

THE LAND DEVELOPMENT PROCESS:

Types I, II and III

There are three main types of development review actions that vary in complexity. Requirements - such as public notice, public hearings, analyses and conditions of approval may apply. Requirements are often subject to state law. Washington County Community Development Code (CDC) Article II addresses procedures and requirements.

NOTE: If a project is within a city, contact the city's planning department.

Type I actions involve allowed uses governed by clear-and-objective review criteria.

The Director of Land Use & Transportation approves or denies these actions.

Type I examples:

- Temporary Use permits
- Property line adjustments
- Single-detached house (most)
- Middle housing developments (most)

Type II actions include projects that meet requirements of the land use district. Reviews may involve some discretion. Conditions of approval are generally applied to address issues such as improvements in the public right-of-way.

The Director approves these actions, subject to criteria and may apply conditions of approval.

Type II examples:

- Standard Land Divisions (Subdivisions and Partitions)
- Most commercial or industrial development

Type III actions usually involve more complex considerations. They may require:

- Significant discretion
- Conditions of approval to reduce impacts to surrounding areas or to ensure compliance with the Community Development Code and the Comprehensive Plan

Type III actions include a public hearing before an independent Hearings Officer to make sure proposals meet the Community Development Code. In addition to accepting public testimony, the Hearings Officer approves or denies these applications and may modify staff's recommended conditions. Neither the Washington County Board of Commissioners nor Land Use & Transportation staff decides these applications.

Development application process

1

Pre-Application Conference — Type II , Type III and Middle Housing:

At this meeting staff reviews the Community Development Code and Comprehensive Plan requirements that apply to a project. If the applicant opts not to have a conference, they must sign a waiver saying that they understand County requirements and do not want a pre-application conference. A pre-application conference is recommended for all middle housing applications.

2

Neighborhood Meeting:

For many Type II and Type III uses, applicants must hold meetings with the surrounding neighbors before submitting an application. This allows neighbors to comment on projects early in the process. See [Neighborhood Meeting Packet](#)

3

Application Submittal:

The application, including fees and documentation, is submitted for review. Staff will notify the applicant when application is complete or if more information is needed.



THE LAND DEVELOPMENT PROCESS:

Development application process, continued

4 Public Notice:

Depending on the application type, staff may need to provide public notice of the application.

- **Type I:** No notice required.
- **Type II and Type III:** Copies of the application will be available for review and mailed to the appropriate Community Participation Organization (CPO). About two weeks later, staff will begin accepting written comments from the public on the application [through the website](#). Staff will mail a public notice to the CPO and nearby property owners letting them know about the comment period.
- **Additional Type III requirements:** Twenty days before the public hearing, staff will mail a public notice to the CPO and nearby property owners letting them know the hearing date/time and how to attend. The notice includes how to submit comments online before the hearing and testimony during the hearing.

5 Staff Reports:

The staff report includes recommendations for an application, based on the Community Development Code, Community Plan and other County requirements.

- No decision on Type II or Type III applications are made without a staff report.
- **Types II:** Typically includes conditions of approval to ensure compliance.
- **Type III:** Staff mails the staff reports to applicants and the CPO seven days before the hearing. The Hearings Officer considers staff recommendations and may amend them before issuing a formal decision.

6 Public Hearing (Type III only):

The Public Hearing is held before an independent Hearings Officer. It can include testimony from the applicant, County staff and the public. If new information is presented, anyone may ask the Hearings Officer to continue the hearing or hold the record open to allow people to respond. After the hearing or on a specified date, the Hearings Officer issues a decision based on findings of fact and conclusions of law.

7 Notice of Decision:

- **Type I:** Staff will mail the Director's Notice of Decision to the applicant.
- **Type II:** Staff will mail the Director's Notice of Decision to the applicant, the CPO, those who received the public notice and those who submitted comments.
- **Type III:** Staff will mail the Hearings Officer's decision to the applicant, CPO and those who submitted comment or testimony.

8 Appeal:

- **Type I and II:** Anyone who receives a Notice of Decision can appeal these decisions by submitting a Petition for Review and fees to the Director within 12 days of the Notice of Decision. The petition must reference at least one specific Community Development Code, Community Plan or other standard allegedly not properly considered. A Hearings Officer decides these appeals.
- **Type III:** Anyone who receives a Notice of Decision can appeal a Type III decision by submitting a Petition for Review. Type III appeals go before Oregon's Land Use Board of Appeals (LUBA). Type III appeals to LUBA must be submitted within 21 days. Visit LUBA www.oregon.gov/LUBA.
- **Type III, Transit-Oriented Districts:** These are appealed by submitting a Petition for Review. Appeals go to the Hearings Officer for review. Decisions may be appealed to LUBA within 21 days. Visit LUBA www.oregon.gov/LUBA.