



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

FROM CONCEPT TO CONSTRUCTION

Dan Saltzman, Commissioner  
Paul L. Scarlett, Director  
Phone: (503) 823-7300  
Fax: (503) 823-5630  
TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

**MEMO**

**Date:** October 5, 2011  
**To:** Portland City Council Members  
**From:** Douglas Hardy, Development Review  
(503) 823-7816  
[douglas.hardy@portlandoregon.gov](mailto:douglas.hardy@portlandoregon.gov)  
**Re:** LU 11-115222 CU MS AD: Central Catholic High School  
Revision to Draft City Council Findings and Conclusions

In reviewing the draft City Council Findings and Conclusions on the appeal of the Central Catholic High School Conditional Use Master Plan, a small change is recommended to Condition E regarding use of the new 15-space parking lot. As the condition now reads, the lot is limited solely to carpool parking. However, as described in the Conditional Use Master Plan application and most recently at the September 21, 2011, City Council Hearing, this parking lot is intended to be used during after-school hours on an as needed basis for stacked parking associated with special events. Additionally, the parking lot is to be used for bus loading and unloading, as required by Condition G. To clarify how the parking lot is to be used, it is recommended that Condition E be reworded to read as follows (bold text is wording to be added):

*Central Catholic High School shall construct the 15-space parking lot at the northwest corner of SE 24<sup>th</sup> Avenue and SE Stark Street prior to the loss of any existing on-site parking. **During school hours**, the parking lot must be reserved for **bus parking and** carpool use, with **carpool** vehicles having a minimum of three passengers. The parking lot shall be secured from 11 pm until 6 am. If Central Catholic High School needs the parking lot during those hours, the lot shall be secured immediately following Central Catholic's use of the lot*

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Douglas Hardy	2. Telephone No. 503-823-7816	3. Bureau/Office/Dept. Land Use Services - BDS
4a. To be filed (hearing date):  September 15, 2011, 2:00 TC	4b. Calendar (Check One)  <div style="display: flex; justify-content: space-around;"> <span>Regular <input checked="" type="checkbox"/></span> <span>Consent <input type="checkbox"/></span> <span>4/5ths <input type="checkbox"/></span> </div>	5. Date Submitted to Commissioner's office and FPD Budget Analyst: September 8, 2011
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

**1) Legislation Title:**

This is an appeal of a **quasi-judicial** action. There is no legislation involved.  
Case number: LU 11-115222 CU MS AD (2401 SE Stark Street)

**2) Purpose of the Proposed Legislation:**

There is no legislation involved. This is an appeal of a **quasi-judicial** action (an appeal of a Land Use Review decision). Legislative Procedures described in Zoning Code Chapter 33.740 are handled by the Bureau of Planning & Sustainability. Quasi-Judicial Procedures described in Zoning Code Chapter 33.730, commonly known as "Land Use Reviews" are handled by the Bureau of Development Services. Quasi-judicial procedures allow for Type III Land Use Review decisions to be appealed to City Council, per 33.730.030.F.

In this case, the Land Use Reviews included: a) a Conditional Use Master Plan Review; and b) an Adjustment Review:

- A Type III Conditional Use Master Plan Review is required for the proposed floor area and boundary expansions at Central Catholic High School.
- Several Adjustments are requested as part of the review, including increased maximum floor area ratio; reduced minimum building setbacks; reduced depth of landscaped buffer; and reduced minimum site landscaping. An Adjustment Review is needed to vary from an applicable development standard.

The Hearings Officer's decision of approval with conditions has been appealed by the Buckman Community Association, represented by Susan Lindsay, co-chair of the Buckman Community Association. The appellant is challenging the Hearings Officer's decision and argue that all of the approval criteria have not been met.

**3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?**

The proposal is for an individual ownership in Southeast Portland, not an area.

- |                                             |                                               |                                    |                                |
|---------------------------------------------|-----------------------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast            | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast  | <input checked="" type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East  |

- ☐ Central City  
☐ Internal City Government Services

### FINANCIAL IMPACT

**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

This is not a legislative action.

**5) Expense:** What are the costs to the City related to this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the *level of confidence*.)

This is not a legislative action.

**6) Staffing Requirements:**

This is not a legislative action, and so there are no staffing "requirements".

Staff/responsibilities involved in processing the Land Use Review appeal are: The assigned Planner from BDS/Land Use Services (LUS) Division, Records Management staff from LUS, supervisory oversight, staff from PBOT, BES, BPS and potentially other city agencies who have been involved in this land use review.

- Will any positions be created, eliminated or re-classified in the current year as a result of this legislation? (If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.) No.
- Will positions be created or eliminated in future years as a result of this legislation? No.

(Complete the following section only if an amendment to the budget is proposed.) None.

**7) Change in Appropriations** (If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

### PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☒ YES: Please proceed to Question #9.

☐ NO: Please, explain why below; and proceed to Question #10.

9) If "YES," please answer the following questions:

a) **What impacts are anticipated in the community from this proposed Council item?** The impacts from this proposal are what the Conditional Use Review Master Plan and Adjustment reviews are considering. There is a difference of opinion about the anticipated impacts, which is why the decision on the Conditional Use Master Plan Review with Adjustments was appealed to City Council. Please see the Hearings Officer's Decision for an assessment of the impacts at the following link:  
<http://www.portlandonline.com/bds/index.cfm?c=46578&a=356930>

b) **Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?** The Zoning Code requires for a Type III Land Use Review that public notice be mailed to property owners within 400 feet of the subject site, and to recognized organizations within 1,000 feet of the subject site. The Zoning Code also requires that the site be posted for a minimum of 30 days prior to the first hearing before the Hearings Officer. Notices of hearings are also posted on the Bureau of Development Services website. There are no other public involvement efforts on the part of city staff.

c) **How did public involvement shape the outcome of this Council item?** The appeal of this quasi-judicial action is a direct outcome of public involvement on the part of neighbors in opposition to the proposal.

d) **Who designed and implemented the public involvement related to this Council item?** City Council adopted the procedures outlined in the Zoning Code. The Bureau of Development Services implements these procedures.

e) **Primary contact for more information on this public involvement process (name, title, phone, email):** Douglas Hardy, Senior Planner, is the assigned planner for this quasi-judicial land use review. He prepared the public notices used for mailing and posting. His phone is 503-823-7816; and his e-mail address is [douglas.hardy@portlandoregon.gov](mailto:douglas.hardy@portlandoregon.gov). However, these procedural activities are not a public involvement process per se.

10) **Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.** No. Once City Council makes their decision, the project may proceed (if appeal is denied). If the appeal is denied, the neighbors/appellants could appeal to a higher level - the State Land Use Board of Appeals (LUBA). If the appeal is upheld, the applicants may choose to appeal to a higher level (LUBA). Public involvement is not a

component of the review done by the higher review bodies.

A handwritten signature in cursive script, appearing to read "P. Scarlett", enclosed within a rectangular box.

Paul L. Scarlett, Director, Bureau of Development Services

BUREAU DIRECTOR (Typed name and signature)