

City of Portland, Oregon Bureau of Development Services Land Use Services

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FROM CONCEPT TO CONSTRUCTION

Date: May 12, 2015

To: Interested Person

From: Brandon Rogers, Land Use Services 503-823-7597 / Brandon.Rogers@portlandoregon.gov

NOTICE OF A TYPE IIx DECISION ON A PROPOSAL IN YOUR NEIGHBORHOOD

The Bureau of Development Services has **approved** a proposal in your neighborhood. The mailed copy of this document is only a summary of the decision. The reasons for the decision, including the written response to the approval criteria and to public comments received on this application, are included in the version located on the BDS website

<u>http://www.portlandonline.com/bds/index.cfm?c=46429</u>. Click on the District Coalition then scroll to the relevant Neighborhood, and case number. If you disagree with the decision, you can appeal. Information on how to do so is included at the end of this decision.

CASE FILE NUMBER: LU 15-108044 LDS

GENERAL INFORMATION

Applicant:	Mike Coyle / Faster Permits 14334 NW Eagleridge Ln / Portland, OR 97229
Owner:	BTS Homes Inc. PO Box 2205 / Vancouver, WA 98668
Site Address:	406, 410, 414, 418 N Alberta St.
Legal Description:	BLOCK 3 E 1/2 OF LOT 1, CENTRAL ALBINA ADD; BLOCK 3 W 1/2 OF LOT 1, CENTRAL ALBINA ADD
Tax Account No.:	R147000220, R147000230.
State ID No.:	1N1E22AC 16400, 16500.
Quarter Section:	2530
Neighborhood:	Humboldt, contact Micah Meskel at 503-481-5715.
Business District:	North-Northeast Business Assoc, contact Joice Taylor at 503-841-5032.
District Coalition:	Northeast Coalition of Neighborhoods, contact info@necoalition.org
Zoning:	Residential 1,000 (R1) with the "a" Alternative Design Density overlay
	zone.
Case Type:	Land Division Subdivision (LDS)
Procedure:	Type IIx, an administrative decision with appeal to the Hearings Officer.

Proposal: The applicant proposes to divide a 5,000 site into four 1,250 square foot lots for development of attached homes. Each lot has frontage on N Alberta Street, lot four is a corner lot with frontage on N Alberta Street and N Haight Avenue. The site contains one tree, a 36 inch Douglas fir tree that is partially located on the site and partially located within a public alley.

This subdivision proposal is reviewed through a Type IIx procedure because: (1) the site is in a residential zone; (2) four to ten dwelling units are proposed, not including accessory dwelling units (see 33.660.110).

For purposes of State Law, this land division is considered a subdivision. To subdivide land is to divide an area or tract of land into four or more lots within a calendar year, according to ORS 92.010. ORS 92.010 defines "lot" as a single unit of land created by a subdivision of land. The applicant's proposal is to create 4 units of land. Therefore this land division is considered a subdivision.

Relevant Approval Criteria: In order to be approved, this proposal must comply with the approval criteria of Title 33. The relevant criteria are found in **Section 33.660.120, Approval Criteria for Land Divisions in Open Space and Residential Zones.**

FACTS

Site and Vicinity: The site is vacant, a single family residence was removed from the site in 2004 (04-006138 RS). The site is primarily level, with a slight depression where the old residence was located. A 36-inch Douglas fir tree at the northwest property line is partially located on the site and partially located within an alley. The surrounding neighborhood is developed with a mix of commercial, single and multiple family residential development, with a well-developed street grid including sidewalks and paved streets. Humboldt Elementary School is located less than 100 feet from the site and Jefferson High School is located approximately 250 feet northwest of the site.

Infrastructure:

Streets – The site is a corner lot with approximately 100-feet of frontage on N Alberta Street and 50-feet on N Haight Ave. At this location, the City's Transportation System Plan classifies N Alberta Street as a Community Transit street and a Local Service street for all other modes. N Haight Avenue is classified as a Local Service street for all modes. The site is also located directly across the street from the Killingsworth Pedestrian District.

At this location, according to City GIS, N Alberta Street is improved with approx 30-ft of paving width and a 4-6-2 sidewalk corridor within a 54 foot wide right of way. N. Haight Avenue is improved with a varying width of paving and a variable sidewalk corridor from 4-6-3 to 12.5-6-3. The site also abuts a 16-ft wide asphalt alley to the west.

Water Service – There is an existing 6-inch water main in N Alberta Street. The site is served by a 5/8-inch metered service from this main. There is an existing 6-inch water main in N Haight Avenue.

Sanitary Service - There is an existing 12-inch public combination sewer line located in N Alberta Street and an 8-inch combined sewer located in N Haight Avenue.

Stormwater Disposal – There is no public storm-only sewer currently available to this property.

Zoning: The R1 designation is one of the City's multi-dwelling zones intended to create and maintain higher density residential neighborhoods. The zone implements the comprehensive plan policies and designations for multi-dwelling housing. The "a" overlay is intended to allow increased density that meets design compatibility requirements. It focuses development on vacant sites, preserves existing housing stock, and encourages new development that is compatible with the surrounding residential neighborhood. This land division proposal is not using any of the provisions of the "a" overlay.

Land Use History: City records show one prior land use review for this site. A 1973 Variance (VZ 466-79) approved a reduced setback for an addition to a dwelling. The dwelling has since been removed from the site. Further division of this parcel does not violate any conditions of approval or create density conflicts.

Agency Review: Several Bureaus have responded to this proposal and relevant comments are addressed under the applicable approval criteria. Exhibits "E" contain the complete responses.

Neighborhood Review: A Notice of Proposal in Your Neighborhood was mailed on **March 24**, **2015**. No written responses have been received from the Neighborhood Association or notified property owners in response to the proposal.

ZONING CODE APPROVAL CRITERIA

APPROVAL CRITERIA FOR LAND DIVISIONS IN OPEN SPACE AND RESIDENTIAL ZONES 33.660.120 The Preliminary Plan for a land division will be approved if the review body finds that the applicant has shown that all of the following approval criteria have been met.

Due to the specific location of this site, and the nature of the proposal, some of the criteria are not applicable. <u>The following table summarizes the criteria that are **not** applicable.</u> Applicable criteria are addressed below the table.

Criterion	Code Chapter/Section and Topic	Findings: Not applicable because:
В	33.630 – Trees	The arborist report (Exhitib A.5) identifies one tree at the project site, a 36-inch Douglas fir tree located at the northwest corner of the site. This tree is exempt from tree preservation standards of Title 33 because the arborist has determined that the tree is hazardous due to existing health and structural problems and wind throw potentials. The Urban Forestry division of the Portland Parks Bureau has reviewed the report and concurs with the determination (Exhibit E.7)
С	33.631 - Flood Hazard Area	The site is not within the flood hazard area.
D	33.632 - Potential Landslide Hazard Area	The site is not within the potential landslide hazard area.
E	33.633 - Phased Land Division or Staged Final Plat	Not applicable. These standards only apply to land divisions in the RF through R2.5 zones.
F	33.634 - Recreation Area	Not applicable. The minimum required density is less than 40 units.
Н	33.636 - Tracts and Easements	No tracts or easements have been proposed or will be required.
Ι	33.639 - Solar Access	The proposed development is for something other than single-dwelling detached homes.
J	33.640 - Streams, Springs, and Seeps	No streams, springs, or seeps are evident on the site outside of environmental zones.
L	33.654.110.B.2 - Dead end streets	No dead end streets are proposed.
	33.654.110.B.3 - Pedestrian connections in the I zones	The site is not located within an I zone.
	33.654.110.B.4 - Alleys in all zones	No alleys are proposed or required
	33.654.120.C.3.c - Turnarounds	No turnarounds are proposed or required
	33.654.120.D - Common Greens	No common greens are proposed or required
	33.654.120.E - Pedestrian Connections	There are no pedestrian connections proposed or required
	33.654.120.F - Alleys	No alleys are proposed or required
	33.654.120.G - Shared Courts	No shared courts are proposed or required
	33.654.130.B - Existing	No public dead-end streets or pedestrian
L	public dead-end streets and	connections exist that must be extended onto the

pedestrian connections	site.
33.654.130.C - Future extension of dead-end streets and pedestrian connections	No dead-end street or pedestrian connections are proposed or required.
33.654.130.D - Partial rights-of-way	No partial public streets are proposed or required.

Applicable Approval Criteria are:

A. Lots. The standards and approval criteria of Chapters 33.605 through 33.612 must be met.

Findings: Chapter 33.612 contains the density and lot dimension requirements applicable in the R3 through IR zones. The applicant is proposing lots for attached houses. Single-dwelling development is proposed for the entire site; therefore the proposed lots must meet minimum density and not exceed the maximum density stated in Table 120-3. Minimum density in the R1 zone is one unit per 2,000 square feet (because site is less than 10,000 square feet in area) and the maximum density is one unit per 1,000 square feet. The total site area shown on the applicant's survey is 5,000 square feet. The site has a minimum required density of 3 units and a maximum density of 5 units. The applicant proposes 4 units of attached housing for the site. Therefore, the site has one additional unit of density that could be used on the site. For this reason, it is necessary to condition the minimum and maximum density allowance on each lot in the land division, to avoid further division of lots in the future that could result in non-compliance with the overall density requirements of the site as it exists in this proposal. Lots 1, 2 and 3 are assigned a minimum and maximum density of 1 unit and a maximum density of 2 units. Lot 4 is assigned the additional unit of density because it is a corner lot. The applicant agrees with the density assignment.

In this zone, there are no minimum lot area requirements for lots designated for attached houses, detached houses, or duplexes. As shown in the table below, the new lots could be developed with a combination of detached houses, attached houses, duplexes not exceeding the maximum density of 5 units. The required and proposed lot dimensions are shown in the following table:

R1	Minimum lot area (square feet)	Minimum lot width (feet)	Minimum lot depth (feet)	Minimum front lot line (feet)
Multi Dwelling	10,000	70	70	70
Attached Houses	none	15	none	15
Detached Houses	none	25	none	25
Duplexes	none	none	none	10
Lot 1	1,250	25	50	25
Lot 2	1,250	25	50	25
Lot 3	1,250	25	50	25
Lot 4	1,250	25	50	25

* Width is measured from the midpoints of opposite lot lines.

The findings above show that the applicable density and lot dimension standards for attached and detached houses and duplexes are met. Therefore this criterion is met.

G. Clearing, Grading and Land Suitability. The approval criteria of Chapter 33.635, Clearing, Grading and Land Suitability must be met. Findings:

Clearing and Grading

The regulations of Chapter 33.635 ensure that the proposed clearing and grading is reasonable given the infrastructure needs, site conditions, tree preservation requirements, and limit the impacts of erosion and sedimentation to help protect water quality and aquatic habitat. In this case the site is primarily flat, and is not located within the Potential Landslide Hazard Area.

Therefore, no significant clearing or grading will be required on the site to make the new lots developable. In addition, there are no trees required to be preserved in the areas where new development on the site is anticipated. The applicant's narrative (Exhibit A.1) states that grading will be the minimum necessary to allow for adequate grades for the proposed building pads and drainage. Therefore, this criterion is met.

Land Suitability

The site is vacant and was previously in a residential use, and there is no record of any other use in the past. The residence was demolished in 2004 (04-006138 RS) and the sewer service capped. The site is primarily level and contains no known geological hazards. Therefore, there are no anticipated land suitability issues and the new lots can be considered suitable for new development. This criterion is met.

K. Transportation impacts. The approval criteria of Chapter 33.641, Transportation Impacts, must be met; and,

Findings: The regulations of Chapter 33.641 allow the traffic impacts caused by dividing and then developing land to be identified, evaluated, and mitigated for if necessary. The Development Review Section of the Portland Bureau of Transportation has reviewed the application for its potential impacts regarding the public right-of-way, traffic impacts and conformance with adopted policies, street designations, and for potential impacts upon transportation services. PBOT has provided the following findings (see Exhibit E.2).

The transportation system must be capable of safely supporting the proposed development in addition to the existing uses in the area. Evaluation factors include: street capacity and levelof-service; vehicle access and loading; on-street parking impacts; the availability of transit service and facilities and connections to transit; impacts on the immediate and adjacent neighborhoods; and safety for all modes.

The minimal expected added vehicle trips (4 AM peak hour trip/4 PM peak hour trip/40 total new daily trips) will not adversely impact the operations of area intersections. On-street parking will not be impacted as evidenced by the applicant's parking survey which indicates that there are an abundance of on-street parking spaces currently available. The proposed subdivision will not have any effect to transit service or any other mode of travel.

PBOT has reviewed and concurs with the information supplied and available evidence and the parking survey submitted by the applicant. PBOT has determined that no mitigation is necessary for the transportation system to be capable of safely supporting the proposed development in addition to the existing uses in the area. These criteria are met.

L. Services and utilities. The regulations and criteria of Chapters 33.651 through 33.654, which address services and utilities, must be met.

Findings: Chapters 33.651 through 33.654 address water service standards, sanitary sewer disposal standards, stormwater management, utilities and rights of way. The criteria and standards are met as shown in the following table:

33.651 Water Service standard – See Exhibit E.3 for detailed bureau comments.

The Water Bureau has indicated that service is available to the site, as noted on page 2 of this report. The Water Bureau has responded that a past due water account must be paid in full prior to approval of the final plat. The water service standards of 33.651 have been verified.

33.652 Sanitary Sewer Disposal Service standards – See Exhibit E.1 for detailed comments.

The Bureau of Environmental Services has indicated that service is available to the site, as noted on page 2 of this report. The sanitary sewer service standards of 33.652 have been verified.

33.653.020 & .030 Stormwater Management criteria and standards – See Exhibits E.1

No stormwater tract is proposed or required. Therefore, criterion A is not applicable. **Public Street Improvements:** As a condition of this land use approval, the Bureau of Transportation requires the applicant to improve the frontage of the site along N Alberta Street to City standards. A new sidewalk is required, but the curb already exists. BES has indicated that the sidewalk must be constructed so that it will slope towards the planter strip, allowing the stormwater runoff from the sidewalk to be deposited in a vegetated area, which meets the requirements of the Stormwater Management Manual.

Lots 1, 2, 3 and 4: Stormwater from these lots will be directed to individual soakage drywells that will treat the water and slowly infiltrate it into the ground. Each of these lots has sufficient area for a stormwater facility that can be adequately sized and located to meet setback standards, and accommodate water from a reasonably-sized home. BES has indicated conceptual approval of the drywells.

33.654.110.B.1 Through streets and pedestrian connections

Generally, through streets should be provided no more than 530 feet apart and at least 200 feet apart. The block on which the subject property is located does not meet the noted spacing requirements. Due to the site being located at the corner and at an intersection, a through street at this location would not meet the spacing requirements and is therefore not approvable. PBOT has commented (Exhibit E.2) that providing a new public street or pedestrian connection through the subject site is not feasible due to existing development on abutting lots. Additionally, no street connections have been identified in the vicinity of this property in the Portland Master Street Plan document, so criterion d. does not apply. Pedestrian connections included in the proposal are new sidewalks along the frontage of the site along N Alberta Street. This is a straight-line connection on which users will be able to see the ending of the pedestrian route from the entrance. For the reasons described above, this criterion is met.

33.654.120.B & C Width & elements of the right-of-way - See Exhibit E.2 for bureau comment

N Alberta Street is improved with approx 30-ft of paving width and a 4-6-2 sidewalk corridor within a 54-ft wide right of way. In reviewing this land division, Portland Transportation relies on accepted civil and traffic engineering standards and specifications to determine if existing street improvements for motor vehicles, pedestrians and bicyclists can safely and efficiently serve the proposed new development. In this case Portland Transportation has determined that improvements to the pedestrian corridor along N Alberta Street must be made in order to ensure that safe pedestrian travel is possible within the proposed development. With those improvements, three additional dwellings can be safely served by this existing street without having any significant impact on the level of service provided. This criterion is met, with the condition that curb and sidewalk improvements are made at the time of development.

33.654.130.A - Utilities (defined as telephone, cable, natural gas, electric, etc.)

Any easements that may be needed for private utilities that cannot be accommodated within the adjacent right-of-ways can be provided on the final plat. At this time no specific utility easements adjacent to the right-of-way have been identified as being necessary. Therefore, this criterion is met.

DEVELOPMENT STANDARDS

Development standards that are not relevant to the land division review, have not been addressed in the review, but will have to be met at the time that each of the proposed lots is developed.

Future Development

Among the various development standards that will be applicable to the new lots, the applicant should take note of:

• Alternative Development Options – Attached Houses: The Development standards for attached houses are found in zoning code section 33.120.270.C. The regulations include building setbacks, building coverage, maximum building length and appearance.

Existing development that will remain after the land division. The site is currently vacant, so the division of the property will not cause the structures to move out of conformance or further out of conformance with any development standard applicable in the R1 zone. Therefore, this land division proposal can meet the requirements of 33.700.015.

OTHER TECHNICAL REQUIREMENTS

Technical decisions have been made as part of this review process. These decisions have been made based on other City Titles, adopted technical manuals, and the technical expertise of appropriate service agencies. These related technical decisions are not considered land use actions. If future technical decisions result in changes that bring the project out of conformance with this land use decision, a new land use review may be required. The following is a summary of technical service standards applicable to this preliminary subdivision proposal.

Bureau	Code Authority and Topic		
Development Services/503-823-7300	Title 24 – Building Code, Flood plain		
www.portlandonline.com/bds	Title 10 – Erosion Control, Site Development		
	Administrative Rules for Private Rights-of-Way		
Environmental Services/503-823-7740	Title 17 – Sewer Improvements		
www.portlandonline.com/bes	2008 Stormwater Management Manual		
Fire Bureau/503-823-3700	Title 31 Policy B-1 – Emergency Access		
www.portlandonline.com/fire			
Transportation/503-823-5185	Title 17 – Public Right-of-Way Improvements		
www.portlandonline.com/transportation	Transportation System Plan		
Urban Forestry (Parks)/503-823-4489	Title 20 – Street Trees and other Public Trees		
www.portlandonline.com/parks			
Water Bureau/503-823-7404	Title 21 – Water availability		
www.portlandonline.com/water			

As authorized in Section 33.800.070 of the Zoning Code conditions of approval related to these technical standards have been included in the Administrative Decision on this proposal.

- The applicant must meet the requirements of the Fire Bureau in regards to addressing requirements; ensuring adequate hydrant flow from the nearest fire hydrant or obtaining an approved Fire Bureau appeal to this requirement; fire apparatus access, including aerial access. These requirements are based on the technical standards of Title 31 and Fire Bureau Policy B-1.
- The applicant must meet the requirements of Urban Forestry for street tree planting in the planter strip at the time of development. This requirement is based on the standards of Title 11.

CONCLUSIONS

The applicant has proposed a four lot subdivision as shown on the attached preliminary plan (Exhibit C.1). As discussed in this report, the relevant standards and approval criteria have been met, or can be met with conditions. The primary issues identified with this proposal are: sidewalk corridor improvements to N Alberta Street at the time of development. With conditions of approval that address these requirements this proposal can be approved.

ADMINISTRATIVE DECISION

Approval of a Preliminary Plan for a four-lot subdivision, that will result in four single dwelling lots, and one lot with the ability to also be a duplex lot, as illustrated with Exhibit C.1, subject to the following conditions:

A. The final plat must show the following:

1. A recording block for each of the legal documents such as maintenance agreement(s), acknowledgement of special land use conditions, or Declarations of Covenants, Conditions, and Restrictions (CC&Rs) as required by Condition B.1 below. The recording block(s) shall, at a minimum, include language substantially similar to the following example: "A Declaration of Maintenance Agreement for (name of feature) has been recorded as document no. ______, Multnomah County Deed Records."

B. The following must occur prior to Final Plat approval:

Utilities

- 1. The applicant shall meet the requirements of the Fire Bureau for ensuring adequate hydrant flow from the nearest hydrant. The applicant must provide verification to the Fire Bureau that Appendix B of the Fire Code is met, the exception is used, or provide an approved Fire Code Appeal prior to final plat approval.
- 2. The applicant shall satisfy the water billing requirements of the existing 5/8 inch metered service (Serial #20402633, Account 2980712800) to the satisfaction of the Portland Water Bureau.

C. The following conditions are applicable to site preparation and the development of individual lots:

Lot	Minimum Density	Maximum Density
1	1	1
2	1	1
3	1	1
4	1	2

- 1. The minimum and maximum density for the lots in this land division are as follows:
- 2. If required, the applicant will be required to meet any requirements identified through a Fire Code Appeal/install residential sprinklers in the new dwelling units. Please refer to the final plat approval report for details on whether or not this requirement applies.
- 3. The applicant must meet the Fire Bureau requirements for addressing and aerial fire department access. Aerial access applies to buildings that exceed 30 feet in height as measured to the bottom of the eave of the structure or the top of the parapet for a flat roof.
- 4. Street tree planting shall be shown on the building permit site plans for each lot.

Streets

3. The applicant shall meet the requirements of the City Engineer for right of way improvements along the site's street frontage. The applicant must obtain an approved Right Of Way permit from the Portland Bureau of Transportation to install the required sidewalk corridor. The improvements along the frontage of the undeveloped lot(s) may be constructed with development on each lot as per the City Engineer's discretion.

Staff Planner: Brandon Rogers

Decision rendered by		P.F.		on May 8, 2015
B	y authority of the	Director of t	he Bureau of Development	nt Services

Decision mailed May 12, 2015

About this Decision. This land use decision is **not a permit** for development. A Final Plat must be completed and recorded before the proposed lots can be sold or developed. Permits may be required prior to any work. Contact the Development Services Center at 503-823-7310 for information about permits.

Procedural Information. The application for this land use review was submitted on January 21, 2015, and was determined to be complete on **March 16, 2015**.

Zoning Code Section 33.700.080 states that Land Use Review applications are reviewed under the regulations in effect at the time the application was submitted, provided that the application is complete at the time of submittal, or complete within 180 days. Therefore this application was reviewed against the Zoning Code in effect on January 21, 2015.

ORS 227.178 states the City must issue a final decision on Land Use Review applications within 120-days of the application being deemed complete. The 120-day review period may be waived or extended at the request of the applicant. In this case, the applicant did not waive or extend the 120-day review period. Unless further extended by the applicant, **the 120 days will expire on: July 14, 2015.**

Note: some of the information contained in this report was provided by the applicant. As required by Section 33.800.060 of the Portland Zoning Code, the burden of proof is on the applicant to show that the approval criteria are met. The Bureau of Development Services has independently reviewed the information submitted by the applicant and has included this information only where the Bureau of Development Services has determined the information satisfactorily demonstrates compliance with the applicable approval criteria. This report is the decision of the Bureau of Development Services with input from other City and public agencies.

Conditions of Approval. If approved, this project may be subject to a number of specific conditions, listed above. Compliance with the applicable conditions of approval must be documented in all related permit applications. Plans and drawings submitted during the permitting process must illustrate how applicable conditions of approval are met. Any project elements that are specifically required by conditions of approval must be shown on the plans, and labeled as such.

These conditions of approval run with the land, unless modified by future land use reviews. As used in the conditions, the term "applicant" includes the applicant for this land use review, any person undertaking development pursuant to this land use review, the proprietor of the use or development approved by this land use review, and the current owner and future owners of the property subject to this land use review.

Appealing this decision. This decision may be appealed to the Hearings Officer, which will hold a public hearing. Appeals must be filed **by 4:30 PM on May 26, 2015** at 1900 SW Fourth Ave. Appeals can be filed at the Development Services Center Monday through Wednesday and Fridays between 8:00 am to 3:00 pm and on Thursdays between 8:00 am to 12:00 pm. After 3:00 pm Monday through Wednesday and Fridays, and after 12:00 pm on Thursdays, appeals must be submitted at the reception desk on the 5th floor. **An appeal fee of \$250 will be charged**. The appeal fee will be refunded if the appellant prevails. There is no fee for ONI recognized organizations appealing a land use decision for property within the organization's boundaries. The vote to appeal must be in accordance with the organization's bylaws. Assistance in filing

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the appeal and information on fee waivers is available from BDS in the Development Services Center. Please see the appeal form for additional information.

The file and all evidence on this case are available for your review by appointment only. Please contact the receptionist at 503-823-7617 to schedule an appointment. I can provide some information over the phone. Copies of all information in the file can be obtained for a fee equal to the cost of services. Additional information about the City of Portland, city bureaus, and a digital copy of the Portland Zoning Code is available on the internet at <u>www.ci.portland.or.us</u>

Attending the hearing. If this decision is appealed, a hearing will be scheduled, and you will be notified of the date and time of the hearing. The decision of the Hearings Officer is final; any further appeal must be made to the Oregon Land Use Board of Appeals (LUBA) within 21 days of the date of mailing the decision, pursuant to ORS 197.620 and 197.830. Contact LUBA at 775 Summer St NE, Suite 330, Salem, Oregon 97301-1283 or phone 1-503-373-1265 for further information.

Failure to raise an issue by the close of the record at or following the final hearing on this case, in person or by letter, may preclude an appeal to the Land Use Board of Appeals (LUBA) on that issue. Also, if you do not raise an issue with enough specificity to give the Hearings Officer an opportunity to respond to it, that also may preclude an appeal to LUBA on that issue.

Recording the land division. The final land division plat **must** be submitted to the City **within three years** of the date of the City's final approval of the preliminary plan. This final plat must be recorded with the County Recorder and Assessor's Office after it is signed by the Planning Director or delegate, the City Engineer, and the City Land Use Hearings Officer, and approved by the County Surveyor. **The approved preliminary plan will expire unless a final plat is submitted within three years of the date of the City's approval of the preliminary plan.**

EXHIBITS

NOT ATTACHED UNLESS INDICATED

- A. Applicant's Statement
 - 1. Original Submittal
 - 2. Applicant's Response to Incomplete Letter
 - 3. Revised Submittal
 - 4. Simplified Stormwater Report
 - 5. Arborist Report
 - 6. Parking Analysis
- B. Zoning Map (attached)
- C. Plans/Drawings:
 - 1. Preliminary Land Division Plan/Proposed and Existing Conditions Plan (attached)
- D. Notification information:
 - 1. Mailing list
 - 2. Mailed notice
- E. Agency Responses:
 - 1. Bureau of Environmental Services
 - 2. Bureau of Transportation Engineering and Development Review
 - 3. Water Bureau
 - 4. Fire Bureau
 - 5. Site Development Review Section of BDS
 - 6. Life Safety Section of BDS
 - 7. Urban Forestry division of Portland Parks Bureau
- F. Correspondence: None
- G. Other:
 - 1. Original Land Use Application
 - 2. Incomplete Letter

The Bureau of Development Services is committed to providing equal access to information and hearings. Please notify us no less than five business days prior to the event if you need special accommodations. Call 503-823-7300 (TTY 503-823-6868





EXISTING CONDITIONS

LN 15-108044 LDS