Bureau of Development Services - Land Use Services Division Refund Request Form for Void/Withdrawn/Cancelled Application/Case/Appointments

PLANNER: Complete Upper Section of this form. Submit form to Section	on or Division Manager for authorization.
Today's Date: April 21, 2017	Intake Date: April 21, 2017
To: BDS Administration Section, A/P	
From: Don Kienholz	(Required if case 6+ months old)
Approved by Manager: Douglas Hardy Digitally signed by Douglas Hardy Divisi	on Manager;
Case Number: LU 17-132871 AD	
Refund of Service Bureau Fees:	
■ Reviewed by Service Bureaus No (100% refund) Yes (No Refund)	
* If over \$1,000 dollars has been paid to PBOT, Section Manager of Refund of Hearings Officer Fee ■ Did hearing occur? ☑ No (100% refund) ☐ Yes (No Refund) Write an explanation on the lines provided below. Your explanation w	
reviews, and one or more are withdrawn, identify which reviews are with	
Unnecessary review	
 (A) Unnecessary fees/Review When a fee is accepted for a land use refund of all land use review fees for the unnecessary review will be given. reverse page which review is being withdrawn. (B) Errors - When an error is made in calculating a fee, overpayment version (C) Void Land Use Review or Final Plat (Zoning Code Section 33.730 (D) Withdrawn Application 	If there are concurrent reviews, identify on vill be refunded.
Application Withdrawn:	Percent Refund of LUS Fee
1. Early Assistance Appointment	Toront Residue 1
At least 7 days prior to the appointment.	50% of LUS fee
2. Final Plat	
After staff sends the first redlines or plat comments to the customer.	50% of LUS fee
After staff sends the second redlines or plat comments to the	
customer.	25% of LUS fee
3. Land Use Review - Type I, II or IIx	
3. Land Use Review - Type I, II or IIx Before the Notice of Proposal is sent to P&D. After the Notice of Proposal is sent to P&D, but before staff sends	75% of LUS fee (amount retained should not be less than \$200 or more than \$1,500) 25% of LUS fee (amount retained should
3. Land Use Review - Type I, II or IIx Before the Notice of Proposal is sent to P&D.	75% of LUS fee (amount retained should not be less than \$200 or more than \$1,500)
3. Land Use Review - Type I, II or IIx Before the Notice of Proposal is sent to P&D. After the Notice of Proposal is sent to P&D, but before staff sends the Notice of Decision to P&D.	75% of LUS fee (amount retained should not be less than \$200 or more than \$1,500) 25% of LUS fee (amount retained should
3. Land Use Review - Type I, II or IIx Before the Notice of Proposal is sent to P&D. After the Notice of Proposal is sent to P&D, but before staff sends the Notice of Decision to P&D. 4. Land Use Review - Type III or IV Before the Request for Response is sent to the infrastructure	75% of LUS fee (amount retained should not be less than \$200 or more than \$1,500) 25% of LUS fee (amount retained should not be less than \$300 or more than \$4,000) 75% of LUS fee (amount retained should

		it Conference ######					
ı —		staff sends the conference information to the ture bureaus. 75% of LUS fe			ee		
	After staff sends the conference information to the infrastructure bureaus, but at least 7 days prior to the conference. 50% of LUS fe			ee			
				e			
FORWARD THIS FORM TO LUS TECHS AFTER ALL FIELDS ABOVE FILLED IN AS NEEDED LUS TECH STAFF: Initial and date after data entry EJD Date: 5/11/17							
Refunds:	Fee Code	324	√ Full	Partial	% 100	Refund of \$540.00	
	Fee Code	373	√ Full	Partial	% 100	Refund of \$556.00	
	Fee Code	404	√ Full	Partial	% 100	Refund of \$230.00	
	Fee Code	1090	Full	Partial	% 100	Refund of \$ 154.00	
	Fee Code	2312	Full	Partial	% 100	Refund of \$2,600.00	
	Fee Code	2504	√ Full	Partial	% 400		
	1		<u> </u>		% 100	Refund of \$132.00	
	Fee Code		Full	=	% [100]	Refund of \$132.00 Refund of \$	
	Fee Code			Partial			
			Full	Partial Partial	%	Refund of \$	
	Fee Code		Full	Partial Partial	%	Refund of \$	
Co C Ma	Fee Code Fee Code Cess a reful Impany Name International Address		Full Full Full 4,212.00	Partial Partial Partial	%	Refund of \$ Refund of \$ Refund of \$	

Authorization #

Vendor#



CITY OF

PORTLAND, OREGON

BUREAU OF DEVELOPMENT SERVICES 1900 SW 4th Ave., Suite 5000 Portland, OR 97201



RECEIPT #: 1978384

3/9/2017

Site Address: 1919 SE SHERRETT ST IVR Number: 3978721

Permit Number: 17-132871-000-00-LU

Land Use Review

PPLICANT	LYNN A REINI				Phone: (503)	799-1284
Fee Code	Fee Description	Fee Amount	Paid to Date	Balance	This Transaction	New Balance
1090	Site Development - Land Use Reviews	\$77.00				
1090	Site Development - Land Use Reviews	\$77.00				
2312	Adjustmnt Review - Res Single	\$1,300.00				
2312	Adjustmnt Review - Res Single	\$1,300.00				
2504	Life Safety Review - Land Use	\$66.00				
2504	Life Safety Review - Land Use	\$66.00				
324	BES Land Use Rvw-Engineering	\$270.00				
324	BES Land Use Rvw-Engineering	\$270.00				
373	PBOT Adjustment Review	\$278.00				
373	PBOT Adjustment Review	\$278.00				
404	Water Available Plan Rvw - Type C	\$115.00				
404	Water Available Plan Rvw - Type C	\$115.00				
Bill #4088105	Sub Total	\$4,212.00	\$0.00	\$4,212.00	\$4,212.00	\$0.0
	TOTAL	\$4,212.00	\$0.00	\$4,212.00	\$4,212.00	\$0.0

Shaded items indicate fees not yet calculated.

* Fees marked with an asterisk are due at application.

CITY CONT	ACT		5.	
Pay	ment #: 1978384	Method of Payment: 04519d visa lynn reini	Receipt By: Regi	na Birch
PAYOR	LYNN A RE	EINI	Phone:	(503) 799-1284

CITY CONTACT

Phone:

E-Mail:

Fax: (503) 823-4172

Notice: This document is not a permit. This document may not represent all fees owing for this permit. All fees are subject to change based on new or corrected information. For more information, consult your City of Portland Contact listed above.



City of Portland, Oregon - Bureau of Development Services



1900 SW Fourth Avenue - Portland, Oregon 97201 | 503-823-7300 | www.portlandoregon.gov/bds

Land Use Review Application	File Number: 617 - 132871 AD
FOR INTAKE, STAFF USE ONLY	Qtr Sec Map(s) 3832 Zoning R2.5 ad
Date Rec 3/9/17 by Maw	Plan District_None_
☐ Type I ☐ Type Ix ☐ Type II ☐ Type IV	Historic and/or Design District July 1000 - Morcland
LU ReviewsAD	Neighborhood Illimita - Morcland Jupa.
[Y] [X] Unincorporated MC	District Coalition SEU
[Y] [N] Flood Hazard Area (LD & PD only)	Business Assoc Sellwood / Westmoreland
[Y] [N] Potential Landslide Hazard Area (LD & PD only)	Related File #
APPLICANT: Complete all sections below that a	pply to the proposal. Please print legibly.
Development Site Address or Location 1919 SE Sherrett St, Portland O	Pregon 97202
Cross Street 19th Street	Sq. ft./Acreage
Site tax account number(s)	
R R633030 R	R
R R	R
Adjacent property (in same ownership) tax account num	ber(s)
<u>R</u> <u>R</u>	R
Describe project (attach additional page if necessary) The project is to convert the existing bedroom, bathome into a separate "mother in law"/ADU (Additional page if necessary) home into a separate "mother in law"/ADU (Additional page in the bedroom, one bathroom, great room apartment of SQ feet. The bedroom and bath room current current garage space to build out a kitchen/dinning to allow street parking since we will no longer have used by my 87 year old mother in law in the near to rent-able in the longer term future.	onal Dwelling Unit). The final configuration will nent. The approximate square footage is about ly exist in finished form. We would use the pliving GREAT room. This will require variance a garage for vehicle parking. This unit will be
Describe proposed stormwater disposal methods	
No Change	
Identify requested land use reviews	
Parking (33.260.120) By incorporating the existing garage space parking for vehicles which requires a variance. The property is located along the spring water corridor and nea and mass transit commuters. Additionally, we will incorporated	r a Orange Line Transit Center which is likely to attract bike
Design & Historic Reviews - For new development, pro	ovide project valuation. \$
For renovation , provide exterior alteration. AND provide total project valuation.	tion value. \$\$ 30.000
Land Divisions - Identify number of lots (include lots for	
New street (public or private)?	yes vno
	continued / over

Adjustment #2



City of Portland, Oregon - Bureau of Development Services



1900 SW Fourth Avenue · Portland, Oregon 97201 | 503-823-7300 | www.portlandoregon.gov/bds

Land Use Review Application	File Number:			
FOR INTAKE, STAFF USE ONLY	Qtr Sec Map(s) Zoning			
Date Recby	Plan District			
☐ Type I ☐ Type Ix ☐ Type II ☐ Type IIx ☐ Type III ☐ Type IV	Historic and/or Design District			
LU Reviews	Neighborhood			
[Y] [N] Unincorporated MC	District Coalition			
[Y] [N] Flood Hazard Area (LD & PD only)	Business Assoc			
[Y] [N] Potential Landslide Hazard Area (LD & PD only)	Related File #			

[Y] [N] Flood Hazard Area (LD & PD only) [Y] [N] Potential Landslide Hazard Area (LD & PD only) APPLICANT: Complete all sections below that apply to the proposal. Please print legibly. Development Site Address or Location 1919 SE Sherrett St, Portland Oregon 97202 Cross Street 19th Street Sq. ft./Acreage Site tax account number(s) R R633030 R R R R R Adjacent property (in same ownership) tax account number(s) R R Describe project (attach additional page if necessary)

The project is to convert the existing bedroom, bathroom and garage on the basement level of my home into a separate "mother in law"/ADU (Additional Dwelling Unit). The final configuration will be a 1 bedroom, one bathroom, great room apartment. The approximate square footage is about 650 SQ feet. The bedroom and bath room currently exist in finished form. We would use the current garage space to build out a kitchen/dinning/living GREAT room. This unit will be used by my 87 year old mother in law in the near term through the remainder of her life and be rent-able in the longer term future.

Describe proposed stormwater disposal methods

No Change

Identify requested land use reviews

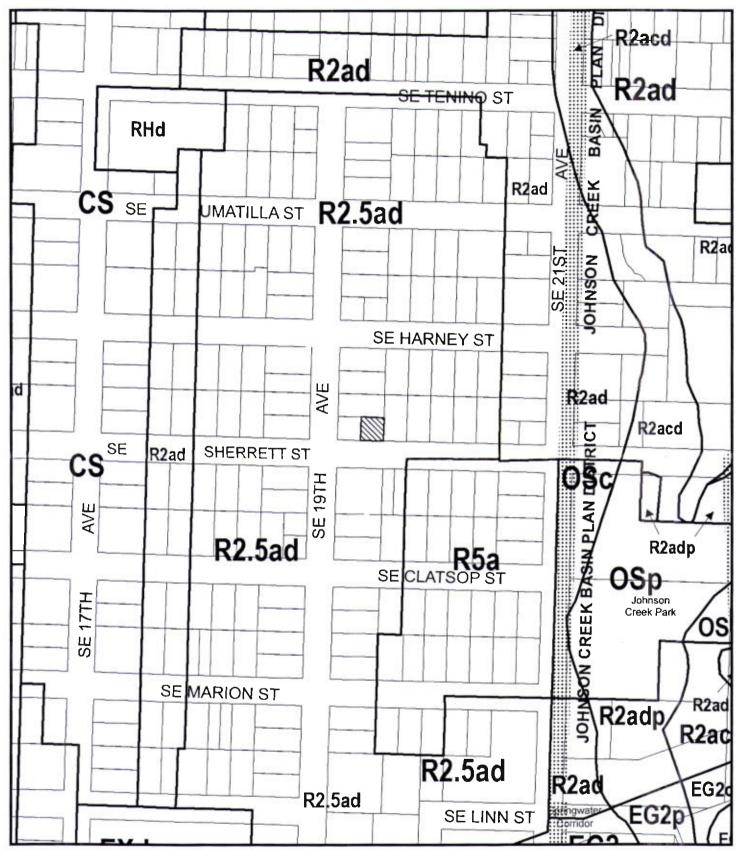
Zoning Standards (Section IV., Entrances Page 7 of the Program Guide for Accessory Dwelling Units) specifics that only one entrance can be located on the street -facing facade of the home. I am asking for a variance to allow the ADU entrance to street facing with the primary advantage of making it mobility friendly for elders with rolling walkers or wheel chairs. (i.e. my mother in law) by leveraging the existing driveway ramp. Since the basement level is below ground level, access to the proposed apartment on the other 3 sides of the property would involve multiple stairs up and down and access through gated area. Additionally, the design aesthetic of the home supports a "door /window configuration" in the space that used to be the garage door which mirrors the window panels on the first and 2nd floor.

• Design & Histor	ric Reviews - For new development, provide project valuation.	\$
	For renovation , provide exterior alteration value. AND provide total project valuation.	\$
• Land Divisions	 Identify number of lots (include lots for existing development). New street (public or private)? 	yes no

- Applicant Information

 Identify the primary contact person, applicant, property owner and contract purchaser. Include any person that has an interest in your property or anyone you want to be notified. Information provided, including telephone numbers and e-mail addresses, may be included in public notices.
- For all reviews, the applicant must sign the Responsibility Statement.
- For land divisions, all property owners must sign the application.

What contact below d	lo you want rec				/	/applicant
PRIMARY CONTACT,	check all that a	pply 🗏 A	Applica	ant 🔳 Owner	'	Other
Name Lynn Reini				Signature		
Company/Organization						
Mailing Address 1919	SE Sherrett S	t				
City Portland				State Oregon		Zip Code 97202
Day Phone 503 799-1	1284	FAX			_email	Lynn.reini@gmail.com
Check all that apply	Applicant	Owner Owner	Q	Other		
Name				Signature		
Company/Organization						
Mailing Address						
						Zip Code
Name				Signature		
Company/Organization						
Mailing Address						
						Zip Code
Day Phone		FAX			_email	
Check all that apply	☐ Applicant	Owner		Other		
Name				Signature		
Company/Organization						
Mailing Address						
City				State		Zip Code
Day Phone		FAX			_email	
Responsibility Statement As the applicant submitting this application for a land use review, I am responsible for the accuracy of the information submitted. The information being submitted includes a description of the site conditions. I am also responsible for gaining the permission of the owner(s) of the property listed above in order to apply for this review and for reviewing the responsibility statement with them. If the proposal is approved, the decision and any conditions of the approval must be recorded in the County Deed Records for the property. The City of Portland is not liable if any of these actions are taken without the consent of the owner(s) of the property. In order to process this review, City staff may visit the site, photograph the property, or otherwise document the site as part of the review. I understand that the completeness of this application is determined by the Director. By my signature, I indicate my understanding and agreement to the Responsibility Statement. Print name of person submitting this application. Lynn A Reini Signature						
Phone number (503)	Control of the contro			Date 2/22/20	17	0



ZONING

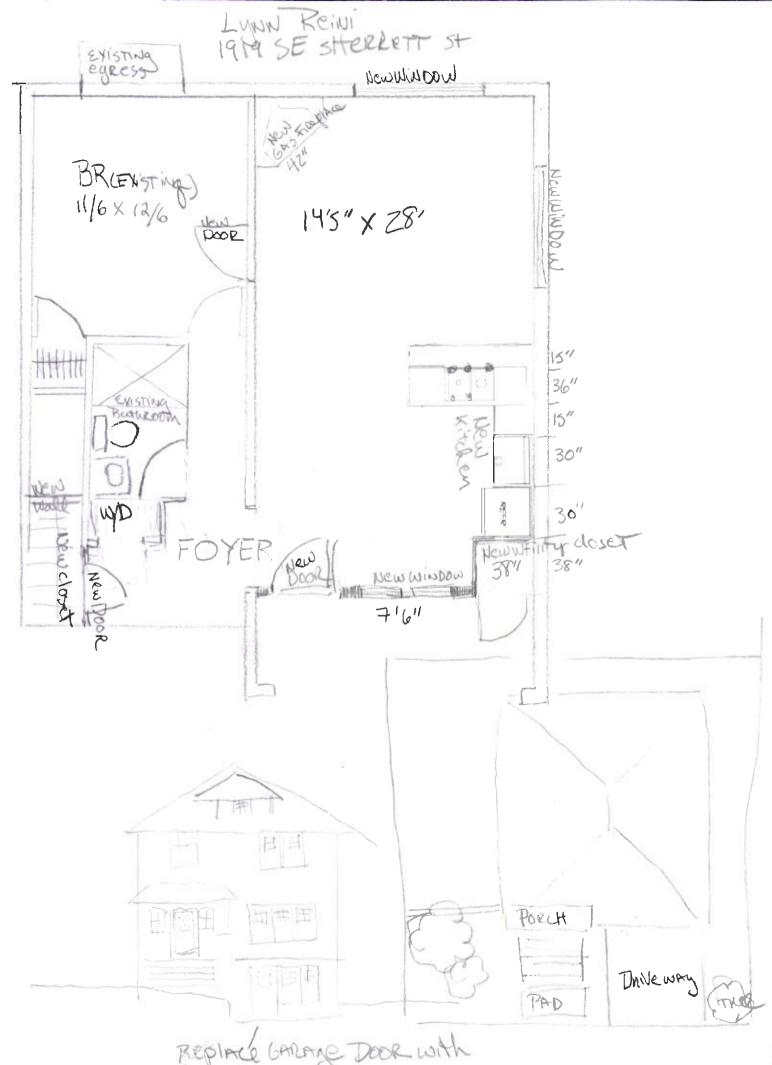
Site

File No. LU 17-132871 AD

1/4 Section 3832
Scale 1 inch = 200 feet

State_Id 1S1E23DD 7303
Exhibit B (Mar 13, 2017)

↑ NORTH



DOOR WINDOW COMBINATION FOR HANDICUP ACOUSIBLITY W17-182871-1





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

FROM CONCEPT TO CONSTRUCTION

Chloe Eudaly, Commissioner Paul L. Scarlett, Director Phone: (503) 823-7300 Fax: (503) 823-5630 TTY: (503) 823-6868 www.portlandoregon.gov/bds

March 27, 2017

Lynn A. Reini 1919 SE Sherrett St Portland, OR 97202 FILE COPY

Re: Land Use Review LU 17-132871 AD

Dear Lynn A Reini:

The Bureau of Development Services received your application for a Adjustment located at 1919 SE SHERRETT ST on March 9, 2017. Your case has been assigned to me, Don Kienholz. In order to continue to review your application, additional information is needed. Once you submit this information, your application will be considered complete, and I will proceed with a full review of your proposal. Up to this point, your application has been reviewed only to determine if all required information has been submitted. The application has not been fully reviewed to determine if it meets the relevant approval criteria, however some issues you may want to consider are identified in Section II below.

I. Information Necessary to Complete Application

The following information must be submitted before your proposal can be evaluated:

1. Narrative: A land use application needs a narrative that provides a summary of the application request and addresses each specific and applicable approval criterion explaining 'how' or 'why' the standard is satisfied. No narrative statements were included in the submitted application. Please provide a narrative that summarizes the request and clarifies if parking is proposed to be entirely removed from the lot or if it is to be relocated on the lot. I've provided the applicable approval criteria that need responses and the associated purpose statements below.

33.805.040 Approval Criteria

The approval criteria for signs are stated in Title 32. All other adjustment requests will be approved if the review body finds that the applicant has shown that either approval criteria A. through F.

- A. Granting the adjustment will equally or better meet the purpose of the regulation to be modified; and
- B. If in a residential zone, the proposal will not significantly detract from the livability or appearance of the residential area, or if in an OS, C, E, or I zone, the proposal will be consistent with the classifications of the adjacent streets and the desired character of the area; and
- C. If more than one adjustment is being requested, the cumulative effect of the adjustments results in a project which is still consistent with the overall purpose of the zone; and
- D. City-designated scenic resources and historic resources are preserved; and

- E. Any impacts resulting from the adjustment are mitigated to the extent practical; and
- F. If in an environmental zone, the proposal has as few significant detrimental environmental impacts on the resource and resource values as is practicable;

* * *

The narrative needs to address each Adjustment you are requesting. If more than one Adjustment is requested (In this case you are requesting two), make sure each Adjustment request is separated and fully addressed as follows:

33.805.040.A:

Purpose statement to Adjustment #1.

Response explaining 'how' or 'why' Adjustment #1 equally or better meets the purpose statement of the development standard.

Purpose statement to Adjustment #2.

Response explaining 'how' or 'why' Adjustment #2 equally or better meets the purpose statement of the development standard.

2. **Parking Development Standards.** Depending on what exactly you are seeking an Adjustment to, there are different purpose statements that would need to be addressed. If you are proposing to remove the parking space from the lot and park in the street, you need to address the following purpose statement:

33.266.110 Minimum Required Parking Spaces

Purpose. The purpose of required parking spaces is to provide enough on-site parking to accommodate the majority of traffic generated by the range of uses which might locate at the site over time. Sites that are located in close proximity to transit, have good street connectivity, and good pedestrian facilities may need little or no off-street parking. Parking requirements should be balanced with an active pedestrian network to minimize pedestrian, bicycle and vehicle conflicts as much as possible. Transit-supportive plazas and bicycle parking may be substituted for some required parking on a site to encourage transit use and bicycling by employees and visitors to the site. The required parking numbers correspond to broad use categories, not specific uses, in response to this long term emphasis. Provision of carpool parking, and locating it close to the building entrance, will encourage carpool use.

NOTE: Per Table 266-6, the minimum number of parking spaces is one.

3. If you are proposing to relocate the parking space elsewhere <u>on</u> the lot, such as in the existing driveway, and the location does not meet the parking space dimensional and location requirements in 33.266.120.C and/or 33.266.120.D, then you will need to address the purpose statement below:

33.266.120 Development Standards for Houses and Duplexes

A. Purpose. The size and placement of vehicle parking areas are regulated in order to enhance the appearance of neighborhoods.

4. **ADU Development Standards.** As designed, the proposal does not meet the development standards of the ADU code in 33.205.040 because the entrances of the primary dwelling and accessory dwelling are both facing the street, specifically 33.205.040.C.1.

Below are the purpose statements that need to be addressed when writing a narrative response to 33.805.040.A:

33.205.040 Development Standards

- A. Purpose. Standards for creating accessory dwelling units address the following purposes:
 - Ensure that accessory dwelling units are compatible with the desired character and livability of Portland's residential zones;
 - Respect the general building scale and placement of structures to allow sharing of common space on the lot, such as driveways and yards;
 - Ensure that accessory dwelling units are smaller in size than houses, attached houses, or manufactured homes; and
 - Provide adequate flexibility to site buildings so that they fit the topography of sites.
- 5. **Site Plan:** A legible and scaled site plan needs to be submitted with a land use application. While a site plan was included, it is not scaled or legible due its significant reduction. Additionally, it appears to be from the 2013 building permit so it is not clear if it is up to date. Please provide a larger and accurately scaled site plan that has been updated with any changes. Because the Adjustment is for a parking space, it is important to note the existing and proposed conditions and dimensions of the driveway area. For instance, by removing the parking space in the garage, the code does not allow the driveway to be used as a parking area any longer. Are you planning on removing the driveway too or will it be modified such that it cannot accommodate a vehicle? This could include removing the curb cut and installing bollards or removing a significant portion of the driveway and replacing with grass.
- 6. **Floor and Elevation Plans:** In order to evaluate the proposed ADU to the development standards in 33.205.040.C, we need accurately scaled floor plans and building elevations for each floor of the existing house and proposed ADU.

II. Issues to Consider

While not necessary to determine the application complete, additional information may be needed to show that your proposal meets the applicable approval criteria. You are encouraged to address the following issues regarding the approvability of your proposal:

• The purpose of the ADU standards is to ensure that the single-dwelling residential neighborhoods retain their single-dwelling character. As a result, the intent of the standards are to ensure that dwellings with ADU's in the attic or basement read as having only one dwelling unit rather than two. Because of the purpose statement for ADU's, it is important to provide detailed information on the proposed exterior design of the ADU so that it can be evaluated and

determined that the exterior look remains that of a single-family dwelling. You'll want to consider how the entrance to the ADU can be designed to maintain the single-dwelling look and feel of the house before conversion.

III. Time to Complete Application

The Portland Zoning Code allows you up to 180 days to complete your application. Since the 180-day period began on the day we received the application, the deadline to make your application complete is **Tuesday**, **September 5**, **2017**.

IV. Determination of a Complete Application

The application will be determined complete when you have submitted:

- 1. All of the requested information included in Section I, above. If you cannot provide all of the requested information at one time and intend to submit additional information, please include a <u>written</u> statement with each separate submittal indicating that you still intend to provide the additional missing information by the **Tuesday, September 5, 2017** deadline, **or**
- 2. Some of the requested information included in Section I, above, and a <u>written</u> statement that no additional information will be provided; **or**
- 3. A <u>written</u> statement that none of the requested information included in Section I, above, will be provided.

Please be aware that not submitting the requested information may result in your application being denied. The information is needed to demonstrate the approval criteria are met. Once the application is deemed complete, review of your application can proceed using the information you have provided.

Your application will be approved if it meets the relevant land use review approval criteria. It is your responsibility to document how the approval criteria are met. The items listed above will help provide that documentation.

Voiding of Application

If your application is not complete by **Tuesday, September 5, 2017**, it will be voided, and the application fee will not be refunded. The City's land use review procedures are outlined in Chapter 33.730 of the Portland Zoning Code.

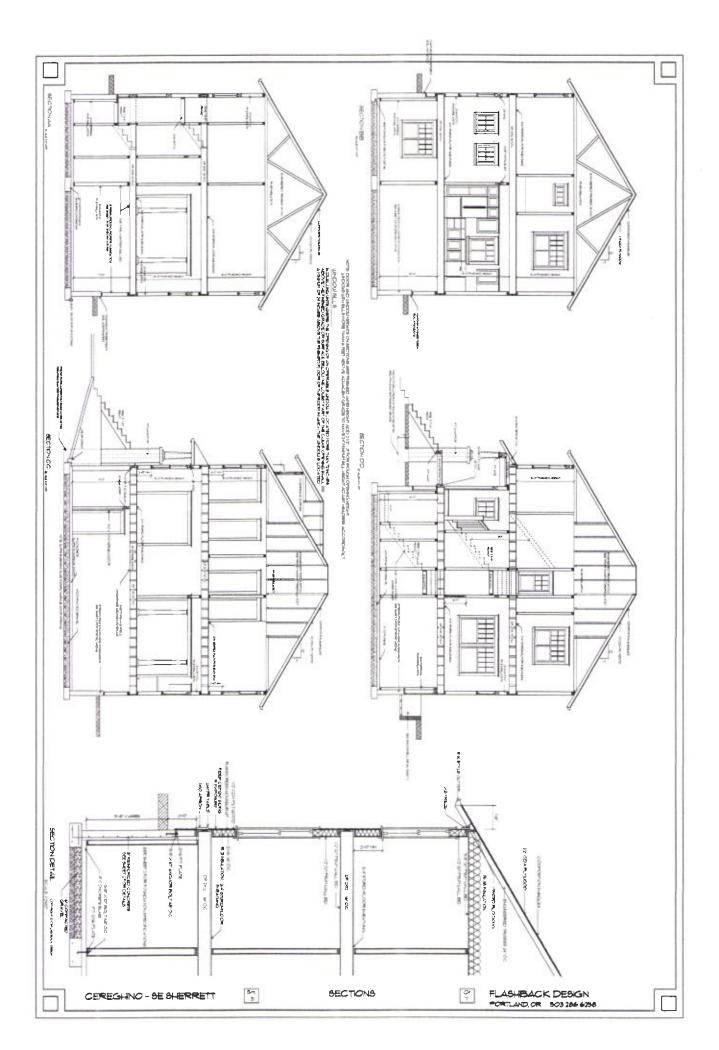
Please contact me if you have any questions about this letter. My telephone number is **503-823-7771**, and my e-mail address is Don.Kienholz@portlandoregon.gov. You may mail correspondence to me at the Bureau of Development Services, Suite 5000, 1900 SW Fourth Avenue, Portland, OR 97201. If you deliver the requested material in person, please bring it to the **fifth** floor receptionist at 1900 SW Fourth Avenue. Please label all correspondence and materials you submit with the case number LU 17-132871.

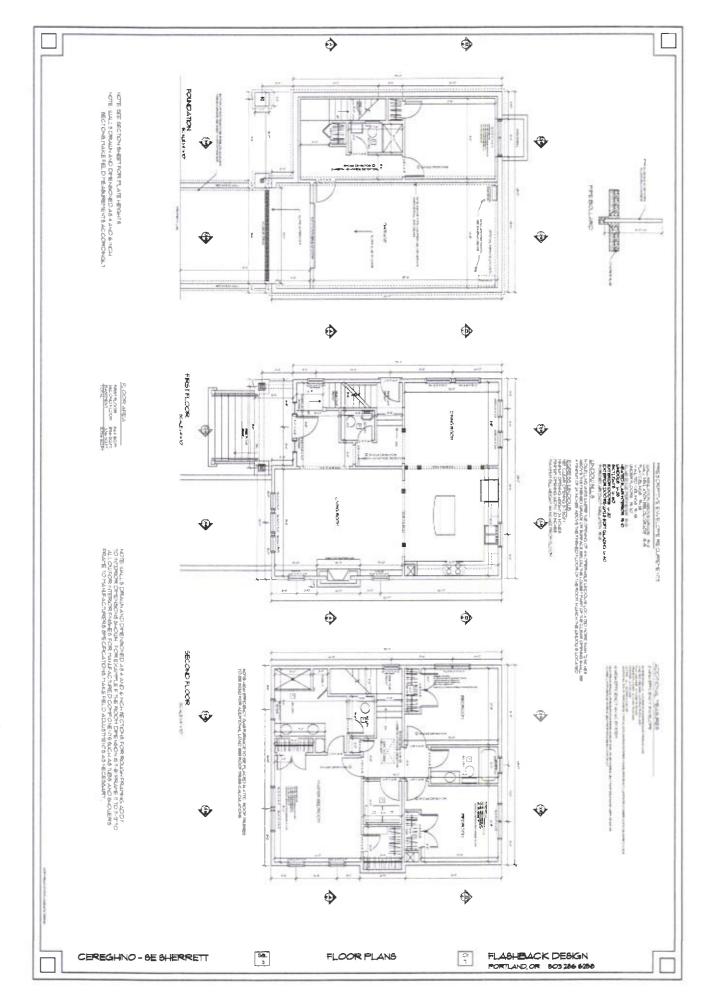
Sincerely,

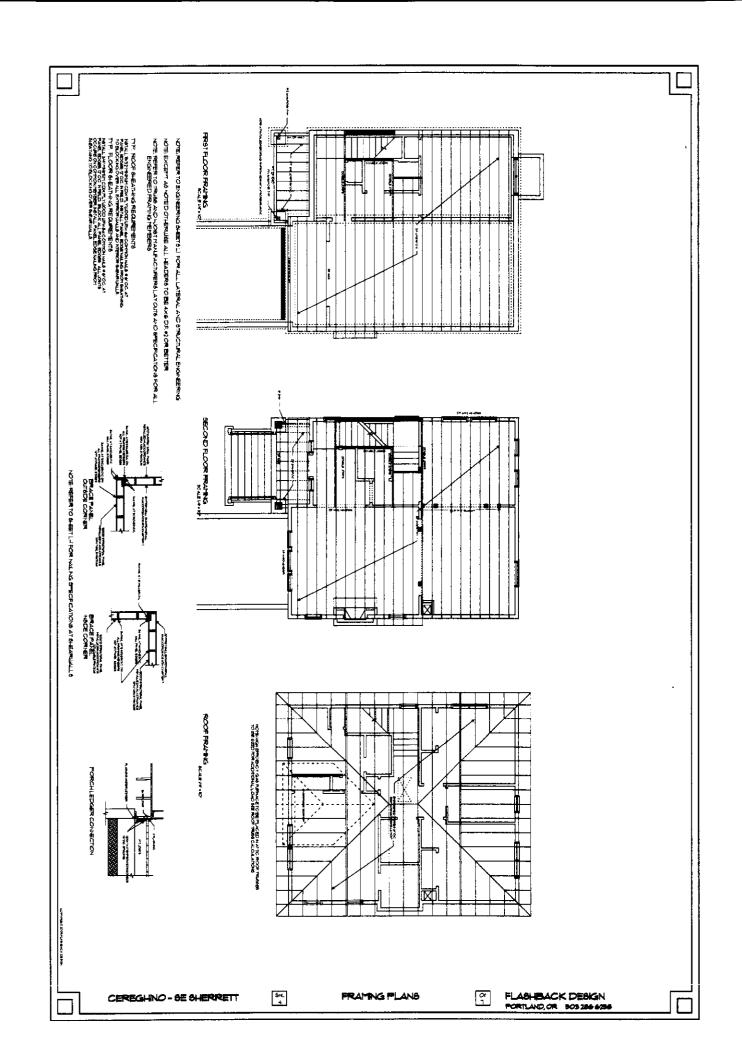
Don Kienholz, Planner Land Use Services Division

Application Case File









W 17-132871-AD

