



NOTICE OF PENDING DECISION

TYPE II PROPERTY LINE ADJUSTMENT (FILE # PLA 25-02)

Date: April 22, 2025

You are receiving this notice because a Type II Property Line Adjustment has been submitted and Section 151.232(B)(2) of the Banks Zoning Code requires you to receive notice of a pending administrative decision. This notice describes your opportunity to provide comments on the application.

File Number:	Property Line Adjustment - 12950 NW Main Street (PLA 25-02)
Applicant/Owner:	Banks School District 12950 NW Main Street Banks, OR 97106
Consultant:	AKS Engineering & Forestry, LLC Melissa Slotemaker, AICP 12965 SW Herman Road, Ste. 100 Tualatin, OR 97062
Proposal:	The owner of the property at 12950 NW Main Street has submitted an application for a Property Line Adjustment to change the property lines of four tax lots (tax lots 2300, 2400, 2800, 6900).
Decision:	APPROVED WITH CONDITIONS , based on the criteria and findings described in the staff findings and administrative decision dated April 22, 2025.

This approval is based upon the following findings and conditions of approval:

- A. The proposed property line adjustment is consistent with the Banks Zoning Code and Land Division Code as described in the findings of the staff report.
- B. Conditions of approval have been added to ensure compliance with code requirements. Conditions of approval are listed below.

Conditions of Approval

1. Upon the city's approval of the proposed property line adjustment, the applicant shall record the property line adjustment documents with Washington County within 60 days of approval

and submit a copy of the recorded survey map to the city, to be filed with the approved application.

2. The city's approval of the property line adjustment expires if not recorded within 60 days of approval. The applicant shall submit a copy of the recorded property line adjustment survey map to the city within 15 days of recording and prior to any application being filed for a building permit on the reconfigured lots.
3. All ad valorem taxes, and all special assessments, fees, or other charges required by law to be placed on the tax roll have been paid in the manner provided by O.R.S. Chapter 92.

Applicable Criteria: Section 151.232 Type II Procedure (Administrative Review with Notice)
Section 151.051 Community Facilities Zone
Section 152.012 Property Line Adjustment

How to Comment: The City will consider written comments on the proposal prior to issuing a final decision. **To ensure your comments are considered in the decision, please submit written comments to the staff contact listed below before 5:00 p.m. on May 6, 2025.**

Issues must relate to the applicable code section listed above and must be raised with enough specificity to allow staff to respond to the issue. Failure to address the relevant decision criteria with enough detail precludes an appeal on that issue. Only comments on the relevant decision criteria are considered relevant evidence.

If comments are not received by this date, the tentative decision shall become final. Once the decision becomes final, a 14-day appeal period begins.

If comments are received and the tentative notice of decision is changed, the applicant, property owner, and all property owners within the notification area shall be renotified. If either the applicant or persons who submitted comments are not satisfied with staff's decision, they may appeal the final decision during the 14-day appeal period. Appeals will be heard by the Banks Planning Commission.

Contact:

Keegan Gulick,

City Planner

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