development through the PAPA notice requirements. The Department then provides that notice to all public agencies in Oregon. Additionally, Metro is on the City's Necessary Parties list and was sent direct notice of the proposed amendment. Thus, the requirements of Title 8 have been met.

#### Title 9: Performance Measures

Repealed by Metro.

#### Title 10: Functional Plan Definitions

This title does not apply to the amendment.

#### Title 11: Planning For New Urban Areas

This Comprehensive Plan Amendment affect areas wholly within the Metro Urban Growth Boundary; therefore, the requirements for Title 11 are not applicable to this amendment.

#### Title 12: Protection of Residential Neighborhoods

This Comprehensive Plan Amendment may provide additional connectivity for existing residential neighborhoods and could provide additional residential neighborhood development. The requirements for Title 12 are met.

#### Title 13: Nature in Neighborhoods

This Comprehensive Plan Amendment does not propose a map amendment or any policy changes that affect natural resources or the ability to implement any conservation measures adjacent to stream corridors; therefore, the requirements for Title 13 are not applicable to this amendment.

#### Title 14: Urban Growth Boundary

This Comprehensive Plan Amendment does not propose a map amendment or any policy changes that affect the Urban Growth Boundary; therefore, the requirements for Title 14 are not applicable to this amendment.

#### Conclusion for Metro Urban Growth Management Functional Plan

Based on the analysis, staff finds that the proposal complies with the applicable sections of the Metro Urban Growth Management Plan.

## **Metro Regional Transportation Functional Plan (Chapter 3.08):**

### Title 2: Development and Update of Transportation System Plans

This title requires consistency between the Regional Transportation System Plan and local Transportation System Plans. The Regional Transportation Plan (RTP) identifies regional transportation needs and priorities. This proposal to move the collector designation eastward to S.W. 345<sup>th</sup> Boulevard does not affect any regional plans or policies. The proposal is consistent with the RTP.

### Title 5: Amendment of Comprehensive Plan

This section does not apply to city or county transportation projects that are financed locally and would be undertaken on local facilities. This proposal is to move the collector designation from S. 29<sup>th</sup> Boulevard eastward to S.W. 345<sup>th</sup> Avenue north of Dogwood Avenue. All of these facilities are locally funded and part of local systems – not the regional system.

### Conclusion for Metro Regional Transportation Functional Plan

Based on the analysis, staff finds that the proposal complies with the applicable sections of the Metro Regional Transportation Functional Plan.

***(3) The proposed amendment shall address the criteria identified in Chapter 1 of the city comprehensive plan.***

### **Comprehensive Plan Chapter 1 Criteria:**

***The proposed change or amendment must meet a public need. Such need must be documented by appropriate facts and evidence and should extend from the state-wide planning goals, Metro 2040 or the City's own Comprehensive Plan.***

The proposed adoption of this amendment addresses several significant needs:

- S. 29<sup>th</sup> Boulevard is not buildable as originally envisioned as a Collector.
- This SE quadrant of the City is in need of an additional Collector connection to TVHWY.
- Shifting the collector designation eastward to S.W. 345<sup>th</sup> Avenue provides the best possible route for traffic in this quadrant as well as future development on the underlying property.
- The proposed shift of the collector designation eastward provides a less expensive design alternative that is more likely buildable.
- The alignment represents more appropriate spacing between the major intersections on S.W. 345<sup>th</sup> Avenue, TVHWY, the rail crossing and the collector Dogwood Street.
- The proposed alignment is consistent with the applicable statewide planning goals, Metro policies, the City's TSP and the 2045 Cornelius Vision and Action Plan.

***The amendment is necessary to implement the adopted vision for the community, or to respond to unanticipated local circumstances.***

- In 2024, the City adopted the 2045 Cornelius Vision and Action Plan that responds to a year-long community engagement process to understand the community's vision for the city.
- The 2045 Community Vision includes a focus to enhance connectivity of the transportation system throughout the community. An identified action item related to transportation is, "enhance safety at intersections." This application will shift the

Collector intersection away from the rail line at S.W. 345<sup>th</sup> Avenue south to the intersection with Dogwood. It will also continue to provide needed connections for travel within the community and increase safety at that intersection.

- The amendment will also reduce the amount of Collector roads adjacent to the future school site, resulting in safer routes to schools.
- Local circumstances that have changed include the City's community profile due to increased development. Population growth increased 49% between 2009 to 2023.

***The proposed change or amendment must be in conformance with the unamended goals and policies of the Comprehensive Plan, as well as being consistent with state and regional policies.***

The following is the analysis of conformity with the goals and policies of the Comprehensive Plan.

#### Chapter I Citizen and Agency Involvement

- This chapter identifies and documents the processes and procedures for involvement of community members and agency personnel. Notice of this amendment was sent to the agency list documented in Exhibit B to this staff report.
- The procedures for amending the Comprehensive Plan note amendments may be initiated by the City Council, Planning Commission, City staff, or a property owner or group of owners. The property owner initiated this amendment. Thus, the proper procedure has been followed for initiating the amendment.
- The amendment shall include specific recommendations or requests from the applicant, supported by factual documentation as to why the amendment is necessary and appropriate. Factual documentation is included in this staff report.
- A staff report shall be prepared and presented to the Planning Commission. This staff report is published on the web on January 20, 2026. An oral staff report will be presented to the Planning Commission on January 27, 2026.
- A public hearing shall be held before any amendment is approved. The Planning Commission will hold a public hearing on January 27, 2026.
- The Commission shall make a formal recommendation to the City Council. At the conclusion of the hearing on January 27, 2026, the Planning Commission will make a recommendation to the City Council.
- The City Council shall then hold a public hearing before making a final decision to amend the Plan. This item is tentatively scheduled for a City Council hearing at their meeting on March 2, 2026. An ordinance will be drafted and offered to the City Council for their consideration following the public hearing.

#### Chapter 2 Urbanization

- This chapter identifies and documents information regarding the efficient use of land, such as minimum density for residential development, in-fill criteria to allow for reasonable adjustments to accommodate development of remnant parcels, provision for accessory dwelling units in residential areas, development of lands within the UGB prior to development outside the UGB, and processes to request Metro to adjust the UGB Boundary. The adjustments noted for efficient use of land have been made in the Cornelius Municipal Code, accessory dwelling units are permitted in conjunction with any single dwelling, the city has an adjustment process that is administrative, The process to request Metro adjust the UGB are irrelevant as the Grand Bargain cited earlier in this report locked the boundary for Cornelius. The annexation requirements

are not applicable to this amendment as it does not involve annexation of any land. Thus, the requirements in this Chapter are not applicable to this proposal.

### Chapter 3 Land Use

- The chapter documents the existing land uses within the city limits. The current Comprehensive Plan map documents the city limits and the land use designations applied therein. It also documents the City's Urban Growth Boundary and the land use designations documented for the lands therein. The information in Chapter 3 is outdated and the city is beginning a Comprehensive Plan rewrite to address the issue holistically.

### Chapter 4 Housing

- The chapter documents the existing conditions and factors effecting the housing market in Cornelius. A new Housing Needs Analysis was adopted in 2020. The Housing Needs Analysis provides current data. The existing Comprehensive Plan text is outdated. The information in Chapter 4 is outdated and the city is beginning a Comprehensive Plan rewrite to address the issue holistically.

### Chapter 5 Economic Development

- The chapter documents the existing conditions, issues and policies for future commercial and industrial development. The proposed amendment will not affect implementation of the City's economic development policies.

### Chapter 6 Natural and Cultural Resources

- The chapter discusses air, water, and land resources, open spaces and natural resources, archaeological resources, and areas subject to natural disasters. The proposed amendment does not change the way the city implements any of the regulations related to air, water and land resources, open spaces and natural resources, archaeological resources, or areas subject to natural disasters. This chapter is not applicable to the amendment.

### Chapter 7 Public Facilities and Services

- The chapter discusses recreation, schools, sewerage, water, solid waste facilities, transportation, utilities and other public facilities. The proposed amendment does not affect any of the city's facilities and services.

### Chapter 8 Transportation System Plan

- The chapter addresses transportation for all modes in the City.
- The proposed amendment positively affects the city's ability to implement the Transportation System Plan. As noted earlier in this report, S. 29<sup>th</sup> Boulevard north of Dogwood is no longer feasible to construct, the Hillsboro School District has further refined their plans for their property, and the land is now available for additional housing and school development.
- Travel choices and livability are directly affected by this amendment in the positive. The amendment will shift the collector designation to an alignment that provides a more direct route to TVHWY for the existing and future residents in the quadrant of the city. Also, appropriate pedestrian and bike facilities will be provided commensurate with a collector designation.

- The Multi-Modal Connectivity Map (Figure 3-8) or any of the Capital Improvements anticipated to meet the needs of all modes of transport in the city. Local roads will be planned as part of any future development to connect to the proposed Collector network of S. 29<sup>th</sup> Boulevard to S. Dogwood Street to S.W. 345<sup>th</sup> Avenue.
- The Pedestrian Master Plan (Figure 5-1) includes pedestrian facilities within planned Collector roadways. Sidewalks will be provided on all local streets maintaining pedestrian connectivity. Additionally, wider sidewalks are provided on Collector streets and would be provided on S.W. 345<sup>th</sup> Avenue.
- The Bicycle Master Plan (Figure 6-1) aligns bicycle connectivity along Collector roads. Bicycle connectivity will be maintained on the proposed Collector shift from S. 29<sup>th</sup> Boulevard to S.W. 345<sup>th</sup> Avenue.
- The Motor Vehicle Plan identifies the Functional Classification (Figure 8-1) and Truck Routes (Figure 8-2). The Functional Classification Map is the subject of this proposed amendment. Truck routes are unaffected by this amendment.

Conclusion for Cornelius Comprehensive Plan Amendment Criteria

Based on the analysis, staff finds that the proposal complies with the applicable sections of the Cornelius Comprehensive Plan.

Based on the analysis, staff finds that the proposal complies with CMC 18.130.010(D).

### **Report Conclusion and Recommendation**

**Staff finds that the proposed Transportation System Plan Map Amendment (Figure 8-1) of moving the collector designation from S. 29<sup>th</sup> Boulevard, north of Dogwood Street, eastward to S.W. 345<sup>th</sup> Avenue:**

- **Followed the prescribed noticing requirements prescribed by the Department of Land Conservation and Development (Exhibit A), in the Cornelius Comprehensive Plan (Exhibit B) and Cornelius Municipal Code (Exhibit B and C),**
- **Complies with the Statewide Planning Goals and Metro Urban Growth Management Functional Plan, and**
- **Meets the criteria found within the Cornelius Comprehensive Plan and Cornelius Municipal Code.**

**Therefore, staff recommends that the Planning Commission recommend approval to the Cornelius City Council.**

**Date of recommendation: January 20, 2026**




---

**Barbara Fryer, AICP, Community Development Director**

**Exhibits:**

- A: DLCD PAPA Notice**
- B: Affidavit of Mailed Notice**
- C: Newspaper Notice**
- D: Applicant's submittal**

# **Exhibit A: DLC D PAPA Notice**

## **Exhibit B: Affidavit of Mailed Notice**

## **Exhibit C: Newspaper Notice**

## **Exhibit D: Applicant's submittal**

## Confirmation of PAPA Online submittal to DLCD

---

**From** DLCD Plan Amendments <plan.amendments@dlcd.oregon.gov>

**Date** Wed 2025-12-17 10:17 AM

**To** Barbara Fryer <Barbara.Fryer@corneliusor.gov>

### **Cornelius**

Your notice of a proposed change to a comprehensive plan or land use regulation has been received by the Oregon Department of Land Conservation and Development.

Local File #: CPMA-2025-01

DLCD File #: [007-25](#)

Proposal Received: 12/17/2025

First Evidentiary Hearing: 1/27/2026

Final Hearing Date: 3/2/2026

Submitted by: barbarafryer

If you have any questions about this notice, please reply or send an email to [plan.amendments@dlcd.oregon.gov](mailto:plan.amendments@dlcd.oregon.gov).

## -Ad Proof-

This is the proof of your ad, scheduled to run on the dates indicated below. Please proofread carefully, and if changes are needed, please contact Bren Swogger prior to deadline at or Bren.Swogger@youroregonnews.com.

<p><b>Date:</b> 12/18/25 <b>Account #:</b> 117756 <b>File #:</b> CPMA-2025-01 <b>Company Name:</b> CORNELIUS, CITY OF <b>Contact:</b> <b>Address:</b> 1355 N BARLOW ST CORNELIUS  <b>Telephone:</b> (503) 357-9112 <b>Fax:</b> (503) 357-7775</p>	<p><b>Ad ID:</b> 376042 <b>Start:</b> 12/31/25 <b>Stop:</b> 01/02/26  <b>Total Cost:</b> \$284.37 <b>Columns Wide:</b> 1  <b>Ad Class:</b> 1202 <b>Phone #</b> <b>Email:</b> Bren.Swogger@youroregonnews.com  <b>Amount Due:</b> \$284.37</p>
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### Run Dates

News Times 01/02/26

NOTICE IS HEREBY GIVEN that on **January 27, 2026** the City of Cornelius Planning Commission and on **March 2, 2026** the Cornelius City Council will hold a public hearing regarding the adoption of an amendment to the Cornelius Comprehensive Plan (CPMA-2025-01). Both meetings **begin at 7:00 pm** and are held in person at Cornelius City Hall, 1355 N Barlow Street, in the City Council Chambers and remotely via the Zoom platform. Instructions on how to participate using the Zoom platform are listed at the bottom of this notice.

**Case File No. CPMA-2025-01**

Minor Transportation System Plan Map Amendment to remove the Collector designation from S. 29th Boulevard at its intersection with S. 345 th Avenue to the S. 29th Boulevard intersection with S. Dogwood Street and to place the Collector designation on S. 345th Avenue from Tualatin Valley Highway to S. Dogwood Street

**Applicant:** Melissa Slotemaker, AICP, AKS Engineering  
**Applicable Criteria:** Statewide Planning Goals (OAR 660-015-0000); Metro Urban Growth Management Functional Plan (Metro Code Section 3.09); Cornelius Comprehensive Plan Amendment Criteria found in Chapter 1; Cornelius Municipal Code Chapter 18.130 Comprehensive Plan, §18.130.020(E) Amendment Procedures.

**Order of Planning Commission and City Council Proceedings:** At the public hearing, the Planning Commission Chair, or Mayor will open the public hearing, a staff report will be presented, the applicant will be given the opportunity to make a presentation, interested persons will be called on to speak for or against the proposal, Commissioners or Councilors may ask questions, the applicant will be given the opportunity to rebut testimony, staff will be given the opportunity to provide closing remarks, and the public hearing will be closed. At that point, all testimony is complete and the Planning Commission, or City Council, will deliberate on the facts and findings in the staff report and testimony. The Planning Commission will make a recommendation to the City Council. If the Planning Commission recommends adopt by the City Council, the City Council will hold a hearing and consider First and Second Ordinance Reading. The Planning Commission and/or City Council may set a maximum time allowance of 3 or 5 minutes per testifier.

**Written Testimony:** To submit written testimony on the day of the hearing, please send it via email to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov). Testimony received prior to 8:00 am on the day of the hearing will be posted to the agenda packet online. Testimony received after 8:00 am on the day of the hearing will be forwarded to the Planning Commission and will be made part of the record. To accept the testimony, the submission will require your name, address, and the Case File No. **CPMA-2025-01** when providing testimony so that the City can send the Notice of Decision to you along with appeal rights.

**In-Person Testimony:** To testify in-person fill out a yellow comment card. Be sure to note your name, address, and the Case File No. **CPMA-2025-01**. The Planning Commission Chair and City Recorder will call on participants who have submitted a yellow card in the order received.

**Virtual Testimony:** To testify virtually, pre-register by providing your name, address, Zoom account name, and Case File No. **CPMA-2025-01** by email to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) prior to 5:00 pm on the day of the hearing. Your information will not be shared at the hearing. At the hearing, the Planning Commission Chair, or Mayor, will call on participants who pre-registered. Virtual participants will not be able to share their screen during the meeting; presentation materials should be submitted to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) as written testimony by 5:00 pm on the day of the hearing.

**Testimony Guidelines:** Testimony should avoid repetition of issues and should be based on the application criteria. Oregon Revised Statutes (ORS) 197.797 provides that under certain circumstances, the record may remain open, or a continuance may be granted, upon the request of a participant. Telephone conversations are not accepted as testimony.

Pursuant to ORS 197.797, failure to raise an issue at the final evidentiary hearing, or by the close of the record, in-person, virtually, or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue, precludes appeal to the Land Use Board of Appeals based on that issue.

**For more information on the application, contact:**  
Barbara Fryer, Community Development Department Director, at 503 357 3011 or by email at [Barbara.Fryer@corneliusor.gov](mailto:Barbara.Fryer@corneliusor.gov).

**Zoom Meeting Platform:**

Zoom.us/Join or Phone 1-253-215-8782

**Planning Commission Meeting ID:**

883 0240 3397, Passcode: 462062

**City Council Meeting ID:**

834 7940 8874, Passcode: 215546.

For publication on January 2, 2026

Barbara Fryer

Published January 2, 2026

NT376042

STATE OF OREGON       )  
  )  
COUNTY OF WASHINGTON )

**AFFIDAVIT OF MAILING**

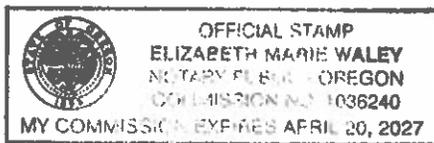
I, Barbara Fryer being first duly sworn, depose and say:

That I served upon the persons shown on Exhibit A, attached hereto and by this reference incorporated herein, a copy of a Notice of Public Hearings, marked Exhibit B, attached hereto and by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that said envelopes were prepared to receive postage by city staff and to be placed in the United States Mail at Cornelius, Oregon.

Dated this 22<sup>nd</sup> day of December, 2025

[Signature]  
Signature

**SUBSCRIBED AND SWORN TO** before me this 22 day of December, 2025.



[Signature]  
Notary Public for Oregon

My commission expires: April 20, 2027

EXHIBIT A

Company Name	Department	Name	Address Line 1	City	State	ZIP Code
City of Cornelius			1355 N Barlow St	Cornelius	OR	97113
City of Forest Grove		Attn: Kate McGuire, Senior Planner	PO Box 326	Forest Grove	OR	97116
City of Hillsboro			150 E Main St	Hillsboro	OR	97123
Clean Water Services		Attn: Jackie Humphreys	2550 SW Hillsboro Hwy.	Hillsboro	OR	97124
Comcast Cable Communications	Development Services Department		11308 SW 68th Parkway	Tigard	OR	97223
Cornelius Rural Fire Protection Dist.			1355 N Barlow St	Cornelius	OR	97113
CPO 12C		c/o Joseph Auth	325 NW 334th Ave.	Hillsboro	OR	97124
CPO Coordinators		Carol Renaud	155 N 1st Ave, Suite 370 M-S 20	Hillsboro	OR	97124
Department of Economic Development			775 Summer St, NE	Salem	OR	97301
Dept of Land Conservation and Development		Attn: Laura Kelly	635 Capitol Street NE, Suite 150	Salem	OR	97301
Dept of Land Use & Transportation	County Surveyors Office	Attn: Scott Young	155 N 1st Ave, Ste #B350-15	Hillsboro	OR	97124
DEQ			700 NE Multnomah St Ste. 600	Portland	OR	97232
District 18 Watermaster			1400 SW Walnut St. #240, MS 49	Hillsboro	OR	97124
Evergreen Disposal & Recycling		Attn: Dawn Lucino	PO Box 5069	Alsea	OR	97006
Forest Grove School District			1728 Main St	Forest Grove	OR	97116
Hillsboro School District		Attn: Saleeh Haghughu Khoobkhoh	4901 SE Witch Hazel RD	Hillsboro	OR	97123
Home Builders Association		Attn: Preston Korst	15555 SW Barigay Road Suite 301	Lake Oswego	OR	97085
MCI Metro Access Transmission Services Corp			1 Verizon Way	Basking Ridge	NJ	07920
METRO Parks		Attn: Will Dwyck, President of the Board	600 NE Grand Ave	Portland	OR	97232
Metro Regional Services	Compliance Coordinator		600 NE Grand Ave.	Portland	OR	97232
Metro Regional Services	Senior Transportation Planner	Attn: Ally Holmeqvist	600 NE Grand Ave.	Portland	OR	97232
Metro Regional Services		Attn: Glen Hamburg	600 NE Grand Ave.	Portland	OR	97232
NW Natural Gas Company		Attn: Aleene Hyatt	250 SW Taylor St.	Portland	OR	97204
ODOT Rail Division			555 13th St, NE Suite 3	Salem	OR	97301
ODOT Region 1	Development Review Program		123 NW Flanders	Portland	OR	97209
Oregon State Dept of Fish & Wildlife			4034 Fairview Industrial Dr SE	Salem	OR	97302
Oregon State Division of State Lands			775 Summer Street NE	Salem	OR	97301
Port of Portland			P.O. Box 3529	Portland	OR	97208
Portland & Western Railroad, Inc.			1200 Howard Dr SE	Albany	OR	97321
Portland General Electric		Attn: Grant Howell	121 SW Salmon St	Portland	OR	97204
Portland General Electric			121 SW Salmon St	Portland	OR	97204
Tri-Met			4012 SE 17th Ave	Portland	OR	97202
Tualatin Soil and Water Conservation District			7175 NE Evergreen Pkwy, #400	Hillsboro	OR	97124
Tualatin Valley Irrigation Dist			2330 Elm St	Forest Grove	OR	97116
US Army Corps of Engineers			P.O. Box 2946	Portland	OR	97208
USPS		Attn: Post Master	1330 SW Walnut Street	Hillsboro	OR	97123
Washington County	Mosquito Control	Attn: Kenny Carver	155 N 1st Ave, Ste. 170 MS-5	Hillsboro	OR	97123
Washington County	Assessment and Taxation Dept.		135 N 1st Ave	Hillsboro	OR	97124
Washington County	Enhanced Sheriff's Patrol Dist.		215 SW Adams Ave., MS-32	Hillsboro	OR	97123
Washington County	Health & Human Services		155 N 1st Ave, Ste. 170 MS-23	Hillsboro	OR	97124
Washington County	Housing Authority		161 NW Adams Ave, Suite 2000 MS 63	Hillsboro	OR	97124
Washington County	Planning Division	Attn: Paul Schaeffer, Senior Planner	155 N 1st Ave, Ste#B350 MS 14	Hillsboro	OR	97124
Washington County Land Use & Transportation	Planning & Development Services	Attn: Principal Planner	155 N 1st Ave, Ste. 350, MS 14	Hillsboro	OR	97124
Washington County Land Use & Transportation	NW Regional Education Services District		5825 NE Ray Cir	Hillsboro	OR	97124
Washington Service Center	Data Services	Attn: Ian Crawford	5900 NE Pioneer Ct	Hillsboro	OR	97124
WCCCA 9-1-1			4155 SW Cedar Hills Blvd	Beaverton	OR	97005
Ziply Fiber						



Notice Date: 12/22/2025

**NOTICE IS HEREBY GIVEN** that Public Hearings will be held before the City of Cornelius Planning Commission on Tuesday, **January 27, 2026**, and City Council on **March 2, 2026**. Both meetings **begin at 7:00 pm** and are held in-person at Cornelius City Hall, 1355 N Barlow Street, in the City Council Chambers and remotely via the Zoom platform. Instructions on how to participate using the Zoom platform are listed on page 2 of this notice.

**Case File No. CPMA-2025-01**

A Type IV Legislative Amendment to the City of Cornelius Transportation System Plan (TSP) to change the roadway classifications of S. 29<sup>th</sup> Boulevard (North of S. Dogwood Street) and S. Alpine Street (Ease of its current eastern terminus) over to SW 345<sup>th</sup> Avenue, North or S. Dogwood Street, as identified on page 3 of this notice.

**Public Hearing Notice:** Type IV – Legislative Comprehensive Plan Map Amendment

**Project Name:** Minor Transportation System Plan Map Amendment to remove the Collector designation from S. 29<sup>th</sup> Boulevard at its intersection with S. 345<sup>th</sup> Avenue to the S. 29<sup>th</sup> Boulevard intersection with S. Dogwood Street and to place the Collector designation on S. 345<sup>th</sup> Avenue from Tualatin Valley Highway to S. Dogwood Street

**Applicant:** Melissa Slotemaker, AICP, AKS Engineering

**Applicable Criteria:** Statewide Planning Goals (OAR 660-015-0000); Metro Urban Growth Management Functional Plan (Metro Code Section 3.09); Cornelius Comprehensive Plan Amendment Criteria found in Chapter 1; Cornelius Municipal Code Chapter 18.130 Comprehensive Plan, §18.130.020(E) Amendment Procedures.

**Order of Planning Commission and City Council Proceedings:** At the public hearing, the Planning Commission Chair, or Mayor will open the public hearing, a staff report will be presented, the applicant will be given the opportunity to make a presentation, interested persons will be called on to speak for or against the proposal, Commissioners or Councilors will ask questions, the applicant will be given the opportunity to rebut testimony, staff will be given the opportunity to provide closing remarks, and the public hearing will be closed. At that point, all testimony is complete, and the Planning Commission will deliberate on the facts and findings in the staff report and testimony. The Planning Commission will make a recommendation to the City Council. The Planning Commission may set a maximum time allowance of 3 or 5 minutes per testifier. City Council will hold a hearing and consider an Ordinance adopting the proposal. Typically, the City Council sets a 3-minute limit for testimony.

**Written Testimony:** To submit written testimony prior to the hearing, please send it testimony via email to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov). Testimony received prior to 8:00 am on the day of the hearing will be posted to the agenda packet online. Testimony received after 8:00 am on the day of the hearing will be forwarded to the Planning Commission and will be made part of the record. To accept the testimony, it will need your name, address, and Case File No. **CPMA-2025-01** when providing testimony so that the City can send the Notice of Decision to you along with appeal rights.

**In-Person Testimony:** To testify in-person fill out a yellow comment card. Be sure to note your name, address, and Case File No. **CPMA-2025-01**. The Planning Commission Chair will call on participants who have submitted a yellow card in the order received.

**Virtual Testimony:** To testify virtually at Planning Commission, pre-register by providing your name, address, Zoom account name, and Case File No. **CPMA-2025-01** by email to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) prior to 5:00 pm on the day of the hearing. Your information will not be shared at the hearing. At the hearing, the Planning Commission Chair will call on participants who pre-registered. If unable to pre-register prior to the hearing, email [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) during the hearing to request to speak with your name, address, Zoom account name, and the Case File No. **CPMA-2025-01** in your email. Virtual participants will not be able to share their screen during the meeting; presentation materials should be submitted to [Community.Development@corneliusor.gov](mailto:Community.Development@corneliusor.gov) as written testimony by 5:00 pm on the day of the hearing.

To testify virtually at City Council meetings, pre-register with the City Recorder via email at [cityrecorder@corneliusor.gov](mailto:cityrecorder@corneliusor.gov) no later than 3:00 pm on the day of the City Council meeting. Provide your name, address, and the topic of testimony. Those attending virtually will not be able to turn on their camera during the meeting or share their screen; presentation materials may be submitted as written testimony via email or in-person at City Hall.

**Testimony Guidelines:** Testimony should avoid repetition of issues and should be based on the application criteria. Oregon Revised Statutes (ORS) 197.797 provides that under certain circumstances, the record may remain open, or a continuance may be granted, upon the request of a participant. Telephone conversations are not accepted as testimony.

Pursuant to ORS 197.797, failure to raise an issue at the final evidentiary hearing, or by the close of the record, in-person, virtually, or by letter, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue, precludes appeal to the Land Use Board of Appeals based on that issue.

For more information on the application, contact: Barbara Fryer, Community Development Department Director, at 503 357 3011 or by email at [Barbara.Fryer@corneliusor.gov](mailto:Barbara.Fryer@corneliusor.gov).

## Join us

In-Person in the City Council Chambers at 1355 N. Barlow Street  
or

Virtually using the Zoom Meeting Platform: [Zoom.us/Join](https://zoom.us/join) or Phone 1-253-215-8782

**Planning Commission Meeting on January 27, 2026:**

Meeting ID: 883 0240 3397, Passcode: 462062

**City Council Meeting on March 2, 2026:**

Meeting ID: 834 7940 8874, Passcode: 215546.

Figure 1: Functional Classification Map Before and After Change (TSP Figure 8-1)



**LEGEND**

EXISTING PRINCIPAL ARTERIAL STREETS	
EXISTING LOCAL STREETS	
EXISTING COLLECTOR STREETS	
PLANNED COLLECTOR STREETS	



# SE Cornelius Transportation System Plan Map Amendment Land Use Application

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**Date:** November 2025 (Updated December 2025)

**Submitted to:** City of Cornelius  
Community Development Department  
1355 N Barlow Street  
Cornelius, OR 97113

**Applicant:** Holt Homes  
1301 SE Tech Center Drive, Suite 150  
Vancouver, WA 98683

**AKS Job Number:** 4636-05



**AKS**  
ENGINEERING & FORESTRY

12965 SW Herman Road, Suite 100  
Tualatin, OR 97062  
(503) 563-6151

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## Exhibits

- Exhibit A:** Proposed Transportation System Plan Map
  - Exhibit B:** Land Use Application Form
  - Exhibit C:** Transportation Memo
  - Exhibit D:** Neighborhood Meeting Materials
  - Exhibit E:** Pre-Application Conference Notes
-

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# SE Cornelius Transportation System Plan Map Amendment Land Use Application

**Submitted to:** City of Cornelius  
Community Development Department  
1300 S Kodiak Circle  
Cornelius, OR 97113

Mailing Address:  
1355 N Barlow Street  
Cornelius, OR 97113

**Applicant:** Holt Homes  
1301 SE Tech Center Drive, Suite 150  
Vancouver, WA 98683

**Applicant's Consultant:** AKS Engineering & Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062  
Phone: (503) 563-6151

Contact: Glen Southerland, AICP  
Email: southerlandg@aks-eng.com

Contact: Melissa Slotemaker, AICP  
Email: slotemakerm@aks-eng.com

**Site Location:** Southeast Cornelius

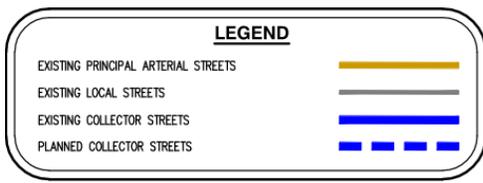
## I. Executive Summary

AKS Engineering & Forestry, LLC (AKS) is submitting this land use application on behalf of Holt Homes (Applicant) for a Comprehensive Plan Map Amendment (CPMA) for a change to roadway classifications in the City of Cornelius (City) Transportation System Plan (TSP). This application is being submitted concurrently with a residential Planned Unit Development (PUD) application (Laurel Crown) and will facilitate the development of housing within the City.

The amendment responds to unanticipated local circumstances. In particular, the large property that is currently owned by the Hillsboro School District (HSD) is residentially zoned and was previously planned to be the site of a future HSD high school campus. Recently, further district planning has determined that due to falling enrollment in the district, a high school is no longer needed in this location. The City has approved a preliminary plat to partition the site to create a smaller property that may be used for a future elementary school and the remainder can be used for housing in the City.

The proposed map amendment will amend the Functional Classification map (Figure 8-1) of the 2020 Cornelius TSP. The changes will move the Collector roadway classification from the future extensions of S 29<sup>th</sup> Boulevard (north of S Dogwood Street) and S Alpine Street (east of its current eastern terminus) over to SW 345<sup>th</sup> Avenue north of S Dogwood Street. See the existing and proposed functional classifications in Figure 1 below.

**Figure 1: Functional Classification Map Before and After Change (TSP Figure 8-1)**



Shifting the classification provides an equivalent Collector connection from the S 29<sup>th</sup> Boulevard/S Dogwood Street intersection in the southwest to the SW 345<sup>th</sup> Avenue/Oregon Route 8 (OR 8) intersection to the northeast. Pedestrian and bicycle connectivity will continue to be provided along the Collector classified streets, and future Local streets will also add opportunities for all modes of travel as the area develops and streets are improved.

The relocation of the Collector roadway from S 29<sup>th</sup> Boulevard to SW 345<sup>th</sup> Avenue provides more efficient connections to existing roadways and allows for better use of the undeveloped properties for future residential and school development. The shifted alignment will continue to provide for the Collector connection needed but will reduce conflicts with existing residential neighborhoods. Additionally, relocating the Collector route will reduce conflicts and increase safety at the SW 345<sup>th</sup> Avenue railroad crossing by moving the Collector intersection south from S Alpine Street to S Dogwood Street.

This written narrative, together with preliminary plans and other documentation included in the application materials, establishes that the application complies with the applicable approval criteria. This documentation represents substantial evidence and provides the basis for the City to approve the application.

## II. Site Description/Setting

The application involves a legislative change affecting a singular roadway at the southeastern edge of the City of Cornelius. The following table describes existing roadway classifications as further illustrated on the map provided in Exhibit A.

**Table 1: Existing TSP Roadway Classifications**

Street	Location	Classification	Jurisdiction
E Baseline Street/OR 8	–	Regional Arterial	ODOT
S Dogwood Street	West of S 29 <sup>th</sup> Boulevard	Collector	City of Cornelius
S Dogwood Street	East of S 29 <sup>th</sup> Boulevard	Collector (Future)	City of Cornelius
S 29 <sup>th</sup> Boulevard	North of S Dogwood Street	Collector (Future)	City of Cornelius
S 29 <sup>th</sup> Boulevard	South of S Dogwood Street	Collector	City of Cornelius
S Alpine Street	West of S 29 <sup>th</sup> Boulevard	Local	City of Cornelius
S Alpine Street	East of S 29 <sup>th</sup> Boulevard	Collector (Future)	City of Cornelius
SW 345 <sup>th</sup> Avenue	–	Local	Washington County

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### III. Applicable Review Criteria

#### OREGON STATEWIDE PLANNING GOALS (OARs Chapter 660)

##### Division 15 Statewide Planning Goals

The following Oregon Statewide Planning Goals are applicable to this application:

Goal 1 – Citizen Involvement

Goal 2 – Land Use Planning

Goal 10 - Housing

Goal 11 – Public Facilities and Services

Goal 12 – Transportation

Goal 3 (Agricultural Lands) and Goal 4 (Forest Lands) are not applicable to lands within the City’s acknowledged Urban Growth Boundary (UGB).

Goal 5 (Natural Resources, Scenic and Historic Areas, and Open Spaces) is not applicable because there are no identified Goal 5 resources within the vicinity of the associated roadways.

Goal 6 (Air, Water, and Land Resources Quality) is not applicable because improvements are not associated with this map amendment application. Environmental quality can be addressed at the time of roadway or site improvements.

Goal 7 (Areas Subject to Natural Hazards) is not applicable because mapped areas of steep slopes 25 percent or greater or other known hazard areas are not located in the vicinity of the associated roadways.

Goal 8 (Recreational Needs) is not applicable because specific recreational areas or amenities are not identified to be located in the vicinity of the associated roadways.

Goal 9 (Economic Development) is not applicable because land designated for employment activities is not associated with shifting the Collector roadway designation.

Goal 13 (Energy Conservation) generally imposes obligations on jurisdictions to develop plans and implement measures that conserve energy. Goal 13 is not applicable because the TSP amendment does not affect the City of Cornelius’s goals or policies governing energy conservation.

Goal 14 (Urbanization) is not applicable because this application does not involve expansion of the UGB and thus analysis of the transition of rural to urban land uses is not relevant. The proposed refinement of the transportation network will not impact the permitted land uses of the subject site.

Goals 15 (Willamette River Greenway), 16 (Estuarine Resources), 17 (Coastal Shorelands), 18 (Beaches and Dunes), and 19 (Ocean Resources) are not applicable because the subject site does not contain lands described in those goals.

##### Goal 1 (Citizen Involvement)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

**Response:** Goal 1 calls for the opportunity for citizens to be involved in all phases of the planning process. The City of Cornelius has an established citizen involvement program. The

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application will be processed according to Title 18 of the Cornelius Municipal Code (CMC), which involves public notification, public hearings, and decision appeal procedures, as established in Chapter 18.15 of the CMC.

Regarding public engagement, a neighborhood meeting was held prior to application submittal on October 15, 2025. Notice was provided to property owners within 250 feet of the subject site. In addition, as directed by City staff, an Applicant representative reached out to Centro Cultural via phone and email providing notice of the meeting. More than 15 members of the public attended the meeting, which lasted over one and a half hours, with the Applicant listening to neighborhood concerns and answering questions.

Please see the Neighborhood Meeting Materials (e.g. public notification, list of attendees, meeting materials, etc.) within Exhibit D, demonstrating consistency with the provisions of CMC Section 18.10.030. Therefore, Goal 1 - Citizen Involvement is satisfied.

#### Goal 2 (Land Use Planning)

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

**Response:** The application involves a legislative map amendment to the TSP. The City will review and process the application consistent with CMC procedures, including consideration of any public comments received regarding the application. Therefore, consistency with this Statewide Planning Goal is established.

The City can also find that the other two substantive requirements of Goal 2 are satisfied. First, the application provides an accurate factual basis for the City to approve the application because it describes the transportation proposal and applies those facts to the relevant approval criteria. Second, Goal 2 requires the City to coordinate the application with affected governmental entities. Coordination requires notice of an application, an opportunity for the affected governmental entity to comment on the application, and the City's incorporation of the comments to a reasonable extent. The City can find that coordination of the application will be accomplished through the City-led review process of the application. Therefore, the application is consistent with Goal 2.

#### Goal 10 (Housing)

To provide for the housing needs of citizens of the state.

**Response:** While this area is already designated for residential use on the Comprehensive Plan Map, the shift of the Collector designation from S 29<sup>th</sup> Boulevard to SW 345<sup>th</sup> Avenue provides a more efficient transportation connection, reducing the amount of right-of-way needed and providing more area for residential development. Therefore, this application is consistent with Goal 10.

#### Goal 11 (Public Facilities and Services)

To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

**Response:** The TSP amendment shifts the Collector designation, allowing for better use of the residentially designated land that is intended for urban development and a more direct

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route for users. Amending the Comprehensive Plan will result in the orderly and efficient arrangement of public facilities, improving local transportation circulation and benefiting the general community.

**Goal 12 (Transportation)**

To provide and encourage a safe, convenient, and economic transportation system.

**Response:** The Cornelius TSP guides the improvements and investments needed for the City's transportation system. The proposed Collector roadway amendment does not deviate from the standards implementing the functional classification system and only modifies the planned alignment of the Collector road. Shifting the Collector designation to SW 345<sup>th</sup> Avenue allows for full use of S Dogwood Street as a Collector, provides for more efficient connections through the neighborhood, and reduces the amount of Collector roadways needed to be constructed and maintained. As such, the City can find that the application will result in a safe, convenient, and economic transportation system. Please also see the Transportation Memo (Exhibit C) that further discusses the benefits of the map amendment.

**METRO REGIONAL TRANSPORTATION FUNCTIONAL PLAN (CHAPTER 3.08)**

**TITLE 2: DEVELOPMENT AND UPDATE OF TRANSPORTATION SYSTEM PLANS**

**Response:** Title 2 of the Metro Regional Functional Plan generally requires a City's TSP to be consistent with the Metro Regional Transportation Plan (RTP). The RTP identifies the region's most urgent transportation needs and priorities. The proposed map amendment to shift the Collector roadway classification does not impact any regional priorities or plans and can be found to be consistent with the 2023 RTP.

**TITLE 5: AMENDMENT OF COMPREHENSIVE PLANS**

**3.08.510 Amendments of City and County Comprehensive and Transportation System Plans**

(...)

E. This section does not apply to city or county transportation projects that are financed locally and would be undertaken on local facilities.

**Response:** The Collector roadway classification of SW 345<sup>th</sup> Avenue is considered a local transportation facility; therefore, Section 3.08.510 of the Metro Regional Transportation Functional Plan does not apply.

**CORNELIUS 2045: VISION AND ACTION PLAN**

The City recently developed a community-wide vision plan that was adopted as "Cornelius 2045" to help guide future planning efforts in the City. The following vision and themes are applicable to the proposed map amendment to shift the Collector roadway designation.

**Vision and Themes**

**Enhances Connectivity and Accessibility**

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Cornelius enjoys a safe, connected, and dependable transportation system that prioritizes pedestrian safety and reduces congestion. The City invests in infrastructure that promotes connectivity within the city through a network of sidewalks and crosswalks. Cornelius works with service providers to expand accessible public transportation options, so residents are connected to local and regional employment opportunities, educational institutions, healthcare facilities, and recreation.

**Actions: Traffic Safety - Implement measures to reduce traffic congestion and enhance the safety and reliability of transportation in Cornelius.**

**TS-1: Enhance safety at intersections**

**Response:** The City vision includes a focus to enhance connectivity of the transportation system throughout the community. An action item is also included in the vision document to “enhance safety at intersections.” This application will shift the Collector intersection away from the railroad tracks at SW 345<sup>th</sup> Avenue, which will continue to provide needed connections for travel within the community while also increasing safety at that intersection. Additionally, the shift in Collector designation will reduce the amount of Collector roadways adjacent to the future school site, providing safer routes to school. Therefore, this application is consistent with the City’s vision.

**CITY OF CORNELIUS TRANSPORTATION SYSTEM PLAN**

**Chapter 2. Goals and Project Development**

The following goal and objectives from the Cornelius 2020 TSP are applicable to the proposed TSP map amendment.

**Goal 3: Travel Choices and Livability**

**Develop and maintain a well-connected transportation system that offers convenient and available pedestrian, bicycle and transit trips, facilitates access to daily needs and services, and enhances livability.**

**Response:** The proposed shift of the Collector roadway classification will offer the same level of connectivity through the southeast area of the City. Options to travel by vehicle, by bicycle, or by walking will be maintained. This goal will continue to be met.

**Goal 3 Objectives**

**A. Provide safe, comfortable and convenient transportation options**

**Response:** By shifting the Collector intersection on SW 345<sup>th</sup> Avenue south to SW Dogwood Street, additional separation from the existing railroad crossing is provided as well as fewer Collector roadways fronting on the future school site which will result in an increase in safety. This objective is met.

**C. Improve walking and biking connections to community destinations and continue to address deficiencies and gaps in the pedestrian and bicycle systems**

**Response:** The shift of the Collector roadway classification will not reduce the connectivity that will be provided for both pedestrian and bicycle systems. Pedestrian and bicycle facilities will be constructed along the Collector roadways per City standards and sidewalks will be provided along Local roads. This objective is met.

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- H. Enhance transportation connections between community destinations and neighborhoods by implementing the City’s local street connectivity plan as opportunities arise

**Response:** The Multi-Modal Connectivity Map in the 2020 TSP (Figure 3-8) illustrates where gaps currently occur in the Collector and Arterial road network. The proposed shift of the Collector roadway to SW 345<sup>th</sup> Avenue is aligned with Figure 3-8, providing a connection to the network of Collector roadways where a gap is identified. This objective is met.

The following Chapters of the TSP are applicable to the proposed map amendment.

**Chapter 5. Pedestrian Plan**

**Response:** The Pedestrian Master Plan (Figure 5-1) of the City’s TSP includes pedestrian facilities aligning with the planned Collector roadways. With the map amendment to shift the Collector roadway classification, Collector and Local roads will still be provided in the area to meet the needed pedestrian connectivity. Therefore, this application is consistent with the Pedestrian Plan of the TSP.

**Chapter 6. Bicycle Plan**

**Response:** Similar to the above response about the Pedestrian Plan, the Bicycle Master Plan (Figure 6-1) of the City’s TSP includes bicycle facilities aligning with the planned Collector roadways. With the map amendment to shift the Collector roadway classification, bicycle facilities will still be provided within the designated Collector roadways to provide the needed multimodal connectivity. Therefore, this application is consistent with the Bicycle Plan of the TSP.

**Chapter 8. Motor Vehicle Plan**

**Response:** The Motor Vehicle chapter of the TSP includes the Functional Classification Map (Figure 8-1), as well as Truck Routes (Figure 8-2), and the Motor Vehicle Plan (Figure 8-3). The Functional Classification Map (Figure 8-1) is the subject of this application and the proposed map amendment is illustrated in Exhibit A. Designated truck routes are not impacted with the proposed map amendment. The proposed map amendment will also result in a shift of the Collector alignment illustrated on Figure 8-3. However, as discussed throughout this narrative, the Collector roadways will continue to provide the needed connectivity throughout the southeast area of the City.

**CORNELIUS COMPREHENSIVE PLAN**

**CHAPTER 1 CITIZEN AND AGENCY INVOLVEMENT**

(...)

**CONTINUING INVOLVEMENT IN LAND USE PLANNING**

**Amending the Plan**

It is the City's intent to give the citizens and affected governmental units ample opportunity to review and comment on any proposed plan changes. There are several types of amendments that may occur over time. They include:

- Periodic Review, as required by state law, every 7-10 years.
- Plan Text amendments, which alter the policies of the plan.

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- Plan Map amendments, which alter the land use designation and/or density of a specific property or group of properties.
  - Amendments may be major or minor in nature:

Major amendments (Legislative) include land use changes that have widespread and significant impact beyond the immediate area or an individual parcel. These include quantitative changes producing large volumes of traffic; qualitative changes in the character of the land use itself such as conversion of residential to industrial use; or spatial changes that affect large areas or many different ownerships. A complete rethinking of the plan and the needs of the public may be necessary before major amendments are approved.

Minor amendments (Quasi-judicial) have little significance beyond the immediate area of the change. Their evaluation will be based on special studies or other information which justifies the public need for the change.

**Response:** The planned comprehensive plan map amendment involves a specific location and portions of three specific roadways: SW 345<sup>th</sup> Avenue, S 29<sup>th</sup> Boulevard, and S Alpine Street. As such, the map change constitutes a minor amendment and requires a quasi-judicial process as described below.

#### Procedures

Amendments may be initiated by the City Council, Planning Commission, City staff, or a property owner or group of owners. The amendment shall be initiated through a formal application process. All amendments shall include specific recommendations or requests from the applicant, supported by factual documentation as to why the amendment is necessary and appropriate. A staff report shall be prepared and presented to the Planning Commission.

Public hearings shall be held before any amendment is approved. There shall first be a review by the Planning Commission, which may also include informal public meetings or workshops, but shall conclude in a public hearing. The Commission shall make a formal recommendation to the City Council. The City Council shall then also hold a public hearing before making a final decision to amend the Plan. Any amendment shall be adopted by ordinance.

**Response:** This amendment has been initiated through an application by a property owner. Findings have been prepared by the applicant and, at a hearing before the Planning Commission, staff will present a staff report summarizing and evaluating the proposed changes. The Planning Commission will make a recommendation that will be forwarded to the City Council. The City Council will hold a public hearing regarding the proposed changes and adopt an ordinance if the amendments are approved.

#### Notice of Amendments

For minor amendments (quasi-judicial) applying to individual parcels or small local areas a public hearing on the proposed change will be held, and at least 20 working days of notice prior to the hearing will be given to all owners, including the subject site, and within 250 feet of a specific property boundary for which a change is proposed.

For major amendments (legislative) applying to large areas or affecting general policies of the plan notice shall be given to all property owners within the City limits by publication in a newspaper of general circulation in the City. Such notice shall be provided, at least 20 days prior to the first hearing.

For all amendments notice shall be provided to interested and effected public agencies, with specific notice to METRO and DLCD, at least 35 days prior to the first hearing, as provided under ORS 197.610 and OAR Chapter 660, Division 18.

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**Response:** It is understood that this minor amendment will be noticed as required to the surrounding community and to affected public agencies, including Metro and the Oregon Department of Land Conservation and Development (DLCD).

**Criteria**

The following criteria shall be used to establish whether or not a plan amendment or change is justified. An amendment need not satisfy each and every one of the criteria, but the city must conclude that at least some of the criteria have been reasonably addressed.

- The fact that an applicant owns the land for which the change is being sought is not in itself sufficient justification for the change or amendment.

**Response:** This criterion is understood. The amendment is sought in order to provide a more efficient transportation system through the southeast area of Cornelius that will provide the best possible route for through traffic for future residential development and the HSD site. This criterion is met.

- The proposed change or amendment must meet a public need. Such need must be documented by appropriate facts and evidence and should extend from the state-wide planning goals, METRO 2040, or the City's own comprehensive plan.

**Response:** The Collector realignment meets a public need to route traffic out of neighborhoods south of OR 8/E Baseline Street. Due to a change in the long ranges plans of the Hillsboro School District, the Collector route is currently shown in a different location than desired. Changing the location of the Collector route provides a less-expensive design alternative that provides only a minor ( $\pm 840$  feet) shift eastward from the existing alignment. This shift also represents more appropriate spacing between the major intersections along SW 345<sup>th</sup> Avenue (OR 8/E Baseline Street to the north, the railroad crossing, and planned S Dogwood Street) consistent with the Multi-Modal Connectivity Plan (Figure 3-8) of the City's TSP. Additionally, as demonstrated in the responses included in this narrative, the planned map amendment is consistent with the applicable statewide planning goal, Metro policies, the City's Vision, and the City's TSP. This criterion is met.

- The amendment is necessary to conform with current state law or regional policy, which requires local compliance.

**Response:** As described in this narrative, this map amendment is needed due to local circumstances including the change in the long range plans of the school district and not due to a lack of conformance with current state law or regional policy. However, the amendment does not conflict with state, regional, or local laws or policies. This criterion is met as applicable.

- The amendment is necessary to implement the adopted vision for the community, or to respond to unanticipated local circumstances.

**Response:** As described in the Executive Summary above, as plans for the HSD property have evolved, it has become necessary to reconfigure the property for a smaller school site and the development of housing. Recently, HSD has determined that due to falling enrollment in the district, a high school is no longer needed in this location. The City has approved a preliminary plat to partition the HSD-owned property to create a smaller parcel that may be used for a future elementary school. Since elementary schools do not require as much

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space dedicated to sports fields, parking, and other specialized facilities, the rest of the property can be used to create housing, which is greatly needed in the City of Cornelius.

The relocation of the Collector roadway from S 29<sup>th</sup> Boulevard to SW 345<sup>th</sup> Avenue provides a more efficient roadway connection and allows for better use of the properties for future residential development and retention of a future school site. The amendment serves to implement community goals on a large parcel of residentially zoned land and is consistent with the Cornelius 2045 vision document as discussed earlier in this narrative. This criterion is met.

- The proposed change or amendment must be in conformance with the unamended goals and policies of the Comprehensive Plan, as well as being consistent with state and regional policies.

**Response:** The changes are in conformance with the goals and policies of the Cornelius Comprehensive Plan and do not conflict with state or regional policies. Please see the responses in this narrative to relevant sections of the City Comprehensive Plan (including the City TSP) as well as state and regional policy documents. This criterion is met.

- The amendment must meet the standards and requirements of the zone in which it is located, or proposed to be located.

**Response:** The Collector designation is proposed to be moved to be aligned along SW 345<sup>th</sup> Avenue, which is within the Low-Density Residential (R-7) zoning district. There are no standards or requirements that apply to a Collector designation. Therefore, this criterion does not apply.

## CORNELIUS MUNICIPAL CODE

Title 18            Zoning

### Chapter 18.10    APPLICATION PROCEDURE

18.10.030        Neighborhood review meeting.

- (A) Prior to submittal of a Type III request which requires review by the planning commission, and for the application to be complete, the applicant shall provide an opportunity to meet with neighboring property owners, residents and businesses by conducting a neighbourhood meeting.
- (B) The purpose of the neighborhood review meeting is to allow the neighbors and residents to become familiar with the proposal and to identify any issues, which may be associated with an application. The intention of the meeting is for submittal of an application that is more responsive to neighbourhood concerns, reducing the likelihood for delays and appeals of the application.
- (C) The applicant shall send by regular mail a written notice announcing the neighborhood review meeting to the community development director and property owners within 250 feet of the subject property. The notice shall include the date, time and location of the meeting and a brief description of the nature and location of the proposal. The neighbourhood review meeting must be held at an accessible location within the Cornelius city limits. The notice shall be deposited in the mail in the city, not less than 20 days prior to the required neighborhood review meeting.
- (D) At the neighborhood review meeting, the applicant shall present the proposed application to the neighbors in attendance.

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- (E) The applicant shall not be required to hold more than one neighborhood review meeting provided such meeting is held within 180 days prior to submitting a land use or design review application for one specific site.

**Response:** On October 15, 2025, a neighborhood review meeting was held in accordance with the above requirements. Notices were mailed on September 23, 2025, greater than 20 days prior to the neighborhood review meeting, to all property owners within 250 feet of the subject property. Additionally, City staff also requested that the Applicant reach out to Centro Cultural. Email correspondence with the Executive Director of Centro Cultural is included in Exhibit D along with other details and documentation of the neighborhood meeting. The above procedures have been met.

18.10.040 Application documents.

An application for a building or development permit, which is subject to site design review as set forth in Chapter 18.100 CMC shall consist of the materials and information specified in this section, plus any other materials or information required by this code. Required documents shall be submitted to the community development director as follows:

- (A) A completed permit application form including identification of the project coordinator, or professional design team if application is in a commercial zone or for a planned unit development.
- (B) A narrative addressing the approval criteria, including an explanation of intent; stating the nature of the proposed development, reasons for the permit request, pertinent background information, information required by the development standards and as required by other sections of this code because of the type of development proposal or the area involved or that may have a bearing in determining the action to be taken.
- (C) Proof that the property affected by the application is in the exclusive ownership of the applicant or that the applicant has the consent of all individuals or partners in ownership of the affected property. Legal description of the property affected by the applicant.
- (D) The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size, and impact of the development on the community, public facilities, and adjacent properties; and except as otherwise specified in this code.
- (E) The number of required documents for completeness review, facilities and design review and planning commission review shall be identified on the application checklist.
- (F) Site plans and architectural renderings drawn to scale, showing the proposed layout of all structures and other improvements per the approved city application checklist, including an erosion control plan for any building or land development permit. Such a plan shall conform to the standards established by Clean Water Services (CWS) and shall conform to CMC 13.30.020, Clean Water Services of Washington County rules adopted.
- (G) The total land area, in square feet devoted to various uses such as total site area, building area (gross and net rentable), parking and paved coverage, landscaped area coverage, and average residential density per net acre. The percentage of site coverage for each use shall also be calculated.
- (H) Documentation of Neighborhood Review Meeting, if Required.
  - (1) A copy of the notice sent to surrounding property owners within 250 feet of the subject parcel.

- (2) A copy of the mailing list used to send out meeting notices.
  - (3) Repealed by Ord. 2017-01.
  - (4) An affidavit of mailing notices.
  - (5) Representative copies of written materials and plans presented at the neighborhood review meeting.
  - (6) Notes of the meeting, including the meeting date, time, and location, the names and addresses of those attending, and oral and written comments received.
- (I) An application fee as set by the city council.

**Response:** The applicable submittal requirements above are included in this application. The application involves shifting the Collector roadway classification in the southeast portion of Cornelius. Structures are not planned with this application; however, as map changes are planned, the applicable map with the proposed amendment has been included in lieu of a site plan.

18.10.050 Complete submittal required.

Application materials shall be submitted to the community development director who shall have the date of submission indicated on each copy submitted. Within 30 calendar days from the date of submission, the community development director shall determine whether an application is complete.

(A) If the community development director determines that the application is incomplete or otherwise does not conform to the provisions of the code, the applicant shall immediately be notified of the negative determination in writing by mail conveying an explanation and a submittal deadline for completion or correction of the application. However, if the application remains incomplete for more than 30 days from the date of notice of negative determination, the materials submitted shall be returned to the applicant and the file shall be closed. If an application is returned and the file closed, resubmittal shall require a new application.

(...)

(C) If an application is determined to be complete and in conformance with the provisions of the code, the community development director shall accept it and note the date of acceptance on the application form. The community development director shall then schedule the appropriate review and notify the applicant in writing of the date of the final decision or hearing as set forth in Chapter 18.15 CMC.

**Response:** The completeness review process and timeline are understood.

18.10.060 Filing fee.

The council shall by resolution establish fees and deposits to be paid for all development permits.

**Response:** The applicable application fees are included in this application submittal.

18.10.070 Jurisdiction and powers.

(...)

(B) Authority of Planning Commission.

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- (1) As specified in Chapter 2.65 CMC, the commission shall have authority to administer and enforce all the provisions of Chapter 18.15 CMC.
  - (2) At their earliest regularly scheduled meeting following the date of complete submission, the commission shall review and approve, approve with conditions, or deny the proposed development. However, if the commission finds that additional information or time is necessary to render a reasonable decision, the matter may be continued to a date certain. The applicant shall be immediately notified in writing of any such continuation or delay together with the scheduled date of review.
- (C) Authority of City Council. Upon appeal or upon referral for legislative action, the council shall have final authority to interpret and enforce the procedures and standards set forth in this chapter.

**Response:** The Applicant understands that the Planning Commission will make a recommendation to the City Council and that the City Council will be the approval body for the application.

Chapter 18.15 REVIEW PROCEDURES

18.15.010 Application review.

Applications for site development permits and land divisions shall be reviewed as follows. A zone change shall be reviewed in accordance with the procedures set forth in CMC 18.125.010.

(...)

(D) Council Review.

- (1) When a decision or approval of the council is required, the community development director shall schedule a public hearing pursuant to CMC 18.15.040. Said hearing shall be scheduled within 60 days of the date of appeal. At the public hearing the staff shall review the report of the planning commission and provide other pertinent information, and interested persons shall be given the opportunity to present testimony and information relevant to the proposal and make final arguments why the matter shall not be approved and, if approved, the nature of the provisions to be contained in approving action.
- (2) To the extent that a finding of fact is required, the council shall make a finding for each of the criteria applicable and in doing so may sustain or reverse a finding of the planning commission. The council may delete, add, or modify any of the provisions pertaining to the proposal or attach certain development or use conditions beyond those warranted for compliance with standards in granting an approval if the council determines the conditions are appropriate to fulfill the criteria for approval.
- (3) To the extent that a policy is to be established or revised, the council shall make its decision after information from the hearing has been received. The decision shall become effective by passage of an ordinance, resolution, or order.

**Response:** A pre-application meeting and a neighborhood review meeting were both held prior to the submittal of this application. Please see Exhibit D for information from the neighborhood meeting and Exhibit E for information from the pre-application conference.

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The remaining noticing, hearing, and decision requirements as described above are understood.

Chapter 18.130 COMPREHENSIVE PLAN

18.130.010 Comprehensive plan adopted.

(...)

(B) The city recorder shall endorse the number of Ordinance No. 808, and the date of its adoption upon a copy of the comprehensive plan, which shall be kept on file in the office of the community development director as the official copy of the plan. All amendments to the plan shall be by ordinance, and the ordinances shall be endorsed upon the official comprehensive plan of development on file in the office of the city recorder.

**Response:** An amendment to the Cornelius TSP (June 2020), as an adopted supplement to the Cornelius Comprehensive Plan (June 2019), requires an Ordinance for adoption. This application includes a Comprehensive Plan Map Amendment for the relocation of a designated Collector route from S 29<sup>th</sup> Boulevard to SW 345<sup>th</sup> Avenue. The approval process is understood.

(C) Amendment. The city council (the council) shall adopt and may from time to time amend and revise the comprehensive plan for the use of some or all of the land within the city. The plan may be adopted and revised in whole or in part.

**Response:** As previously stated, this application is to relocate a planned Collector roadway classification and involves a map amendment to Figure 8-1 of the TSP, an element of the Cornelius Comprehensive Plan. The approval process is understood.

(D) Approval Criteria. No comprehensive plan amendment shall be approved unless findings are made to support the following conclusions demonstrating conformance to state and local law.

(1) The proposed plan and amendments shall conform to the requirements of the Oregon Statewide Planning Goals, and applicable administrative rules of the State Land Conservation and Development Commission.

**Response:** The plan map amendment for consideration by the City conforms to the applicable requirements of the Oregon Statewide Planning Goals and administrative rules of the Land Conservation and Development Commission (LCDC). As discussed in this narrative, the amendment as proposed does not create an inconsistency with the established land use policies governing Cornelius or its transportation system. Therefore, this criterion is met.

(2) The proposed amendments shall comply with all other applicable laws, rules and regulations of the state, city and other governmental agencies having jurisdiction over land use regulation within the city.

**Response:** As discussed throughout this narrative, the TSP map amendment is consistent with applicable laws, rules, and regulations. This criterion is met.

(3) The proposed amendment shall address the criteria identified in Chapter 1 of the city comprehensive plan.

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**Response:** The criteria of Chapter 1 of the City’s Comprehensive Plan have been addressed within this written narrative. Therefore, this criterion is met.

(E) **Amendment Procedures.**

- (1) An amendment to the text or the map of the comprehensive plan may be initiated by the council, the planning commission or by application of a property owner, or his or her authorized agent.
- (2) Application for amendment by a property owner or his or her authorized agent shall be filed on forms prescribed by the community development director and available from the community development department. The application shall be accompanied by a fee for related services incurred by the city in the processing of the application.
- (3) The fees and deposits to be paid by the applicant requesting an amendment to the text or land use map of the comprehensive plan may be established or amended by resolution of the council.

**Response:** The planned amendment to the TSP has been initiated through an application from the property owner and authorized agent upon the prescribed forms from the Community Development Department and accompanied by the proper fees. These procedures are met.

#### **IV. Conclusion**

The required findings have been made and this written narrative and accompanying documentation demonstrate that the application is consistent with the applicable provisions of the City of Cornelius Comprehensive Plan and Municipal Code. The evidence in the record is substantial and supports approval of the amendment. Therefore, the City can rely on this narrative and the application materials to approve this application.

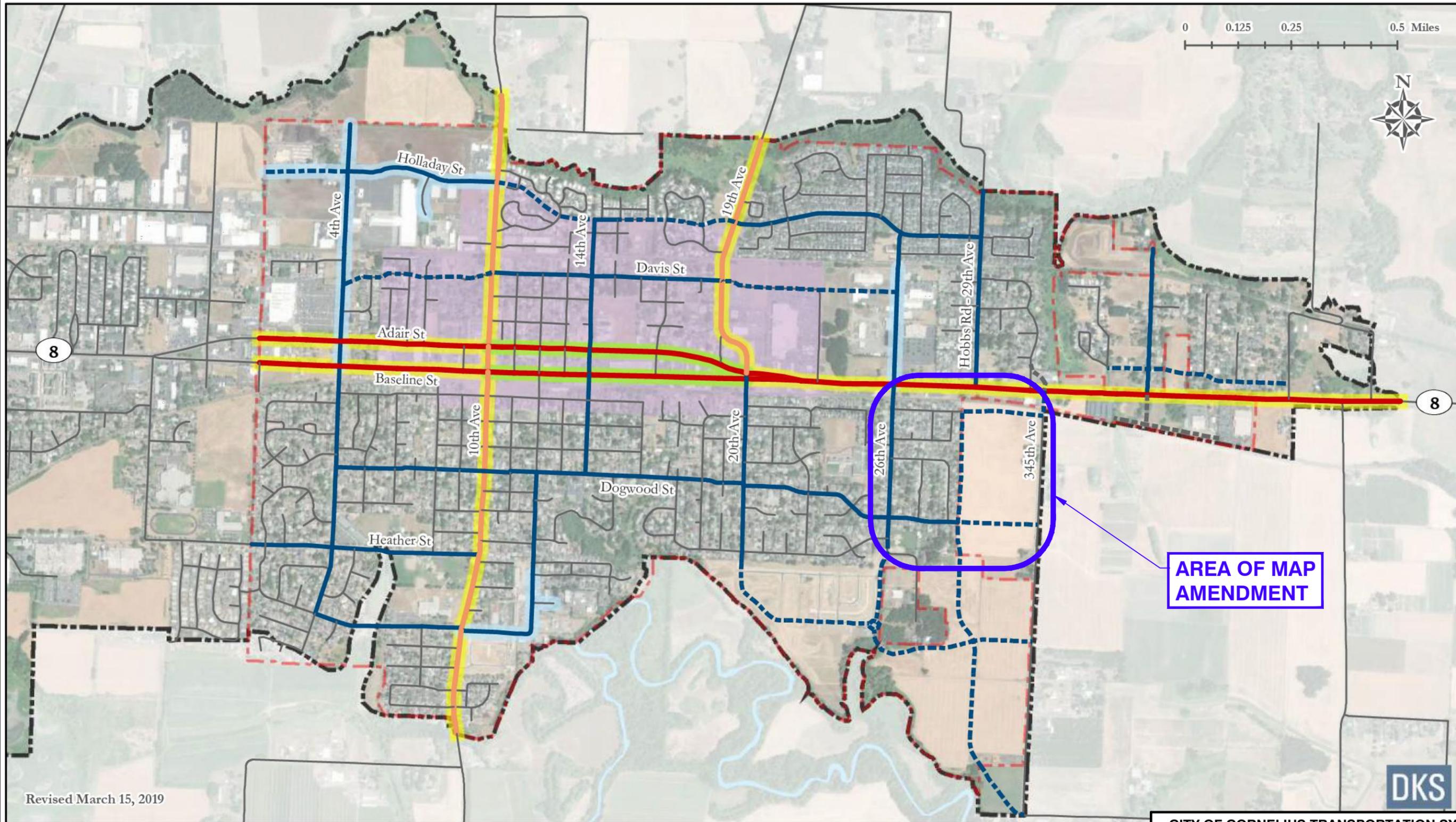
# Exhibit A: Proposed Transportation System Plan Map

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# 8-1

## Functional Classification



Revised March 15, 2019



DATE: 10/31/2025

Existing	Planned (Conceptual Alignments)		
	Principal Arterial Streets		Cornelius Industrial Street
	Arterial Streets		Regional Arterial and Throughway Network
	Collector Streets		Special Transportation Area
	Local Streets		Regional Town Center
			Urban Growth Boundary
			Cornelius City Limit

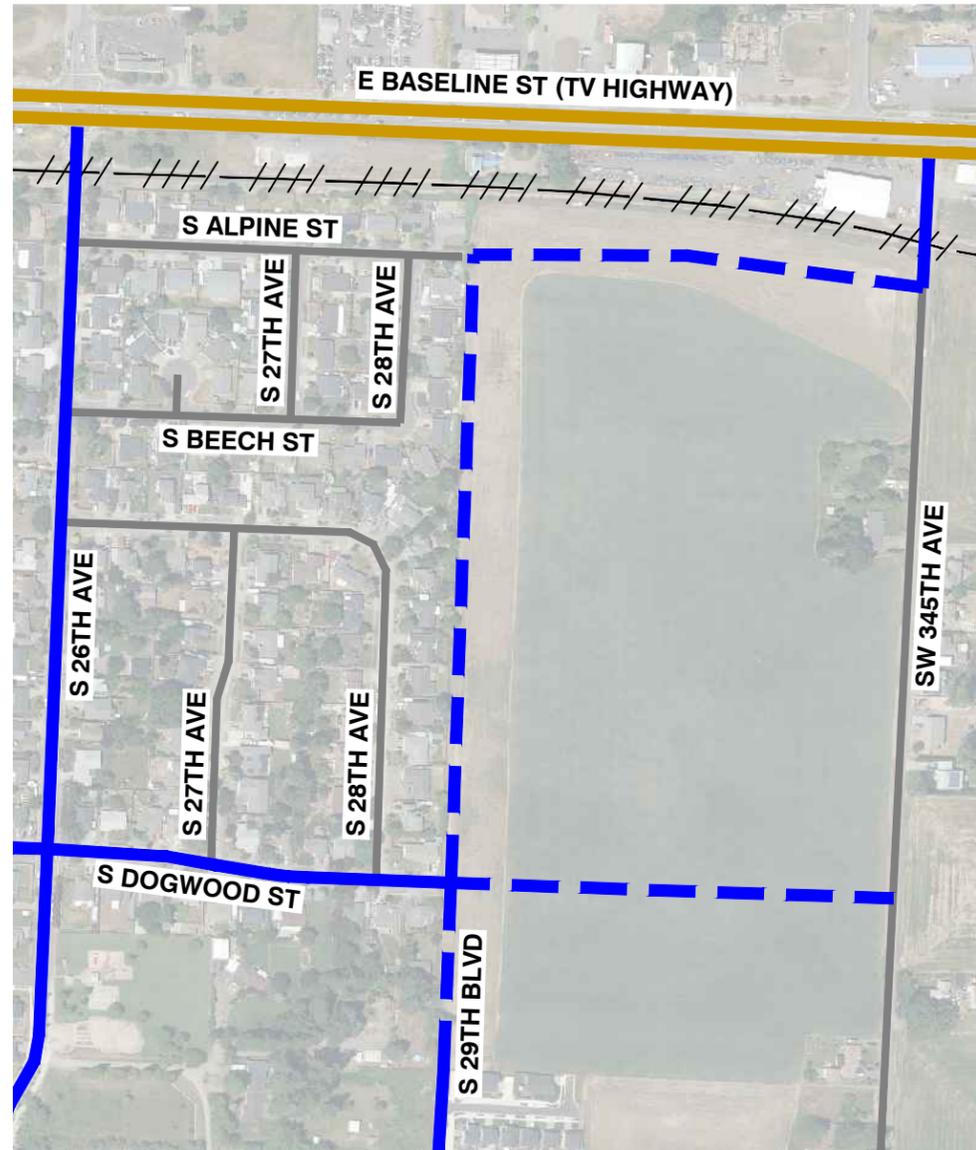
CITY OF CORNELIUS TRANSPORTATION SYSTEM PLAN (2020 AMENDMENT)

LAUREL CROWN  
 AKS ENGINEERING & FORESTRY, LLC  
 12965 SW HERMAN RD, STE 100  
 TUALATIN, OR 97062  
 503.563.6151 WWW.AKS-ENG.COM

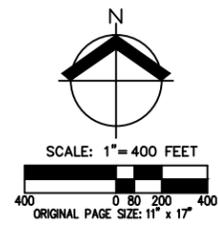
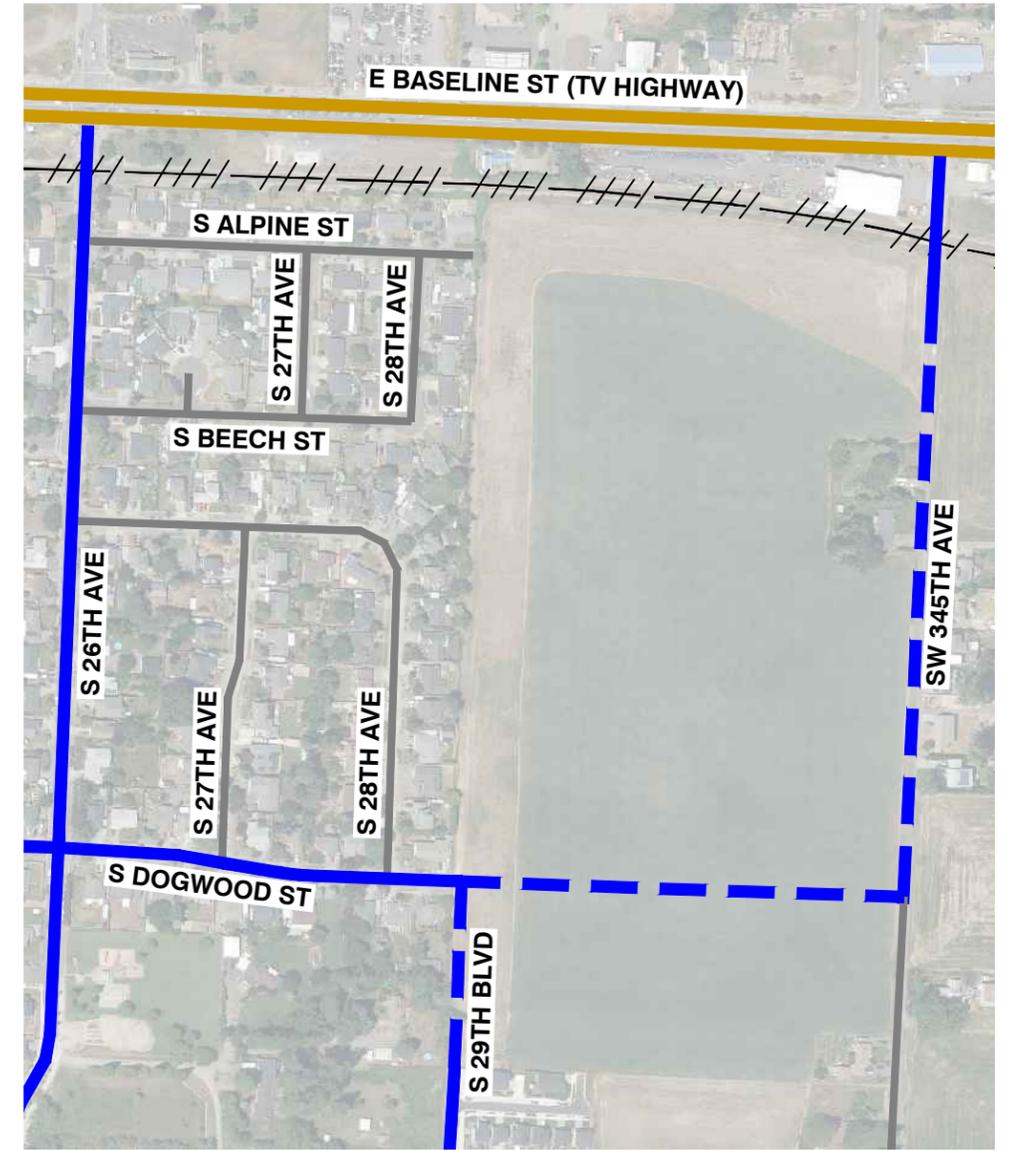


EXHIBIT  
**A-1**  
 DRWN: MBM  
 CHKD: PAS  
 AKS JOB:  
 4636-05

**EXISTING TSP FUNCTIONAL CLASSIFICATION**



**PROPOSED AMENDMENT**



**LEGEND**

EXISTING PRINCIPAL ARTERIAL STREETS	
EXISTING LOCAL STREETS	
EXISTING COLLECTOR STREETS	
PLANNED COLLECTOR STREETS	

DWG: 4636-05\_20251030\_TSP\_AMENDMENT | EXHIBIT A-2

DATE: 10/31/2025

<b>EXISTING TSP FUNCTIONAL CLASSIFICATION AND PROPOSED AMENDMENTS</b>		<b>EXHIBIT</b>
<b>LAUREL CROWN</b>		<b>A-2</b>
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 503.563.6151    WWW.AKS-ENG.COM		DRWN: MBM CHKD: PAS AKS JOB: 4636-05



# Exhibit B: Land Use Application Form (Updated December 2025)

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**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
www.ci.cornelius.or.us

OFFICIAL USE ONLY		
Date Received: _____	Date Complete: _____	↓ File Number ↓
Application Fee: _____	Receipt Number: _____	_____

**APPLICATION TYPE**

Applicant's Consultant  
Glen Southerland  
AKS Engineering & Forestry, LLC  
southerlandg@aks-eng.com  
503.563.6151

**Type I – administrative review without public notice**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Design Review I                     | <input type="checkbox"/> Lot Line Adjustment    | <input type="checkbox"/> Administrative Relief |
| <input type="checkbox"/> Land Partition—Final Plat           | <input type="checkbox"/> Subdivision—Final Plat |  |
| <input type="checkbox"/> Other <i>please describe:</i> _____ |   |  |

**Type II – administrative review with public notice**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Design Review II                    | <input type="checkbox"/> Land Partition—Preliminary Plat | <input type="checkbox"/> Subdivision—Preliminary Plat |
| <input type="checkbox"/> Other <i>please describe:</i> _____ |  |   |

**Type III – public hearing(s) required with public notice**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Design Review III            | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Planned Unit Development     |
| <input checked="" type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Zone Map Amendment     | <input type="checkbox"/> Zone Text Amendment          |
| <input type="checkbox"/> Annexation                              | <input type="checkbox"/> ROW/Easement Vacation  | <input type="checkbox"/> Subdivision—Preliminary Plat |
| <input type="checkbox"/> Other <i>please describe:</i> _____     |   |   |

**APPLICANT INFORMATION**

Name: Holt Holdings OR, LLC Signature: \_\_\_\_\_

Mail Address: 1301 SE Tech Center Drive, Suite 150 Vancouver, WA 98683

Phone: Please contact Applicant's Consultant Fax: Please contact Applicant's Consultant E-mail: Please contact Applicant's Consultant

Holt Holdings OR, LLC  
By: Holt Group Holdings, LLC  
a Delaware limited liability company  
Its: Sole Member  
LD Director Reviewed/Approved   
By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Title: Authorized Signer

**PROPERTY OWNER INFORMATION**

Name: Hillsboro School District 1J Signature: Saidela Haghighi Khoshdel

Mail Address: 3083 NE 49th Place #200, Hillsboro, OR 97124

Phone: Please contact Applicant's Consultant Fax: Please contact Applicant's Consultant E-mail: Please contact Applicant's Consultant

DocuSigned by:

Saidela Haghighi Khoshdel  
58E333025AAD4B9...

**SUBJECT SITE INFORMATION**

Property Address: West of SW 345th Ave, south of E Baseline St/TVH and Southern Pacific Railroad right-of-way, north of S Ginger St

Map & Tax Lot Number(s): 1S303A, Tax Lot 100 and rights-of-way  
Low-Density Residential (R-7)

Current Zoning: Multi-Unit Residential (A-2) Total Size of Site: N/A

Existing Use: Farmland

Proposed Use: N/A

Revised April 2017



# Land Use Application

**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
www.ci.cornelius.or.us

OFFICIAL USE ONLY		
Date Received: _____	Date Complete: _____	↓ File Number ↓
Application Fee: _____	Receipt Number: _____	_____

**Applicant/Owner Representative**  
Glen Southerland  
AKS Engineering & Forestry, LLC  
southerlandg@aks-eng.com  
503.563.6151

### APPLICATION TYPE

#### Type I – administrative review without public notice

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Design Review I                     | <input type="checkbox"/> Lot Line Adjustment    | <input type="checkbox"/> Administrative Relief |
| <input type="checkbox"/> Land Partition—Final Plat           | <input type="checkbox"/> Subdivision—Final Plat |  |
| <input type="checkbox"/> Other <i>please describe:</i> _____ |   |  |

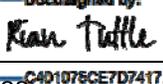
#### Type II – administrative review with public notice

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Design Review II                    | <input type="checkbox"/> Land Partition—Preliminary Plat | <input type="checkbox"/> Subdivision—Preliminary Plat |
| <input type="checkbox"/> Other <i>please describe:</i> _____ |  |   |

#### Type III – public hearing(s) required with public notice

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Design Review III                       | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Planned Unit Development     |
| <input checked="" type="checkbox"/> Comprehensive Plan Amendment | <input type="checkbox"/> Zone Map Amendment     | <input type="checkbox"/> Zone Text Amendment          |
| <input type="checkbox"/> Annexation                              | <input type="checkbox"/> ROW/Easement Vacation  | <input type="checkbox"/> Subdivision—Preliminary Plat |
| <input type="checkbox"/> Other <i>please describe:</i> _____     |   |   |

### APPLICANT INFORMATION

Name: Holt Holdings OR, LLC Signature:   
 Mail Address: 1301 SE Tech Center Drive, Suite 150 Vancouver, WA 98683  
 Phone: Please contact applicant's Rep Fax: Please contact applicant's Rep E-mail: Please contact applicant's Rep

DocuSigned by:  
**Kian Tuttle**  
C4D1076CE7D7417...

### PROPERTY OWNER INFORMATION

Name: Holt Holdings OR, LLC Signature:   
 Mail Address: 1301 SE Tech Center Drive, Suite 150 Vancouver, WA 98683  
 Phone: Please contact applicant's Rep Fax: Please contact applicant's Rep E-mail: Please contact applicant's Rep

DocuSigned by:  
**Kian Tuttle**  
C4D1076CE7D7417...

Holt Holdings OR, LLC  
By: Holt Group Holdings, LLC  
a Delaware limited liability company  
In: Self Member  
LD Director Reviewed/Approved   
Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Title: Authorized Signer

### SUBJECT SITE INFORMATION

Property Address: West of SW 345th Ave, south of E Baseline St/TVH and Southern Pacific Railroad right-of-way, north of S Ginger St  
 Map & Tax Lot Number(s): 1S303A, Tax Lot 100 and rights-of-way  
 Low-Density Residential (R-7)  
 Current Zoning: Multi-Unit Residential (A-2) Total Size of Site: N/A  
 Existing Use: Farmland  
 Proposed Use: ~~±230 detached single unit and attached single unit (duplex and townhome) dwellings.~~

## **Exhibit C: Transportation Memo**

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## Memorandum

To: Terry Keyes, City Engineer, City of Cornelius  
From: Todd Mobley, PE  
Ken Kim, PE  
Date: November 3, 2025  
Subject: Laurel Crown – Proposed Transportation System Plan Amendment



EXPIRES: 06/30/27

## Introduction

Holt Homes Inc is submitting an application to update the Cornelius Transportation System Plan (TSP) map to move the Collector designation from the portion of S 29<sup>th</sup> Avenue north of S Dogwood Street over to SW 345<sup>th</sup> Avenue north of the future S Dogwood Street intersection. This memorandum Provides an analysis of the proposed TSP map amendment and addresses the safety, efficiency, and roadway capacity of the planned change.

Upon design development of the S 29<sup>th</sup> Avenue and S Alpine Street roadways, concerns have been raised about the safety and effectiveness of these improvements. Instead, the Collector designation north of S Dogwood Street could be shifted east to SW 345<sup>th</sup> Avenue, which would provide a safer and more efficient roadway network, as explained in the following sections.

## Revised Collector Alignment

Figure 1 shows the current TSP (Left) and the proposed Collector realignment (Right).

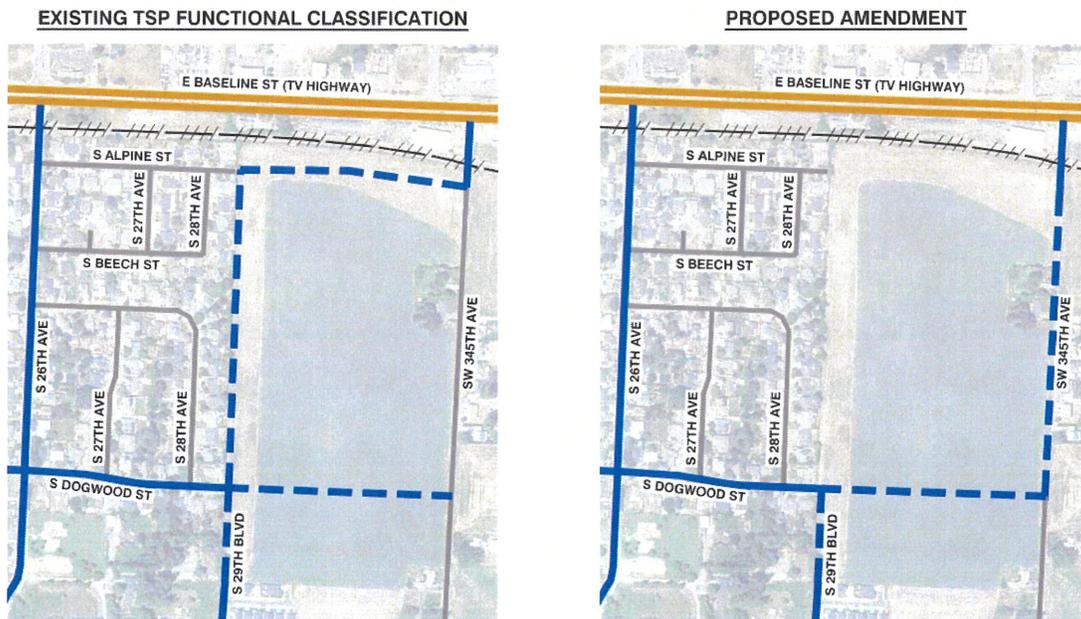


Figure 1: Existing TSP (Left) and Proposed Amendment (Right)

The proposed amendment to the TSP is recommended for the following reasons:

1. Simplify the queue management on SW 345<sup>th</sup> Avenue in the vicinity of the railroad crossing and the intersection with Baseline Street (Tualatin Valley Highway). The current TSP Collector alignment creates a new higher-order street intersection in very close proximity to the rail crossing. Moving the Collector street away from S Alpine Street to S Dogwood Street and to SW 345<sup>th</sup> Avenue will improve safety in the vicinity of the crossing and will streamline the approval of the necessary revised Rail Crossing Order from ODOT Rail.
2. Ensure the safety of residents and vulnerable roadway users such as people walking and biking by minimizing exposure to higher order streets and higher traffic volumes within the residential areas between S 26<sup>th</sup> Avenue and SW 345<sup>th</sup> Avenue, north of S Dogwood Street.
3. Maintain the local street operation of S Alpine Street. The western/existing portion of S Alpine Street is not designated as a Collector. Extending S Alpine Street to SW 345<sup>th</sup> Avenue would induce cut-through traffic through the existing neighborhood, which would not be appropriate or recommended given S Alpine Street's classification as a local residential street.
4. The proposed changes to the Collector classifications will provide an equivalent connection (and can accommodate equivalent capacity) from what is in the current TSP, allowing for vehicles to travel from the intersection of S 29<sup>th</sup> Avenue and S Dogwood Street to the intersection of Baseline Street (Hwy 8) and SW 345<sup>th</sup> Avenue.

## Summary & Conclusions

To improve the safety and efficiency of the future street system north of S Dogwood Street, the following modifications are proposed to the Cornelius TSP:

- Remove the Collector designation and extension of S Alpine Street from 29<sup>th</sup> Boulevard to SW 345<sup>th</sup> Avenue (Project D10)
- Remove the Collector designation and extension of S 29<sup>th</sup> Boulevard from S Alpine Street to S Dogwood Street (Project D11)
- Classify SW 345<sup>th</sup> Avenue as a Collector north of S Dogwood Street to the intersection with Baseline Street (Tualatin Valley Highway).



## **Exhibit D: Neighborhood Meeting Materials (Updated December 2025)**

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September 23, 2025

**Re: Neighborhood Meeting - Laurel Crown Subdivision, Planned Unit Development/Conditional Use and Comprehensive Plan Map Amendment**

Dear Neighbor/Property Owner:

AKS Engineering & Forestry, LLC, is holding a neighborhood meeting regarding a ±41-acre property located at 305 SW 345<sup>th</sup> Ave on the eastern side of the City of Cornelius, immediately west of SW 345<sup>th</sup> Avenue and south of E Baseline Street and the railroad tracks and right-of-way. The property is described as Washington County Assessor's Map 1S302A, Tax Lot 100, and has Low-Density Residential (R-7) and Multi-Unit Residential (A-2) zoning designations per the City Comprehensive Plan and Zone Map. The project involves a subdivision to create ±230 lots for single-family detached and attached homes, and associated improvements including open space, pedestrian paths, public streets, and utilities, among other infrastructure improvements. The project also includes a Planned Unit Development (PUD)/ Conditional Use to provide flexibility to the lot standards and a Comprehensive Plan Map Amendment to update the street classifications on the Transportation System Plan (TSP). Please see the map and conceptual site plan included for details.

Prior to applying to the City of Cornelius, we would like to take the opportunity to discuss the project in more detail with you. The purpose of this meeting is to provide a forum for surrounding property owners/residents to review and discuss the project before the application is submitted to the City. We will attempt to answer questions relevant to meeting development standards consistent with the City of Cornelius' Municipal code.

Pursuant to Cornelius Municipal Code Chapter 18.10.030, you are invited to attend a meeting on:

**October 15, 2025, at 6:00 pm**  
**Free Orchards Elementary School, Gymnasium**  
**2499 S Beech Street**  
**Cornelius, OR 97113**

Please note this meeting will be an informational meeting based on preliminary plans. These plans may be altered prior to submittal of the application to the City. Depending upon the type of land use action required, you may receive official notice from the City of Cornelius inviting you to participate with written comments and/or providing you an opportunity to attend a public hearing.

I look forward to discussing this project with you. If you have questions, but will be unable to attend, please feel free to call me at 503-563-6151 or email me at [southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com).

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

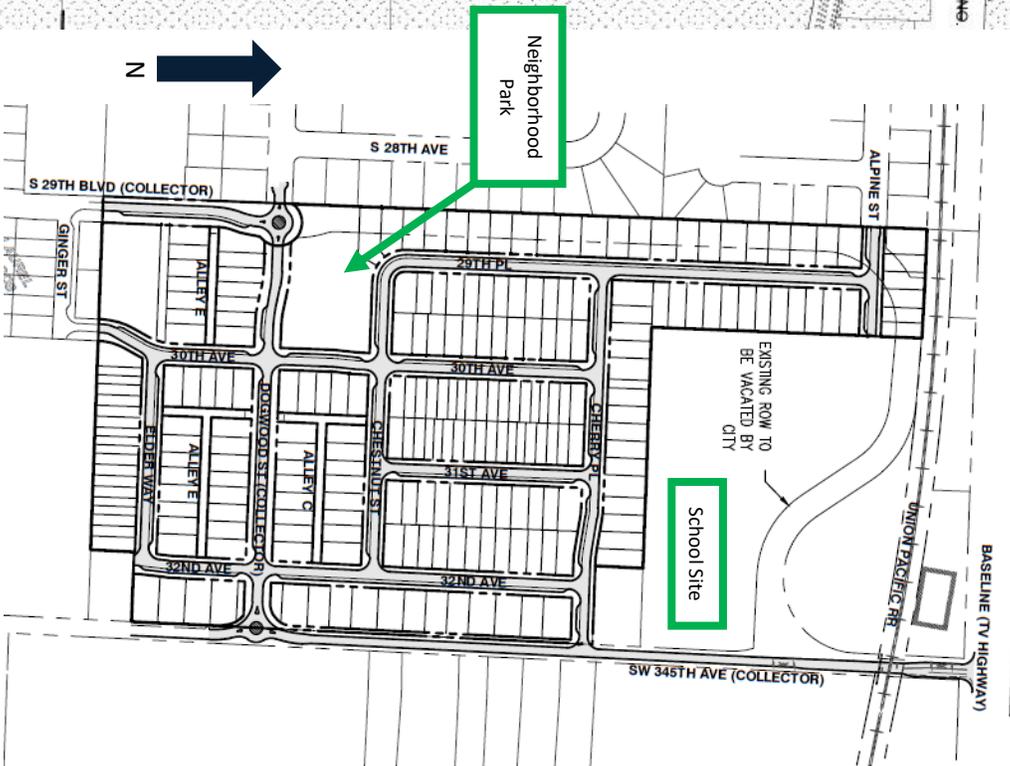


Glen Southerland, AICP

Vicinity Map/Tax Map



Conceptual Layout







Parcel Number	Reference Parcel Number	Owner Name	Site Address	Site City	Site State	Site Zip	Mailing Address	Mail City	Mail State	Mail Zip	Improvement Type	Land Use
R756006	1N334DC-01300	Cornelius Oil Llc	2888 Baseline St	Cornelius	OR	97113	30085 SW Parkway Ave	Wilsonville	OR	97070	Commercial Building	COMMERCIAL
P2114854	1N334DC-01300	CORNELIUS OIL LLC	2888 BASELINE ST	Cornelius	OR	97113	30085 SW PARKWAY AVE	Wilsonville	OR	97070	Commercial Building	COMMERCIAL
R2180545	1N334DC-01300	Cornelius Oil Llc	No Site Address	Cornelius	OR		30085 SW Parkway Ave	Wilsonville	OR	97070	Commercial Building	COMMERCIAL
R756006	1N334DC-01300	Cornelius Oil Llc	2888 Baseline St	Cornelius	OR	97113	30085 SW Parkway Ave	Wilsonville	OR	97070	Commercial Building	COMMERCIAL
P2114854	1N334DC-01300	CORNELIUS OIL LLC	2888 BASELINE ST	Cornelius	OR	97113	30085 SW PARKWAY AVE	Wilsonville	OR	97070	Commercial Building	COMMERCIAL
R2180545	1N334DC-01300	Cornelius Oil Llc	No Site Address	Cornelius	OR		30085 SW Parkway Ave	Wilsonville	OR	97070	Commercial Building	COMMERCIAL
R2100678	1N334DC-01301	Cornelius City Of	Ns # Ns # NS	Cornelius	OR		1355 N Barlow St	Cornelius	OR	97113	City-Municipal-Town-Village Owned	EXEMPT
R756015	1N334DC-01400	Bilal Melli	2818 Baseline St	Cornelius	OR	97113	7435 SW 87th Ave	Portland	OR	97223	Commercial-Vacant Land	VACANT
R2100679	1N334DC-01401	Cornelius City Of	Ns # Ns # NS	Cornelius	OR		1355 N Barlow St	Cornelius	OR	97113	City-Municipal-Town-Village Owned	EXEMPT
R755837	1N334DD-07700	Amerco Real Estate Co	Ns # Ns # NS	Cornelius	OR		2727 N Central Ave	Phoenix	AZ	85004	Commercial Building	COMMERCIAL
R755846	1N334DD-07900	Amerco Real Estate Company	2962 Baseline St	Cornelius	OR	97113	2727 N Central Ave	Phoenix	AZ	85004	Commercial Building	COMMERCIAL
P878946	1N334DD-07900	AMERCO REAL ESTATE CO	2962 BASELINE ST	Cornelius	OR	97113	2727 N CENTRAL AVE	Phoenix	AZ	85004	Commercial Building	COMMERCIAL
R2032354	1N334DD-07900	Outfront Media	No Site Address	Cornelius	OR		715 NE Everett St	Portland	OR	97232	Commercial Building	COMMERCIAL
R755846	1N334DD-07900	Amerco Real Estate Company	2962 Baseline St	Cornelius	OR	97113	2727 N Central Ave	Phoenix	AZ	85004	Commercial Building	COMMERCIAL
P878946	1N334DD-07900	OUTFRONT MEDIA	2962 BASELINE ST	Cornelius	OR	97113	715 NE EVERETT ST	Portland	OR	97232	Commercial Building	COMMERCIAL
R2032354	1N334DD-07900	Outfront Media	No Site Address	Cornelius	OR		715 NE Everett St	Portland	OR	97232	Commercial Building	COMMERCIAL
R755775	1N334DD-08000	Loranger Properties Llc	2990 Baseline St	Cornelius	OR	97113	Po Box 326	Hillsboro	OR	97123	Commercial Building	COMMERCIAL
P2070993	1N334DD-08000	LORANGER PROPERTIES LLC	2990 BASELINE ST	Cornelius	OR	97113	PO BOX 326	Hillsboro	OR	97123	Commercial Building	COMMERCIAL
P2023189	1N334DD-08000	LORANGER PROPERTIES LLC	2990 BASELINE ST	Cornelius	OR	97113	PO BOX 326	Hillsboro	OR	97123	Commercial Building	COMMERCIAL
R2209549	1S13100-02200	Beaverton School District 48J	No Site Address	Beaverton	OR		16550 SW Merlo Rd	Beaverton	OR	97003	Public School	EXEMPT
R402086	1S302B0-08000	Rodney Dean & Tina Lou Sahnow	500 SW 345th Ave	Hillsboro	OR	97123	500 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402095	1S302B0-08001	Colleen Hampton & Ashish Khanna	540 SW 345th Ave	Hillsboro	OR	97123	540 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
P2218506	1S302B0-08001	KHANNA ASHISH & HAMPTON COLLEEN D	540 SW 345TH AVE	Hillsboro	OR	97123	540 SW 345TH AVE	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402102	1S302B0-08002	Brigetta Martell	350 SW 345th Ave	Hillsboro	OR	97123	350 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402111	1S302B0-08002	Brigetta Martell	350 SW 345th Ave	Hillsboro	OR	97123	350 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402102	1S302B0-08002	Brigetta Martell	350 SW 345th Ave	Hillsboro	OR	97123	350 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402111	1S302B0-08002	Brigetta Martell	350 SW 345th Ave	Hillsboro	OR	97123	350 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402120	1S302B0-09000	Brigetta Martell	370 SW 345th Ave	Hillsboro	OR	97123	350 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402139	1S302B0-01000	Glenda & Harold Haines	400 SW 345th Ave	Hillsboro	OR	97123	400 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402148	1S302B0-01100	Neal Ewing	430 SW 345th Ave	Hillsboro	OR	97123	430 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402157	1S302B0-01200	Anthony & Monique Martell	460 SW 345th Ave	Hillsboro	OR	97123	460 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402166	1S302B0-01300	Gcab Llc	680 SW 345th Ave	Hillsboro	OR	97123	4200 NW Visitation Rd	Forest Grove	OR	97116	Farm land	AGRICULTURAL
R2095502	1S302B0-01400	Martell Highway Llc	34420 SW Tualatin Valley Hwy	Cornelius	OR	97113	350 SW 345th Ave	Hillsboro	OR	97123	Farm land	AGRICULTURAL
P2055034	1S302B0-01400	MARTELL HIGHWAY LLC	34420 SW TUALATIN VALLEY HWY	Hillsboro	OR	97123	350 SW 345TH AVE	Hillsboro	OR	97123	Farm land	AGRICULTURAL
R402503	1S303A0-00101	Lozey Gary M & Joy K Joint Tru	345 SW 345th Ave	Hillsboro	OR	97123	345 SW 345th Ave	Hillsboro	OR	97123	Single Family Residential	RESIDENTIAL
R402549	1S303AA-00100	JTR Property, LLC	55 SW 345th Ave	Cornelius	OR	97113	1308 E Mead Ave	Union Gap	WA	98903	Commercial Building	COMMERCIAL
P2199484	1S303AA-00100	JTR PROPERTY LLC	55 SW 345TH AVE	Cornelius	OR	97113	1308 E MEAD AVE	Yakima	WA	98902	Commercial Building	COMMERCIAL
P2077081	1S303AA-00100	JTR PROPERTY LLC	55 SW 345TH AVE	Cornelius	OR	97113	1308 E MEAD AVE	Yakima	WA	98902	Commercial Building	COMMERCIAL
P2212951	1S303AA-00100	JTR PROPERTY LLC	55 SW 345TH AVE	Cornelius	OR	97113	1308 E MEAD AVE	Yakima	WA	98902	Commercial Building	COMMERCIAL
R402512	1S303AA-00200	JTR Property, LLC	Ns # Ns # NS	Cornelius	OR		1308 E Mead Ave	Union Gap	WA	98903	Commercial-Vacant Land	VACANT
R402521	1S303AA-00300	Rady Chin	2899 Baseline St	Cornelius	OR	97113	2899 Baseline St	Cornelius	OR	97113	Commercial Building	COMMERCIAL
R402567	1S303AA-00400	Hans & Eugene Llc	Ns # Ns # NS	Cornelius	OR		14425 SW Allen Blvd	Beaverton	OR	97005	Commercial-Vacant Land	VACANT
R402576	1S303AA-00550	Hans & Eugene Llc	2761 Baseline St	Cornelius	OR	97113	14425 SW Allen Blvd	Beaverton	OR	97005	Commercial Building	COMMERCIAL
R2218867	1S303AA-00551	Hans & Eugene Llc	No Site Address	Cornelius	OR		14425 SW Allen Blvd	Beaverton	OR	97005	Commercial Building	COMMERCIAL
R2009604	1S303AA-00700	David & Mary Hill	446 S 28th Ave	Cornelius	OR	97113	446 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009605	1S303AA-00800	Miguel Sepulveda	400 S 28th Ave	Cornelius	OR	97113	400 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009606	1S303AA-00900	Bunny Girt	392 S 28th Ave	Cornelius	OR	97113	Po Box 543	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009607	1S303AA-01000	Atwood	390 S 28th Ave	Cornelius	OR	97113	390 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009608	1S303AA-01100	Trevor Holser & Brittany Oconnor	387 S 28th Ave	Cornelius	OR	97113	387 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009609	1S303AA-01200	Richard O & Judy E Waggoner	389 S 28th Ave	Cornelius	OR	97113	389 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009610	1S303AA-01300	Peters	391 S 28th Ave	Cornelius	OR	97113	391 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009611	1S303AA-01400	Kevin & Tabetha Stage	451 S 28th Ave	Cornelius	OR	97113	451 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2035732	1S303AA-01800	Jaime Aguilar	2788 S Cherry St	Cornelius	OR	97113	2788 S Cherry St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2035733	1S303AA-01900	Ashley & Joel Schneider	2800 S Cherry St	Cornelius	OR	97113	2800 S Cherry St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2035734	1S303AA-02000	Mirna Davila	318 S 28th Ave	Cornelius	OR	97113	318 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2035735	1S303AA-02100	Joana Jones	352 S 28th Ave	Cornelius	OR	97113	352 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2035736	1S303AA-02200	Lily & Oscar Nowell	2777 S Cherry St	Cornelius	OR	97113	2777 S Cherry St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060683	1S303AA-02500	Shannon & Thomas Tsui	2753 S Beech St	Cornelius	OR	97113	2753 S Beech St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060684	1S303AA-02600	Victor Garcia & Maria Delochoa	2799 S Beech St	Cornelius	OR	97113	517 SW Walnut St	Hillsboro	OR	97123	Single Family Residential	RESIDENTIAL
R2060685	1S303AA-02700	Rosa Antunez & Leoncio Vasquez	198 S 28th Ave	Cornelius	OR	97113	198 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060686	1S303AA-02800	Abraham & Veronica Trejo	194 S 28th Ave	Cornelius	OR	97113	194 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060687	1S303AA-02900	Carmen Castaneda	182 S 28th Ave	Cornelius	OR	97113	182 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060688	1S303AA-03000	Guadalupe Guevara & Rafael Mandujano	168 S 28th Ave	Cornelius	OR	97113	168 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060689	1S303AA-03100	Barbara & Paul Bolte	132 S 28th Ave	Cornelius	OR	97113	132 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060690	1S303AA-03200	Maria Villalobos	2807 S Alpine St	Cornelius	OR	97113	2807 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060691	1S303AA-03300	Gabriela Alipio & Andres Garcia	2810 S Alpine St	Cornelius	OR	97113	2810 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060692	1S303AA-03400	Mary & Richard Stiles	2800 S Alpine St	Cornelius	OR	97113	2800 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060693	1S303AA-03500	Sophia Messmer & Monica Valdez	2794 S Alpine St	Cornelius	OR	97113	2794 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL

R2060694	15303AA-03600	Maria & Reyes Pantoja	2789 S Alpine St	Cornelius	OR	97113	2789 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060695	15303AA-03700	Mayra Castaneda & Hector Villanueva	135 S 28th Ave	Cornelius	OR	97113	135 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060696	15303AA-03800	Javaise & Titus Misa	169 S 28th Ave	Cornelius	OR	97113	169 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2060697	15303AA-03900	Kiara & Michael Higby	2788 S Beech St	Cornelius	OR	97113	2788 S Beech St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2050436	15303AB-05000	Joshua Wharton	2730 S Alpine St	Cornelius	OR	97113	2730 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2050437	15303AB-05100	Ricardo & Roberto Calixto	2711 S Alpine St	Cornelius	OR	97113	2711 S Alpine St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2000441	15303AD-00100	D Anderson	2803 S Dogwood St	Cornelius	OR	97113	2803 S Dogwood St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2000442	15303AD-00200	Wright	2801 S Dogwood St	Cornelius	OR	97113	6658 SE Frances St	Hillsboro	OR	97123	Single Family Residential	RESIDENTIAL
R2000443	15303AD-00300	Tonya & Vaughn Brandaw	2711 S Dogwood St	Cornelius	OR	97113	2711 S Dogwood St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
P2030159	15303AD-00400	PETSHOW FAMILY LP	760 SW WEBB RD	Cornelius	OR	97113	2725 NW GALES CREEK RD	Forest Grove		97116		
R2000444	15303AD-00400	Petshow Family Lp	760 S Webb Rd	Cornelius	OR	97113	2725 NW Gales Creek Rd	Forest Grove	OR	97116	Single Family Residential	RESIDENTIAL
R2008839	15303AD-00402	D Anderson	Ns # Ns # NS	Cornelius	OR		2803 S Dogwood St	Cornelius	OR	97113	Residential-Vacant Land	VACANT
R2000460	15303AD-01200	Desiree A & Timothy B Pomeroy	2706 S Dogwood St	Cornelius	OR	97113	2706 S Dogwood St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2000461	15303AD-01300	Maria Mireles & Henry Solano	2800 S Dogwood St	Cornelius	OR	97113	2800 S Dogwood St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009601	15303AD-01400	Stewart Kelsey	452 S 28th Ave	Cornelius	OR	97113	452 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009602	15303AD-01500	Jessicca Bieker & Jeffrey Morford	450 S 28th Ave	Cornelius	OR	97113	450 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009603	15303AD-01600	Kathy & Samuel Dalrymple	448 S 28th Ave	Cornelius	OR	97113	448 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009613	15303AD-01700	James & Joy Hamel	453 S 28th Ave	Cornelius	OR	97113	453 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2009614	15303AD-01800	Kimberly & Shaun Wickham	455 S 28th Ave	Cornelius	OR	97113	455 S 28th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R402530	15303AD-02300	Maribel Gutierrez & Alfredo Mercado	775 SW 345th Ave	Hillsboro	OR	97123	775 SW 345th Ave	Hillsboro	OR	97123	Single Family Residential	RESIDENTIAL
R405886	15303AD-02400	Reiling	865 SW 345th Ave	Hillsboro	OR	97123	865 SW 345th Ave	Hillsboro	OR	97123	Single Family Residential	RESIDENTIAL
R2069142	15303AD-02500	Myriam Alvarado & Jose Loeza	780 S Webb Rd	Cornelius	OR	97113	780 S Webb Rd	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217615	15303AD-04800	Joanne & Matthew White	2952 S Heather St	Cornelius	OR	97113	2952 S Heather St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217616	15303AD-04900	Theresa Allegro & Cody Pierce	2940 S Heather St	Cornelius	OR	97113	2940 S Heather St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217617	15303AD-05000	Jaena & Jeany Cabanilla	2936 S Heather St	Cornelius	OR	97113	2936 S Heather St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217618	15303AD-05100	Laura Calixtro & Mario Corona	2922 S Heather St	Cornelius	OR	97113	2922 S Heather St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217619	15303AD-05200	Rosalinda & Saralyn Stalford	2912 S Heather St	Cornelius	OR	97113	2912 S Heather St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217620	15303AD-05300	Ashok Naiku	2904 S Heather St	Cornelius	OR	97113	2904 S Heather St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217621	15303AD-05400	James Ellefson & Kristin Thompson	2903 S Ginger St	Cornelius	OR	97113	2903 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217622	15303AD-05500	Aura Denavarijo & Rogelio Gonzalez	2913 S Ginger St	Cornelius	OR	97113	2913 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217623	15303AD-05600	Davis & Kandace Achong	2923 S Ginger St	Cornelius	OR	97113	2923 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217624	15303AD-05700	Jonathan Banks & Reagan Legare	2935 S Ginger St	Cornelius	OR	97113	2935 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217625	15303AD-05800	Benjamin Kate & Kate Ten	2941 S Ginger St	Cornelius	OR	97113	2941 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217626	15303AD-05900	Dallas & Kayla Radke	2951 S Ginger St	Cornelius	OR	97113	2951 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217627	15303AD-06000	Gisele Dasilva & Virgil Ortigas	689 S 30th Ave	Cornelius	OR	97113	689 S 30th Ave	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2217628	15303AD-06100	Ivylou Rosado	2926 S Ginger St	Cornelius	OR	97113	2926 S Ginger St	Cornelius	OR	97113	Single Family Residential	RESIDENTIAL
R2234315	15303AD-13900	Holt Homes & Laurelwood Development Llc	2800 S Heather St	Cornelius	OR	97113	1301 SE Tech Center Dr STE 150	Vancouver	WA	98683	Residential-Vacant Land	VACANT
R2234316	15303AD-14000	Holt Homes & Laurelwood Development Llc	2890 S Heather St	Cornelius	OR	97113	1301 SE Tech Center Dr STE 150	Vancouver	WA	98683	Residential-Vacant Land	VACANT

DUPLICATE TAX LOTS

1S303AA-02800  
Abraham & Veronica Trejo  
194 S 28th Ave  
Cornelius, OR 97113

1N334DD-07700, 07900  
Amerco Real Estate Co  
2727 N Central Ave  
Phoenix, AZ 85004

1S302B0-01200  
Anthony & Monique Martell  
460 SW 345th Ave  
Hillsboro, OR 97123

1S303AA-01900  
Ashley & Joel Schneider  
2800 S Cherry St  
Cornelius, OR 97113

1S303AD-05300  
Ashok Naiku  
2904 S Heather St  
Cornelius, OR 97113

1S303AA-01000  
Atwood  
390 S 28th Ave  
Cornelius, OR 97113

1S303AD-05500  
Aura Denavarijo & Rogelio Gonzalez  
2913 S Ginger St  
Cornelius, OR 97113

1S303AA-03100  
Barbara & Paul Bolte  
132 S 28th Ave  
Cornelius, OR 97113

1S13100-02200  
Beaverton School District 48J  
16550 SW Merlo Rd  
Beaverton, OR 97003

1S303AD-05800  
Benjamin Kate & Kate Ten  
2941 S Ginger St  
Cornelius, OR 97113

1N334DC-01400  
Bilal Melli  
7435 SW 87th Ave  
Portland, OR 97223

1S303AA-00900  
Bunny Girt  
Po Box 543  
Cornelius, OR 97113

1S303AA-02900  
Carmen Castaneda  
182 S 28th Ave  
Cornelius, OR 97113

1S302B0-00801  
Colleen Hampton & Ashish Khanna  
540 SW 345th Ave  
Hillsboro, OR 97123

1N334DC-01301, 01401  
Cornelius City Of  
1355 N Barlow St  
Cornelius, OR 97113

1N334DC-01300  
Cornelius Oil Llc  
30085 SW Parkway Ave  
Wilsonville, OR 97070

1S303AD-00100, 00402  
D Anderson  
2803 S Dogwood St  
Cornelius, OR 97113

1S303AD-05900  
Dallas & Kayla Radce  
2951 S Ginger St  
Cornelius, OR 97113

1S303AA-00700  
David & Mary Hill  
446 S 28th Ave  
Cornelius, OR 97113

1S303AD-05600  
Davis & Kandace Achong  
2923 S Ginger St  
Cornelius, OR 97113

1S303AD-01200  
Desiree A & Timothy B Pomeroy  
2706 S Dogwood St  
Cornelius, OR 97113

1S303AA-03300  
Gabriela Alipio & Andres Garcia  
2810 S Alpine St  
Cornelius, OR 97113

1S302B0-01300  
Gcab Llc  
4200 NW Visitation Rd  
Forest Grove, OR 97116

1S303AD-06000  
Gisele Dasilva & Virgil Ortigas  
689 S 30th Ave  
Cornelius, OR 97113

1S302B0-01000  
Glenda & Harold Haines  
400 SW 345th Ave  
Hillsboro, OR 97123

1S303AA-03000  
Guadalupe Guevara & Rafael  
Mandujano  
168 S 28th Ave  
Cornelius, OR 97113

1S303AA-00400, 00550, 00551  
Hans & Eugene Llc  
14425 SW Allen Blvd  
Beaverton, OR 97005

1S303AD-13900, 14000  
Holt Homes & Laurelwood Dev Llc  
1301 SE Tech Center Dr STE 150  
Vancouver, WA 98683

1S303AD-06100  
Ivylou Rosado  
2926 S Ginger St  
Cornelius, OR 97113

1S303AD-05000  
Jaena & Jeany Cabanilla  
2936 S Heather St  
Cornelius, OR 97113

1S303AA-01800  
Jaime Aguilar  
2788 S Cherry St  
Cornelius, OR 97113

1S303AD-01700  
James & Joy Hamel  
453 S 28th Ave  
Cornelius, OR 97113

1S303AD-05400  
James Ellefson & Kristin Thompson  
2903 S Ginger St  
Cornelius, OR 97113

1S303AA-03800  
Javaise & Titus Misa  
169 S 28th Ave  
Cornelius, OR 97113

1S303AD-01500  
Jessica Bieker & Jeffrey Morford  
450 S 28th Ave  
Cornelius, OR 97113

1S303AA-02100  
Joana Jones  
352 S 28th Ave  
Cornelius, OR 97113

1S303AD-04800  
Joanne & Matthew White  
2952 S Heather St  
Cornelius, OR 97113

1S303AD-05700  
Jonathan Banks & Reagan Legare  
2935 S Ginger St  
Cornelius, OR 97113

1S303AB-05000  
Joshua Wharton  
2730 S Alpine St  
Cornelius, OR 97113

1S303AD-01600  
Kathy & Samuel Dalrymple  
448 S 28th Ave  
Cornelius, OR 97113

1S303AA-01400  
Kevin & Tabetha Stage  
451 S 28th Ave  
Cornelius, OR 97113

1S303AA-03900  
Kiara & Michael Higby  
2788 S Beech St  
Cornelius, OR 97113

1S303AD-01800  
Kimberly & Shaun Wickham  
455 S 28th Ave  
Cornelius, OR 97113

1S303AD-05100  
Laura Calixtro & Mario Corona  
2922 S Heather St  
Cornelius, OR 97113

1S303AA-02200  
Lily & Oscar Nowell  
2777 S Cherry St  
Cornelius, OR 97113

1N334DD-08000  
Loranger Properties Llc  
Po Box 326  
Hillsboro, OR 97123

1S303A0-00101  
Losey Gary M & Joy K Joint Tru  
345 SW 345th Ave  
Hillsboro, OR 97123

1S303AA-03600  
Maria & Reyes Pantoja  
2789 S Alpine St  
Cornelius, OR 97113

1S303AD-01300  
Maria Mireles & Henry Solano  
2800 S Dogwood St  
Cornelius, OR 97113

1S303AA-03200  
Maria Villalobos  
2807 S Alpine St  
Cornelius, OR 97113

1S303AD-02300  
Maribel Gutierrez & Alfredo Mercado  
775 SW 345th Ave  
Hillsboro, OR 97123

1S302B0-00802, 00900  
Brigetta Martell  
350 SW 345th Ave  
Hillsboro, OR 97123

1S302B0-01400  
Martell Highway Llc  
350 SW 345th Ave  
Hillsboro, OR 97123

1S303AA-03400  
Mary & Richard Stiles  
2800 S Alpine St  
Cornelius, OR 97113

1S303AA-03700  
Mayra Castaneda & Hector Villanueva  
135 S 28th Ave  
Cornelius, OR 97113

1S303AA-00800  
Miguel Sepulveda  
400 S 28th Ave  
Cornelius, OR 97113

1S303AA-02000  
Mirna Davila  
318 S 28th Ave  
Cornelius, OR 97113

1S303AD-02500  
Myriam Alvarado & Jose Loeza  
780 S Webb Rd  
Cornelius, OR 97113

1S302B0-01100  
Neal Ewing  
430 SW 345th Ave  
Hillsboro, OR 97123

1S303AA-01300  
Peters  
391 S 28th Ave  
Cornelius, OR 97113

1S303AD-00400  
PETSHOW FAMILY LP  
2725 NW GALES CREEK RD  
Forest Grove, OR 97116

1S303AA-00300  
Rady Chin  
2899 Baseline St  
Cornelius, OR 97113

1S303AD-02400  
Reiling  
865 SW 345th Ave  
Hillsboro, OR 97123

1S303AB-05100  
Ricardo & Roberto Calixto  
2711 S Alpine St  
Cornelius, OR 97113

1S303AA-01200  
Richard O & Judity E Waggoner  
389 S 28th Ave  
Cornelius, OR 97113

1S302B0-00800  
Rodney Dean & Tina Lou Sahnaw  
500 SW 345th Ave  
Hillsboro, OR 97123

1S303AA-02700  
Rosa Antunez & Leoncio Vasquez  
198 S 28th Ave  
Cornelius, OR 97113

1S303AD-05200  
Rosalinda & Saralyn Stalford  
2912 S Heather St  
Cornelius, OR 97113

1S303AA-02500  
Shannon & Thomas Tsui  
2753 S Beech St  
Cornelius, OR 97113

1S303AA-03500  
Sophia Messmer & Monica Valdez  
2794 S Alpine St  
Cornelius, OR 97113

1S303AD-01400  
Stewart Kelsey  
452 S 28th Ave  
Cornelius, OR 97113

1S303AA-00100, 00200  
JTR Property, LLC  
1308 E Mead Ave  
Union Gap, WA 98903

1S303AD-04900  
Theresa Allegro & Cody Pierce  
2940 S Heather St  
Cornelius, OR 97113

1S303AD-00300  
Tonya & Vaughn Brandaw  
2711 S Dogwood St  
Cornelius, OR 97113

1S303AA-01100  
Trevor Holser & Brittany Oconnor  
387 S 28th Ave  
Cornelius, OR 97113

1S303AA-02600  
Victor Garcia & Maria Delochoa  
517 SW Walnut St  
Hillsboro, OR 97123

1S303AD-00200  
Wright  
6658 SE Frances St  
Hillsboro, OR 97123

## Glen Southerland

---

**From:** mcrubio@centrocultural.org  
**Sent:** Thursday, October 9, 2025 3:06 PM  
**To:** Glen Southerland  
**Cc:** agarcia@centrocultural.org; Melissa Slotemaker; Maggie Gordon  
**Subject:** Re: City of Cornelius Development

**Categories:** Filed by Newforma

**Proceed with caution:** This email hails from an external source. Unverified emails may lead to phishing attacks or malware infiltration. Always exercise due diligence.

Thanks for reaching out, Glen. I will share with our communications director to get the word out to folks we work with and others. I live at the Trails at Laurel Woods and am familiar with the area and plan.

Thanks again,

Maria Caballero Rubio  
Executive Director

On Thu, Oct 9, 2025 at 2:55 PM Glen Southerland <[southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com)> wrote:

Hello Maria and Andrea!

I am a Land Use Planner with AKS Engineering, and we are working on a ±230-lot subdivision and plan amendment project in the southeastern area of the City of Cornelius.

We are having a neighborhood meeting regarding our project next week (October 15<sup>th</sup>) at Free Orchards Elementary School. The City suggested that we reach out to try to let any parties know who might be interested but aren't typically able to provide questions/comments or be involved in the land use process.

I've attached a copy of the notice that shows the location and gives a brief summary of the project. Please feel free to share the information as you wish and please let me know if you have any questions.

I'd be happy to discuss if you'd like to have a call or virtual meeting, just let me know!

Thank you,

**Glen Southerland, AICP**



**AKS ENGINEERING & FORESTRY, LLC**

12965 SW Herman Road, Suite 100 | Tualatin, OR 97062

P: 503.563.6151 Ext. 166 | [www.aks-eng.com](http://www.aks-eng.com) | [southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com)

Oregon: Bend, Keizer, The Dalles, Tualatin

Washington: Kirkland, Richland, Vancouver, Wenatchee, White Salmon

*NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply e-mail and immediately delete the message and any attachments without copying or disclosing the contents. AKS Engineering and Forestry shall not be liable for any changes made to the electronic data transferred. Distribution of electronic data to others is prohibited without the express written consent of AKS Engineering and Forestry.*

## Glen Southerland

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**From:** Glen Southerland  
**Sent:** Thursday, October 9, 2025 2:56 PM  
**To:** mcrubio@centrocultural.org; agarcia@centrocultural.org  
**Cc:** Melissa Slotemaker; Maggie Gordon  
**Subject:** City of Cornelius Development  
**Attachments:** 4636-05 20250917 Neighborhood Meeting Letter .pdf

**Categories:** Filed by Newforma

Hello Maria and Andrea!

I am a Land Use Planner with AKS Engineering, and we are working on a ±230-lot subdivision and plan amendment project in the southeastern area of the City of Cornelius.

We are having a neighborhood meeting regarding our project next week (October 15<sup>th</sup>) at Free Orchards Elementary School. The City suggested that we reach out to try to let any parties know who might be interested but aren't typically able to provide questions/comments or be involved in the land use process.

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I'd be happy to discuss if you'd like to have a call or virtual meeting, just let me know!

Thank you,

**Glen Southerland, AICP**



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12965 SW Herman Road, Suite 100 | Tualatin, OR 97062

P: 503.563.6151 Ext. 166 | [www.aks-eng.com](http://www.aks-eng.com) | [southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com)

Oregon: Bend, Keizer, The Dalles, Tualatin

Washington: Kirkland, Richland, Vancouver, Wenatchee, White Salmon

*NOTICE: This communication may contain privileged or other confidential information. If you have received it in error, please advise the sender by reply e-mail and immediately delete the message and any attachments without copying or disclosing the contents. AKS Engineering and Forestry shall not be liable for any changes made to the electronic data transferred. Distribution of electronic data to others is prohibited without the express written consent of AKS Engineering and Forestry.*

September 23, 2025

**Re: Neighborhood Meeting - Laurel Crown Subdivision, Planned Unit Development/Conditional Use and Comprehensive Plan Map Amendment**

Dear Neighbor/Property Owner:

AKS Engineering & Forestry, LLC, is holding a neighborhood meeting regarding a ±41-acre property located at 305 SW 345<sup>th</sup> Ave on the eastern side of the City of Cornelius, immediately west of SW 345<sup>th</sup> Avenue and south of E Baseline Street and the railroad tracks and right-of-way. The property is described as Washington County Assessor's Map 1S302A, Tax Lot 100, and has Low-Density Residential (R-7) and Multi-Unit Residential (A-2) zoning designations per the City Comprehensive Plan and Zone Map. The project involves a subdivision to create ±230 lots for single-family detached and attached homes, and associated improvements including open space, pedestrian paths, public streets, and utilities, among other infrastructure improvements. The project also includes a Planned Unit Development (PUD)/ Conditional Use to provide flexibility to the lot standards and a Comprehensive Plan Map Amendment to update the street classifications on the Transportation System Plan (TSP). Please see the map and conceptual site plan included for details.

Prior to applying to the City of Cornelius, we would like to take the opportunity to discuss the project in more detail with you. The purpose of this meeting is to provide a forum for surrounding property owners/residents to review and discuss the project before the application is submitted to the City. We will attempt to answer questions relevant to meeting development standards consistent with the City of Cornelius' Municipal code.

Pursuant to Cornelius Municipal Code Chapter 18.10.030, you are invited to attend a meeting on:

**October 15, 2025, at 6:00 pm**  
**Free Orchards Elementary School, Gymnasium**  
**2499 S Beech Street**  
**Cornelius, OR 97113**

Please note this meeting will be an informational meeting based on preliminary plans. These plans may be altered prior to submittal of the application to the City. Depending upon the type of land use action required, you may receive official notice from the City of Cornelius inviting you to participate with written comments and/or providing you an opportunity to attend a public hearing.

I look forward to discussing this project with you. If you have questions, but will be unable to attend, please feel free to call me at 503-563-6151 or email me at [southerlandg@aks-eng.com](mailto:southerlandg@aks-eng.com).

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**

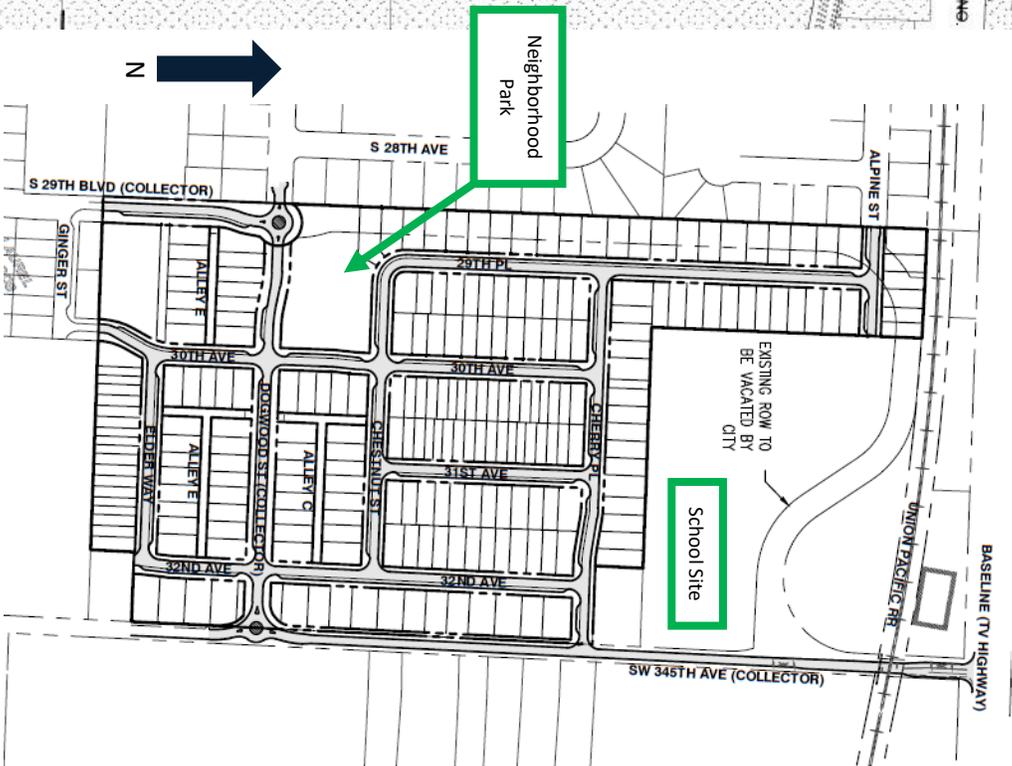


Glen Southerland, AICP

Vicinity Map/Tax Map



Conceptual Layout



November 4, 2025

**Neighborhood Meeting Summary:** Laurel Crown Subdivision, Planned Unit Development/Conditional Use and Comprehensive Plan Map Amendment

**Meeting Date:** October 15, 2025

**Time:** 6:00 PM

**Location:** Free Orchards Elementary School, Gymnasium

The following serves as a summary of the Neighborhood Meeting process. On September 23, 2025, property owners within 250 feet of the proposed development site were sent notification of the proposed Subdivision, Planned Unit Development/Conditional Use and Comprehensive Plan Map Amendment applications. This notification included the project location, project details, and the neighborhood meeting date, time, and location.

On October 15, 2025, meeting presenters included Glen Southerland of AKS Engineering & Forestry and Joe Schiewe of Holt Homes. Other representatives from Holt Homes and AKS Engineering were also in attendance. The meeting began with an introduction by Glen Southerland summarizing the project and the applications. Information about the City's review process and opportunities for public input were provided. Following the introduction, attendees were then given the opportunity to ask questions. The following topics were discussed:

- Traffic volumes, speeding, and truck traffic. Safety for kids: increased traffic on formerly dead-end streets where children play.
- Phasing/timing: objection to delaying the SW 345<sup>th</sup> Ave connection until Phase 3 — residents want the connection sooner.
- Other transportation related concerns: Mini-roundabout/large vehicle access, parking adequacy, road wear and maintenance funding, and emergency access/fire code.
- Drainage/stormwater and irrigation: agricultural drainage ditch routing and impacts to neighbor fields/wells.
- Communication and city coordination: poor notification/clarity about city plans.
- Property impacts and fencing: where fences will be placed, new privacy fences along property lines, and effect on specific parcels.
- School impacts: worry new homes will increase students/traffic and that school capacity/enrollment assumptions are uncertain.
- Sidewalks/paths and buffering: requests for clear sidewalk/multi-use path locations, planter strips, and pedestrian protection.

The meeting concluded at approximately 7:30 pm.

Sincerely,

**AKS ENGINEERING & FORESTRY, LLC**



Melissa Slotemaker

# Laurel Crown

**Subdivision, Planned Unit  
Development/Conditional Use Permit,  
Plan Map Amendment**

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**Neighborhood Meeting - October 15, 2025**

**HOLTHOMES**

Built for the Pacific Northwest

**AKS**  
ENGINEERING & FORESTRY

# Introductions

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## Applicant

### Holt Homes Inc.

Joe Schiewe, Senior Project Manager

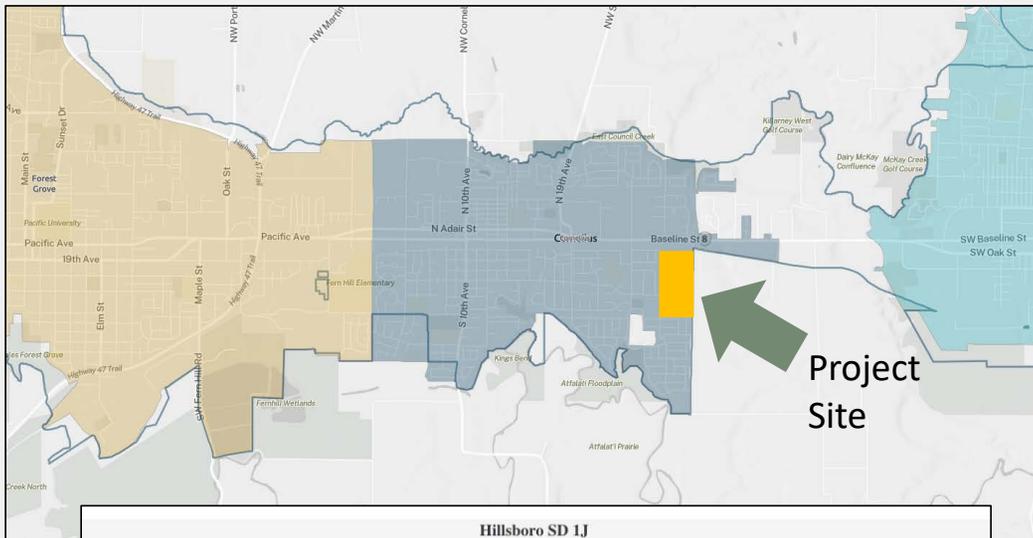
## Land Use Planning and Civil Engineering Consultant

### AKS Engineering & Forestry, LLC

Glen Southerland, AICP

Melissa Slotemaker, AICP

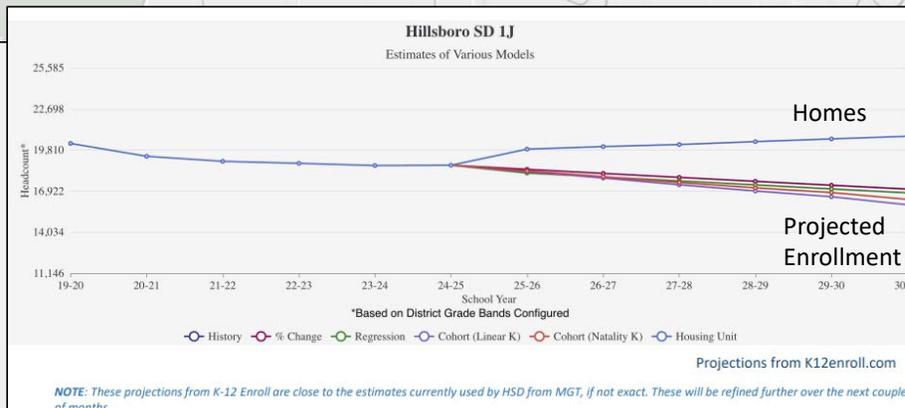
Paul Sellke, PE



LAUREL CROWN

## Background

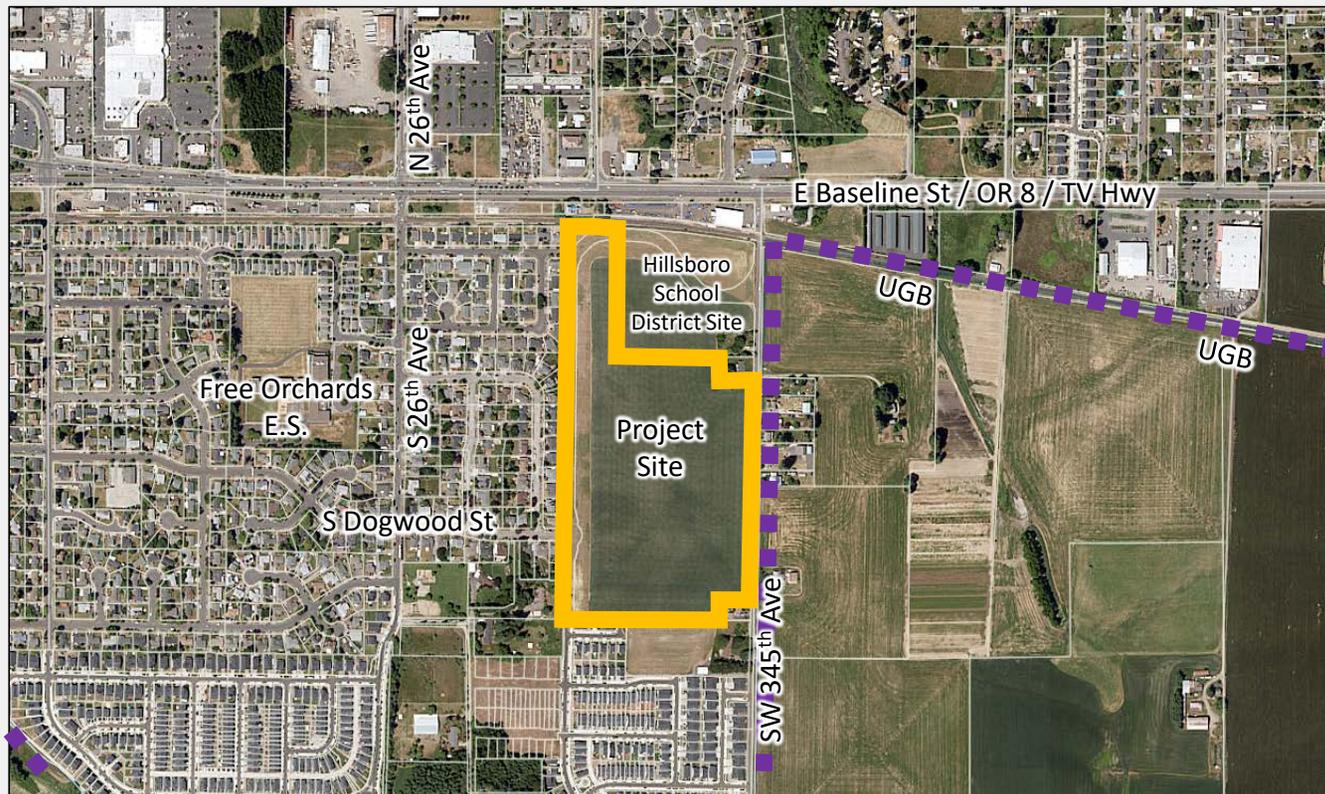
- Site previously owned by Hillsboro School District
- District expects lower future enrollment and no need for another high school (Glencoe HS is ±2.5 mi away)
- Partition of property
- Portion of site preserved for possible future school
- Existing conditions: one residence & field



LAUREL CROWN

## Location

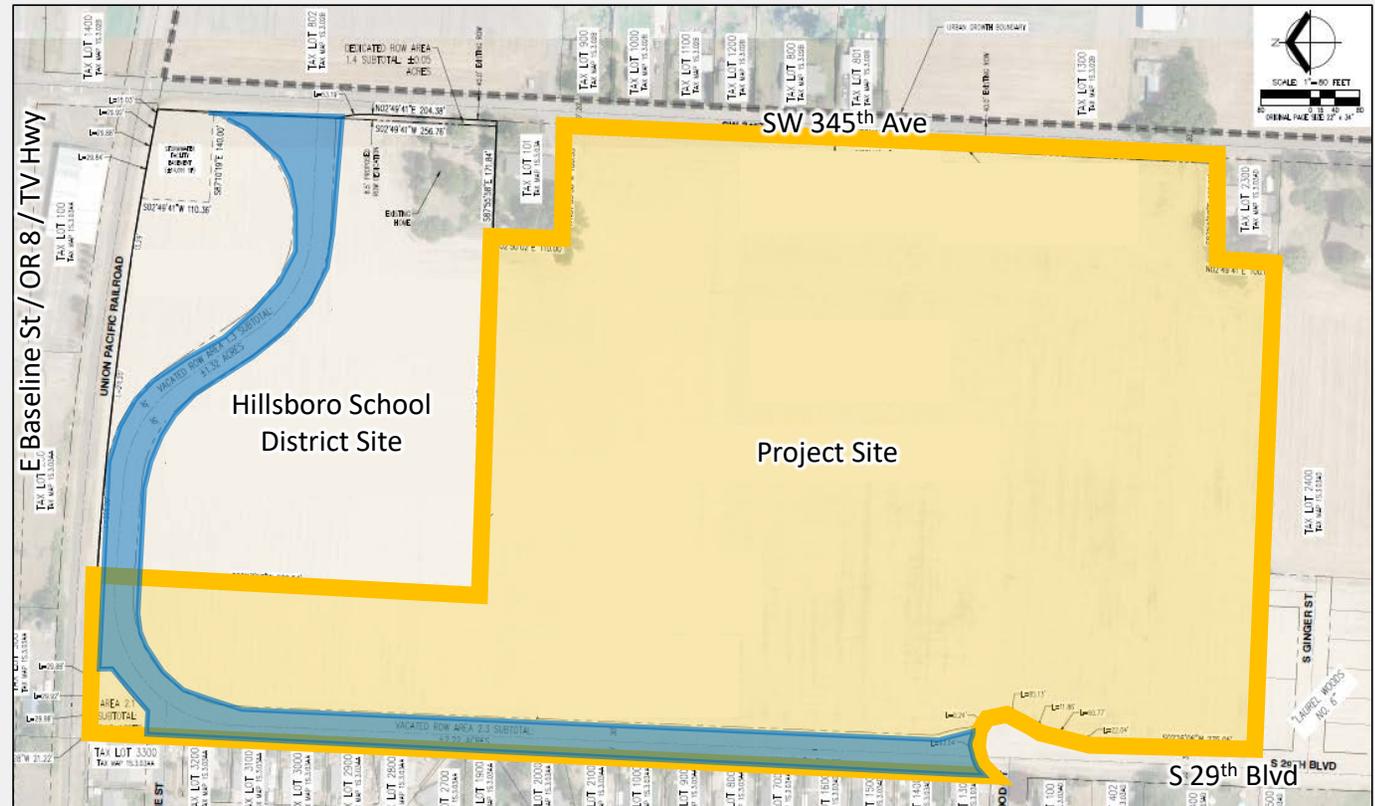
- Southeast UGB area (2015)
- South of OR 8 / E Baseline Street
- West of SW 345<sup>th</sup> Avenue
- North of Laurel Woods subdivision
- East of subdivisions along S 28<sup>th</sup> Avenue

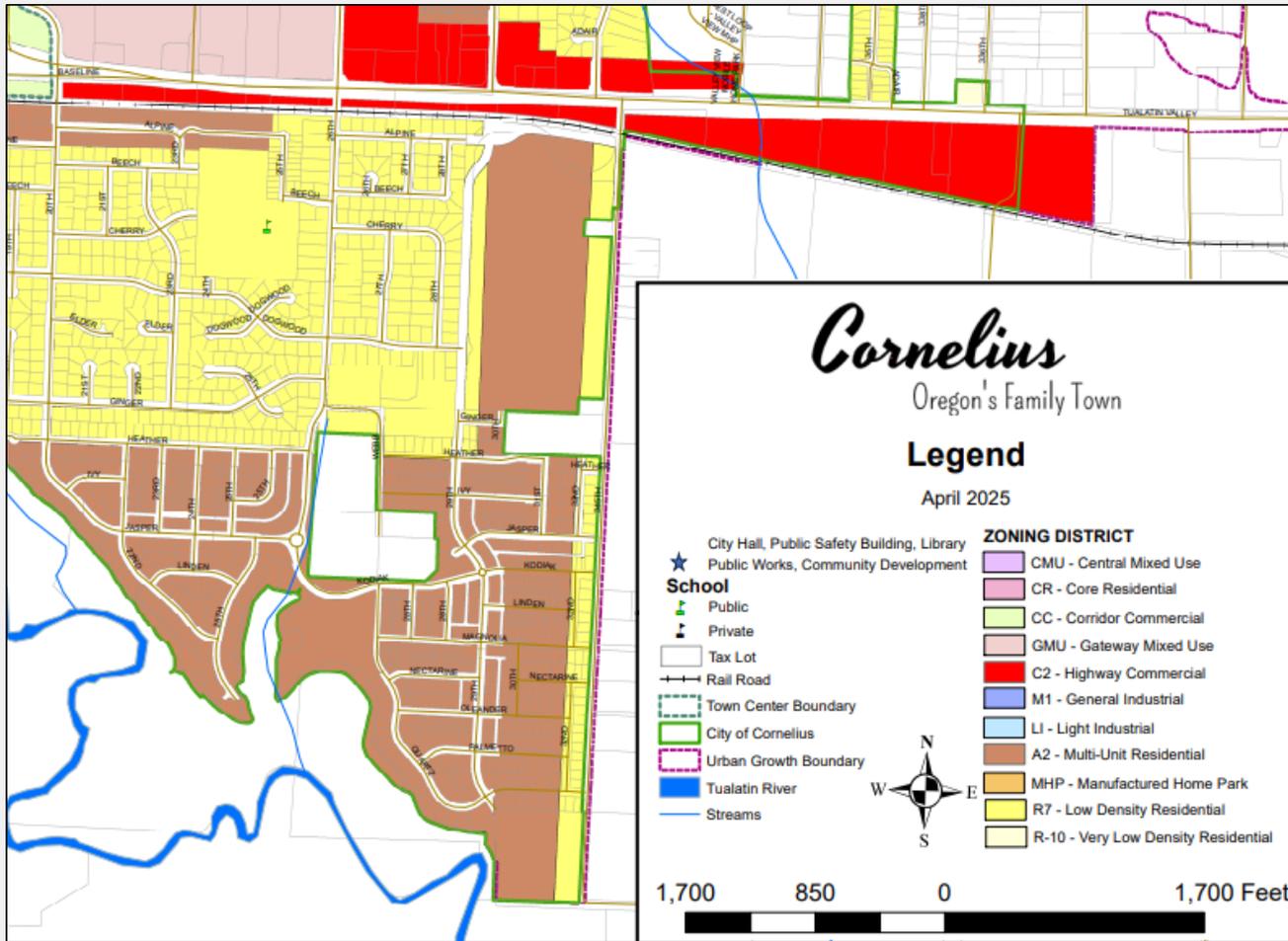


LAUREL CROWN

# Location

- The subject property has frontage along SW 345<sup>th</sup> Ave
- Approved partition pictured at right
- Previously platted streets will be vacated

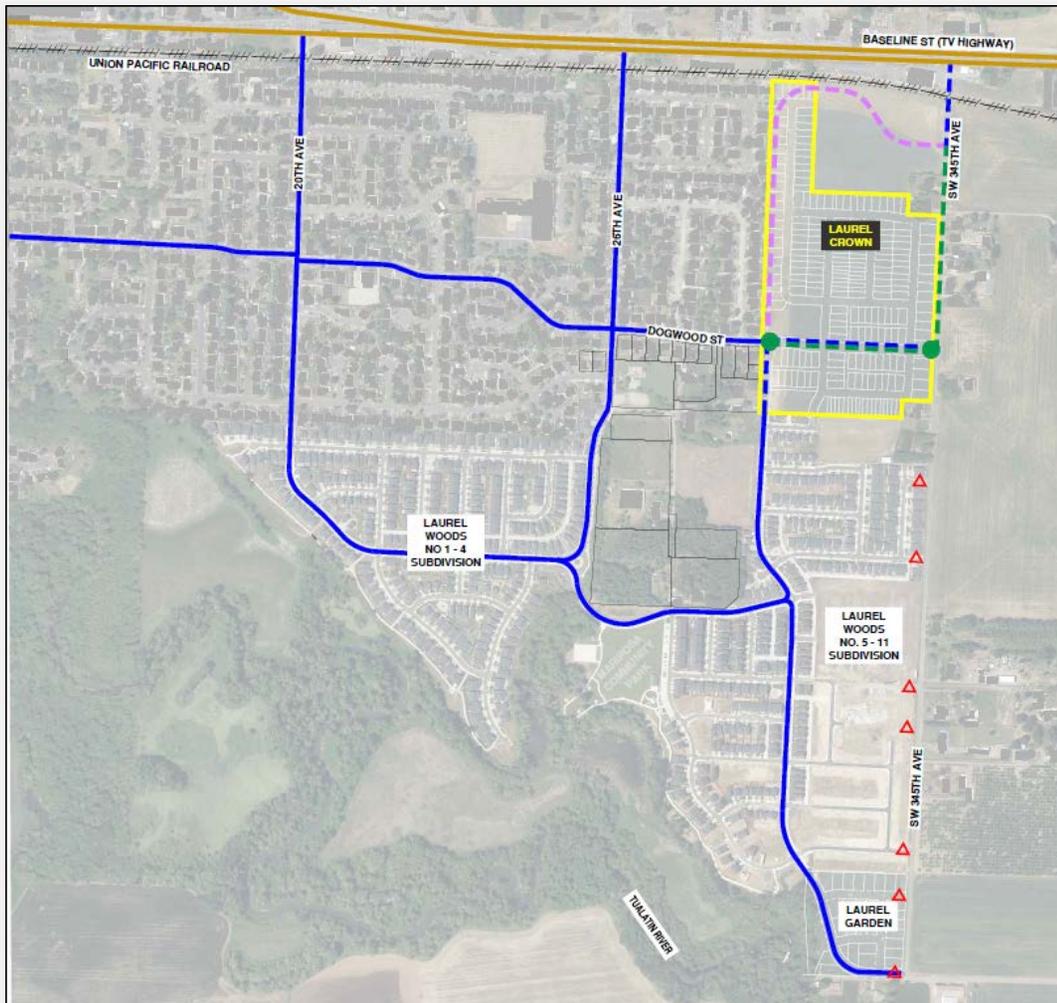




LAUREL CROWN

# Zoning

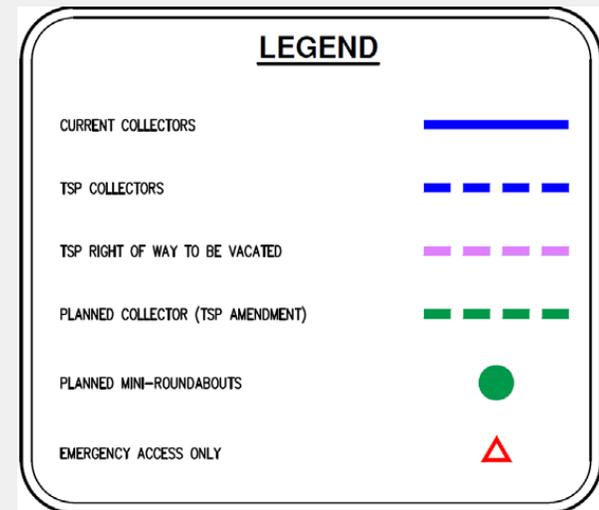
- R7 – Low Density Residential along S 29<sup>th</sup> Street and SW 345<sup>th</sup> Avenue
- A2 – Multi-Unit Residential in interior of site



LAUREL CROWN

# Plan Map Amendment

- Transportation System Plan



LAUREL CROWN

# Subdivision Site Plan



- ±230 single-family detached and attached homes
- 3 phases
  - SW 345<sup>th</sup> Ave not accessed until construction of last phase
  - Interim traffic directed towards S 26<sup>th</sup> Ave
- Open space park, playground, and dog park planned

LAUREL CROWN

# Home Type Site Plan



LAUREL CROWN

# Park Site Plan

- Neighborhood park
- Open field area for play
- Dog park
- Playground
- Covered and open seating
- Extensive landscaping
- Sidewalks and walking pathways



LAUREL CROWN

# Land Use Process

## Comprehensive Plan Map Amendment



## Subdivision & PUD/CUP



# Thank you!

We appreciate your time.  
Questions?

Glen Southerland, AICP  
Melissa Slotemaker, AICP  
Paul Sellke, PE

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

AKS Engineering & Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062  
(503) 563-6151



**HOLTHOMES**  
Built for the Pacific Northwest



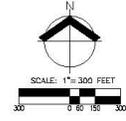
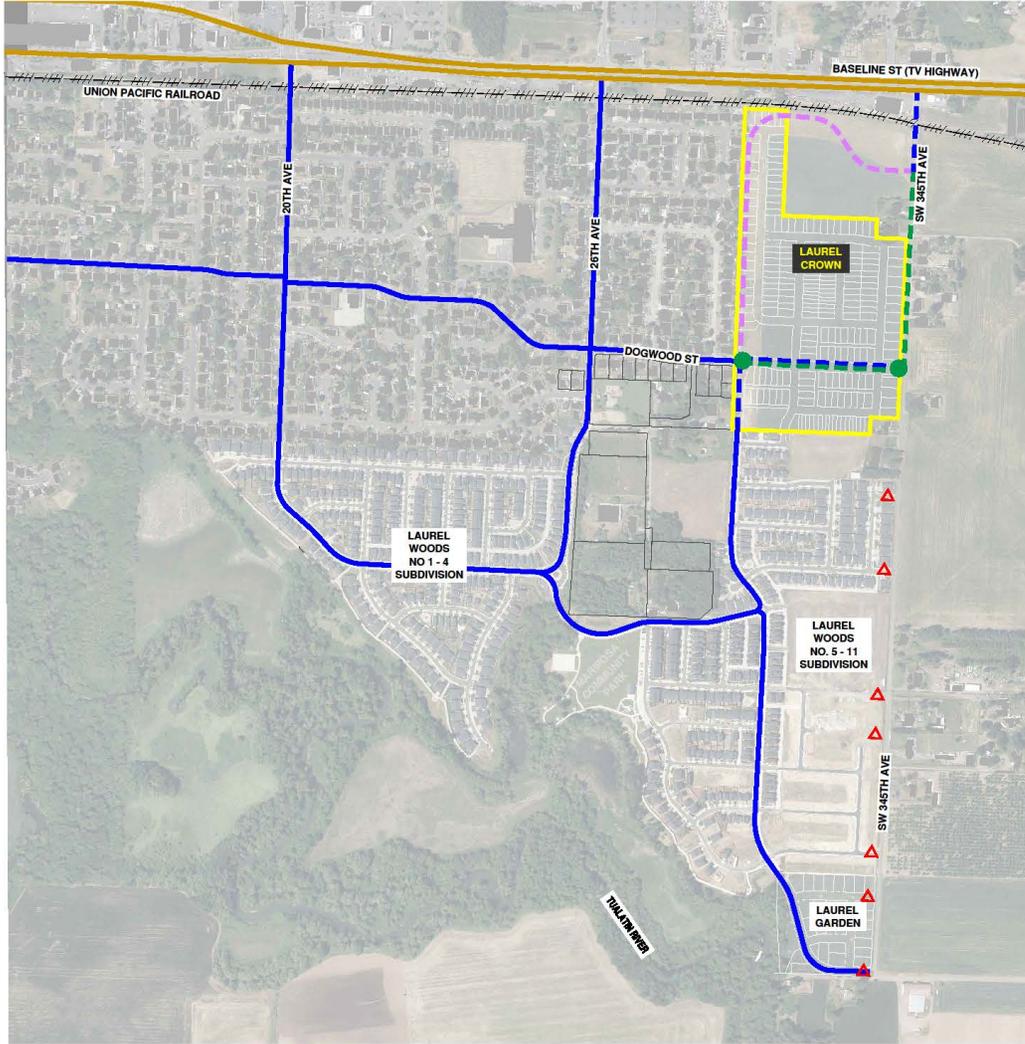
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 ENGINEERING SURVEYING NATURAL RESOURCES  
 FORESTRY PLANNING LANDSCAPE ARCHITECTURE

**COLOR MASTER PLAN  
 LAUREL CROWN  
 HOLT HOMES  
 CORNELIUS, OREGON**

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

APP NUMBER:	6536-05
DATE:	
DESIGNED BY:	MP
DRAWN BY:	MP
CHECKED BY:	PAS



LEGEND	
CURRENT COLLECTORS	
TSP COLLECTORS	
TSP RIGHT OF WAY TO BE VACATED	
PLANNED COLLECTOR (TSP AMENDMENT)	
PLANNED MINI-ROUNDABOUTS	
EMERGENCY ACCESS ONLY	

**AKS**  
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 PH: 503.838.1000  
 WWW.AKS-USA.COM  
 ENGINEERING - SURVEYING - NATURAL RESOURCES  
 FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE

**AERIAL VICINITY MAP  
 LAUREL CROWN  
 HOLT HOMES  
 CORNELIUS, OREGON**

JOB NUMBER:	8636-05
DATE:	10/8/2015
DESIGNED BY:	MEM
DRAWN BY:	MEM
CHECKED BY:	PAS

**AERIAL**



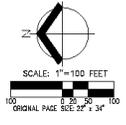
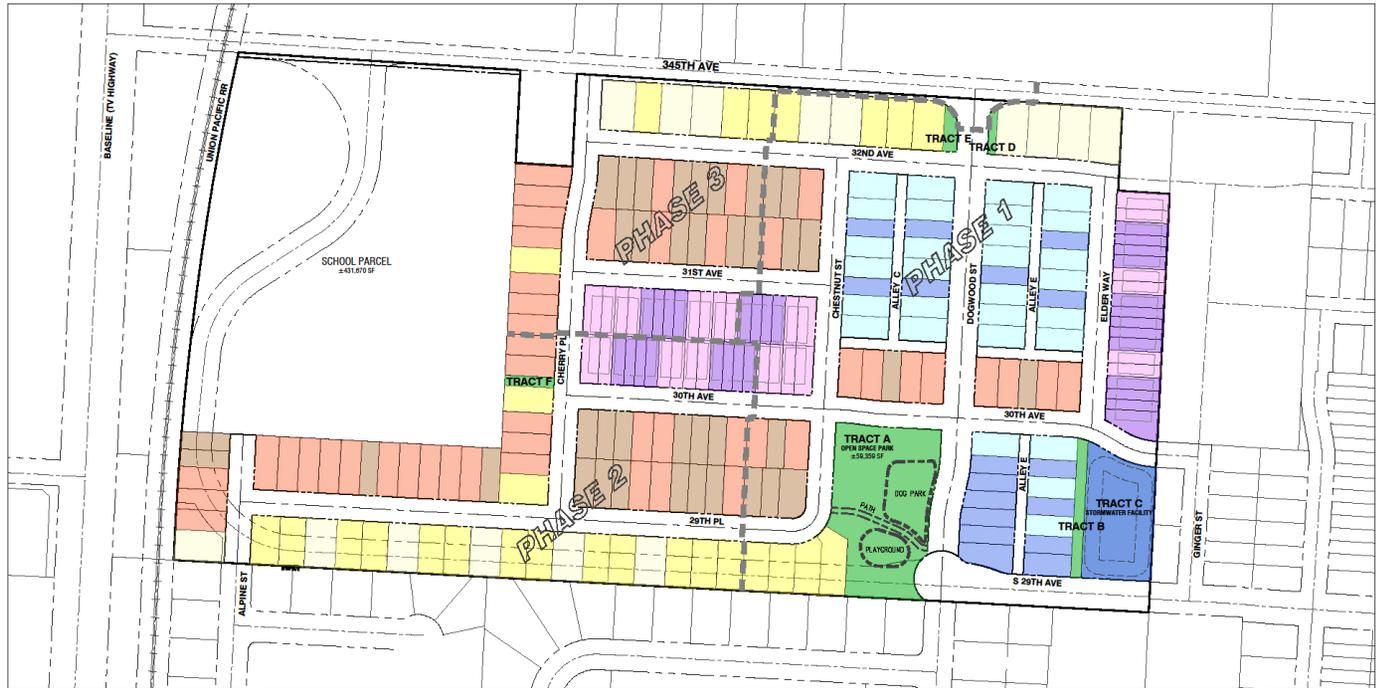
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 WWW.AKS-ENG.COM  
 ENGINEERING, SURVEYING, NATURAL RESOURCES  
 FORESTRY, PLANNING, LANDSCAPE ARCHITECTURE

**PARK CONCEPTUAL EXHIBIT  
 LAUREL CROWN  
 HOLT HOMES  
 CORNELIUS, OREGON**

PRELIMINARY  
 NOT FOR  
 CONSTRUCTION

DATE:	4.26.20
DESIGNER:	AKS
REVISIONS BY:	AKS
ISSUED BY:	AKS
SCALE:	AS SHOWN



COLOR	MIN LOT DIMENSIONS	HOUSE TYPE	LOADING	PHASE 1	PHASE 2	PHASE 3	TOTAL	PERCENT TAGG
Light Blue	20 x 95	TOWNHOMES	FRONT	17	8	4	29	15%
Light Green	125 x 95	DUPLEX UNITS	FRONT	12	6	3	21	11%
Light Purple	34 x 95	SF DETACHED	FRONT	15	16	13	44	23%
Light Orange	34 x 95	SF DETACHED	ALLEY	17	0	0	17	9%
Light Yellow	30 x 95	SF DETACHED	ALLEY	20	0	0	20	10%
Light Blue	140 x 95	SF DETACHED	FRONT	12	24	12	48	25%
Light Orange	140 x 95	SF DETACHED	FRONT	8	15	4	27	14%
Light Green	140 x 95	SF DETACHED	FRONT	6	6	3	15	8%
				131	75	44	250	

- NOTES:
- ALL PROPERTY LINES, RIGHT-OF-WAY LINES, AND CONTOUR LINES ARE BASED ON GIS OR PLS INFORMATION PROVIDED BY OTHERS AND ARE CONSIDERED APPROXIMATE.
  - THIS LAYOUT IS FOR FEASIBILITY PURPOSES ONLY AND IS CONSIDERED APPROXIMATE.
  - THIS IS A CONCEPTUAL LAYOUT AND IS SUBJECT TO CHANGE BASED ON CITY REQUIREMENTS, UTILITY SERVICES, TRANSPORTATION REQUIREMENTS, NATURAL RESOURCES, SURVEY DATA, TOPOGRAPHIC CONSTRAINTS, AND OTHER ITEMS. PROPERTY LINES ARE BASED ON AVAILABLE GIS INFORMATION AND ARE APPROXIMATE.
  - THIS LAYOUT IS SUBJECT TO CHANGE PENDING INFORMATION FROM A PRE-APPLICATION CONFERENCE, URBAN PLAN CONFORMANCE APPROVALS, PRELIMINARY ENGINEERING, AND CITY REVIEW AND APPROVAL OF LAND USE APPLICATION.

AKS DRAWING FILE: 4847-06 PRELIM PRODUCT DIST PLAN / LAUREL CROWN / PRODUCT DIST

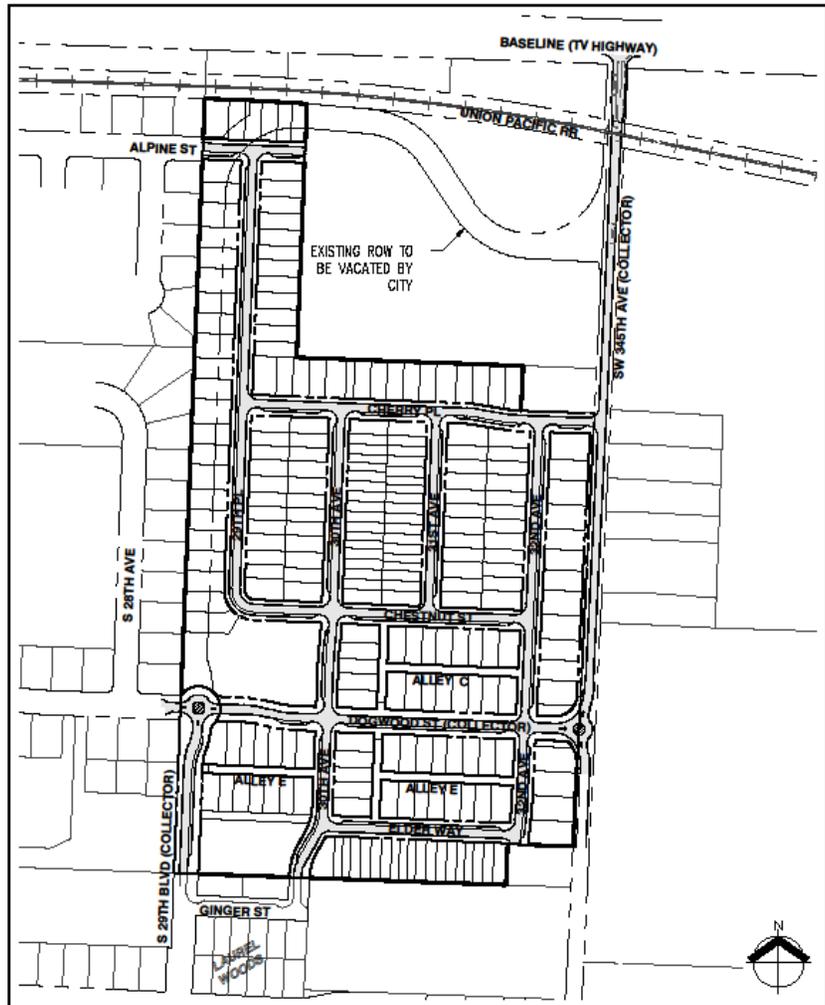
DATE: 10/8/2023 AKS JOB #436-05  
 AKS ENGINEERING & FORESTRY, LLC  
 13055 SW HORNBY RD, STE 100  
 TUALUMIN, OR 97062  
 503.363.8783  
 WWW.AKS-INC.COM



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

## PRELIMINARY PRODUCT DISTRIBUTION PLAN LAUREL CROWN

**HOLT HOMES  
 CORNELIUS, OREGON**



AKS ENGINEERING & FORESTRY, LLC  
 12965 SW HERMAN RD, STE 100  
 TUALATIN, OR 97062  
 503.563.6151 WWW.AKS-ENG.COM



**CONCEPT  
 SITE PLAN**

DATE: 10/8/2025	DRWN: HBN	CHKD: PAS
AKS JOB: 4636-05	EXHIBIT	<b>A</b>

DATE PLOTTED: 10/8/2025 10:48 AM



Holt Homes, Inc.  
October 15, 2025

Laurel Crown Subdivision  
Free Orchards Elementary School Gymnasium  
Cornelius, OR

**PLEASE PRINT CLEARLY**

Printed Name	Full Mailing Address	Email Address	Phone #
Kayla Radke	2951 S Ginger St.	Kayla.mradke@yahoo.com	503-939-4149
Benjamin Ten Kate	2941 S Ginger St	benjamin.tenkate@gmail.com	971-269-6405
Anne Reilius	865 SW 345 <sup>th</sup> Hillsboro	—	503-929-1329
Timothy Pomeroy	2706 S Dowood ST	viper_13@hotmail.com	503-681-3881
Joel & Ashley Schneider	2800 S Cherry St	ashley.schneider10@gmail.com	503-720-8436
Monique Martell	460 SW 345 <sup>th</sup> Ave Hillsboro, OR 97123	Monique.martell@Dcloud.com	617-957-4902
Jim & Joy HAMEL	453 S. 28 <sup>th</sup> AVE. CORNELIUS 97113	hameljim@gmail.com	503-844-2963



Holt Homes, Inc.  
October 15, 2025

Laurel Crown Subdivision  
Free Orchards Elementary School Gymnasium  
Cornelius, OR

**PLEASE PRINT CLEARLY**

Printed Name	Full Mailing Address	Email Address	Phone #
Rodney Sabnon	Cornelius OR 500 SW 345 <sup>th</sup> Ave	TRKSchnow@Comcast.net	503-686-8065
Richard Stiles	2800 S Alpine	rs6357677@gmail	503-839-0266
Mary Stiles	2800 S Alpine St	marg1947stiles@gmail.com	503-709-6862
Maria Bourassa	680 SW 345 <sup>th</sup> Ave Hillsboro OR 97123	Maria.Martell7@gmail.com	503-270-1288
Joseph Auth	325 NW 334 <sup>th</sup> Ave Hillsboro, OR 97124	jauth@vt.edu	503 929 2913
Brigetta Martell	350 S.W. 345 <sup>th</sup> Ave. Hillsboro OR 97123	martells1@gmail.com	503-708-8930

## **Exhibit E: Pre-Application Conference Notes**

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# Cornelius

Oregon's Family Town

## PRE-APPLICATION MEETING

### PAC-05-25

Tuesday, August 26, 2025  
Community Development Department  
1300 S Kodiak Circle  
Cornelius, OR 97113

**Applicant:** Melissa Slotemaker, AICP  
AKS Engineering & Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062

**Site of Interest:** 305 SW 345<sup>th</sup> Avenue

**Map and Tax Lot:** 1S303A000100

**Applicants in Attendance:** Melissa Slotemaker, Mimi Doukas, Joe Schiewe, Alexis Pam, Glen Southerland, Paul Sellke, Chris Knight, Curtis Gatley, Kyle Hayden;

**Staff in Attendance:** Tim Franz, Senior Planner; Barbara Fryer, Community Development Director; Kevin Oppenlander, Assistant City Engineer; Terry Keyes, City Engineer; Susan Rush, Public Works Business Manager; Yvette Hamilton, Building Official; Chad Toomey, Deputy Fire Marshal;

**Other Agency Staff in Attendance:** Avi Tayar, ODOT Development Review Lead Engineer, Melissa Gonzalez, ODOT Development Review Planner; John Russell, ODOT Traffic Analysis Engineer; Tony Mills, Washington County Transportation Planner;

Senior Planner, Tim Franz, opened the meeting by informing the applicant the meeting is being recorded, and they will receive detailed notes and an information packet in about three weeks.

After introductions, Franz invited the applicant to provide an overview of their proposal.

Melissa Slotemaker, of AKS Engineering and Forestry, LLC, summarized the proposal as a future residential project on a site that is presently owned by Hillsboro School District. The applicant explained they already submitted a partition application to divide the site, so the west portion of the land can be considered for development by Holt Homes, while the other portion would be retained by the School District. They also went over key elements of their plan regarding roadways in and around the proposed development, including a right-of-way (ROW) section that the City

would need to agree to vacate, and future connections to 345th Avenue that would not be immediately opened. Curtis Gatley, a member of the applicant's team, shared their screen on Zoom to display an image of the transportation improvement diagram while Slotemaker described each of three phases planned for the development, and identified which portion of the roadway improvements would be completed within each phase. Slotemaker also gave details of the residential layout, which would include a few different lot sizes, and a mix of townhomes and detached homes.

Mimi Doukas, of AKS Engineering and Forestry, LLC, explained they will submit the Conditional Use Permit and Planned Unit Development (CUP/PUD) subdivision application, and the Transportation System Plan (TSP) Map Amendment. Their understanding is that the City would initiate the ROW vacation for the unused 29th Street extension concurrently with the review of this paperwork. Doukas mentioned that Joe Schiewe is also working on a development agreement for the City to review.

Community Development Director, Barbara Fryer, asked the applicant whether they would like to skip the typical description of the application process and move on to their list of questions.

Doukas agreed.

Fryer confirmed the applications the applicant listed for their project were correct. However, there could be another potential pathway to bypass the CUP/PUD subdivision application and do a middle housing land division application instead if the applicant meets the standards for it.

Slotemaker asked about requirements for a middle housing land division.

Doukas noted they already reviewed lot size standards for middle housing, which they don't believe are met.

Fryer responded that the idea was shared only so the applicant is aware of it, in the event they could meet the standards.

Fryer moved on to addressing the applicant's second written question, which had to do with batching everything together for the applications. Fryer confirmed it can be submitted in a single batch, but requests that the Transportation System Plan (TSP) Map Amendment be in a separate file for presentation logistics when going before the Planning Commission.

Doukas asked whether separate neighborhood meetings would be necessary for each application.

Fryer replied no. The applicant can have one neighborhood meeting for everything if each topic is thoroughly covered.

Fryer next addressed the applicant's conceptual layout. They identified the east and west edges as R7 Zoning setbacks and everything else as A2 Zoning setbacks. The differences between them will be provided in the land use notes the applicant will receive.

Doukas asked whether they could adjust those setbacks.

Fryer confirmed yes, there is flexibility allowed in the development standards.

Doukas asked whether they would have staff support in adjusting the setbacks.

Fryer replied yes, and mentioned there is another project going before the Planning Commission with a recommendation for adjusted setbacks.

Fryer discussed the City's expectations regarding the dog park being proposed by the applicant. They anticipate the applicant would be using a bark surface for the dog park, and the area designated for the dog park would be fenced. Vinyl coated chain link fence is preferred over plain galvanized fence. Some type of covered area with a bench or picnic table is recommended.

Schiewe asked whether the latter structure would also be in the dog park area.

Fryer replied yes, and explained the reasoning for it is that residents tend to use the park in all weather.

The applicant's next written question asked the City to address whether any upcoming changes to the Municipal Code or Design Standards could impact their project.

Fryer does not anticipate that any known amendments, such as those in response to Senate Bill 974, will affect this particular development because it's not a multi-family structure. However, Fryer did note that in 2026 any Planned Unit Development (PUD) or Zone Change (ZC) will become a Type II Design Review.

Assistant City Engineer, Kevin Oppenlander, discussed key points from their engineering notes. Oppenlander began by explaining that the northern portion of the property is within Cornelius city limits, while the rest is within Washington County. The northern part of 345th Avenue will need an improved road base to handle the traffic, and at minimum meet the standards of a Collector Street. Some potential drainage complications related to treating stormwater were mentioned, including issues within city limits to the north, and another segment that is under the jurisdiction of, and thus requires approval from, Washington County. Oppenlander explained that City requirements for ROW improvements on 345th Avenue will depend on whether or not it can all be drained to the Water Quality Facility in the applicant's plans, and obtain County approval. Typical improvements would include two ten-foot lanes, curb and gutter on both sides of the street, a six-foot sidewalk on the parkway strip on the west side, and a 12-foot multi-use bike path connecting at Dogwood.

Doukas asked whether the multi-use path would go only to Dogwood, and not to the southern boundary.

Oppenlander confirmed, and added that the vision would be for a six-foot sidewalk beyond Dogwood, with Washington County approval.

Doukas reemphasized that the connection to 345th Avenue is not necessary until the end of their project.

Schiewe added that they anticipate most westward traffic will continue on Dogwood for the time being.

Fryer told the applicant to anticipate 345th Avenue coming up as a talking point at their Public Hearing.

Schiewe stated they will include a report with their application demonstrating that connecting 345th Avenue is not required until after Phase 3 gets completed, but they could be open to the possibility of it being built quicker.

Oppenlander resumed their review of the City Engineer's notes, discussing the ROW dedication on the west side of 345th Avenue to allow eventual construction of the city Collector Street cross section. An Intergovernmental Agreement (IGA) with Washington County is anticipated to be the best route, because the annexation of nearby properties is unlikely to be successful.

Schiewe asked whether the IGA would be between the applicant and the City, and Washington County.

City Engineer, Terry Keyes, replied no, the agreement would only be between Cornelius and Washington County, to obtain the authority to oversee the road design and construction.

Schiewe requested comment from the City about the roundabout in the plans for 345th Avenue.

Oppenlander stated that the City is in support of roundabouts, and the location is acceptable, but the applicant should be cognizant about plumbing in the area and be careful not to destroy it.

Oppenlander moved the topic of discussion to S 29th Blvd., which will be accessed from another roundabout, and require the standard improvements.

Schiewe inquired about the lack of sidewalk to the west of S 29th Blvd.

Keyes replied that the applicant will not be responsible for those improvements to the west. Whoever develops those properties will become responsible.

Doukas asked whether they could have an optional condition of approval that states if they make the improvement, then they would be eligible for credits.

Keyes replied that they believe anything beyond the local street is eligible for credits without a conditional approval.

Doukas replied that their experience with the City of Hillsboro was contrary to this opinion, and there may have been an ordinance that required the condition of approval for TDT credits. Discussion continued about other pathways the applicant may be able to take to obtain the credits.

Schiewe changed the topic of discussion to the City vacating their ROW that runs through the proposed development.

Fryer informed the applicant the street vacation is predicated on them moving the Collector Street, so the City would not agree to it in a Developer Agreement (DA).

Doukas suggested the City can agree to initiate it, but not guarantee its approval.

Schiewe stated that they do want some type of commitment prior to land use approval regarding the City vacating the street, because of the effort that will go into this project. They suggested getting some type of statement from the City noting that they agree with the DA, but cannot sign it yet.

Fryer replied that they are committed to vacating the roadway if the Planning Commission recommends approval, and City Council approves the amendment.

Keyes brought up the possibility of avoiding stormwater rules if the City builds 345th Avenue, because it would not be part of the development.

ODOT Traffic Analysis Engineer, John Russell, asked to verify whether a connection for S 29th Blvd. to TV Highway was being considered.

Keyes explained that this was up for consideration by the City before, but the railroad is too high and they couldn't get the grades. That is why the connection will be on 345th Avenue. The railroad crossing near Baseline Street on 345th Avenue will need to have safety features added. Anticipated traffic volume would not necessitate adding a signal at the intersection.

Schiewe stated that in their design they anticipate traffic turning right onto Baseline Street from 345th Avenue.

Keyes clarified there would be both a right turn and left turn lane onto Baseline Street, making the road a total of three lanes, and it should already be wide enough to accommodate this layout.

Doukas asked Paul Sellke whether 345th Avenue would need to be widened.

Sellke replied that it does, and they demonstrated where a dotted line on their plans pushes the right turn lane within two-feet of the east property line. It was also added that Union Pacific requires 12-foot lanes at the crossing, which is located right before this intersection.

Chris Knight asked whether the lane widening and additional pervious surface being added would make a stormwater facility necessary under Clean Water Services (CWS) code.

Sellke replied that enough impervious surface will be added that, from a liability perspective, it would be in their best interest to do a stormwater facility.

Discussion continued between Sellke and Keyes about strategies the applicant could employ to make the creation of a new stormwater facility feasible.

Schiewe asked Sellke to explain how much of 345th Avenue could be drained back to the internal storm facility.

Sellke used the screen being shared by Gatley on Zoom to answer the question visually.

ODOT Development Review Lead Engineer, Avi Tayar, inquired about whether or not a zone change would occur, as it could affect whether or not a TPR analysis would be required.

Fryer replied that the two applicable zones for the site are Medium-Density Residential (A2) and Low-Density Residential (R7), so no changes are proposed and TPR findings would not be required.

ODOT Development Review Planner, Melissa Gonzalez, reminded City staff that a crossing order will be necessary for the improvements nearing the railroad crossing on 345th Avenue.

Gonzalez informed the applicant that they are still awaiting comments from the ODOT rail unit regarding this project, but the comments will be shared with them once completed.

Schiewe asked whether it would be helpful for the transportation study to demonstrate opening up 345th Avenue at each of the three phases of their project.

Doukas replied that the focus should only need to be on Phase 3.

Keyes added that the reconstruction of 345th Avenue will be fairly simple, although it will require the road to be closed entirely for some duration.

Tayar added that transportation analysis will be most critical once the connection for 345th Avenue is opened up, so it would be ideal to focus on the latest stage and how traffic will be redistributed from the development.

Russell agreed that waiting until a later point in development to work on 345th Avenue will give the applicant additional perspective on what happens with traffic before, and what could potentially happen after, the connection is opened. One of ODOT's priorities will be to see how safety will be managed at the railroad tracks, especially determining if there is enough space between the new intersection and the tracks to avoid a queue of cars over the tracks. They do have some flexibility for widening the road, because there is an extra ten feet of ROW on the southeast corner of the intersection.

Doukas replied that one tricky aspect of planning is that they cannot move the center line.

Tayar added that the City will have to provide information about how traffic queueing will be managed between the intersection and the railroad.

Doukas replied the right turn pocket proposed is designed to avoid queues affecting the railroad.

Schiewe inquired about an existing building that may have access to both 345th Avenue and Baseline Street, and whether any changes to it are anticipated.

Tayar replied access would hypothetically be preferred on 345th Avenue, but due to its proximity to the tracks Baseline Street may need to be considered for the access point. However, they can only speculate until changes to that property are proposed.

Russell added that ODOT would not be forcing any change from that property owner unless development was proposed.

Fryer invited Washington County Transportation Planner, Tony Mills, to add their comments.

Mills stated that the County's primary concern is about transferring the jurisdiction of 345th Avenue, and the timing for getting that accomplished, which would typically be accomplished through annexation. There is an IGA limiting direct access onto the roadway, and that could be reviewed for adjustments. Mills reminded everyone present that no Urban Development is permitted outside the Urban Growth Boundary (UGB), which goes right up to the edge of the intersection south of the railroad crossing.

Keyes stated that the City cannot take over the road, because as cited, it would require annexation and cooperation from any affected property owners. The alternative being suggested is to have the city agree to maintain it in an IGA.

Mills replied that annexation would be preferred by the County, because they want to get rid of ROW in the area being discussed, but they could review adjustments to the IGA instead. Another interest of the County is for a demonstration of anticipated changes to southbound trip distribution from the new development.

The conversation circled back to the remainder of Oppenlander's engineering notes, which will be provided to the applicant with the meeting packet.

Keyes brought up the topic of parking in the existing Laurel Woods subdivision, and requested that concrete parking bays not be extended unnecessarily where the distance between driveways on narrow lots doesn't provide adequate space for vehicles to park.

Fryer asked the applicant to explain the purpose of Tract B.

Doukas replied that it is a sidewalk connection, like a green street, for an alley-loaded home.

Schiewe mentioned their plans for blocking other alleys to some Collector Streets, on Dogwood Street and S 29th Avenue.

Fryer asked whether Tract F is intended for pedestrian access to the school site.

Doukas replied that they don't know whether the school district will want the pedestrian connection, so it would be an unimproved tract kept available depending on a future school's site plan.

Knight added that the tract would likely be used for a sanitary sewer connection to a hypothetical school, so it should be kept in the plans for this development.

Deputy Fire Marshal, Chad Toomey, summarized the requirements of the Fire Department for the site's development. The applicant must provide a drawing of the proposed location for fire hydrants and turning radiuses throughout the development.

Schiewe asked whether the buildings in this development will need more articulation in the front like was required for their previous Laurel Woods project.

Fryer replied that the legislative changes cited earlier in the meeting do not permit the City to have this requirement, effective January 2026.

Public Works Business Manager, Susan Rush, identified themselves as the contact for fee paperwork once the applicant gets to the point of submitting plans.

Franz offered to go over the Land Use criteria applicable to the proposed project. The applicant declined because they are comfortable with the process from previous projects.

Franz commented on the proposed name of the new subdivision, recommending that the applicant remove 'North' from the name because it is located in southern Cornelius.

Keyes asked when the project would become public knowledge.

Doukas replied that a Land Use Application was already submitted, so it is assumed to already be.

Franz closed the meeting by inviting the applicant to stay in contact with any further questions and reminding them that meeting materials would be provided in three weeks. A follow-up meeting would also be permitted at no additional charge, if necessary.

## Memo

Subject: Engineering Comments on Pre-App for Parcel at SW 345<sup>th</sup> Avenue and Portland & Western Railroad.

Date: August 26, 2025

By: Kevin Oppenlander, P.E., Asst. City Engineer

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These comments are based on existing conditions on the site and the conceptual plan proposed for the August 26 pre-application conference.

The comments are preliminary and designed to help in creating a final design that can be considered as part of the land use process. While the comments should not be interpreted as the final engineering comments on the development, these comments attempt to cover all major public infrastructure, erosion control, and stormwater runoff requirements related to development of this site.

### General

The proposal involves a 36.9-acre site at SW 345<sup>th</sup> Avenue and Portland & Western Railroad, just north of Laurel Woods. The site is bordered by the Portland & Western Railroad right of way to the north, SW 345<sup>th</sup> Avenue and the UGB to the east, and the completed subdivision projects to the south and west. The right of way of SW 345<sup>th</sup> Avenue from the intersection of Tualatin Valley Highway to northern right of way boundary of Cook Road is within the Urban Growth Boundary (UGB). However, only the northern portion of the SW 345<sup>th</sup> Avenue right of way, from Tualatin Valley Highway (TV Hwy) southern right of way edge to the south approximately 718 feet, is within the Cornelius city limit. The remainder of the right of way for SW 345<sup>th</sup> Avenue is within the jurisdiction of Washington County.

The vision clearance standard in the City of Cornelius are minimal and will not likely impact the projects design.

### Streets

#### *345<sup>th</sup> Avenue*

SW 345<sup>th</sup> Avenue from Baseline to the southern boundary of the proposed project will be covered in three separate discussions below.

#### *345th Avenue – City of Cornelius Segment (TV Hwy to Cornelius City Limits)*

As part of planning for the S. 29<sup>th</sup> Blvd. project, the city expanded its boundary to the east side of 345<sup>th</sup> and assume control of this portion of the road from the

county. This portion of 345<sup>th</sup> runs from Baseline to a point approximately 718 feet south of Baseline, near the southern boundary of the school's remainder parcel.

This section of road is currently approximately 20-feet wide with no shoulders, curb/gutter, or improved drainage facilities.

To allow for the increased volume of traffic from the proposed and recently completed Laurel Woods Subdivision this section of road will likely need to be reconstructed with a pavement cross-section equal to the city's collector standards. The proposed cross-section of this segment is still in flux as the city considers how stormwater, traffic, and pedestrian needs for this section of road will be addressed.

#### *345th Avenue – Washington County Segment – North (City Limits to Cherry Place)*

Everything mentioned above for the city's section of 345<sup>th</sup> applies to this segment. The primary difference is that this section is a county road controlled by Washington County. Improvements to this section of roadway should be identical to the improvements made to the city segment above.

Since this segment is controlled by Washington County, county concurrence in using city street standards must be obtained. Also, the city will strive to work with Washington County to allow city oversight and review of the design and construction of this segment of 345<sup>th</sup> since the road will eventually become part of the city street network.

#### *345th Avenue – Washington County Segment – South (Cherry Place to Southern Project Boundary)*

The key question for this segment of 345<sup>th</sup> is whether drainage can be made to flow to the proposed Laurel Woods-North storm facility at the southwest corner of the project. If runoff from this segment can be treated in that facility, then this portion of road shall be improved as follows, with county concurrence:

- Two 10-foot travel lanes constructed to the city's cross-section depth
- Curb/gutter on both sides of the street with underground drainage conveyance
- 6-foot-wide parkway strip on the west side of the street
- 12-foot multi-use path on the west side of the street from Dogwood to the north. South of Dogwood a 6-foot sidewalk is required on the west side.

Since this segment is controlled by Washington County, county concurrence in using city street standards must be obtained. Also, the city will strive to work with Washington County to allow city oversight and review of the design and construction of this segment of 345<sup>th</sup> since the road will eventually become part of the city street network.

### *345th Avenue – Other Factors*

The cost of design and construction of this portion of 345<sup>th</sup> will be subject to negotiation between the project developer, the city, and possibly the county.

Sufficient right-of-way shall be dedicated on the west side of 345<sup>th</sup> to allow eventual construction of the city's collector street cross-section.

The applicant proposes a mini-roundabout at the intersection of Dogwood and 345<sup>th</sup>. This is an excellent concept that the city strongly endorses. The mini-roundabout design shall allow farm equipment to traverse the through the intersection without damaging any structures. (i.e. curbs, center and splitter islands)

While the city prefers 345<sup>th</sup> to be designed to the city's standards, county road standards for this road are also acceptable to the city.

### *S. 29th Blvd.*

This is a city collector street and will continue the design of S. 29th Blvd south of the parcel in the Laurel Woods Subdivision. The street will connect to the existing segments of Dogwood to the west and the Dogwood Street extension to the east connecting to SW 345<sup>th</sup> Avenue with a mini-roundabout. The terminus of S. 29<sup>th</sup> Blvd. at Dogwood Street will be a mini-roundabout. The roundabout shall include raised concrete splitter islands. The street will have the following configuration:

- 2 - 10-foot travel lanes
- 2 - 6-foot parkway strips separating sidewalk from street
- 6-foot sidewalk on west side of street
- 12-foot multi-use path on east side of street
- Cobra-head street lights and street trees

The right-of-way (ROW) has previously been obtained and recorded for these improvements.

If parking is provided on S. 29th Blvd, the parking area shall be constructed as a parking bay in the city's Public Works Standards, and the ROW will expand to encompass all the public improvements including the sidewalk/multi-use path.

*29<sup>th</sup> Place, 30<sup>th</sup> Avenue, 31<sup>st</sup> Avenue, 32<sup>nd</sup> Avenue, Cherry Place, Chestnut Street, and Elder Way*

These are local streets which have the following configuration in Cornelius:

- 2 - 10-foot travel lanes
- 2 - 6-foot parkway strips separating sidewalk from street
- 5-foot sidewalks on both sides of street
- Cobra-head street lights and street trees

The minimum right-of-way (ROW) for this configuration is 42-feet.

If parking is provided on these streets, the parking area shall be constructed as a parking bay in the city's Public Works Standards, and the ROW will expand to encompass all the public improvements including the sidewalks.

#### *Other Transportation Issues and Questions*

A traffic study is not required for this project. The collector streets that this subdivision feeds into have sufficient excess capacity to support the trips from this project without mitigation.

The applicant and the City of Cornelius will discuss and negotiate the specific responsibilities for the required public transportation improvements. A Development Agreement (DA) between the Applicant and the City will specify these responsibilities.

The block length and intersection spacing shown in the plan are acceptable.

#### **Water**

A 12-inch public water main currently exists at the north end of S. 29th Blvd, plus an 8-inch public water main ends at the east end of Alpine Street and at the east end of S. Dogwood Street. The project shall connect to all these water mains. Connections to Alpine and Dogwood Street will create a looped system to both Laurel Woods North and Laurel Woods Phases 5-11, resulting in a more resilient water supply with more consistent pressures.

A 12-inch public main shall be installed from S. 29<sup>th</sup> Blvd. to the north to Dogwood Street then be routed to the east on Dogwood to S. 30<sup>th</sup> Avenue and head north. Finally, the 12-inch water main shall go east on Cherry Place where it

will be terminated at SW 345<sup>th</sup> Avenue for future connection. The terminus shall include a standard 2" blowoff.

An 8-inch public main shall be installed on all other streets with in the project. The 8-inch public water main will be terminated at SW 345<sup>th</sup> Avenue and Dogwood Street with a 2" blowoff.

Fire hydrant locations shall be determined during the engineering design phase in consultation with the Fire Department.

### **Sanitary Sewer**

An 8-inch public sanitary sewer currently ends at the north end of S. 29th Blvd. This sewer has sufficient depth and capacity to serve the site.

### **Stormwater**

The site will need to treat stormwater in accordance with the standards of Clean Water Services and the City of Cornelius. The City does not allow curb-side planters for stormwater or individual residential low-impact development approach (LIDA).

Tract E, in the southwest corner of the site, will treat the stormwater for the entire project. The city requires all structures within the storm facility are accessible for maintenance purposes. Our vehicles must be within 10' of all structures, manholes or inlets, for cleaning and inspections. Provide a curb cut at the access with a paved drive aisle to the structures or an alternative design for public works equipment to be out of traffic while performing maintenance activities.

The ownership of Tract E shall be transferred from the Applicant to the City of Cornelius.

Also, a site is needed in the southwest quadrant of 345<sup>th</sup> and the railroad to allow the possible creation of a stormwater facility for 345<sup>th</sup>. If a facility is constructed here for 345<sup>th</sup> runoff, it will be designed so it can easily be expanded to also serve development of the school parcel in the future. The site can be in the form of a stormwater easement to the city. It does not need to be a separate tract or parcel.

### **Erosion Control**

Because the site is larger than five acres, the project requires preparation and submittal of erosion control plans meeting the Clean Water Services (CWS) 1200-C plans.



## PRE-APPLICATION CONFERENCE

### PAC-05-25

Tuesday, August 26, 2025  
Community Development Department  
1300 S Kodiak Circle  
Cornelius, OR 97113

### LAND USE NOTES

**Applicant:** Melissa Slotemaker, AICP  
AKS Engineering & Forestry, LLC  
12965 SW Herman Road, Suite 100  
Tualatin, OR 97062

**Site of Interest:** 305 SW 345<sup>th</sup> Avenue

**Map and Tax Lot:** 1S303A000100

**Applicants in Attendance:** Melissa Slotemaker, Mimi Doukas, Joe Schiewe, Alexis Pam, Glen Southerland, Paul Sellke, Chris Knight, Curtis Gatley, Kyle Hayden;

**Staff in Attendance:** Tim Franz, Senior Planner; Barbara Fryer, Community Development Director; Kevin Oppenlander, Assistant City Engineer; Terry Keyes, City Engineer; Susan Rush, Public Works Business Manager; Yvette Hamilton, Building Official; Chad Toomey, Deputy Fire Marshal;

**Other Agency Staff in Attendance:** Avi Tayar, ODOT Development Review Lead Engineer, Melissa Gonzalez, ODOT Development Review Planner; John Russell, ODOT Traffic Analysis Engineer; Tony Mills, Washington County Transportation Planner;

**Introductions:** The meeting began with introductions and a brief explanation of the format and time frame for the meeting.

**Proposal:** The applicant is proposing a 230-unit subdivision within the Low-Density Residential, R-7 and Multi-Unit Residential, A-2 zones. The subject lot is currently owned by the Hillsboro School District and it is in the process of being partitioned into two lots, via Preliminary Land Partition, LP-01-25.

**Land Use:** Based upon the preliminary information provided, these may be the applicable applications to achieve the future development goals:

**OPTION 1:**

1. Type III Conditional Use Permit/Planned Unit Development (current fee \$5,348.00), and Type III Subdivision Preliminary Plat with Hearing (current fee \$4,681.00 + \$91.00 per lot).
2. Type I Subdivision Final Plat (50% of preliminary application fee).
3. Type I Site Design Review for developing each new structure (current fee \$425.00).

**OPTION 2:**

1. Type II Subdivision Preliminary Plat (current fee \$4,012.00 + \$91.00 per lot).
2. Type I Subdivision Final Plat (50% of preliminary application fee).
3. Type I Site Design Review for developing each new structure (current fee \$425.00).

**OPTION 3:**

1. Expedited/Middle Housing Land Division (current fee \$1,124.00 + \$89.00).
2. Expedited/Middle Housing Land Division Final Plat Review (current fee \$1124.00).
3. Type I Site Design Review for developing each new structure (current fee \$425.00)

**ALL OPTIONS ALSO REQUIRE THE FOLLOWING:**

A Comprehensive Plan Map Amendment to modify the location of the N/S Collector from the current S 29<sup>th</sup> Avenue alignment east to SW 345<sup>th</sup> Avenue.

1. Comprehensive Plan Amendment (current fee \$4,681.00).
2. Public Right of Way Vacation (current fee \$2,680.00)

**OPTION 1 Processing:**

**Conditional Use Permit/Planned Unit Development:** A Planned Unit Development (PUD) is necessary when there are proposed deviations from the zoning code or city standards. These deviations can be requested through the Planned Unit Development (PUD) process. You may apply for a Planned Unit Development (PUD) per Chapter 18.110 because the site is over 1 acre in size. When deviating from a development standard, the applicant must explain why the deviation is necessary. In addition, the applicant should propose mitigation for the impacts of the deviations, i.e. a request for a reduced setback may be mitigated by providing additional public open space, pedestrian pathways or other improvements that will benefit the community. The final decision authority for this application is the Planning Commission, unless appealed to the City Council.

**Subdivision Preliminary Plat:** When the Planning Commission is reviewing the Type III CUP/PUD for the ‘use’ of the site they can also review the Subdivision Preliminary Plat during the same public hearing. The review criteria for a subdivision can be found within Chapter 17.05.040 of the Development Code. The final decision authority for this application is the Planning Commission, unless appealed to the City Council.

**Application Review:** All applications that are reviewed at a public hearing require a neighborhood

meeting to be held by the applicant. Notices for the neighborhood meeting must be sent out no less than 20 days prior to the scheduled neighborhood meeting. Notice to property owners within 250-feet of the subject site is required. A title company can assist you with obtaining a mailing list for your notice to be sent out; a copy of the notice shall also be sent to the Community Development Department staff. Information regarding the noticing requirements is attached. Please note that neighborhood meetings are only valid for a period of 180 days. A meeting must be in an ADA assessable location within Cornelius. We will also require a notarized affidavit of the mailing list and neighborhood meeting announcement, a list of attendees, and minutes from your neighborhood meeting to be submitted in your land use application packet.

Staff will review an application for completeness within thirty (30) days of receipt. The applicant will be notified in writing on the status of completeness. An application must be deemed complete by the 10th of the month in order to be scheduled for the following month's Planning Commission meeting (e.g., May 10th for a June hearing). If the application is deemed complete the City will begin to process the application, including the required public notice. Staff will review the application materials and prepare a staff report with a recommendation to the Planning Commission. The staff report will be complete and available one week prior to the Planning Commission hearing. The Planning Commission meets the fourth Tuesday of each month.

Staff recommends submittal of an application for completeness review a minimum of 15 to 20 days prior to the 10th of the target month. This will allow staff adequate time to review your application and, if needed, it provides you with time to respond to any staff requests for additional application materials.

These applications may be combined and submitted concurrently for review, or separately if you choose.

**Subdivision Final Plat Review:** Once a Preliminary Plat is approved a Final Plat application must be submitted and reviewed, prior to recordation. This review is to ensure that the Final Mylar to be submitted for signature/recording is consistent with the preliminary approval. Extra time should be allotted for the County Surveyor to approve the proposed final plat, which can take several months. The current application fee for a Subdivision Final Plat Review is ½ the original preliminarily subdivision application fee. The services of a professional registered land surveyor will be required. Fees charged by Washington County for final plat review and recordation are not included in this document and are not collected by the City.

Please note: After Final Plat approval, if construction has not begun within one-year of the Final Plat approval, an extension of time request is required or the CUP/PUD approval will expire. (Per Chapter 18.110.030(D)(2).)

The Final Plat approval will not be signed by the City until the appropriate development and improvement agreements and bonding, as required by the City Development Code and City Engineer, are in place.

If minor/major modifications to the approved subdivision or changes are needed, an application for minor or major modification to the subdivision may be required prior to Final Plat review/approval. A major modification of a subdivision is an administrative review with public notice, while a minor modification is an administrative review with no notice. The level of application review would be determined by the Community Development Director based upon the

changes proposed.

**Type I Site Design Review:** Once the subdivision is recorded with the County and the necessary public improvements/infrastructure are in place, each individual lot may be developed with a Type I Site Design Review application. This is an administrative review of each lot to ensure Land Use compliance prior to Building Permit submittal. Once an application is deemed complete, it will be reviewed within 10 working days. **Please Note: pursuant to SB 974 (2025 Legislative Session), the City can no longer require residential design standards so the Type I Site Design Review will no longer include residential design standard requirements.**

**OPTION 2 Processing:**

**Type II Subdivision Review:** Staff will review the application for completeness within thirty (30) days of receipt. The applicant will be notified in writing on the status of completeness. Once the application is deemed complete, the city will begin to process the application. This application is reviewed administratively with a 20-day public notice. Staff will prepare a staff report and the Notice of Decision within 45 days from the date of application completeness.

**Decision/Appeal:** Once a decision is made a staff report and Notice of Decision will be sent to the applicant. The Notice of Decision will identify the appeal period and options for appeal. Once the appeal period is over, you may proceed with complying with the conditions of approval.

**Subdivision Final Plat Review:** Once a Preliminary Plat is approved a Final Plat application must be submitted and reviewed, prior to recordation. This review is to ensure that the Final Mylar to be submitted for signature/recording is consistent with the preliminary approval. Extra time should be allotted for the County Surveyor to approve the proposed final plat, which can take several months. The current application fee for a Subdivision Final Plat Review is ½ the original preliminary subdivision application fee. The services of a professional registered land surveyor will be required. Fees charged by Washington County for final plat review and recordation are not included in this document and are not collected by the city.

Please note: After Final Plat approval, if construction has not begun within one-year of the Final Plat approval, an extension of time request is required or the approval will expire. (Per Chapter 18.110.030(D)(2).)

The Final Plat approval will not be signed by the City until the appropriate development and improvement agreements and bonding, as required by the City Development Code and City Engineer, are in place.

**OPTION 3 Processing:**

**Expedited Middle Housing Land Division:** The proposed project would place 230-units on the property and would divide the land so that each unit is on a separate tax lot. This would require using the Expedited Middle Housing Land Division provision within CMC 17.05.060. With this submittal, the applicant must submit a complete application packet, including a Type I Site Design Review application (see above) for each unique structure.

Once the Preliminary Plat Procedures for an Expedited Middle Housing Land Division has been reviewed and approved, an Expedited Land Division Final Plat Review is necessary.

**Please note:** If the units are attached, only one Type I Site Design Review application will be necessary for each structure type. If all of the structures are identical, then one Type I Design Review application is necessary.

**Application Review:** Staff will review the application for completeness within 21 days of receipt. The applicant will be notified in writing of the status of completeness. Once the application is deemed complete, the city will begin to process the application. The combined application is reviewed administratively with a 14-day public notice to property owners within 100 feet of the site. From the date of deeming the application complete, staff must issue a notice of decision within 63 days.

**Decision/Appeal:** Once a decision is made a staff report will be sent to the applicant and any parties that are part of the record. There is a 14-day appeal period. The process to submit an appeal is identified within CMC 17.05.060(F)(9).

**Comprehensive Plan Amendment:**

This application will be reviewed by the Planning Commission, with a recommendation to the City Council. This may be submitted concurrently with the proposed development application, however, it should be presented and packaged separately, so the City Council is not reviewing the development plan.

The Comprehensive Plan Amendment does require a neighborhood meeting, as it is a Type III application. Notices for the neighborhood meeting must be sent out no less than 20 days prior to the scheduled neighborhood meeting. Notice to property owners within 250 feet of the subject site is required. A title company can assist you with obtaining a mailing list for your notice to be sent out; a copy of the notice shall also be sent to the Community Development Department staff. Information regarding the noticing requirements is attached. Please note that neighborhood meetings are only valid for a period of 180 days. A meeting must be in an ADA assessable location within Cornelius. We will also require a notarized affidavit of the mailing list and neighborhood meeting announcement, a list of attendees, and minutes from your neighborhood meeting to be submitted in your land use application packet.

**Application Review:** All applications that are reviewed at a public hearing require a neighborhood meeting to be held by the applicant. Notices for the neighborhood meeting must be sent out no less than 20 days prior to the scheduled neighborhood meeting. Notice to property owners within 250-feet of the subject site is required. A title company can assist you with obtaining a mailing list for your notice to be sent out; a copy of the notice shall also be sent to the Community Development Department staff. Information regarding the noticing requirements is attached. Please note that neighborhood meetings are only valid for a period of 180 days. A meeting must be in an ADA assessable location within Cornelius. We will also require a notarized affidavit of the mailing list and neighborhood meeting announcement, a list of attendees, and minutes from your neighborhood meeting to be submitted in your land use application packet.

Staff will review an application for completeness within thirty (30) days of receipt. The applicant will be notified in writing on the status of completeness. An application must be deemed complete by the 10th of the month in order to be scheduled for the following month's Planning Commission meeting (e.g., May 10th for a June hearing). If the application is deemed complete the City will begin to process the application, including the required public notice. Staff will review the application materials and prepare a staff report with a recommendation to the Planning

Commission. The staff report will be complete and available one week prior to the Planning Commission hearing. The Planning Commission meets the fourth Tuesday of each month.

Staff recommends submittal of an application for completeness review a minimum of 15 to 20 days prior to the 10th of the target month. This will allow staff adequate time to review your application and, if needed, it provides you with time to respond to any staff requests for additional application materials.

These applications may be combined and submitted concurrently for review, or separately if you choose.

### **Public Right of Way Vacation**

This application can be submitted up until the 4 weeks before the City Council consideration of the Comprehensive Plan Amendment. The intent is to ask the Council to act on the Comprehensive Plan Amendment, and if approved, to act on the public right of way vacation following the City Council Ordinance adoption at the same City Council meeting.

### **Application Review:**

Review of the application requires findings with regard to CMC 13.55.030(B) (1 through 8). Submittal documents should include a map of the street vacation area, a legal description of the street vacation area, and a narrative addressing the approval criteria noted in CMC 13.55.030(B) (1 through 8), and the fee.

## **REQUIREMENTS REGARDLESS OF OPTION CHOSEN**

**Land Use Project Specific Information:** Based on the information provided during the pre-application conference, the comments/concerns that were generally discussed are listed in bullet form below. There may be other unforeseen issues or concerns that cannot be addressed until an application packet is submitted to the city for review and consideration.

- The proposal will need to comply with the City of Cornelius Development Code. This includes, but is not limited to, demonstrating compliance with Chapters 17.05 (Land Division), 18.20 (Low-Density Residential, R-7), 18.35 (Multi-Unit Residential, A-2), 18.100 (Site Design Review), 18.143 (Transportation Facilities) and 18.155 (Solar Access for New Development). If a Conditional Use Permit/Planned Unit Development is proposed, an application will also need to comply with CMC 18.05 (Conditional Use Permit) and 18.110 (Planned Unit Development).
- The amendment to the Comprehensive Plan to move the S. 29<sup>th</sup> Boulevard collector eastward will need to address CMC 18.130, the adopted TSP, applicable Metro Regional Transportation Functional Plan criteria and applicable Oregon Administrative Rules.
- The on-site storm water system shall comply with current Clean Water Services (CWS) standards.
- An approved Service Provider Letter from Clean Water Services (CWS) is required.
- All new utilities that will serve the units shall be underground.

- Any proposed on-site lighting shall not glare or shine into the abutting ROW or adjacent properties.
- The vision clearance areas at driveways and sidewalks must be maintained.
- A service provider letter from the local trash collection provider is needed.
- Per State rules and regulations relating to Climate-Friendly and Equitable Communities (CFEF), on-site parking no longer can be required by the city.
- The proposal will need to address ODOT's concerns identified within the September 8, 2025 Pre-Application Response (attached). A Traffic impact Analysis (TIA) will be required by ODOT.

**Engineering:** Kevin Oppenlander, P.E., Assistant City Engineer provided detailed notes dated August 21, 2025 and revised on September 11, 2025, which are attached.

Please contact Mr. Keyes at (503) 357-3011 if you have any questions.

**Fire:** Chad Toomey, Deputy Fire Marshal, discussed the need to provide fire hydrants and turning radiuses throughout the development.

You may contact Chad Toomey at (503) 992-3196, if you have questions regarding fire related codes and questions.

**Building:** Yvette Hamilton, Building Official, indicated that construct new buildings, building permits are necessary. Building permit submittals are applied for and reviewed through the City of Forest Grove Building Division, except electrical, which are issued through Washington County.

Please contact Yvette Hamilton at (503) 992-3227, with any questions regarding Building Codes.

**Oregon Department of Transportation:** Baseline Street and the abutting railway and crossing are ODOT facilities. Attached are ODOT comments regarding the proposal dated September 8, 2025. As part of an application packet to the city, an ODOT Pre-Application Response letter will be necessary. If the proposal significantly varies from what ODOT has reviewed during the August 26<sup>th</sup> Pre-Application Conference that was held with the city, an updated ODOT Pre-Application Response letter will be necessary.

**SDC, CET and TDT fees:** Prior to issuance of building permits, System Development Charges (SDC) for parks, water, sewer and storm will be due to the City of Cornelius. Construction Excise Taxes (CET) may be required for the Hillsboro school, Metro, and City of Cornelius. A worksheet is attached, which can assist you with estimated fees that will be due to the city.

You may contact Susan Rush, Public Works Business Manager City of Cornelius at (503) 357-3011 with any questions regarding these fees.

There is a Washington County Transportation Development Tax (TDT), which is a County-wide voter approved tax that the city administers within its limits. When new development or redevelopment occurs within the County, the TDT must be assessed. The TDT rate assessed is based upon the proposed use of the building, as defined within the TDT Rate Schedule.

The Community Development Director will review the TDT Procedures Manual and will determine the final TDT prior to issuance of building permits.

The TDT is due at the time of building permit issuance, but under certain circumstances it is deferrable until occupancy or Bancroft payment options may be available. If deferred until occupancy and the TDT increases, the most current TDT fee will be due.

For more information about the TDT, you may review the Washington County website.

<https://www.co.washington.or.us/LUT/Divisions/LongRangePlanning/PlanningPrograms/TransportationPlanning/transportation-development-tax.cfm>

Please note: Typically, each year the County increases the TDT rate the 1<sup>st</sup> of July.

Thank you very much for taking the time to meet with us. As you refine your development plans, you are welcome to schedule a follow-up meeting with our staff. If you have any further questions or if you need additional assistance with your application submittal process, please contact us at (503) 357-3011. We look forward to working with you to make your development within the City of Cornelius a success.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Tim Franz', with a large, sweeping flourish extending to the right.

Tim Franz  
Senior Planner

Response to questions by AKS.

1. Comprehensive Plan Map Amendment, PUD/CUP/Subdivision
2. Yes/no. Need the CPA information in a separate file as it is the only item that moves to City Council. All applications would be processed at the same time/same PC hearing.
3. I would like to take the street vacation resolution to the City Council at the same meeting that the CPA is heard.
4. One NRM for all applications.
5. Researching answers to this question

A) setbacks – standard setbacks in the two zoning districts. R-7 setbacks along the 345<sup>th</sup> the western lots. All others would comply with A-2 setbacks

B) Based on the numbers on the Concept Layout 6 – the density calculation looks fine. The proposed 230 units is within the minimum and maximum total.

C) Any of the numbered deviations can be modified. Need justification based on the PUD/CUP criteria.

6. Minimum useable open space is 65,700 and the park is 69,539, which would meet the requirement of useable open space.
7. Bark surface, fenced, would appreciate a covered area with benches or picnic table. Maybe a fire hydrant or dog play equipment.
8. Climate friendly and equitable communities – no impact

Housing changes – no impact – if you meet the underlying standards you could bypass the PC for the subdivision, effective July 1, 2026.

SB 974 – PUDs no longer a public hearing after July 1, 2026, cannot apply design standards to housing unless the application is for a MF structure or fewer than 20 residential units.

HB 2138 -

SB157 -

9. Geotech, storm drainage report, SPL, ... (see TK comments

Complete application

The frontage along Baseline adjacent to the site is improved with curb/gutter, bike lane, bus stop, sidewalk, and underground utilities. The only features lacking on this frontage, and ones the developer will need to address are:

- **Street trees – If ODOT does not allow street trees in the ROW, then the street trees shall be located outside the ROW on the north side of the sidewalk and covered by a landscape easement.**
- **Sidewalk – The sidewalk on Baseline must be 6-feet wide. If it currently doesn't meet this width requirement, it should be widened as part of the project.**
- **Street lights - Cobra-head street lights on their own poles are required. The applicant should hire a lighting engineer to design these street lights and their circuitry. System Development Credits (SDC) are not available for new street lighting.**
- **The ROW must to include all the public improvements along Baseline (except for street trees if they are located north of the sidewalk). Based on drawings provided for the Haney project just to the north, a portion of the sidewalk and bus stop may be outside the ROW. If any of the public improvements are outside the existing ROW, additional ROW must be dedicated so that all the public improvements, other than trees, are in the ROW.**

No driveways from the site are allowed to access Baseline and the applicant is not proposing any.

Since Baseline is State highway, ODOT may have additional requirements for frontage improvements. If the City and ODOT requirements conflict, typically the more stringent requirement prevails. Also, ANY work in the ODOT ROW requires an ODOT permit.

#### *N. 26<sup>th</sup> Avenue (Collector)*

The frontage along N. 26<sup>th</sup> is partially improved. While the travel lanes are complete, the curb is a mixture of rolled curb, curb/gutter, and a driveway. No sidewalk exists along the frontage. Street lights are on wooden poles with overhead power connecting them.

The frontage improvement required on N. 26<sup>th</sup> include:

- **Concrete curb and gutter in areas where this is lacking, including replacement of the existing driveway with a curb & gutter.**
- **6-foot parkway strip with street trees meeting the City's Public Works Standards.**

- **6-foot concrete sidewalk, separated from the curb/gutter by the parkway strip.**
- **Streetlights on metal cobra-head poles with underground power. Ideally, these lights should be on the same circuit as the new ones required on Baseline. Lighting shall be designed by a lighting engineer and the lighting plans included in the civil plan set. System Development Credits (SDC) are not available for new street lighting.**
- **Dedication of additional ROW, as needed, to ensure public improvements are within the ROW.**

*Private Access from N. 26<sup>th</sup> Avenue*

The site relies on access from N. 26<sup>th</sup> Avenue from a private driveway to be constructed with the Haney project to the north. Since this access way is private, the only requirement from the City Engineer is that the driveway connecting this private drive to N. 26<sup>th</sup> shall meet the city's standards for commercial driveways.

*Traffic Study*

The City will not require a traffic study for this development because the traffic volumes anticipated for this type of development are highly unlikely to cause any needs for mitigation measures. However, ODOT may require a traffic study.

**Water**

A 10-inch C-900 exists along the N. 26<sup>th</sup> frontage. A 12-inch ductile iron water main exists on Baseline frontage. These mains both have capacity for the proposed project and no public extensions are required.

A fire hydrant exists on the northwest corner of Baseline and N. 26<sup>th</sup> Avenue. While engineering will not require additional hydrants, the fire department may.

The city strongly recommends connects to the 10-inch line in N. 26<sup>th</sup> Avenue to avoid any permitting issues with ODOT.

**Sanitary Sewer**

8-inch sanitary mains exist along the N. 26<sup>th</sup> and Baseline frontages. These lines have capacity for the proposed development. The project proposed to the north (Haney) proposes to construct a public sanitary sewer extension heading west along the private drive from a manhole in N. 26<sup>th</sup>. A new public sanitary manhole is proposed just inside the N. 26<sup>th</sup> ROW in a public easement. This site should connect its sanitary lateral to this manhole to avoid any permitting issues with ODOT.

Since the proposal is for a restaurant, a great interceptor is likely to be required by the Building Official.

## **Stormwater**

### *Conveyance*

A public storm sewer exists on Baseline and N. 26<sup>th</sup> Avenue along the site frontages. Additionally, the project to the north is extending the storm sewer along the east-west access way. No extension of the public storm system is required with this project.

The applicant has three points they can connect their storm lateral to the public system.

- 1) The East Baseline LID Project constructed a catch basin near the west end of the bus pullout on Baseline. According to the as-builts, a lateral goes under the sidewalk to serve this parcel.
- 2) The East Baseline LID Project also constructed a catch basin on west side N. 26<sup>th</sup> Avenue, just north of Baseline. While this catch basin lacks an existing lateral serving the parcel, the parcel can easily tap its lateral into the back of the catch basin since no other infrastructure exists behind the catch basin.
- 3) The property to the north proposes a storm lateral to serve this property from the new east-west storm line they are proposing in the access driveway.

### *Treatment, Detention, and LIDA*

Stormwater runoff from all new development in urban Washington County must be treated and detained in accordance with Clean Water Services (CWS) Standards. The CWS requirements consist of three parts.

- 1) *Treatment* – All runoff from new impervious surfaces must be treated before release into the public storm system. Treatment for commercial sites like this typically entails use of biofiltration swales, rain gardens, or stormwater filters
- 2) *Hydromodification or Detention* – This requirement is based on a series of factors. These factors and their ratings for this site are:

Risk – low

Development Class – developed area

Project Size – medium (12,000 to 80,000 sq.ft.)

These criteria place the project in CWS's *Category 2*. Category 2 projects require significant detention as spelled out in the CWS Design and Construction

Standards. Detention is typically provided by underground pipes or ponds. The soils in Cornelius typically prevent use of infiltration techniques.

- 3) *Low Impact Development Approach (LIDA)* – Projects must also incorporate some type of LIDA or green approach to stormwater control. Surface stormwater facilities such as swales and detention ponds meet the LIDA requirement. Other approaches that meet LIDA include: pervious pavement and green roofs. If storm filters and underground detention is utilized on the site, a LIDA approach will be required. Some commercial developments have met this requirement with a small rain garden to capture and treat roof runoff.

The Clean Water Services standards require LIDA on all development projects per 4.05.2 - LIDA Design Considerations.

### **Service Provider Letter**

**The applicant must obtain a Service Provide Letter (SPL).** The SPL will determine if wetlands exist on or adjacent to the site and, if they do, will specify the vegetated corridor or buffer requirements for the site. The City or Clean Water Services can provide this SPL.

### **Erosion Control**

**An erosion control plan is required for this project.** Since the project is greater than 1 acre, the erosion control plan will need to meet the requirements for a 1200-CN permit and will go through City and CWS for review.

### **Plan Review**

The plans that need to be reviewed by the City Engineer are those involving public infrastructure, stormwater treatment, and erosion control. The applicant does not need to interact with Clean Water Services during review or design. For projects in cities, the city acts at the primary contact point. with CWS. If the city cannot answer a question regarding storm or sanitary, the city consults with CWS directly.

Finally, the applicant and their engineer are **strongly** encouraged to communicate with the City Engineer during the design process to minimize the need for redlines and revisions.



September 8, 2025

ODOT # 13779

## ODOT Pre-Application Response

<b>Project Name:</b> Laurel Woods North	<b>Applicant:</b> Melissa Slotemaker, AKS
<b>Jurisdiction:</b> City of Cornelius	Engineering & Forestry, LLC
<b>Site Address:</b> 305 SW 345th Avenue	<b>State Highway:</b>

The site of this proposed land use action is in the vicinity of OR 8. ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation.

All ODOT permits and approvals must reach 100% plans before the District Contact signs off on a local jurisdiction building permit or other necessary requirement before construction. **The applicant should contact the District Contact indicated below to determine permit requirements and to obtain application information.**

These comments, standards, and requirements are current as of the date of this letter. If the project scope and/or timeline is modified, the applicant should contact the ODOT Region 1 Development Review program ([ODOT\\_R1\\_DevRev@odot.oregon.gov](mailto:ODOT_R1_DevRev@odot.oregon.gov)) for an updated letter as updated comments may be necessary.

### LAND USE PROPOSAL

ODOT attended a pre-application meeting for the proposed development of 230-lot subdivision on a 41-acre site adjacent to an active railroad. The project includes a Comprehensive Plan Map amendment (to update the Transportation System Plan map), a proposed partition (currently being reviewed under local file LP-01-25), a Planned Unit Development, and subdivision.

### COMMENTS/FINDINGS

#### Property Location Within Safe Stopping Distance of a Public Railroad Crossing

ODOT understands the improvements to 345<sup>th</sup> Avenue will not be completed until Phase 3 of this project. Based on the conversations during the pre-application meeting, this will be a city-led project that will make frontage improvements North and South of the existing railroad crossing, and upgrades to the existing crossing. The project may include realigning of 345<sup>th</sup> Avenue.

The ODOT Rail Crossing Unit has reviewed the materials and provided the following comments:

“The alterations will require a new rail crossing Order. A rail crossing Order application is required and diagnostic meeting shall be held with all parties required including: road authorities, railroad(s), and ODOT Rail.

Since UPRR is involved the road authority will need to work with them to obtain a PE Agreement as well as work and obtain any right of way agreements.

The road authority shall finalize the rail Order prior to construction commencing.”

For questions regarding a Crossing Order, contact the ODOT Rail Crossing Unit at [ccdtrailcrossing@odot.oregon.gov](mailto:ccdtrailcrossing@odot.oregon.gov).

### Traffic Impacts

**Contact the ODOT Traffic Contact identified below and the local jurisdiction to scope the Traffic Impact Analysis (TIA) and confirm travel modeling assumptions.**

### ODOT Technical Review Requirements

All alterations within the State highway right of way are subject to ODOT standards. Alterations along the State highway but outside of the ODOT right of way may also be subject to ODOT review pending its potential impact on the safe operation of the State highway.

The following ODOT manuals may apply:

- ODOT Traffic Manual
- ODOT Highway Design Manual
- ODOT Hydraulics Design Manual

The ODOT Traffic Manual (TM) identifies items that require ODOT Region Traffic Engineer (RTE) approval. Items requiring RTE approval must be prepared by an Oregon-registered Professional Engineer (P.E.) and will be reviewed by the ODOT Region 1 Technical Center. See the TM for information on authorities and required approvals. Some approvals require a unique request form (Traffic Approval).

### **Deviations from ODOT Standards**

Proposed alterations that deviate from ODOT standards will require a Design Exception/Deviation prepared by an Oregon-registered Professional Engineer (P.E.) for review by the ODOT Region 1 Technical Center. ODOT can only determine if design elements will require a Design Exception/Deviation or RTE approval once detailed plans have been reviewed.

Note: A Design Exception/Deviation or RTE approval items may take **6 months or longer to process**. The preparation of a Design Exception or RTE approval does not guarantee its ultimate approval.

## **ODOT RECOMMENDED CONDITIONS OF APPROVAL FOR LOCAL JURISDICTION**

### Traffic Impacts

- The applicant shall submit a Traffic Impact Analysis (TIA) to assess the impacts of the proposed use on the State highway system. The analysis must be conducted and stamped by an Oregon-registered Professional Engineer (P.E.). Contact the ODOT Traffic Contact identified below and the local jurisdiction to scope the TIA and confirm travel modeling assumptions. The recommendation for traffic control devices will require either ODOT Region Traffic Engineer (RTE) or State Traffic-Roadway Engineer (STRE) approval and shall be constructed as necessary to be consistent with the ODOT Traffic Manual.

Note: RTE and STRE approval items may take **6 months or longer** to process.

### Property Location Within Safe Stopping Distance of a Public Railroad Crossing

- A Crossing Order is required for any alterations within the safe stopping distance (within 500 ft) of the public rail crossing. To alter means any change to the roadway or tracks at a crossing that materially affects the use of the crossing by railroad equipment, vehicles, bicyclists, or pedestrians. Alterations include but are not limited to changing the width of the roadways; installing or removing protective devices; creating an additional travel lane; installing curbs, sidewalks, or bicycle facilities. Contact the ODOT Rail Crossing Unit at [ccdrrailcrossing@odot.oregon.gov](mailto:ccdrrailcrossing@odot.oregon.gov) for assistance in determining if a Crossing Order is required and, if required, for guidance through the application process.

## **ADVISORY INFORMATION**

### Permits and Agreements to Work in State Highway Right of Way

- An ODOT Miscellaneous Permit must be obtained for all work in the State highway right of way. When the total value of improvements within the State highway is estimated to be \$100,000 or more, a Cooperative Improvement Agreement (CIA) with ODOT is required. A CIA will address the transfer of the improvements to ODOT and any associated technical and administrative costs for projects that meet this improvement threshold. Agreements shall address the work standards that must be followed, maintenance responsibilities, and compliance with ORS 276.071, which includes State of Oregon prevailing wage requirements.

Note: If a CIA is required, it may take **6 months or longer** to process.

- An ODOT Miscellaneous Permit is required for new or modified connections to State highway drainage facilities. Connections will only be considered if the site's drainage naturally enters the State highway drainage facility. The applicant must provide ODOT District with a preliminary drainage plan showing impacts to the State highway drainage facility.

A drainage study prepared by an Oregon-registered Professional Engineer (P.E.) is usually required by ODOT if:

1. Modification to site development or State highway facility trigger the need for treatment, detention and drainage modifications per both local and state standards; or
2. Total peak runoff entering the State highway drainage facility is more significant than 1.77 cubic feet per second; or
3. The improvements increase the impervious surface area to greater than 10,758 square feet.

Note: If a drainage study is required, it shall be prepared to meet the requirements of the ODOT Hydraulics Manual. The applicant is advised that ODOT standards may differ from the local jurisdiction.

### Property Location Adjacent to Railroad Tracks

- The applicant is advised that the railroad authority may require fencing along the property's rail frontage. The applicant is encouraged to install continuous fencing (no gates) along the property line fronting the railroad tracks to ensure the safe operation of trains by preventing illegal trespassing of pedestrians across the tracks.

- ☒ The applicant is advised that residential development on the proposed site may be exposed to noise from heavy rail freight trains, passenger trains or transit vehicles. Builders should take appropriate measures to mitigate the noise impacts. The State is not responsible for providing mitigation for receptors that are built after the noise source is in place.

**Contact the ODOT Development Review Planner identified below for further coordination or questions regarding ODOT comments and requirements during the land use process.**

Please send a copy of the Land Use Notice to: [ODOT\\_R1\\_DevRev@odot.oregon.gov](mailto:ODOT_R1_DevRev@odot.oregon.gov)

Development Review Planner: Melissa Gonzalez	<a href="mailto:Melissa.GONZALEZ-GABRIEL2@odot.oregon.gov">Melissa.GONZALEZ-GABRIEL2@odot.oregon.gov</a>
Traffic Contact: John Russell, P.E.	<a href="mailto:John.RUSSELL@odot.oregon.gov">John.RUSSELL@odot.oregon.gov</a>
District Contact: District 2B	<a href="mailto:d2bup@odot.oregon.gov">d2bup@odot.oregon.gov</a>

**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
www.ci.cornelius.or.us

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Date Complete: \_\_\_\_\_ ↓ File Number ↓  
Application Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**APPLICATION TYPE**

**Type I – administrative review without public notice**

- Design Review I                       Lot Line Adjustment                       Administrative Relief  
 Land Partition—Final Plat                       Subdivision—Final Plat  
 Other *please describe:* \_\_\_\_\_

**Type II – administrative review with public notice**

- Design Review II                       Land Partition—Preliminary Plat                       Subdivision—Preliminary Plat  
 Other *please describe:* \_\_\_\_\_

**Type III – public hearing(s) required with public notice**

- Design Review III                       Conditional Use Permit                       Planned Unit Development  
 Comprehensive Plan Amendment                       Zone Map Amendment                       Zone Text Amendment  
 Annexation                       ROW/Easement Vacation                       Subdivision—Preliminary Plat  
 Other *please describe:* \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SUBJECT SITE INFORMATION**

Property Address: \_\_\_\_\_  
Map & Tax Lot Number(s): \_\_\_\_\_  
Current Zoning: N/A Total Size of Site: \_\_\_\_\_  
Existing Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_

# Conditional Use Permit – Planned Unit Development Submittal Checklist

## Community Development

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

### Written Narrative Requirements

- \_\_\_\_\_ A. **Checklist:** Please provide one completed and signed copy of this checklist.
- \_\_\_\_\_ B. **Description of proposal:** Please describe the existing conditions on-site and the changes proposed to the site, structure, landscaping, parking, and land use, including the number of parcels created. Provide findings verifying that the intended use is allowed by the City's Development Code.
- \_\_\_\_\_ C. **Approval criteria findings:** Please provide a narrative that evaluates and verifies that the proposal meets the approval criteria identified below:

Conditional Use Permit, Section 18.105.030(B) of the Development Code.

1. *The proposal conforms with the City's Comprehensive Plan;*
2. *The applicable requirements of the zoning district are satisfied; and*
3. *That the location, size, design, and functional characteristics of the proposed use are such that it can be made reasonably compatible with and have a minimum impact on the livability and appropriate development of other properties in the surrounding neighborhood;*
4. *The granting of the proposal will provide for a facility that is consistent with the overall needs of the city.*

Planned Unit Development, Section 18.110.030(B) of the Development Code.

1. *There are special physical or geographic conditions or objectives of development, which warrant a departure from the standard title requirements.*
2. *Resulting development will be consistent with overall planning and zoning objectives of the city.*
3. *The area around the development can be planned to be in substantial harmony with the proposed plan.*
4. *If the applicant is proposing phasing the project, then identify the schedule for phasing. If the applicant is not proposing to phase the project, then identify the time frame for completion.*
5. *Provide findings that economically justify a proposed commercial or industrial development.*
6. *The streets are adequate to support the anticipated traffic and the development will not overload the streets outside the planned area.*
7. *Proposed utility and drainage facilities are adequate for the population densities and type of development proposed.*

\_\_\_\_\_ D. Please provide the hours of operation, total number of employees, and maximum number of employees per shift.

\_\_\_\_\_ E. **Site Analysis Information:**

1. Existing building area: \_\_\_\_\_ sq. ft.  
Proposed building addition or subtraction: \_\_\_\_\_ sq. ft.
2. Existing building height: \_\_\_\_\_ ft.  
Proposed building height: \_\_\_\_\_ ft.
3. Existing parking area: \_\_\_\_\_ sq. ft.  
Existing number of parking spaces: \_\_\_\_\_ # sp.  
Proposed parking addition or subtraction: \_\_\_\_\_ sq. ft.  
Proposed number of parking spaces: \_\_\_\_\_ # sp.  
Proposed use: \_\_\_\_\_  
Parking requirement: \_\_\_\_\_

- 4. Existing landscaped area: \_\_\_\_\_ sq. ft.
- Percentage of site: \_\_\_\_\_ %
- Proposed landscape addition or subtraction: \_\_\_\_\_ sq. ft.
- Percentage of site: \_\_\_\_\_ %

\_\_\_\_\_ F. **Additional Requirements:** Please be advised that special studies, investigations and reports may be required to ensure that the proposal does not adversely affect the surrounding community, and does not create hazardous conditions for persons or improvements on the site. These studies may include investigations and reports on noise attenuation, air quality, traffic control, soil conditions, flooding of waters and storm water run-off, natural resources, tree preservation, and other concerns.

\_\_\_\_\_ G. **Neighborhood Review Meeting:** information required (*Dev. Code Section 18.10.030.*)

- \_\_\_\_\_ 1. A copy of the notice sent to surrounding property owners.
- \_\_\_\_\_ 2. A copy of the mailing list used to send out meeting notices.
- \_\_\_\_\_ 3. An affidavit of mailing.
- \_\_\_\_\_ 4. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
- \_\_\_\_\_ 5. Notes of the meeting, including the meeting date, time, and location, the names and addresses of those who attended, and oral and written comments received.

### Plan Requirements

All plans, except architectural renderings, elevations or both, shall be presented at a minimum of 1" = 20'. Architectural elevations may be presented at an architectural scale. Each of the following plans and drawings shall be submitted on 24" x 36" (maximum size) separate sheets. Please also include one (1) full set of plans that is 8 1/2" x 11" in size. Please include all of the following information for each plan.

\_\_\_\_\_ A. **Existing Conditions Plan:**

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. Vicinity map.
- \_\_\_\_\_ 3. The entire lot(s), including area and property lines dimensioned.
- \_\_\_\_\_ 4. Points of existing access, interior streets, driveways, and parking areas.

- \_\_\_\_\_ 5. Location of all existing buildings and structures, including refuse storage locations, pedestrian and bike paths, or both, swimming pools, tennis courts, and tax lots.
- \_\_\_\_\_ 6. Existing right-of-way and improvements.
- \_\_\_\_\_ 7. Dimension from centerline to edge of existing right-of-way.
- \_\_\_\_\_ 8. Existing topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
- \_\_\_\_\_ 9. Surrounding development and conditions within 100-ft. of the property; such as zoning, land uses, buildings, driveways, and trees.
- \_\_\_\_\_ 10. Location of existing public and private utilities, easements, and 100-year floodplain.
- \_\_\_\_\_ 11. Sensitive areas, as defined by the Clean Water Services (CWS) standards.
- \_\_\_\_\_ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-cropping's and streams. *Wetlands must be professionally delineated.*

\_\_\_\_\_ B. **Dimensioned Site Plan:**

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. The entire lot(s), including area, property lines dimensioned and labeled "front," "side," and "rear."
- \_\_\_\_\_ 3. Points of access, interior streets, driveways, and parking areas.
- \_\_\_\_\_ 4. Proposed land uses including housing densities and the location of buildings and structures.
- \_\_\_\_\_ 5. Proposed right-of-way, dedications and improvements.
- \_\_\_\_\_ 6. Dimension from centerline to edge of proposed right-of-way.
- \_\_\_\_\_ 7. Dimensions of all improvements, including setbacks, parking spaces, driveways, and distance between buildings.
- \_\_\_\_\_ 8. Location of storm water quality and detention facilities, or both.
- \_\_\_\_\_ 9. Boundaries of development phases, if applicable.
- \_\_\_\_\_ 10. Sensitive areas, as defined by the Clean Water Services standards.
- \_\_\_\_\_ 11. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock out-cropping's and streams. *Wetlands must be professionally delineated.*
- \_\_\_\_\_ 12. Topographical information (2 ft. contour lines) of existing and proposed grades on-site and for surrounding properties within 100 ft. of the subject property.

- \_\_\_\_\_ 13. Location and schematic massing of proposed buffering, screening, and landscaped areas.
- \_\_\_\_\_ 14. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.

\_\_\_\_\_ C. **Architectural Renderings, Elevations, or both:** Please provide information that identifies the general character of the buildings and structures, by indicating dimensions, materials, colors, and textures proposed. This includes buildings, retaining walls, refuse storage facilities, play structures, accessory facilities, and fences.

\_\_\_\_\_ D. **Sensitive Area Pre-Screening or Service Provider Letter:** Please provide a completed and signed Pre-Screening or CWS Service Provider Letter.

**I have provided the items required in this submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

**Community Development**

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[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

**Written Narrative Requirements**

- \_\_\_\_\_ A. **Checklist:** Please provide one completed copy of this five-page checklist.
- \_\_\_\_\_ B. **Description of proposal.** Please describe the existing conditions on-site and the changes proposed to the site, structure, landscaping, parking, and land use, including the number of lots created. Provide findings verifying that the intended use is allowed within the particular zoning of the site by the City's Development Code.
- \_\_\_\_\_ C. **Approval criteria findings:** Please provide a detailed narrative that evaluates and verifies the proposal meets the all of the approval criteria identified below.

Section 17.05.040(C) of the Development Code

1. *The proposal conforms with the City's Comprehensive Plan.*
2. *The proposal complies with all applicable statutory and ordinance requirements.*
3. *All proposed lots conform to the size and dimensional requirements of this ordinance; and*
4. *Adequate public facilities are available to serve the proposal*
5. *All proposed improvements meet City standards; and*
6. *That the phasing plan, if requested, can be carried out in a manner, which meets the objectives of the above criteria and provides necessary public improvements for each phase as it develops.*

Section 18.155, of the Development Code

If the subject parcel is located in the R-10 or R-7 zones, or it will be developed with a single-family dwelling, the proposal shall meet the Solar Access Protection design standards identified in *Section 18.155*. The

applicant will state which option is chosen and provide a list of those lots meeting the Basic Solar Standard, and those lots proposed for Exemption from, or Adjustment to the Basic Solar Standard.

- 
- D. **Additional Requirements:** Please be advised that special studies, investigations and reports may be required to ensure that the proposal does not adversely affect the surrounding community, and does not create hazardous conditions for persons or improvements on the site. These studies may include investigations and reports on noise attenuation, air quality, traffic control, soil conditions, flooding of waters and storm water run-off, natural resources, tree preservation, and other concerns. A pre-application meeting is highly recommended to identify all of the additional requirements that may be required.

All applicable requirements from Metro, Clean Water Services, Oregon Department of Transportation, Division of State Lands and other applicable agencies will need to be addressed within the application.

- 
- E. **Fee Ownership:** If applying for a Fee Ownership Land Division please provide findings specifically addressing each of the approval criteria found in *Section 17.05.050*, of the City's Planning Code, in addition to the approval criteria listed in item "C" above.

1. *As a whole, the development of which the unit is a part meets ordinance criteria for lot area, lot dimensions, setbacks, parking, lot coverage, landscaping, public facilities and street frontage.*
2. *The development as a whole, the unit for which fee ownership is desired and any unit affected by the division shall meet all building, plumbing and fire code standards.*
3. *Ingress and egress is provided to all lots.*
4. *Parking is provided in accordance with ordinance standard for the individual unit either on the new lot or through easements as described in subsection 6, below. If assigned parking is provided, it shall meet ordinance standards.*
5. *Adequate public facilities are provided to the new lot.*
6. *The applicant provides deed covenants required that address: parking, maintenance of buildings and utilities, landscaping and common areas, ingress and egress. The deed covenants must be approved by the City Attorney and Community Development Director.*

- \_\_\_\_\_ F. **Sensitive Area Pre-Screening Site Assessment Letter:** Please provide a copy a completed and signed Sensitive Area Pre-Screening Site Assessment Letter or form from the City of Cornelius City Engineer or Clean Water Services (CWS). Please contact the City if you have questions.
  
- \_\_\_\_\_ G. **Neighborhood Review Meeting:** information required (*Dev. Code Section 18.10.030.*). (Only required for Type III Reviews)
  - \_\_\_\_\_ 1. A copy of the notice sent to surrounding property owners.
  - \_\_\_\_\_ 2. A copy of the mailing list used to send out meeting notices.
  - \_\_\_\_\_ 3. An affidavit of mailing notice.
  - \_\_\_\_\_ 4. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
  - \_\_\_\_\_ 5. Notes of the meeting, including the meeting date, time, and location, the names and addresses of those who attended, and oral and written comments received.

**Plan Requirements**

All plans shall be presented at a minimum scale of 1" = 20', and on a maximum sheet size of 24" x 36". Please provide staff three (3) full sheets sets for review, one (1) 8 ½" x 11" sheet set and one electronic PDF file, which include all of the following information.

- \_\_\_\_\_ A. **Existing Conditions Plan** includes the following:
  - \_\_\_\_\_ 1. North arrow, scale and date of plan.
  - \_\_\_\_\_ 2. Vicinity map.
  - \_\_\_\_\_ 3. All existing lot sizes, lot lines and dimensions.
  - \_\_\_\_\_ 4. Points of existing access, interior streets, driveways, and parking areas.
  - \_\_\_\_\_ 5. Location of all existing buildings and structures, including refuse storage locations and pedestrian/bike paths.
  - \_\_\_\_\_ 6. Existing right-of-way and improvements, including sidewalk dimensions.
  - \_\_\_\_\_ 7. Dimension from right-of-way centerline to edge of existing property line and to required right-of-way dedication.
  - \_\_\_\_\_ 8. Dimensions of all improvements, including setbacks.
  - \_\_\_\_\_ 9. Location of existing public and private utilities.
  - \_\_\_\_\_ 10. Topographical information, (2 ft. contour lines) of existing grades.
  - \_\_\_\_\_ 11. Existing trees larger than 6" in dbh (diameter at breast height), including genus, species and size. Dbh is measured at 54" above grade.
  - \_\_\_\_\_ 12. Location of existing wetlands, 100-year floodplain, streams or other natural resources.

- \_\_\_\_\_ B. **Proposed Preliminary Plat** includes the following:
- \_\_\_\_\_ 1. The dimension of all new lots with their size (sq. ft.), the location, widths and names of all existing, proposed streets and public ways within or adjacent to the plat. Please include illustrations of all easements for utilities, other encumbrances and railroad right-of-ways. New streets shall be designated with proposed street names.
  - \_\_\_\_\_ 2. Dimension from right-of-way centerline to edge of existing property line and to required right-of-way dedication.
  - \_\_\_\_\_ 3. Location of existing and proposed easements.
  - \_\_\_\_\_ 4. Location of at least one temporary bench mark within the plat boundaries.
  - \_\_\_\_\_ 5. Square footage of all proposed lots.
  - \_\_\_\_\_ 6. The total gross acreage of the subdivision plat.
  - \_\_\_\_\_ 7. Identify and label on the plat all lots in conformance with the Solar Ordinance requirements.
  - \_\_\_\_\_ 8. Delineation showing minimum/proposed setback requirements within each lot/parcel.
- \_\_\_\_\_ C. **Preliminary Plat Reduction & Electronic PDF:** Provide one proposed preliminary plat that is reduced to 8.5" x 11" and provide staff an electronic PDF copy of the proposed plans.
- \_\_\_\_\_ D. **Proposed Improvement Plan** includes the following:
- \_\_\_\_\_ 1. North arrow, scale and date of plan.
  - \_\_\_\_\_ 2. All proposed lot sizes, lot lines and dimensions.
  - \_\_\_\_\_ 3. Dimension from right-of-way centerline to edge of existing and proposed property line and to required right-of-way dedication.
  - \_\_\_\_\_ 4. Existing and proposed right-of-way and improvements, including sidewalk dimensions.
  - \_\_\_\_\_ 5. Topographical information, (2 ft. contour lines) of existing and proposed grades and fill.
  - \_\_\_\_\_ 6. Preliminary location of proposed public water, sewer, stormwater and private utilities such as electric, cable and telephone. Please include any proposed easements, and 100-year floodplain.
  - \_\_\_\_\_ 7. Preliminary plans and profiles of proposed sanitary and storm sewers, showing that gravity service is feasible for all lots.
  - \_\_\_\_\_ 8. Existing trees, larger than 6" dbh, proposed to be saved and removed. Include genus, species, and size. Proposed location of street trees and their size and species.
  - \_\_\_\_\_ 9. Cross-section of all street and bike path improvements.

\_\_\_\_\_ 10. Preliminary location of proposed stormwater quality/quantity facility and preliminary sizing calculations showing location has sufficient space for a facility meeting current requirements

\_\_\_\_\_ E. **Landscape Plan:**

\_\_\_\_\_ 1. Submit proposed detailed landscaping plan of any proposed common space, landscaped areas within the public right-of-way (ROW) and other non-buildable tracts.

I have provided the items required in this submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

**Community Development**

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

**Written Narrative Requirements**

- \_\_\_\_\_ A. **Checklist:** Please provide one completed copy of this five-page checklist.
- \_\_\_\_\_ B. **Description of proposal.** Please describe the existing conditions on-site and the changes proposed to the site, structure, landscaping, parking, and land use, including the number of lots created. Provide findings verifying that the intended use is allowed within the particular zoning of the site by the City's Development Code.
- \_\_\_\_\_ C. **Approval criteria findings:** Please provide a detailed narrative that evaluates and verifies the proposal meets the all of the approval criteria identified below.

Section 17.05.060(D) of the Development Code

1. *The proposal conforms with the City's Comprehensive Plan.*
2. *The proposal complies with all applicable statutory and ordinance requirements.*
3. *All proposed lots conform to the size and dimensional requirements of this ordinance; and*
4. *Adequate public facilities are available to serve the proposal*
5. *All proposed improvements meet City standards; and*
6. *That the phasing plan, if requested, can be carried out in a manner, which meets the objectives of the above criteria and provides necessary public improvements for each phase as it develops.*

Section 18.155, of the Development Code

If the subject parcel is located in the R-10 or R-7 zones, or it will be developed with a single-family dwelling, the proposal shall meet the Solar Access Protection design standards identified in *Section 18.155*. The

applicant will state which option is chosen and provide a list of those lots meeting the Basic Solar Standard, and those lots proposed for Exemption from, or Adjustment to the Basic Solar Standard.

- 
- D. **Additional Requirements:** Please be advised that special studies, investigations and reports may be required to ensure that the proposal does not adversely affect the surrounding community, and does not create hazardous conditions for persons or improvements on the site. These studies may include investigations and reports on noise attenuation, air quality, traffic control, soil conditions, flooding of waters and storm water run-off, natural resources, tree preservation, and other concerns. A pre-application meeting is highly recommended to identify all of the additional requirements that may be required.

All applicable requirements from Metro, Clean Water Services, Oregon Department of Transportation, Division of State Lands and other applicable agencies will need to be addressed within the application.

- 
- E. **Fee Ownership:** If applying for a Fee Ownership Land Division please provide findings specifically addressing each of the approval criteria found in *Section 17.05.050*, of the City's Planning Code, in addition to the approval criteria listed in item "C" above.
1. *As a whole, the development of which the unit is a part meets ordinance criteria for lot area, lot dimensions, setbacks, parking, lot coverage, landscaping, public facilities and street frontage.*
  2. *The development as a whole, the unit for which fee ownership is desired and any unit affected by the division shall meet all building, plumbing and fire code standards.*
  3. *Ingress and egress is provided to all lots.*
  4. *Parking is provided in accordance with ordinance standard for the individual unit either on the new lot or through easements as described in subsection 6, below. If assigned parking is provided, it shall meet ordinance standards.*
  5. *Adequate public facilities are provided to the new lot.*
  6. *The applicant provides deed covenants required that address: parking, maintenance of buildings and utilities, landscaping and common areas, ingress and egress. The deed covenants must be approved by the City Attorney and Community Development Director.*

- \_\_\_\_\_ F. **Sensitive Area Pre-Screening Site Assessment Letter:** Please provide a copy a completed and signed Sensitive Area Pre-Screening Site Assessment Letter or form from the City of Cornelius City Engineer or Clean Water Services (CWS). Please contact the City if you have questions.
  
- \_\_\_\_\_ G. **Neighborhood Review Meeting:** information required (*Dev. Code Section 18.10.030.*). (Only required for Type III Reviews)
  - \_\_\_\_\_ 1. A copy of the notice sent to surrounding property owners.
  - \_\_\_\_\_ 2. A copy of the mailing list used to send out meeting notices.
  - \_\_\_\_\_ 3. An affidavit of mailing notice.
  - \_\_\_\_\_ 4. Representative copies of written materials and plans presented at the Neighborhood Review Meeting.
  - \_\_\_\_\_ 5. Notes of the meeting, including the meeting date, time, and location, the names and addresses of those who attended, and oral and written comments received.

**Plan Requirements**

All plans shall be presented at a minimum scale of 1" = 20', and on a maximum sheet size of 24" x 36". Please provide staff three (3) full sheets sets for review, one (1) 8 ½" x 11" sheet set and one electronic PDF file, which include all of the following information.

- \_\_\_\_\_ A. **Existing Conditions Plan** includes the following:
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- \_\_\_\_\_ B. **Proposed Preliminary Plat** includes the following:
- \_\_\_\_\_ 1. The dimension of all new lots with their size (sq. ft.), the location, widths and names of all existing, proposed streets and public ways within or adjacent to the plat. Please include illustrations of all easements for utilities, other encumbrances and railroad right-of-ways. New streets shall be designated with proposed street names.
  - \_\_\_\_\_ 2. Dimension from right-of-way centerline to edge of existing property line and to required right-of-way dedication.
  - \_\_\_\_\_ 3. Location of existing and proposed easements.
  - \_\_\_\_\_ 4. Location of at least one temporary bench mark within the plat boundaries.
  - \_\_\_\_\_ 5. Square footage of all proposed lots.
  - \_\_\_\_\_ 6. The total gross acreage of the subdivision plat.
  - \_\_\_\_\_ 7. Identify and label on the plat all lots in conformance with the Solar Ordinance requirements.
  - \_\_\_\_\_ 8. Delineation showing minimum/proposed setback requirements within each lot/parcel.

\_\_\_\_\_ C. **Preliminary Plat Reduction & Electronic PDF:** Provide one proposed preliminary plat that is reduced to 8.5" x 11" and provide staff an electronic PDF copy of the proposed plans.

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- \_\_\_\_\_ 1. North arrow, scale and date of plan.
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  - \_\_\_\_\_ 4. Existing and proposed right-of-way and improvements, including sidewalk dimensions.
  - \_\_\_\_\_ 5. Topographical information, (2 ft. contour lines) of existing and proposed grades and fill.
  - \_\_\_\_\_ 6. Preliminary location of proposed public water, sewer, stormwater and private utilities such as electric, cable and telephone. Please include any proposed easements, and 100-year floodplain.
  - \_\_\_\_\_ 7. Preliminary plans and profiles of proposed sanitary and storm sewers, showing that gravity service is feasible for all lots.
  - \_\_\_\_\_ 8. Existing trees, larger than 6" dbh, proposed to be saved and removed. Include genus, species, and size. Proposed location of street trees and their size and species.
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\_\_\_\_\_ 10. Preliminary location of proposed stormwater quality/quantity facility and preliminary sizing calculations showing location has sufficient space for a facility meeting current requirements

\_\_\_\_\_ E. **Landscape Plan:**

\_\_\_\_\_ 1. Submit proposed detailed landscaping plan of any proposed common space, landscaped areas within the public right-of-way (ROW) and other non-buildable tracts.

I have provided the items required in this submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
www.ci.cornelius.or.us

**OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Date Complete: \_\_\_\_\_ ↓ File Number ↓  
Application Fee: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

**APPLICATION TYPE**

**Street Vacation**

**Utility Easement Vacation**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

(For vacation of easements on private property)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SUBJECT SITE INFORMATION**

Property Address(s): \_\_\_\_\_

Map & Tax Lot Number(s): \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Proposed Vacation: \_\_\_\_\_

# Vacation Submittal Checklist

## Community Development

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
www.ci.cornelius.or.us

### Written Narrative Requirements

- \_\_\_\_\_ A. **Checklist:** Please provide one completed and signed copy of this checklist.
- \_\_\_\_\_ B. **Description of proposal:** Please describe the existing conditions on-site and the changes proposed to the street(s) and/or utilities. Provide findings verifying that the proposal is allowed by the City Code.
- \_\_\_\_\_ C. **Approval criteria findings:** Please provide a narrative that evaluates and verifies the proposal meet the approval criteria below:  
*Section 13.55.030 of the CMC.*
- (1) The proposal satisfies the threshold requirements for a street vacation or utility easement vacation application.*
- (2) All city application fees related to the application under consideration by the decision-making authority have been submitted.*
- (3) The proposed street vacation or utility easement vacation meets the eligibility provisions of ORS 271.080, as applicable.*
- (4) The proposed street vacation will not adversely impact street connectivity as identified in the transportation system plan of the comprehensive plan.*
- (5) The proposed street vacation will not adversely impact police, fire, and emergency services in the area.*
- (6) That the proposed street vacation will not hinder accessibility to any aboveground or underground public facilities.*
- (7) That the proposed utility easement vacation will not result in the loss of any service of public utilities to any property that is currently served. This criterion can be satisfied through the replacement of the*

*utility easement to be vacated with a new utility easement meeting adopted public works standards.*

*(8) Applications and documents related to the request, which will require further city approval, shall be submitted to the city in the proper sequence.*

\_\_\_\_\_ D. **Petition Consent Requirements:** Please provide documentation of the consent of property owners per ORS 271.080.

**Plan Requirements**

\_\_\_\_\_ E. **Existing Conditions Plan:**

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. Vicinity map.
- \_\_\_\_\_ 3. The entire street ROW, lot(s), including area and dimensions.
- \_\_\_\_\_ 4. Provide the nearest intersecting streets per ORS 271.080.
- \_\_\_\_\_ 5. Identify existing legal access points to the area of the proposed vacation.
- \_\_\_\_\_ 6. Location of utilities, easements and structure's that are within and near the proposed vacation area.

\_\_\_\_\_ F. **Proposed Conditions Plan:**

- \_\_\_\_\_ 1. North arrow, scale and date of plan.
- \_\_\_\_\_ 2. Vicinity map.
- \_\_\_\_\_ 3. The entire street ROW, lot(s), including area and dimensions.
- \_\_\_\_\_ 4. Provide the nearest intersecting streets per ORS 271.080.
- \_\_\_\_\_ 5. Identify existing legal access points to the area of the proposed vacation.
- \_\_\_\_\_ 6. Location of utilities, easements and structure's that are within and near the proposed vacation area.

**I have provided the items required in this submittal checklist. I understand that any missing information, omissions or both may deem my project incomplete, which may lengthen the time to process the request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

## Community Development

Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113

[www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

### 18.10.030 Neighborhood review meeting.

*(A) Prior to submittal of a Type III request which requires review by the planning commission, and for the application to be complete, the applicant shall provide an opportunity to meet with neighboring property owners, residents and businesses by conducting a neighborhood meeting.*

*(B) The purpose of the neighborhood review meeting is to allow the neighbors and residents to become familiar with the proposal and to identify any issues, which may be associated with an application. The intention of the meeting is for submittal of an application that is more responsive to neighborhood concerns, reducing the likelihood for delays and appeals of the application.*

*(C) The applicant shall send by regular mail a written notice announcing the neighborhood review meeting to the community development director and property owners within 250 feet of the subject property. The notice shall include the date, time and location of the meeting and a brief description of the nature and location of the proposal. The neighborhood review meeting must be held at an accessible location within the Cornelius city limits. The notice shall be deposited in the mail in the city, not less than 20 days prior to the required neighborhood review meeting.*

*(D) At the neighborhood review meeting, the applicant shall present the proposed application to the neighbors in attendance.*

*(E) The applicant shall not be required to hold more than one neighborhood review meeting provided such meeting is held within 180 days prior to submitting a land use or design review application for one specific site.*

**Sample Neighborhood Meeting Notice**

**Neighborhood Review Meeting**

on a

Preliminary Development Proposal affecting

(PROPERTY ADDRESS/LOCATION)

Proposed as

(BRIEF DESCRIPTION OF PROJECT, SUCH AS:  
20-UNIT TOWNHOUSE)

A meeting to discuss the preliminary development  
proposal is scheduled for

(TIME, DATE, AND LOCATION)

**All interested persons may attend**

For more information, please contact

(CONTACT PERSON, PHONE NUMBER/EMAIL)

DEVELOPER OR AGENT: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

## AFFIDAVIT OF MAILING NOTICE

.....

I, \_\_\_\_\_, being first duly sworn; say that I am  
(represent) the party intended to submit an application to the City of Cornelius for a  
proposed \_\_\_\_\_ affecting land located at  
\_\_\_\_\_, and that pursuant to Ordinance 810, Chapter  
18.10, and the guidelines set out by the Community Development Director, did on the  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally mail notice to  
affected property owners within 250 feet of the proposed development site.

*Sign and Date in the presence of a Notary Public. Certain City staff are Notary Publics  
and are available for witnessing.*

Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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*State of Oregon*  
*County of* \_\_\_\_\_

*Subscribed and sworn to (or affirmed) before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.*

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*Notary Public for the State of Oregon*

My Commission expires: \_\_\_\_\_

**City of Cornelius Fees and Connection Charges FY 25-26**

<b>Name:</b>	
<b>Building Address:</b>	
<b>Permit #</b>	<b>Date:</b>
<b>Receipt #</b>	<b>Check #</b>

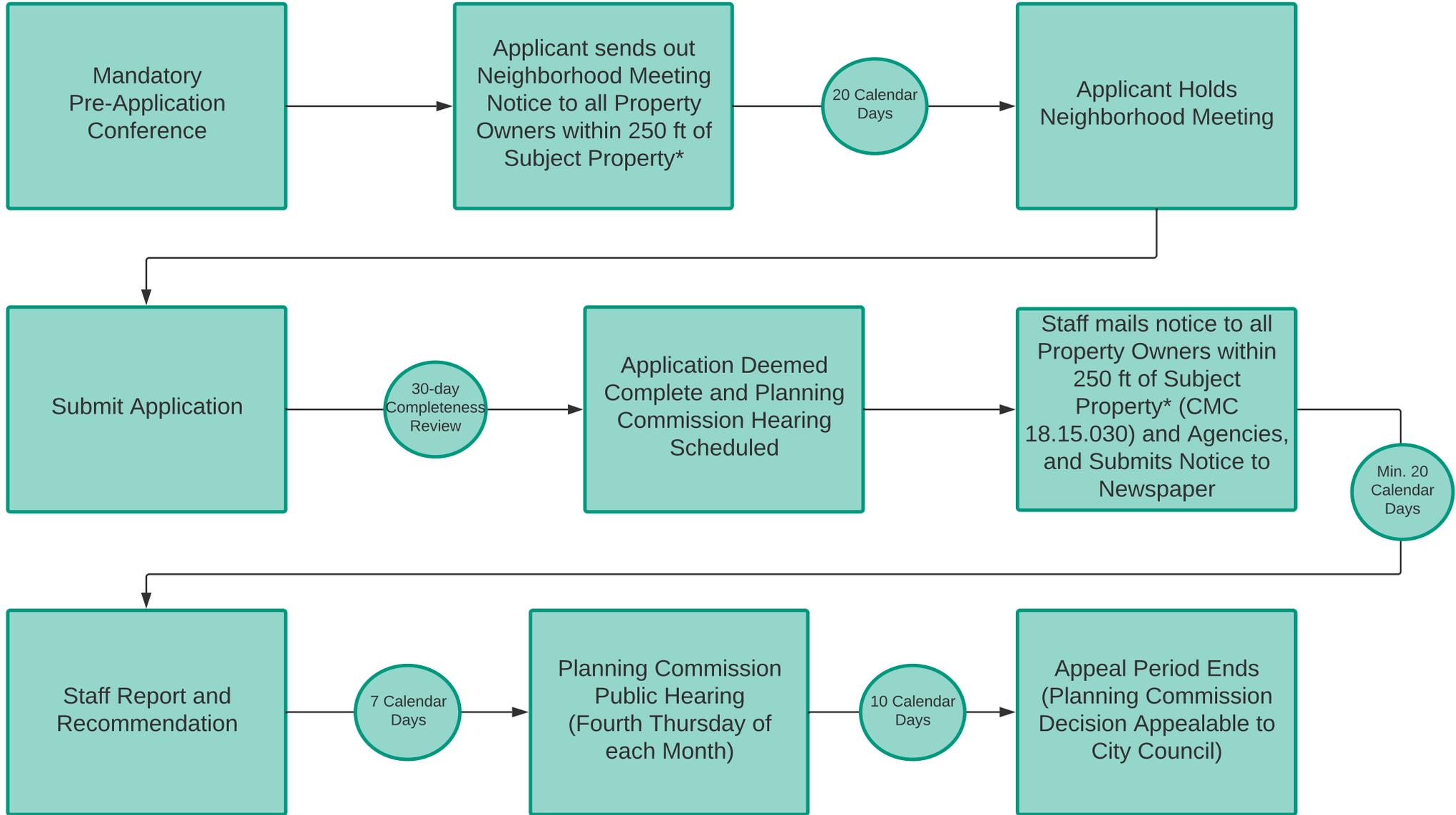
Valuation submitted with Building Permit	
SF submitted with Building Permit Comm/Ind (heated space only for Residential)	
Number of Residential Dwelling Units	
Number of Commercial Equivalent Dwelling Units	
Number of FT Equivalent Employees	
Unmanaged Impervious Surface (UIS)	

BPER	Bldg Permit	City of Forest Grove
MPER	Mechanical Permit	City of Forest Grove
PLUMB	Plumbing Permit-	City of Forest Grove

CONTAX	Cornelius CET .75% of Valuation	0.75%/Valuation	\$	-
MTETAX	Metro CET .12% of Valuation >=\$100,000		\$	-
FGETAX	Forest Grove School District CET Comm/Ind (FGC)	.84/SF	\$	-
FGETAX	Forest Grove School District CET Residential (FGR)	1.67 /SF of Heated space	\$	-
HSETAX	Hillsboro School District CET Comm/Ind (HSC)	.84/SF	\$	-
HSETAX	Hillsboro School District CET Residential (HSR)	1.67 /SF of Heated space	\$	-
PWPER	Engineering Review and Inspection			
EROS	Erosion Control			
SDFIL	Cornelius Stormwater Fee In Lieu WQ (WQ)	1 per SF UIS	\$	-
SDFIL	Cornelius Stormwater Fee In Lieu Hydro (HY)	1 per SF UIS	\$	-
SDFIL	Cornelius Stormwater Fee In Lieu Hydro + WQ (HYWQ)	1.50 per SF UIS	\$	-
METER	Cornelius Water Meter 5/8"		\$	-
METER	Cornelius Water Meter 3/4"		\$	-
METER	Cornelius Water Meter 1"		\$	-
METER	Cornelius Water Meter 1 1/2"		\$	-
METER	Cornelius Water Meter 2"		\$	-
METER	installation charge for 2" meter		\$	-
METER	Water Meter > 2" – Developer must purchase and Install			
SDCHIL	Hillsboro Water SDC 5/8"		\$	-
SDCHIL	Hillsboro Water SDC 3/4"		\$	-
SDCHIL	Hillsboro Water SDC 1"		\$	-
SDCHIL	Hillsboro Water SDC 1 1/2"		\$	-
SDCHIL	Hillsboro Water SDC 2"		\$	-
SDCHIL	Hillsboro Water SDC 3"	Minimum Charge \$43,054.00	\$	-
SDCHIL	Hillsboro Water SDC 4"	Minimum Charge \$71,754.00	\$	-
SDCHIL	Hillsboro Water SDC 6"	Minimum Charge \$143,504.00	\$	-
SDCHIL	Hillsboro Water SDC 8"	Minimum Charge \$229,604.00	\$	-
SDCHIL	Hillsboro Water SDC 10"	Minimum Charge \$330,054.00	\$	-
SDCWTR	Cornelius Water SDC 5/8"		\$	-
SDCWTR	Cornelius Water SDC 3/4"		\$	-
SDCWTR	Cornelius Water SDC 1"		\$	-
SDCWTR	Cornelius Water SDC 1 1/2"		\$	-
SDCWTR	Cornelius Water SDC 2"		\$	-
SDCWTR	Cornelius Water SDC 3"		\$	-
SDCWTR	Cornelius Water SDC 4"		\$	-
SDCWTR	Cornelius Water SDC 6"		\$	-
SDCWTR	Cornelius Water SDC 8"		\$	-
SDCWTR	Cornelius Water SDC 10"		\$	-
SDCCWS	Sanitary Sewer SDC- CWS	7139.00 /EDU		
SDCSEW	Cornelius Sanitary Sewer System Development	232.00 /EDU		
TDT	Transportation Development Tax	Per Washington County Rate Schedule		
SDCPRK	Parks SDC – Commercial/Industrial	74.00 /FTE		
SDCPRK	Parks SDC - Residential	4471.00 /EDU	\$	-
<b>TOTAL</b>			\$	-

		Multiplier FY 25-26		
	Building Permit - City of Forest Grove			
	Mechanical Permit - City of Forest Grove			
	Plumbing Permit - City of Forest Grove			
	Electrical Permit - Washington County			
CONTAX	Cornelius CET	0.75%/Valuation		
MTETAX	Metro CET .12%/Valuation >= 100,000.00	0.12%	Not to exceed 12,000	
HSETAX	Hillsboro School District CET Res	1.67 /SF of Heated space		
HSETAX	Hillsboro School District CET Com/Ind	.84/SF	Not to exceed 36,000 per structure	
FGETAX	Forest Grove School District CET Res	1.67 /SF of Heated space		
FGETAX	Forest Grove School District CET Com/Ind	.84/SF	Not to exceed 25,000 per structure	
PWPER	Public Works Permit	\$25 or % x Lineal ft or 5% of public imp. or \$220/sheet		
EROS	Erosion Control	\$190 or \$550 per CWS		
SDFIL	Cornelius Fee in Lieu Water Quality	\$ 1.00	Fee/SF of unmanaged Impervious Surface 1,000-2640 sq ft	
SDFIL	Cornelius Fee in Lieu hydromodificaiton	\$ 1.00		
SDFIL	Cornelius Fee in Lieu Combined WQ+Hydro	\$ 1.50		
Meter	Cornelius Water Meter 5/8"	\$ 500.00		
Meter	Cornelius Water Meter 3/4"	\$ 500.00		
Meter	Cornelius Water Meter 1"	\$ 650.00		
Meter	Cornelius Water Meter 1 1/2"	\$ 750.00		
Meter	Cornelius Water Meter 2"	\$ 900.00		
Meter	installation charge	\$ 350.00		
SDCHIL	Hillsboro Water SDC 5/8"	\$ 2,874.00		
SDCHIL	Hillsboro Water SDC 3/4"	\$ 4,309.00		
SDCHIL	Hillsboro Water SDC 1"	\$ 7,179.00		
SDCHIL	Hillsboro Water SDC 1 1/2"	\$ 14,354.00		
SDCHIL	Hillsboro Water SDC 2"	\$ 22,964.00		
SDCHIL	Hillsboro Water SDC 3"	\$ 43,054.00	Minimum amount	
SDCHIL	Hillsboro Water SDC 4"	\$ 71,754.00		
SDCHIL	Hillsboro Water SDC 6"	\$ 143,504.00		
SDCHIL	Hillsboro Water SDC 8"	\$ 229,604.00		
SDCHIL	Hillsboro Water SDC 10"	\$ 330,054.00		
SDCWTR	Cornelius Water SDC 5/8"	\$ 3,884.00		
SDCWTR	Cornelius Water SDC 3/4"	\$ 5,825.00		
SDCWTR	Cornelius Water SDC 1"	\$ 9,709.00		
SDCWTR	Cornelius Water SDC 1 1/2"	\$ 19,418.00		
SDCWTR	Cornelius Water SDC 2"	\$ 31,069.00		
SDCWTR	Cornelius Water SDC 3"	\$ 62,137.00		
SDCWTR	Cornelius Water SDC 4"	\$ 97,090.00		
SDCWTR	Cornelius Water SDC 6"	\$ 194,179.00		
SDCWTR	Cornelius Water SDC 8"	\$ 310,687.00		
SDCWTR	Cornelius Water SDC 10"	\$ 446,613.00		
SDCCWS	Sewer SDC- CWS	7139.00 /EDU		
SDCSEW	Cornelius Sewer SDC	232.00 /EDU		
TDT	County Transportation Development Tax		Per Washington Conty Fee Schedule	
SDCPRK	Park SDC Commercial/Industrial	74.00 /FTE		
SDCPRK	Park SDC Residential	4471.00 /EDU		

## Type III Land Use Process Map



\*Unless other requirements apply  
 \*\*Application must be deemed complete by the 10th of the month prior to the following month's PC hearing date