



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Land Use Services**  
FROM CONCEPT TO CONSTRUCTION

Charlie Hales, Mayor  
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[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

## **BDS – Conference Facilitator Summary Memo**

### **Pre-Application Conference**

**Date:** June 12, 2013

**To:** Susan Makris, GBD Architects, [susanm@gbdarchitects.com](mailto:susanm@gbdarchitects.com)  
Scott Surdyke, Harbor Urban, [ssurdyke@harborurban.com](mailto:ssurdyke@harborurban.com)

**From:** Douglas Hardy, Conference Facilitator  
503-823-7816, [Douglas.Hardy@portlandoregon.gov](mailto:Douglas.Hardy@portlandoregon.gov)

**Case File:** EA 13-139771

**Location:** 3700 SW River Parkway

**Property ID:** R562916, R562917

**Proposal:** Pre-Application Conference for a Type III Design Review and possible Type III South Waterfront Greenway for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, 41 parking spaces, and one full-sized loading space. Floors 2 through 6 will contain residential units. An additional 209 parking spaces will be provided below-grade.

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**Conference date:** May 14, 2013

**Expiration of Conference:** May 14, 2014

You must submit your Land Use Review application within one-year of the Conference.

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This memo summarizes the issues and requirements for the proposed project. Please refer to attached responses for all requirements.

The information provided at the conference and included in this summary is based on the information you provided prior to and at the conference and reflects regulations in effect at the time of the conference; it is not a decision.

#### **A. Key Issues and Requirements**

Following is a brief summary of issues and requirements that may impact your proposed project or are submittal requirements that will require time to prepare prior to submittal of the land use review. Please refer to the attached responses from the City bureaus for all the requirements and details.

1. The Bureau of Development Services (BDS) Land Use Services planner noted:
  - the scale and form of the building, as will the use of fiber cement on the exterior, will be a key discussion at the Design Advice Request (DAR);
  - samples of the exterior materials to be used, including information attachments, should be provided at the DAR;

- the Design Commission will want information on the composition of the facades and overall design intent;
  - the design, detail and quality of the ground level of the building and landscaping will be key;
  - the loading area should be incorporated with the trash/service area on SW Gaines Street;
  - mechanical equipment and vents on the facades and roof should be minimized;
  - the Greenway Accessway should follow the South Waterfront District Street Plan;
  - the Greenway design on adjacent properties should be provided for context; and
  - provide details on the plans showing how the Ground Floor Active Use and Required Active Retail standards are met.
2. The Portland Bureau of Transportation (PBOT) noted:
    - no public right-of-way dedications are needed unless there is less than 12 feet from the face of the existing curbs on SW Gaines Street and SW River Parkway; and
    - a 25 foot wide pedestrian connection in a 50 to 60 foot wide public access easement is required within the SW Lane Street right-of-way
  3. The Bureau of Environmental Services (BES) noted:
    - a utility plan and stormwater report, including results of infiltration testing, will be required at the time of land use review;
    - PBOT requirements in the easement/dedicated public right-of-way will trigger stormwater improvements in this location;
    - if requesting an ecoroof FAR bonus, additional information will be required at the time of land use review on the ecoroof design; and
    - due to the site's proximity to a contaminated site, Oregon Department of Environmental Quality and/or BES approval may be required prior to approval of any development on the site; this may also require an Environmental Site Assessment Phase II or Site Characterization Study.
  4. The BDS Site Development Section noted:
    - floodplain requirements are a key issue due to the cost and restrictions associated with meeting the regulations for building in a flood hazard area; a summary of these requirements are identified; and
    - a geotechnical report will be required at the time of building permit review to evaluate the foundation design; this report will need to address liquefaction, lateral spreading and shoring.
  5. The Water Bureau noted prior to purchasing water service, the two tax lots that comprise the site must be consolidated into a single tax account.
  6. The Fire Bureau noted that as SW Gaines Street is a dead-end right-of-way that is more than 300 feet, a cul-de-sac having a minimum diameter of 90 feet will be required.
  7. The Parks Bureau, Urban Forestry noted street trees will be required along all frontages.

## **B. Questions Raised at the Pre-Application Conference**

Following are questions raised at the conference that were not answered in the conference.

1. Questions came up the conference regarding coordinating the site's landscape plan with the landscape plan on adjacent properties. Information on this issue is included in Section B.1 of the attached BDS Planner Response.

2. Questions raised about the electric utilities are addressed in Section B.2 of the attached written response from the BDS Planner.
3. Section B.3 of the attached written response from the BDS Planner addresses questions raised about the requested Design Modifications for setbacks from SW Lane Street and height along SW Gaines Street.

**C. Submittal Requirements for Land Use Review**

1. The majority of the submittal requirements are identified in the BDS Land Use Services' response.
2. Additional detail on the BES submittal requirements for a site utility plan, stormwater report, Environmental Site Assessment Phase II or Site Characterization Study, stormwater quality, and ecoroof design is included in Section F of the attached written response from BES.
3. BDS Site Development will require a site grading plan identifying the 100 year flood, and engineering calculations related to garage openings.
4. If public right-of-way dedications are required, PBOT requests that these be identified on the preliminary plans

**D. Fees**

Below is an estimate of land use fees that may apply to your proposal. Fees charged will be those in effect when the Land Use Review application is submitted. When more than one Land Use Review is requested, full fees are charged for each additional review. You may view the current [Land Use Review fees](#) online. **Please note that fees will be increasing effective July 1, 2013. Visit the BDS website at <http://www.portlandonline.com/bds/index.cfm?c=44589&> for updates on the fee schedule. Note that for the Land Use Fee Schedule on this link, only the BDS fees are included. Other bureau fees that will apply to land use reviews are not yet reflected on this schedule.**

Land Use Review Type	Estimated Fee (effective until June 30, 2013)
Type III Design Review	.03 of project valuation (max fee \$27,000) +\$3,294 (combined service bureau fee) + \$900 (for each Design Modification) + \$2,381 (for each Adjustment Review)
Type III South Waterfront Greenway Review	\$8,235

During the building permit process, Permit Fees will be charged for review of your permits and Systems Development Charges (SDCs) may be assessed for new development. An on-line fee estimator is available on the BDS website at the following link: <http://www.portlandonline.com/bds/index.cfm?c=59194>.

**E. Comments from Service Bureaus**

Attached are the responses provided by the land use planner and service bureaus.

Response attached	Bureau	Responsibilities	Contact
Yes	Land Use Services, BDS	Review of land use review	Kara Fioravanti 503-823-5892
Yes	Bureau of Transportation (PBOT)	Public Streets	Robert Haley 503-823-5171
Yes	Bureau of Environmental Services (BES)	Public sewer and stormwater connections to the public right-of-way	Jocelyn Tunnard 503-823-5780
Yes	Site Development, BDS	On-site stormwater disposal, septic systems, private rights-of-way, geotechnical requirements, erosion control	Jeanne Niemer 503-823-7539
Yes	Water Bureau	Connections to public water	Mari Moore 503-823-7364
Yes	Fire Bureau	Access grades, fire hydrants, turnarounds	Kari Schimel 503-823-3935
No	Urban Forestry	Street trees	Charley Davis 503-823-4523
No	devTeam Portland, BDS	Coordinate permit process for projects over \$1 million	Charles Auch 503-823-4215

**F. Other Information**

1. PGE requires minimum clearances from electric wires, conductors and cables. Before building, please be aware of these clearances by calling PGE at 503-736-5450. For more information, go to the following link: [PGE Minimum Clearance Requirements](#).
2. Bureau of Planning and Sustainability. The Bureau of Planning and Sustainability delivers policy and programs related to green buildings, energy efficiency, renewable resources, waste reduction, and recycling. For more information, go to the following link: [Sustainability Programs and Services](#).
3. Energy Trust of Oregon. The Energy Trust of Oregon provides technical assistance and cash incentives for energy efficient design. For more information, go to the following link: [Energy Trust of Oregon](#).
4. Oregon Department of Energy. The Oregon Department of Energy/Conservation Division provides information on a variety of programs to encourage energy conservation, including tax rebates and low-interest energy loans. For more information, go to the following link: [Oregon Department of Energy](#).

**Attachments:**

Zoning Map

Site Plan

Building Elevations

BDS Land Use Services Response

PBOT Response

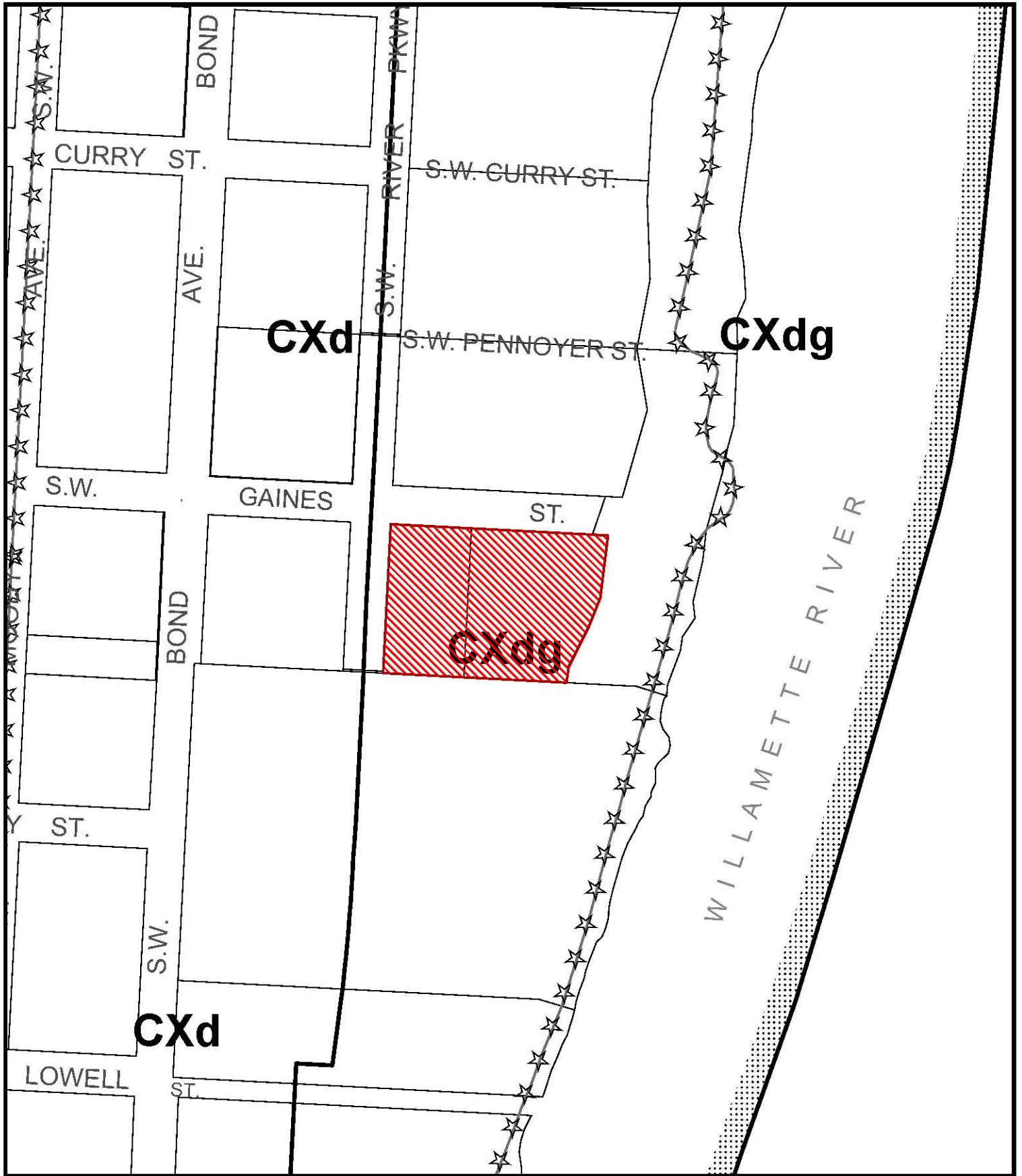
BES Response

BDS Site Development Response

Water Bureau Response

Fire Bureau Response

Sign-in Sheet



# ZONING



Site



NORTH

This site lies within the:  
CENTRAL CITY PLAN DISTRICT  
SOUTH WATERFRONT

File No.	<u>EA 13-139771 PC</u>
1/4 Section	<u>3430</u>
Scale	<u>1 inch = 200 feet</u>
State_Id	<u>1S1E10DB 206</u>
Exhibit	<u>B</u> (Apr 18, 2013)







METAL PANEL PAINTED, TYP.

CEDAR HORIZONTAL SIDING

STOREFRONT

HARDIE ARTISAN HORIZONTAL SIDING PAINTED TYP.

VINYL FRAMED WINDOW SYSTEM, TYP.

HARDIE NEW REVEAL SYSTEM, PAINTED TYP.

PANELIZED CORTEN STEEL

CAST IN PLACE CONCRETE

STOREFRONT

METAL CANOPY

3700

# WEST ELEVATION



Project

BLOCK 37 | 3700 SW RIVER PARKWAY

Date

APRIL 15 2013

Client

HARBOR URBAN, LLC

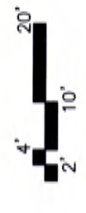
EA 13-139771 PC

GBD





**SOUTH ELEVATION**



Project

**BLOCK 37 | 3700 SW RIVER PARKWAY**

Date

**APRIL 15 2013**

Client

**HARBOR URBAN, LLC**

EA 13-139771 PC  
**GBD**





HARDI ARTISAN HORIZONTAL SIDING PAINTED TYP.

HARDI NEW REVEAL SYSTEM PAINTED TYP.

CEDAR HORIZONTAL SIDING

METAL PANEL PAINTED TYP.

HARDI NEW REVEAL SYSTEM PAINTED TYP.

CEDAR HORIZONTAL SIDING

VINYL FRAMED WINDOW SYSTEM. TYP.

ALUMINUM FRAMED STOREFRONT

PAINTED METAL RAIL

CAST IN PLACE CONCRETE

CANOPY: METAL PAINTED FASCIA W/ CEDAR BOARD SOFFIT

# EAST ELEVATION

Project

BLOCK 37 | 3700 SW RIVER PARKWAY

Date

APRIL 15 2013

Client

HARBOR URBAN, LLC

EA 13-139771 PC  
GBD





**NORTH ELEVATION**



Project

**BLOCK 37 | 3700 SW RIVER PARKWAY**

Date

**APRIL 15 2013**

Client

**HARBOR URBAN, LLC**

EA 13-139771 PC

**GBD**



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**Bureau of Development Services**  
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## **BDS – Land Use Planner Response**

### **Pre-Application Conference**

**Date:** May 31, 2013

**To:** Douglas Hardy, Conference Facilitator  
503-823-7816, [Douglas.Hardy@portlandoregon.gov](mailto:Douglas.Hardy@portlandoregon.gov)

**From:** Kara Fioravanti, Planner  
503-823-5892, [Kara.Fioravanti@portlandoregon.gov](mailto:Kara.Fioravanti@portlandoregon.gov)

**Case File:** 13-139771

**Location:** 3700 SW RIVER PKY 3700 SW RIVER PKY

**Property ID:** R562916, R562917, R562916, R562916, R562917

**Proposal:** Pre-Application Conference for a Type III Design Review and possible Type III Greenway for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, 41 parking spaces, and one full-sized loading space. Floors 2 through 6 will contain residential units. An additional 209 parking spaces will be provided below-grade.

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The information provided at the conference and included in this response is based on the information you provided prior to and at the conference and reflects regulations in effect at the time of the conference. This response provides information and guidance only. It is neither a complete review nor a decision regarding your project. References are to the Portland Zoning Code available online at [www.portlandonline.com/zoningcode](http://www.portlandonline.com/zoningcode).

#### **A. Key Issues and Requirements**

The following issues and requirements have been summarized for the applicant to pay special attention to as they may impact your proposed project. Please refer to the rest of this response for all the requirements and details.

1. The scale and form of the proposed building, especially due to its river fronting site, will be a point of discussion at the Design Advice Request.
2. The use of fiber cement will be a point of discussion at the Design Advice Request. Additionally, samples of the variety of materials proposed should be presented at the Design Advice Request with information on details and attachments.
3. The Design Commission will want to understand the composition of the facades and overall design intent.
4. The designs, details and quality of the ground level and the landscape areas are critical in adding to the vibrancy of this district.
5. The loading is proposed at SW Lane, a designated Accessway, consider incorporating it into the trash/service room at SW Gains.



6. Plan for diminishing mechanical equipment, vents, rooftop mechanical, service areas, etc.
7. Refer to the South Waterfront District Street Plan, Criteria and Standards for expectations for a designated Greenway Accessway.
8. Show the approved Greenway design adjacent to your site in your landscape drawings to understand the interface between your building and this important public corridor. The designs of these two spaces should be integrated.
9. It would be helpful to have dimensions called out showing how Ground floor active use standards Required Active Retail Uses are met.

**B. Questions raised at the conference**

1. Portland Parks and Recreation staff noted an area within the Greenway needing attention. They would like to coordinate your landscape design between the building and the greenway property line and their design (especially the triangular area noted) with regard to grading and stormwater. In addition to this specific request, it would be important to coordinate your design with the adjacent greenway design to take advantage of opportunities. Please coordinate with Brett Horner at 503.823.1674.
2. The Design Commission fully supports electrical vaults underground in the right-of-way and PGE/PBOT will allow vaults underground in the right-of-way.
3. This project raises 2 Modifications the Design Commission has not seen much (if ever) – setback from SW Lane and height limit at SW Gaines. The criteria of Modifications require the proposal to better meet guidelines and be consistent with the purpose statement.

**C. Land Use Reviews Required**

The following table identifies land use reviews required for your project. Please refer to code citations for additional information. Note that the below code citations link to chapters of the code; you will need to scroll through the chapter to find the applicable section. Information and handouts on [land use reviews](#) are available on our [website](#).

<b>Review Required</b>	<b>Review Trigger</b>	<b>Code Citation</b>
<b>Type III Design Review</b>	Required for proposals in the South Waterfront District with a value over \$2,038,500.	<a href="#">33.825.025</a>
<b>Type III South Waterfront Greenway Review</b>	(33.510.253 E.) Required for work proposed in the “South Waterfront Greenway Area” that does not meet the standards of Paragraph E.5 and is not exempted by Paragraph E.4.	<a href="#">Chapter 33.510</a>
<b>Design Modifications</b>	May be requested as part of the design review for <i>site-related</i> standards (such as setbacks, size of loading spaces) that are not met. An adjustment review is required for <i>use-related</i> development standards (such as floor area ratios, intensity of use, size of the use, number of units, or concentration of uses) that are not met.	<a href="#">33.825.040</a>
<a href="#">Type II Adjustment Review</a>	Adjustments may be requested to such use-related standards such as number of loading spaces, FAR, etc.	<a href="#">33.805.040</a>

**D. Land Use Review Approval Criteria**

Address the applicable zoning code approval criteria for the required reviews:

Topic	Approval Criteria Comments	Code Citation & Link
<b>Design Review</b>	The approval criteria for Design Review are the applicable design guidelines. For this site, the design guidelines are: <ul style="list-style-type: none"> <li>▪ <a href="#">Central City Fundamental Design Guidelines</a></li> <li>▪ <a href="#">South Waterfront Design Guidelines and Greenway Design Guidelines for South Waterfront</a></li> </ul>	<a href="#">33.825.055</a> <a href="#">33.825.065</a>  <a href="#">Link to Design Guidelines</a>
<b>Design Modifications</b>	Modifications of site-related development standards, including the sign standards of Chapters of 32.32 and 32.34 of the Sign Code, may be requested as part of the design review process. These modifications are done as part of design review and are not required to go through the adjustment process. Adjustments to use-related development standards (such as floor area ratios, intensity of use, size of the use, number of units, or concentration of uses) are required to go through the adjustment process. Modifications must show that <ol style="list-style-type: none"> <li>A. The resulting development will better meet the applicable design guidelines; and</li> <li>B. On balance, the proposal will be consistent with the purpose of the standard for which a modification is requested.</li> </ol>	<a href="#">33.825.040</a>
<a href="#">Adjustment Review</a>		<a href="#">33.805.040</a>

**E. Development Standards**

The site is located in the CX base zone, d, g overlay zone and the Central City - South Waterfront plan district. The regulations of the overlay zone or plan district supercede the regulations of the base zone.

Topic	Requirement	Code Citation and Link
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Topic	Requirement	Code Citation and Link
<p><b>Central City Plan District</b></p>	<p>The site is located within the Central City Plan District. There are several standards within the Plan District that supercede the base zone and overlay zone standards. These standards are noted below.</p> <ul style="list-style-type: none"> <li>▪ 5:1 base FAR (bonus available, bonus floor area of at least 7,500 SF from the South Waterfront Willamette River Greenway bonus option must be achieved first)</li> <li>▪ Base height: 75’ for first 125’ from top of bank, 125’ for the rest of the site (additional 125’ height allowed in certain circumstances)</li> <li>▪ Greenway bonus target area extends 150’ back from top of bank</li> <li>▪ River Parkway – Required Building Line (if landscaping is between the building and the property line, the landscaping must meet L2, or meet 33.510.253.E.7. minus trees, or receive BES approval)</li> <li>▪ Gaines, turning onto Greenway – Ground floor active use standards apply (vehicle areas are not allowed in the portions of a building that are required to meet this standard)</li> <li>▪ SW1 Parking Sector – maximum is 1.7 spaces for each new dwelling unit created</li> <li>▪ River Parkway – Parking Access Restricted Street</li> <li>▪ Retail Sales and Service uses limited 33.510.115</li> <li>▪ Gaines – Special Building Height Corridor, ending in a Minor Viewpoint – the portion of a building that is within 50’ of the centerline of Gaines may be no more than 50’ in height</li> <li>▪ Maximum north-south dimension for buildings taller than 75’</li> <li>▪ Lane – designated 50’-wide Accessway – the building must be setback at least 30’ from the centerline of the accessway and the area between the building and the accessway must meet the landscaping standards of 33.510.253.E.7.</li> <li>▪ Intersection of Gaines and River Parkway – Required Active Retail Uses – the standard must be met along the length of walls extending along both streets for 25’</li> </ul>	<p><a href="#">Chapter 33.510</a></p>
<p><b>Design Overlay Zone – d</b></p>	<p>The Design Overlay Zone promotes the conservation, enhancement and continued vitality of areas of the City with special scenic, architectural, or cultural value. Design Review or compliance with the Community design Standards ensures that certain types of infill development will be compatible with the neighborhood and enhance the area.</p>	<p><a href="#">Chapter 33.420 33.218</a></p>

### Commercial Zones

<b>Ground floor windows</b>	50% of the length and 25% of the area of the ground floor building walls streets, greenway, plazas, etc.	<a href="#">Table 130-3</a>
<b>Recycling Areas</b>	Businesses and Multifamily Complexes are required to have recycling areas.	<a href="#">33.130.310</a> <a href="#">17.102.180</a>
<b>Fences</b>		<a href="#">33.130.270</a>
<b>Signs</b>	In the 'd' overlay zone, exterior signs larger than 32 square feet must be reviewed through Design Review. The sign regulations are stated in Title 32, Signs and Related Regulations.	<a href="#">Title 32</a>
<b>Screening</b>	All exterior garbage cans, garbage collection areas, and recycling collection areas must be screened from the street and any adjacent properties. Screening must be to at least L2 or F2 standard. Mechanical equipment located on the ground, such as heating or cooling equipment, pumps, or generators must be screened.	<a href="#">Table 130-3</a> <a href="#">Chapter 33.248</a>
<b>Pedestrian Standards</b>	Required for this site.	<a href="#">Table 130-3</a>
<b>Street Trees</b>	The City Forester requires street trees for all development.	<a href="#">20.40. Street Trees and Other Public Tree Regulations</a>

### Parking and Loading

<b>Parking – maximum</b>	SW1 Parking Sector – maximum is 1.7 spaces for each new dwelling unit created	<a href="#">Chapter 33.510</a>
<b>Parking dimensions and locations</b>	<ul style="list-style-type: none"> <li>▪ <a href="#">Table 266-4.</a></li> <li>▪ <a href="#">Table 266-3.</a></li> </ul>	<a href="#">33.266.130</a>
<b>Surface Parking – setbacks and landscaping</b>		<a href="#">33.266.130</a> <a href="#">33.248</a>
<b>Surface Parking – interior parking lot landscaping</b>	In all zones, landscaping must be provided within the interior of parking lots for sites where there are more than 10 parking spaces on the entire site. At least 45 square feet of interior landscaped area must be provided for each parking space.	<a href="#">33.266.130</a>
<b>Bicycle Parking – Short Term</b>	**** short-term bicycle parking spaces are required **** Short term bicycle parking is required <u>on-site</u> . The minimum number of bicycle parking spaces is based on the proposed uses in the project. See <a href="#">Table 266-8.</a>	<a href="#">33.266.220</a>
<b>Bicycle Parking – Long Term</b>	**** long-term bicycle parking spaces are required**** Long-term bicycle parking is required <u>on-site</u> . The minimum number of bicycle parking spaces is based on the proposed uses in the project. See <a href="#">Table 266-8.</a> Long-term bicycle parking must be in a secure location. At least 50 percent of the spaces must be covered.	<a href="#">33.266.220</a>



<b>Loading</b>	One full size or 2 small spaces are required on-site <ul style="list-style-type: none"> <li>▪ Required loading spaces must be at least 35 feet long, 10 feet wide, and have a clearance of 13 feet.</li> <li>▪ Loading facilities must be designed so that vehicles enter and exit the site in a forward motion</li> </ul>	<a href="#">33.266.310</a>
<b>Surface Loading – Setbacks &amp; Landscaping</b>		<a href="#">33.266.310.E &amp; Table 266-7</a> <a href="#">Chapter 33.248</a>

**F. Previous Land Use Reviews.**

As part of your application, address relevant conditions of approval from previous land use reviews on the site and discuss the current status of compliance. Below are the relevant land use case reviews that the City of Portland has on record for the subject site:

1. The Greenway improvements adjacent to this site were previously approved under LU 10-204930 DZGW.

**G. Procedures**

When more than one review is requested and the reviews have different procedures, the overall application is processed using the highest procedure type. A Type III procedure is the highest, followed by Type IIx, Type II, and then Type I. For additional information on procedures and timelines, see the [Summary of Procedure Types](#).

For a [Type III Land Use Review](#):

- Completeness* Land Use Services planning staff will notify the applicant of any missing information or materials within 21 days of submittal.
- Posting* Staff will provide the applicant with a flyer that must be posted on the site at least 30 days before the hearing.
- Public Notice* Staff will mail public notice to all property owners within 400 feet and to the recognized organizations within 1,000 feet of the site. The notice is mailed at least 20 days prior to the hearing.
- Recommendation* Staff will issue a written recommendation to the Design Commission 10 days prior to the hearing.
- Hearing* The hearing will occur within 51 days after the application is determined complete.
- Decision* Within 17 days of the close of the public record, the Design Commission will issue a decision.
- Appeal* The decision may be appealed to the City Council.

**H. Neighborhood Notification**

When you apply for a Type III Land Use Review, all property owners within 400 feet and all neighborhood associations and recognized organizations within 1,000 feet of your site will receive notification of your proposal. (Section [33.730.030.D](#))

- The site is located within the neighborhood association of South Portland NA., contact Jim Gardner at 503-227-2096.
- The site is located within 400 feet of None
- The site is located within 1,000 feet of Brooklyn Action Corps, contact Steve Schmunk at 503-998-4096.
- The site is located within the district neighborhood coalition of Southwest Neighborhoods Inc., contact Leonard Gard at 503-823-4592.

- The site is located within the business association of South Portland Business Association, contact Kevin Countryman at 503-750-2984.
- Additional neighborhood information, including mailing addresses, is available at [www.portlandonline.com/oni/search/](http://www.portlandonline.com/oni/search/)

**I. Submittal Requirements for Land Use**

This list identifies the materials you must submit for your application to be considered complete. For additional details, see Zoning Code Section [33.730.060](#).

**General Information**

	Item to submit	# of copies (8½ x 11)	Details
1.	<a href="#">Application Form</a>	2	Complete application form.
2.	<b>Fee</b>		<a href="#">Land Use Review fees</a>
3.	<a href="#">Optional: Request for an Evidentiary Hearing and Waiver of Right to a Decision within 120 Days</a>	1	Allows new facts and evidence (an “evidentiary hearing”) if your project is ultimately appealed. You must submit this form within 21 days of submitting your land use review application.

**Written Narrative**

	Item to submit	# of copies (8½ x 11)	Details
4.	<b>Written Statement</b>	2	Provide a written statement that describes the project and includes the following items: <ul style="list-style-type: none"> <li>▪ A complete list of all land use reviews requested;</li> <li>▪ A complete description of the proposal including existing and proposed use(s) or change(s) to the site or building(s);</li> <li>▪ Additional information needed to understand the proposal.</li> </ul>
5.	<b>LEED Narrative</b>	2	Describe sustainable features, green technology, etc.
6.	<b>Design Review Narrative</b>	2	Address, in written form, the approval criteria in Section <a href="#">33.825.055</a> and <a href="#">33.825.065</a> and the applicable design guidelines (noted above).
7.	<b>Design Modifications Narrative</b>	2	Address, in written form, the approval criteria in Section <a href="#">33.825.040</a> .
8.	<b>Previous Conditions of Approval</b>	2	Address, in writing, conditions of approval from previous land use reviews on the site and discusses the current status of compliance.

**Materials and Photos**

	Item to submit	# to submit	Details
9.	<b>Manufacturer’s Cutsheets</b>	2	Show proposed exterior light fixtures, rooftop equipment, exterior vents, etc.
10.	<b>Site Photos</b>	2	Provide photos of neighborhood and surrounding

	Item to submit	# to submit	Details
			context.
11.	<b>Computer Modeling</b>	2	
12.	<b>Photographs</b>	2	Submit photographs showing ....

### Design Plans and Elevations

	Item to submit	# of copies (1/2 size, scalable)	# of copies (11 x 17)	# of copies (8 ½ x 11)	Details
13.	<b>Site Utility Feasibility Plan</b>	2	2	1	Show proposed and existing sewer service connections, water service connections, septic drainfields and stormwater disposal methods.
14.	<b>Vicinity Plan</b>	2	2	1	Submit plan that shows buildings, streets and open space in a 3-block context.
15.	<b>Site Plan</b>	2	2	1	Submit plan that shows adjacent street frontages, relationship of existing curb-cuts and building entrances, base points for height measurements and FAR
16.	<b>Landscape Plan</b>	2	2	1	Provide details including plant species.
17.	<b>Floor Plan Diagrams</b>	2	2	1	Show floor areas and FAR calculations.
18.	<b>Floor Plans and Roof Plan</b>	2	2	1	
19.	<b>Building Elevations</b>	2	2	1	
20.	<b>Enlarged Elevations</b>	2	2	1	At the street level, windows, balconies, garage gates, railings, vents, parapets and rooftop mechanical enclosures
21.	<b>Building Sections</b>	2	2	1	Showing building height and base point height.
22.	<b>Typical Sections and Details</b>	2	2	1	Show walls, windows, balconies, railings, canopies, garage gates, exterior vents, rooftop mechanical enclosure, material joints.
23.	<b>Perspectives</b>	2	2	1	Show context, distinct sightlines
24.	<b>Colored Renderings</b>	2	2	1	Include nighttime renderings.
25.	<b>Sign Plans</b>	2	2	1	Provide elevations, details, sections and mounting details.
26.	<b>Stormwater Management Plan and Site</b>	2	2	1	Show proposed and existing sewer service connections, water service connections and stormwater disposal

	<b>Item to submit</b>	<b># of copies</b> (1/2 size, scalable)	<b># of copies</b> (11 x 17)	<b># of copies</b> (8 ½ x 11)	<b>Details</b>
	<b>Utility Plan</b>				methods.

You may submit your application in the Development Services Center, 1900 SW 4<sup>th</sup> Ave., 1<sup>st</sup> floor from 8:00 am to 3:00 pm, Tuesday through Friday.



# PDOT – Development Review

## Pre-Application Conference Response

**Date:** June 11, 2013

**To:** Douglas Hardy, Conference Facilitator, 503-823-7816  
Douglas.Hardy@portlandoregon.gov

**From:** Robert Haley, 503-823-5171 Robert.Haley@portlandoregon.gov

**Case File:** EA 13-139771

**Location:** 3700 SW RIVER PKY

**Property ID:** R562916, R562917, R562916, R562916, R562917

**Proposal:** Pre-Application Conference for a Type III Design Review and possible Type III Greenway for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, 41 parking spaces, and one full-sized loading space. Floors 2 through 6 will contain residential units. An additional 209 parking spaces will be provided below-grade.

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Portland Transportation/Development Review staff has reviewed the pre-application conference materials to identify potential issues and requirements.

### A. KEY ISSUES AND REQUIREMENTS

Following is a brief summary of issues and requirements that may impact your proposed project or are submittal requirements that will require time to prepare prior to submittal of the application.

- No dedications are needed to construct the frontages to current South Waterfront standards unless there is less than 12-ft from the face of the existing curbs on SW Gaines and SW River Parkway. Otherwise, dedicate what ever amount of ROW is needed to provide the 12-ft corridor. This should be confirmed with a current survey of the site.
- The South Waterfront design standards calls for a 25-ft wide pedestrian connection in a 50-60 foot wide public access easement for SW Lane Street. Vehicle traffic is not permitted in this connection.
- The street improvements, pedestrian connection, and any dedications if needed shall be conditions of building permit approval.

### B. APPROVAL CRITERIA

The applicant shall submit a written narrative adequately addressing the applicable zoning code approval criteria listed below for the required reviews:

Topic	Code and Comments	Code Citation & Link
<b>Adjustments</b>	<p>A. Granting the Adjustment will equally or better meet the purpose of the regulation to be modified.</p> <p>Loading, Driveway locations, Parking Access Restricted Street, Parking Spaces</p>	<p><a href="#">33.805.040.A</a></p>
<b>Design Modifications</b>	<p>B. On balance, the proposal will be consistent with the purpose of the standard for which a modification is requested.</p> <p>If modifications to any on-site loading space requirements are requested the applicant will need to demonstrate that the modification approval criteria listed in zoning code Chapter 33.825.040 are met. This includes demonstrating that the purpose of the loading space regulations listed in zoning code Chapter 33.266.310 will be equally or better met by the applicant's proposal. In order for Portland Transportation to review and make a recommendation on any modification requests, a loading management plan will need to be provided. The applicant should provide a narrative describing the expected level of delivery activity, times of day, frequency of deliveries, and size of trucks expected. Turning templates also need to be provided showing how the types of the trucks that will use the loading space will enter and exit the space. The purpose of the loading management plan will be to evaluate the loading demand and the off-site impacts on the street and other properties of the proposed adjustments.</p>	<p><a href="#">33.825.040.B</a></p> <p><a href="#">33.266.310</a></p>

**C. TRANSPORTATION CODE REQUIREMENTS**

The following information must be addressed by the applicant in order to receive building permit approval from the Office of Transportation. Loading must be addressed in order to receive land use review approval from the Office of Transportation.

Topic	Code and Comments	Code Citation & Link
<b>Encroachments in the Public Right-</b>	Any proposed encroachments (balconies, decks and door swings) in the public right-of-way are subject to the requirements of the International	International Building Code

Topic	Code and Comments	Code Citation & Link
<b>of-Way</b>	Building Code (IBC). Per the IBC, doors may not swing into the public right-of-way. All encroachments will require a permit issued by the Office of Transportation at time of building permit.	
<b>Garage Entry Gate/Door</b>	The applicant is proposing to maintain use of all garage/parking entrances (approximately five). Portland transportation policies call for minimizing conflicts between vehicles and pedestrians, especially in areas that are designated as City Walkways or Pedestrian Districts. The applicant's design should respond by eliminating or reducing the size of as many garage entrances as possible. If there are doors on the garage entrances, they will need to be designed with remote operation or be located at least 20 feet back from the sidewalk.	<a href="#">17.28.110.D</a>
<b>Driveway Gate</b>	Any proposed gate for the parking garage driveway needs to be located to prevent entering vehicles from queuing in the public street or queuing across the sidewalk. A queuing and operational analysis of the gate needs to be provided by the applicant to PDOT to determine the appropriate gate location. At a minimum the gate will need to be located 20 feet beyond the back of the sidewalk.	<a href="#">17.28.110</a>
<b>Garage Entry Warning System</b>	The garage entry must be designed to allow exiting drivers to see pedestrians on the sidewalks approaching the vehicle exits. In addition, an audio/visual warning system must be installed to warn pedestrians of exiting vehicles.	(Portland Policy Document TRN 10.42)
<b>Loading</b>	The applicant's proposal will require loading spaces, meeting the requirements of 33.266.310, that are 10'WX35'LX13'H. For these types of uses, loading needs typically include deliveries, residential move-ins/outs, service such as plumbing, cable, etc, and garbage. The applicant will need to provide loading on the site to serve the expected needs of the site. In this area, some provision of loading space is important due to the time limited parking in a metered area. Service vehicles will oftentimes require parking for a longer timeframe than the metered parking allows on the public streets. Due to the site constraints with the existing building and the typical size of delivery/service vehicles for these	<a href="#">33.266.310</a>

Topic	Code and Comments	Code Citation & Link
	types of uses, Portland Transportation would likely be able to support modifications to the size and/or number of loading spaces. The applicant will need to provide documentation to justify the reduction in size or number of loading spaces.	
<b>Oriel Windows</b>	An encroachment review is required for Oriel Windows that exceed the dimensions prescribed in the Structural Specialty Code section 3202.3.2.	3202.3.2- Structural Specialty Code

**D. PERMIT INFORMATION**

At the time of permit review (following the land use review) you should be aware of the following:

1. System Development Charges (SDCs) may be assessed for this development. The applicant can receive an estimate of the SDC amount prior to submission of building permits by contacting Rich Eisenhauer at (503) 823-6108.
2. Curb cuts and driveway construction must meet the requirements in Title 17. The Title 17 driveway requirements will be enforced during the review of building permits.
3. If the applicant wants to propose alternative street designs they must submit for a public works appeal. If non-standard improvements in the ROW are proposed, the appeal must be completed prior to Design Commission review. Information and application forms for the appeal can be found at the following link: <http://www.portlandonline.com/index.cfm?c=61827&a=375532>
4. If there are required right-of-way improvements, the required improvements must be designed by an Oregon licensed civil engineer and constructed under a permit issued by Portland Transportation separate from the building permit process. Applicant’s engineer should contact Chris Wier at (503) 823-7227 to discuss the public works permit process.
5. Plans, fees, a contract (called the application for permit) and a performance guarantee for the estimated value of the improvement must be submitted prior to (Final Plat approval). The performance guarantee may be in the form of a surety bond, irrevocable letter of credit, set-aside account, or cash deposit. Applicant should contact Mark Fischer at (503) 823-7072 for appropriate forms and additional information.

**E. SUBMITTAL REQUIREMENTS FOR LAND USE**

This list identifies Portland Transportation submittal requirements. Please see the Conference Summary Memo for all of the materials you must submit for your application to be considered complete.

1. Written narrative adequately addressing all transportation related approval criteria.
2. Preliminary plans showing necessary dedication(s) and right-of-way improvements.



All submittal requirements should be submitted with the application.



## Bureau of Environmental Services

### Pre-Application Conference Response

**Date:** June 6, 2013

**To:** Douglas Hardy, Conference Facilitator  
503-823-7816, Douglas.Hardy@portlandoregon.gov

**From:** Jocelyn Tunnard, BES System Development  
503-823-5780, Jocelyn.Tunnard@portlandoregon.gov  
Brett Hulstrom, BES Pollution Prevention Services  
503-823-7807, brett.hulstrom@portlandoregon.gov  
Colleen Mitchell, BES Watershed Services

**Case File:** EA 13-139771

**Location:** 3700 SW RIVER PKY

**R#:** R562916, R562917, R562916, R562916, R562917

**Proposal:** Pre-Application Conference for a Type III Design Review for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, one full-sized loading space, and 41 parking spaces. Floors 2 through 6 will contain residential units, with 209 parking spaces provided below-grade.

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The Bureau of Environmental Services (BES) has reviewed the Pre-Application Conference materials to identify potential issues and requirements. Links to BES web pages included herein may be found at [www.portlandonline.com/bes](http://www.portlandonline.com/bes).

#### A. KEY ISSUES AND REQUIREMENTS

Following is a brief summary of issues and requirements that may impact your proposed project or are submittal requirements that will require time to prepare prior to submittal of the application.

1. More detailed information must be provided to BES showing how stormwater runoff will be managed from the proposed development. The applicant should submit a utility plan and stormwater report, including the results of infiltration testing, at the time of land use review to ensure that BES stormwater requirements will not impact the proposed design of this project. See the *Stormwater Management* and *Submittal Requirements for Land Use* sections for more information.
2. PBOT will require improvements in an easement/dedicated public right-of-way, which will trigger stormwater requirements. See the *Stormwater Management* and *Submittal Requirements for Land Use* sections for more information.
3. If an ecoroof for FAR bonus is proposed, additional submittal information would be required at the time of land use review in order for BES to approve the ecoroof for the requested FAR bonus. See the *Submittal Requirements for Land Use* section for more information.
4. This property is next to a contaminated site. DEQ and/or BES approval to develop the site may be required. Additionally, an environmental site assessment phase II, or site characterization study with soil and groundwater analytical data, may be required to assess

viable areas for infiltration of site stormwater, if feasible. See the *Stormwater Management* and *Permit Information* sections for more information.

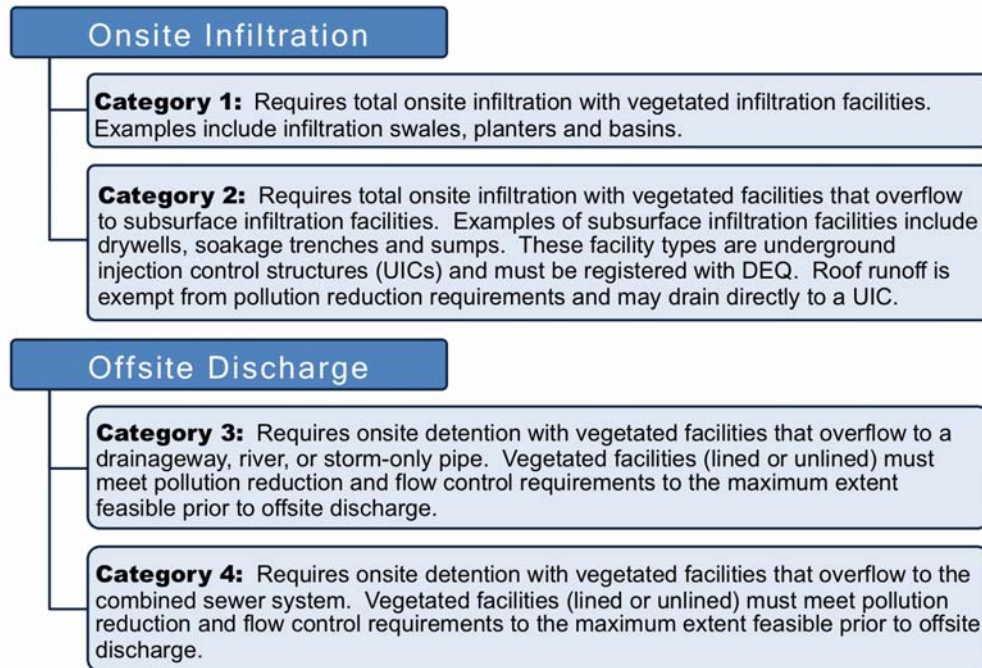
## **B. SANITARY SERVICE**

1. *Existing Sanitary Infrastructure:*
  - a. There is a 10-inch PVC public sanitary gravity sewer located in SW Gaines Street (BES project # EP7562).
2. *Private Easements:* If private utility easements are required they must be no less than 10 feet wide. Please refer to the [BDS Private Sewer Easements Code Guide](#) for more information. A successful plumbing code appeal is required before an easement of lesser width will be acceptable. See the [BDS appeals page](#) for more information, including an online appeals form. Questions regarding private easements and plumbing code appeals may be directed to: John Sisk, Senior Residential Plumbing Inspector, (503) 823-7394 for residential projects; or McKenzie James, Senior Plumbing Inspector, (503) 823-7317 for commercial projects.

## **C. STORMWATER MANAGEMENT**

1. *Existing Stormwater Infrastructure:*
  - a. There is a 30-inch PVC public storm-only sewer located in SW Gaines Street (BES project #EP7562).
  - b. There is a 12-inch PVC public storm-only sewer located in SW River Parkway (BES project #EP7562).
  - c. The public streets in this area are treated with a regional swale constructed under BES Project #7555.
  - d. There is a private storm/groundwater pipe in SW Lane Street that has been identified as the disposal location for storm and groundwater from Block 37 (refer to South Waterfront documents provided by OTAK and BES Job #7562, sheet 11). This private storm sewer is constructed under the BDS permit. The applicant proposes to connect to this system. Be aware that BDS Plumbing must approve connection to privately maintained storm systems. *NOTE: The system should be labeled as "private" and should identify ownership on building permit plans.*
2. *Stormwater Management Manual:* All development and redevelopment proposals are subject to the requirements of the City of Portland Stormwater Management Manual (SWMM). The SWMM is periodically updated; projects must comply with the version that is adopted when permit applications are submitted. The 2008 SWMM may be obtained at the City of Portland Development Services Center (1900 SW 4<sup>th</sup> Ave) and from the BES website ([www.portlandonline.com/bes/2008SWMM](http://www.portlandonline.com/bes/2008SWMM)).
3. *Stormwater Management Requirements:* Development projects are evaluated using the criteria described in [Section 1.3](#) of the SWMM. The Stormwater Hierarchy (included below for reference) guides the applicant in determining where stormwater runoff should be conveyed (i.e. infiltrated on-site or discharged off-site). The highest technically feasible category must be used. Regardless of the discharge point, vegetated surface facilities are required to the maximum extent feasible to meet SWMM pollution reduction and flow control requirements.

## Stormwater Infiltration and Discharge Hierarchy



4. *On-Site Stormwater Management Comments:* BES reviews stormwater management facilities on private property for the feasibility of infiltration, pollution reduction, flow control, and off-site discharges. The Site Development Section of BDS determines if stormwater infiltration on private property is feasible when slopes on or near the site present landside or erosion related concerns, or where proximity to buildings might cause structural problems.
  - a. When a Design Review is required, BES recommends that a site utility plan that identifies a stormwater management plan be submitted for review. Therefore, at the time of land use review the applicant must submit a Presumptive or Performance Approach stormwater report and preliminary utility plan showing adequately sized stormwater management facilities. The report must follow the outline included in [Appendix D.4](#) of the SWMM and be stamped by a registered engineer. Required elements of the report include:
    - 1) An analysis of on-site infiltration on the subject site performed by a professional engineer (PE), certified engineering geologist (CEG), or registered geologist (RG) in accordance with [Appendix F.2](#).
    - 2) Calculations prepared by an engineer using the Presumptive Approach Calculator (PAC) or other software if the principles of [Section 2.2.2](#) are followed.
    - 3) Determination of the seasonal high depth to groundwater per [Appendix F.1](#), prepared by an Oregon licensed Registered Geologist, Certified Engineering Geologist, or Professional Engineer.

*NOTE: Flow control is NOT required in this area.*
  - b. If any stormwater facilities are proposed adjacent to property lines or nearby structures, then the applicant must consider that the need to use impermeable liners or water-tight flow-through planter boxes may be incompatible with landscape requirements in areas where trees and/or high screen shrubs are required.
  - c. BES Pollution Prevention has identified through records research that this property has suspected to have contamination. Therefore before infiltration facilities can be approved for this project, a site map delineating the contaminated media areas and

laboratory reports that include a chemical analysis of the contaminants of concern/trace pollutants in the soils and groundwater must be provided at the time of land use review. At a minimum, the constituents listed in [Chapter 4.3.4](#) of the SWMM must be analyzed. If applicable, the DEQ project manager assigned to the site must approve of on-site infiltration. Based on DEQ and/or BES assessment, BES may require the stormwater facilities to be constructed with an impervious liner so that they function as flow-through facilities instead of infiltration facilities.

- d. New Connections to the City of Portland's Municipal Separate Stormwater Sewer System (MS4) from known or suspected contaminated properties must meet current BES policy, which requires compliance with [water quality criteria](#) at the point of discharge into the City's MS4. Stormwater analytical data must be submitted to show compliance with this policy. For contaminated sites, please see [Section 4.11](#) of the SWMM for further details. Please contact Sebrina Nelson-Deal in BES Pollution Prevention (503-823-5843) with further questions regarding this policy.
5. *Public Right-of-Way Stormwater Management Comments:* BES reviews stormwater management facilities in the public right-of-way for compliance with SWMM requirements such as Infiltration and Discharge, Pollution Reduction, and Flow Control. The following comments apply to new rights-of-way proposed with this project, or improvements to existing rights-of-way, as required by the City of Portland Bureau of Transportation (PBOT).
- a. The City of Portland has revised the process for how public works projects are reviewed and permits are issued. Integration of land use with public works provides procedural efficiency and reduces potential risk to the applicant. Since this project will be reviewed through the Design Review process and a specific design will be approved, BES recommends the applicant complete the concept review (30% design) phase, including a meeting with City staff to discuss the scope and details of the required improvements, prior to land use approval in order to avoid triggering another land use review. Please contact Public Works Permitting at (503) 823-1987 to begin this process. The concept review is a required phase of the public works permitting process and must occur prior to public works permit submission. BES requires completion of this phase prior to land use approval in order to identify significant issues that affect the feasibility of the improvements and public works project costs that may have an impact on the development.
  - b. PBOT requires that a pedestrian connection be constructed either within dedicated public right-of-way or a public easement (refer to PBOT's Pre-Application response for specific information). Stormwater management facilities are required for the new impervious area. Constructing the path so that it slopes toward a vegetated area is an acceptable stormwater solution for this specific project. Planting trees adjacent to the path may also be an option.
6. *Private Easements:* If private utility easements are required they must be no less than 10 feet wide. Please refer to the BDS [Private Sewer Easements Code Guide](#) for more information. A successful plumbing code appeal is required before an easement of lesser width will be acceptable. See the [BDS appeals page](#) for more information, including an online appeals form. Questions regarding private easements and plumbing code appeals may be directed to: John Sisk, Senior Residential Plumbing Inspector, (503) 823-7394 for residential projects; or McKenzie James, Senior Plumbing Inspector, (503) 823-7317 for commercial projects.
7. *TMDL Requirements:* The project site is located in the Willamette River Watershed, in the Marquam-Woods subwatershed. Total Maximum Daily Load (TMDL) water quality requirements apply in the Willamette River Watershed, as required by Oregon DEQ. The Stormwater Management Manual (SWMM) requires that applicants use pollution reduction facilities that are capable of reducing TMDL pollutants. Vegetated facilities sized according to the Simplified or Presumptive Approaches meet these requirements.



#### D. SITE CONSIDERATIONS

The following information relates to specific site conditions or features that may impact the proposed project.

1. *Greenway Plantings*: Portland's Zoning Code includes specific requirements for plantings within the Greenway (Title 33.440.230), including that the plant materials must be native and selected from the [Portland Plant List](#). BES supports this requirement for all Greenway plantings, and encourages native plants from the Portland Plant List for all other plantings. **NOTE: At the time of the Pre-Application Conference, the BDS Design Review planner indicated that there may be a triangular area in the Greenway that was not included Portland Parks and Recreation's Greenway design for this area. If that is the case, BES would like the opportunity to coordinate with the applicant and City staff regarding a proposed Greenway design.**
2. *100-Year Floodplain*: This site is located in or near the delineated 100-year floodplain. The 100-year floodplain boundary is an estimate based on the best available data. BES recommends that the applicant coordinate with BDS Site Development for related requirements that may apply to this site.
3. *Nature in Neighborhoods Inventory Information*: The natural resources at this site were identified in Metro's Nature in Neighborhoods inventory of regionally significant riparian corridors and wildlife habitat. Specified resources and functions include the following:

Regionally Significant Habitat: The Willamette River and its banks contain both aquatic and terrestrial resources. The Willamette River has been federally designated "Critical Habitat" for salmonid species listed as threatened under the Endangered Species Act. The near-shore shallow water areas along the Willamette River provide important habitat for these ESA listed salmonids as well as macroinvertebrates. The open water at the shore provides feeding areas for wildlife such as ducks, cormorants, gulls, kingfishers, herons, river otter, mink, and other species that feed on small fish and aquatic insects.

To protect the natural functions provided by these resources, BES recommends that the applicant minimize site disturbance and replant disturbed areas with native vegetation. Doing so will help minimize erosion, protect slope stability, and restore lost functions.

#### E. PERMIT INFORMATION

At the time of permit review the applicant should be aware of the following:

1. *Connection Fees*: Sewage system connection fees are assessed at the time of building plan review and change every fiscal year on July 1<sup>st</sup>. For additional information on these fees, visit the [BES website](#) or call the BES Development Review Team at 503-823-7761.
2. *Connection Requirements*: Connection to public sewers must follow the BES Rules of Connection and meet the standards of the City of Portland's [Sewer and Drainage Facilities Design Manual](#). The Rules of Connection can be found in [Appendix H](#) of the Design Manual.
3. *SWMM Chapter 4 Requirements*: Design requirements from [Chapter 4](#) of the SWMM (Source Controls) that may pertain to this project are briefly described below with the corresponding Chapter 4 section noted. BES recommends the applicant review Chapter 4 to help recognize other requirements that may apply to this project at the building permit review stage. BES recommends that requirements related to site contamination be addressed prior to submitting for building permit review to help avoid potentially long delays.
  - a. *Temporary Dewatering* ([Section 4.4](#) and [Title 17 Chapters 34, 36, 39](#)): This area is served by a sanitary public sewer system. During construction, groundwater (estimated based on seasonally adjusted USGS data to be approximately 1-2 feet below grade surface) or precipitation water that is removed from the construction area and discharged to a City sewer requires pre-authorization/approval through the BES Batch

Discharge Program. **Construction discharges to City UICs are prohibited.**

Construction discharges to private UICs (e.g., drywells or soakage trenches) must be authorized by DEQ's UIC Program; contact David Cole at the DEQ, 503-229-6371.

Fees are assessed for temporary construction discharges to the public sewer system - see the [BES website](#) for current rates and information about dewatering as it relates to [construction projects](#).

- b. *Dewatering on a Contaminated Site* ([Section 4.4](#) and [Title 17 Chapters 34, 36, 39](#)): It is assumed that construction dewatering activities from contaminated sites are managed on-site unless otherwise indicated. If discharge to a City sewer is intended for any dewatering discharge, pre-authorization through the City's Batch Discharge Program must be obtained prior to discharge. See [Appendix D.8](#) of the SWMM for the proper forms to submit with the building permit application. Requests for batch discharges to the sanitary sewer system and to the storm sewer system have separate processes and requirements. Fees are billed for temporary and long-term dewatering discharges to the City's sewer system, see the [BES website](#) for current rates.
- c. *Long-Term Dewatering with Low Groundwater Table* ([Section 4.4](#) and [Title 17 Chapters 34, 36, 39](#)): Additional dewatering requirements apply to projects that have long-term dewatering needs. Groundwater levels at this location are relatively low (approximately 1-2 feet below grade surface based on seasonally adjusted USGS data). Unless the development reaches this depth or encounters perched groundwater, the following information may not apply, but is provided for informational purposes. Reference [Chapter 4](#) of the SWMM for further information regarding long-term dewatering requirements. Additionally, if applicable, review [Appendix D.8](#) of the SWMM for the proper forms to submit with the building application.
- d. *Long-Term Dewatering* ([Section 4.4](#) and [Title 17 Chapters 34, 36, 39](#)): Generally, long-term dewatering must be managed through private infiltration facilities and systems. Long-term discharges to the City sewer system are subject to volume charges; see the [BES website](#) for current rates. Additionally, review [Appendix D.8](#) of the SWMM for the proper forms to submit with the building application.
- e. *Solid Waste and Recycling* ([Section 4.5](#)): Solid waste (including grease bins/drums/boxes) and recycling (plastic, paper, glass, etc.) areas require a structural cover with a paved surface beneath the receptacles, a bermed or graded isolated area beneath the cover to protect from stormwater run-on, and a drain to the sanitary sewer within the isolated covered area.
- f. *Loading Docks* ([Section 4.6](#)): Loading docks (material transfer areas) must be isolated from stormwater run-on. The first 3 feet of the dock face must be isolated through grading, berms or drains, and that area must discharge to the sanitary sewer.
- g. *Vehicle Washing Areas* ([Section 4.9](#)): Vehicle washing areas must be paved and isolated through berms or grading to protect from stormwater run-on. The paved area must drain through an oil and water separator prior to discharging to the sanitary sewer. This area must include a structural cover.
- h. *Contamination in Surrounding Area* ([Section 4.11](#)): The proposed development is located adjacent to a site with groundwater and/or soil contamination. Therefore, sampling data may be required to screen for any contaminants that may be present on this property. The analytical requirements can be found in [Section 4.3.4](#) of the SWMM. In addition, if on-site infiltration facilities are proposed, BES will coordinate with DEQ to assess the feasibility of infiltration.
- i. *Infiltration on Contaminated Property* ([Section 4.11](#)): BES Pollution Prevention has identified this property as suspected of being contaminated. Therefore, to meet the SWMM hierarchy discussed in the above *Stormwater Management* section, BES may require specific site characteristic contaminant information. The site information must include analytical data that provides the chemical analysis for the contaminants of

concern/trace pollutants in the soils and groundwater. The information must be provided at the time of the land use review. BES and the DEQ project manager for the site, will assess the analytical data, and as a result may require stormwater facilities to be lined with an impervious liner and constructed as flow-through facilities or require above ground facilities.

- j. *Contaminated Soils (Section 4.11)*: Additional erosion control measures are required. Stockpiles of soil must have a barrier on all four sides, and covered to protect from stormwater contact. Contaminated soil piles must also have an impervious layer underneath the stockpile to inhibit contaminants from leaching back into the soil.
  - k. *Catch Basins in Covered Parking Areas (Section 4.12)*: Catch basins located in covered parking areas, if included in the project, must discharge to the sanitary sewer. Catch basins discharging to the sanitary sewer must meet the [Oregon Plumbing Specialty Code Chapter 11](#), which requires an elbow and air-tight clean-out. Trench drains or catch basins located within 10 feet of the entrance into a below-grade covered parking area are permitted to discharge to the storm sewer system, where available.
  - l. *Rainwater or Groundwater Harvesting/Reuse (Section 4.13 and Title 17 Chapter 36)*: During building permit review, a discharge meter will be required to monitor the rainwater or groundwater discharging to the City's sanitary sewer. Sanitary fees will be assessed on the total volume. See the [BES website](#) for current sewer user fees.
4. *Water Feature (Title 17 Chapters 34 & 39)*: If a water feature such as a fountain is proposed, certain requirements may apply depending on the feature design. In general, if the feature water is treated (e.g., chlorinated or biocides), the feature water is considered wastewater and must discharge to the sanitary waste line. If the feature water is not treated, under most circumstance the water can discharge to the storm sewer. Additionally, if the source of the feed water to the feature is rainwater or groundwater, and required to discharge to the City sanitary sewer system, a meter is required to assess sewer user fees. See the [BES website](#) for current sewer user fees.
5. *Cooling Towers/Boilers (Title 17 Chapters 34 & 39)*: Cooling towers with a recirculating system and industrial boilers require occasional or regular water discharge (blowdown). If this type of equipment will be installed or upgraded as part of this development project, then at the time of building permit application the building plans must show the blowdown water discharging to a sanitary waste line.
6. *Recommendations for Food Establishments*: If this project will include food preparation areas for use by future commercial tenants, the BES Pollution Prevention Group highly recommends the removal of all food/garbage disposal units and the installation of grease management devices where appropriate. These steps will help reduce the extra strength sewer charges (ESSC) which may be incurred by future commercial uses at this site. Additionally, reducing the amount of food wastes (e.g., grease and solids) that are rinsed down the drain will lessen the potential that an obstruction in the City's sewer main could form. Such obstructions can affect businesses by causing temporary closure, and may result in the offending party incurring repair costs that would be owed to the City.
7. *Fats, Oils and Grease Management Areas (Title 17 Chapter 34)*: The City sewer system in the project area is prone to grease blockages and in the future, businesses in this area will be required to manage their grease wastes appropriately through grease management devices. Because retrofitting private systems may be required for this area in the future, and retrofits tend to be costly, the City strongly recommends that this project include grease management devices. Grease management devices help reduce the Extra Strength Sewer Charges (ESSC) which may be incurred by future commercial uses at this site. Additionally, reducing the amount of food wastes (e.g., grease and solids) that are rinsed down the drain will lessen the potential that an obstruction in the City's sewer main could form. Such obstructions can affect businesses by causing temporary closure, and may result in the offending party incurring repair costs that would be owed to the City.

8. *Fats, Oils and Grease Management (Title 17 Chapter 34)*: The City highly encourages grease management (GM) devices in all food service establishments. GM devices, if maintained properly, will lessen the chance of a grease blockage in both a private and public sewer line system. In the future food establishment may be required to retrofit their facilities based on new owners, occupancy, use, or area of town, and retrofitting is more costly; therefore, installation of a GM device now would help prevent the occurrence of added costs in the future. GM devices help reduce the Extra Strength Sewer Charges (ESSC) which may be incurred by future commercial uses at this site. Additionally, reducing the amount of food wastes (e.g., grease and solids) that are rinsed down the drain will lessen the potential that an obstruction in the City's sewer main could form. Such obstructions can affect businesses by causing temporary closure, and may result in the offending party incurring repair costs that would be owed to the City.
9. *Extra Strength Sewer Charge Program (Title 17 Chapter 34 & 36)*: The proposed business is required to comply with the City's Extra Strength Sewer Charge (ESSC) Program; therefore, the owner is required to install a sampling location. A sampling manhole is preferred but, if not feasible, an 8" sampling tee on the waste line will be allowed. The sampling location must be downstream of any treatment devices and must account for all flows leaving the business or establishment. The sampling tee location cannot be located in a public right-of-way or in an area that is highly trafficked by foot or vehicle.
10. *Greenhouse/Irrigation Requirements (Title 17 Chapter 34 & 36)*: Typically, irrigation water is metered separately from domestic water usage. Irrigation meters do not incur sanitary sewer fees because it is assumed all irrigation water infiltrates into the ground. However, given that the irrigation will be inside a building and as required per plumbing code the building floor drains are connected to the sanitary sewer, a discharge sanitary meter will be required to adequately determine sewer fees.
11. *Waterproofing of parking level (Title 17 Chapter 34 & 36)*: Due to the proximity of groundwater to the surface of the proposed development, the basement shall be constructed in a manner which permanently prevents groundwater from entering the structure (bathtubbed).

#### **F. SUBMITTAL REQUIREMENTS FOR LAND USE**

1. Site plan showing:
  - a. Existing storm facilities and proposed stormwater management facilities that meet SWMM requirements. Include public storm mains and private storm connections to discharge points.
  - b. Existing sanitary sewer mains and existing/proposed sanitary service laterals.
  - c. Existing and proposed building locations (show approximate building footprints if no specific development plan will be proposed at the time of land use review). Locations of buildings on adjacent properties are relevant to determining whether stormwater facilities meet setback requirements.
  - d. Public right-of-way dedications and improvements, if applicable.
  - e. Existing and proposed easements, both public and private.
  - f. Topography
  - g. Property lines
2. A Presumptive or Performance Approach stormwater report (including stormwater calculations and facility sizing) must be submitted, and must include all stormwater facilities on-site and in the public right-of-way/easement, if applicable. See [Appendix D](#) of the SWMM for guidance. Include an analysis of on-site infiltration (refer to SWMM [Appendix F.2](#) for guidance).

3. An environmental site assessment phase II or comprehensive sampling and site characterization is required. This information must be provided to BES Pollution Prevention at the time of land use review.
4. Analytical data showing compliance with water quality criteria per Oregon Administrative Rules, [OAR 340 41 Table 20](#) should be submitted at land use review to ensure the proposal will have an approvable stormwater discharge location.
5. Adequate materials must be submitted for BES review if an ecoroof FAR bonus is requested, including:
  - a. Planting plan and plant list with detailed square footage breakdown
  - b. Cross sections, typical details, and related specifications. Include cross section and description of waterproof membrane and root barrier system.
  - c. Method of vegetation application and plant coverage specification
  - d. Drainage plan
  - e. Soil specification, including weight and depth
  - f. Operations and maintenance plan
  - g. Planned water use and/or irrigation system

**G. ADDITIONAL STORMWATER MANAGEMENT CONSIDERATIONS**

Included below is information regarding programs and technologies that the project team may choose to utilize for this project.

Topic	Comments	Links & Contacts
<b>LEED (Leadership in Energy and Environmental Design)</b>	The LEED (Leadership in Energy and Environmental Design) Green Building Rating System is a voluntary, consensus-based, market-driven building rating system designed to assist in the creation of high performance, healthful, durable, and environmentally sound buildings. The City of Portland encourages green building, and the stormwater management requirements identified in the City’s Stormwater Management Manual support the achievement of LEED Version 2.2 for New Construction Sustainable Sites, Credits 6.1 and 6.2. NOTE: Incentives to construct to LEED standards may be available through the Oregon Department of Energy.	<a href="#">2008 SWMM Section 1.6 (LEED Credits)</a>  <a href="#">Oregon Department of Energy</a>
<b>Rainwater Harvesting</b>	Stormwater may be collected and reused for non-potable water uses within a building, or for landscape irrigation purposes. Reducing the water used from the City water system can reduce the water portion of the utility bill and is encouraged through the LEED Green Building Rating System. The Bureau of Development Services (BDS) plumbing approval must be obtained for any such system. During building permit review a discharge meter will be required to monitor the reused stormwater discharging to the City’s sanitary sewer. Sanitary fees will be assessed on the volume of	<a href="#">BDS Code Guide</a>  <a href="#">2008 SWMM Section 2.3.3 (Facility Design Criteria)</a>  McKenzie James (BDS Plumbing) for plumbing code questions: 503-823-7317  Sebrina Nelson-Deal

Topic	Comments	Links & Contacts
	discharge.	(BES) for billing questions: 503-823-5843
<b>Ecoroof</b>	Planted roofs (ecoroofs) are encouraged by the City as a sustainable method of stormwater management. By installing an ecoroof on all or a portion of your roof area, the size of additional required stormwater facilities may be reduced because it reduces the amount of impervious area on the site that needs to be managed. Ecoroofs also insulate the building, reducing heating and cooling costs, last many years longer than conventional roofs, and provide wildlife habitat. Ecoroofs are also encouraged in the LEED Green Building Rating System and a project can earn credits toward LEED certification.	<a href="#">2008 SWMM Section 2.3.3 (Facility Design Criteria)</a> <a href="#">2008 SWMM Section 1.6 (LEED Credits)</a> <a href="#">BES Sustainable Stormwater Management Program: 503-823-7378 (general)</a>
<b>Clean River Rewards Program</b>	Clean River Rewards, Portland's stormwater discount program, offers discounts up to 100% of the City's on-site stormwater management charge to ratepayers who manage stormwater runoff on their property. The discount is calculated on a sliding scale for how much and how well properties manage stormwater on-site. Ratepayers must register their property and describe how stormwater is being managed to qualify. BES offers workshops to ratepayers who want to learn more about stormwater management and the program. See the Clean River Rewards website for more information.	<a href="#">BES Clean River Rewards Program: 503-823-1371 (hotline)</a>





**City of Portland, Oregon**  
**Bureau of Development Services**  
**Site Development**

FROM CONCEPT TO CONSTRUCTION

Charlie Hales, Mayor  
Paul L. Scarlett, Director  
Phone: (503) 823-6892  
Fax: (503) 823-5433  
TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

## Site Development

### Pre-Application Conference Response

**Date:** May 10, 2013

**To:** Douglas Hardy, Conference Facilitator  
Douglas.Hardy@portlandoregon.gov, 503-823-7816

**From:** Jeanne Niemer, 503-823-7539  
Jeanne.Niemer@portlandoregon.gov

**Case File:** EA 13-139771

**Location:** 3700 SW RIVER PKY

**R#:** R562916, R562917, R562916, R562916, R562917

**Proposal:** Pre-Application Conference for a Type III Design Review and possible Type III Greenway for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, 41 parking spaces, and one full-sized loading space. Floors 2 through 6 will contain residential units. An additional 209 parking spaces will be provided below-grade.

The Site Development Section of the Bureau of Development Services (BDS) has reviewed the pre-application conference materials to identify potential issues and requirements. The following is a brief summary of issues and requirements that may impact your proposed project, or are submittal requirements that will require time to prepare prior to submittal of the application.

#### A. Floodplain (South Waterfront)

A portion of the site is located in the FEMA 100-year floodplain. All development in the floodplain is subject to the applicable requirements of [Chapter 24.50](#). It is the responsibility of the applicant to provide a correct delineation of the floodplain boundaries.

The base flood elevation is 30.9 feet, City of Portland datum. The flood protection elevation is 32.9 feet, City of Portland datum.

Balanced cut and fill is required. All fill placed at or below the base flood elevation must be balanced with at least an equal amount of soil material removal. Soil material removal must be within the same flood hazard area identified in Section 24.50.050 A. through I. Excavation will not be counted as compensating for fill if such areas will be filled with water in non-storm winter conditions.

The structure is considered mixed-use because it includes a non-residential component on the first floor; therefore, below-grade parking garages are permitted below the base flood elevation, with the following requirements:

Non-residential and mixed-use structures may be dry-floodproofed. Dry-floodproofing requires that the structure be made watertight below the flood protection elevation, with walls substantially impermeable to the passage of water and having structural

components capable of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. In mixed-use structures, all *residential-use* areas must be at or above the flood protection elevation. Materials, including interior finishes, located *below* the flood protection elevation must consist of flood-damage-resistant materials.

Additionally, in order to allow a basement parking garage, the non-residential-use component will need to be permanently dedicated to a non-residential-use through a restrictive covenant.

Structural integrity of the building must be maintained during floods exceeding the 100-year flood by including an automatic emergency internal flooding system (e.g. snorkels) to equalize the internal and external hydrostatic pressures during floods exceeding the floodproofed elevation, or other method to maintain structural integrity. The automatic emergency internal flooding system must have capacity to raise and lower the internal water level at a rate comparable to the anticipated rate of rise and fall of flood water. Previous systems were designed using a rate of 6 feet per day for design of such a system. Other rates may be applicable.

*Summary of flood plain information that must be submitted to Site Development at the time of land use review: Please provide a site plan showing the proposed development with existing and proposed elevations, and the base flood elevation, relative to the City of Portland or the NAVD 1988 datum. Please provide calculations showing balanced cut and fill. Questions regarding this requirement may be directed to Jeanne Niemer, 503-823-7539.*

## **B. Geotechnical Engineering Requirements**

The applicant must submit a geotechnical report at the time of plan review in order to evaluate whether the foundation design of the proposed structure complies with the Oregon Structural Specialty Code. The geotechnical report must include recommendations for temporary shoring for excavation along the public right-of-way.

## **C. Stormwater Disposal and Treatment**

The Bureau of Environmental Services will review the project for conformance to the 2008 Stormwater Management Manual. Site Development has no concerns with slope or building setbacks at this time.

## **D. Erosion Control**

Erosion prevention and sediment control requirements found in **Title 10** apply to both site preparation work and development. Full compliance with the erosion control requirements of Title 10, as well as maintenance of the erosion control elements, such as silt fences on private property, storm drain inlet protection and bio bags in the public right-of-way, is the responsibility of the property owner, the developer, and the builders. An erosion control plan must be submitted at the time of plan review.

The project area meets the criteria specified in City Code 10.30.030 as a Special Site with additional requirements for erosion, sediment and pollution control. An erosion control plan prepared by a Certified Professional in Erosion and Sediment Control (CPESC) or State of Oregon registered professional engineer, and special inspections by the CPESC or P.E. during construction, will be required at the time of building permit review.

Please refer to the City of Portland **Erosion and Sediment Control Manual** for additional information regarding erosion and sediment control requirements.

A Department of Environmental Quality (DEQ) permit is required: A 1200-C permit from the Oregon is required for construction activities, including clearing, grading, excavation, and stockpiling, that will disturb one or more acres and may discharge to surface waters or conveyance systems leading to surface waters of the state, in addition to City requirements.

*Summary of erosion control information that must be submitted to Site Development at the time of land use review: none.* Questions regarding this requirement may be directed to Jeanne Niemer, 503-823-7539.

#### **E. Submittal Requirements for Land Use**

1. Preliminary utility plan.
2. Site grading plan identifying the 100 year flood and engineering calculations demonstrating the garage opening has adequate area if it is to be used as the automatic emergency internal flooding system.

#### **F. Permit Requirements**

1. Commercial building permit.
2. Geotechnical report.



**Mayor Charlie Hales**  
David G. Shaff, Administrator  
  
1120 SW 5th Avenue, Room 600  
Portland, Oregon 97204-1926  
Information: 503-823-7404  
[www.portlandoregon.gov/water](http://www.portlandoregon.gov/water)



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# Water Bureau

## Pre-Application Conference Response

**Date:** May 14, 2013  
**To:** Douglas Hardy, Conference Facilitator  
Douglas.Hardy@portlandoregon.gov, 503-823-7816  
**From:** Mari Moore, 503-823-7364  
Mari.Moore@portlandoregon.gov  
**Case File:** EA 13-139771  
**Location:** 3700 SW RIVER PKY  
**Property ID:** R562916, R562917, R562916, R562916, R562917  
**Proposal:** Pre-Application Conference for a Type III Design Review and possible Type III Greenway for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, 41 parking spaces, and one full-sized loading space. Floors 2 through 6 will contain residential units. An additional 209 parking spaces will be provided below-grade.

The Water Bureau has reviewed the pre-application conference materials to identify potential issues and requirements.

### A. KEY ISSUES AND REQUIREMENTS

Following is a brief summary of issues and requirements that may impact your proposed project or are submittal requirements that will require time to prepare prior to submittal of the application.

1. Lot consolidation required.

### B. WATER AVAILABILITY

1. Adequate water is available to this site from the 8" water main in SW Gaines Street and from the 12" water main in SW River Parkway. The static water pressure is estimated as 69 – 87 psi.

### C. WATER CODE REQUIREMENTS

Topic	Code and Comments	Code Citation & Link
Title 21	City Water Code	<a href="#">Title 21 Water</a>

**D. OTHER CATEGORY**

1. Per Title 21 water lines may not cross property lines. The proposed project spans two tax lots. Prior to purchase of water services the two lots must be consolidated into one tax account.

Tax consolidation is a simple process and can be done at Multnomah County Records Management Division. For more information, please call 503-988-3326 or visit [www.co.multnomah.or.us/](http://www.co.multnomah.or.us/) for more information. .

2. The properties currently have 4 service branches located in SW Gaines Street; 2 – 6” and 2 – 8” branches installed by the area developer for future development. Any unused service branches must be permanently removed at the time the other branches are activated for the project. Applicant is responsible for all costs associated with removing the branches. All work to be completed by Water Bureau personnel only.
3. The site also has a 1” irrigation service which may remain for future development or also be permantely removed.
4. As the building is not built to the property line I would advise the design team to check with the Water Bureau Water Quality office to to determine where the backflow devices may be located. Please call 503-823-7479 for more information.

**E. PERMIT INFORMATION**

At the time of permit review (following the land use review) you should be aware of the following:

1. All new domestic service taps will be assessed a [System Development Charge](#) (SDC). Fee is based on meter size. Fire lines are excluded from the SDC fee.

**F. SUBMITTAL REQUIREMENTS FOR LAND USE**

1. None.



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**CITY OF**  
**PORTLAND, OREGON**

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**FIRE PREVENTION DIVISION**

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**Charlie Hales, Mayor, City of Portland**  
**Steve Novick, Commissioner**  
Erin Janssens, Division Chief  
Prevention Division  
1300 SE Gideon Street  
Portland, OR 97202  
(503) 823-3700  
Fax (503) 823-3969

## Fire Bureau

### Pre-Application Conference Response

**Date:** May 15, 2013

**To:** Douglas Hardy, Conference Facilitator  
Douglas.Hardy@portlandoregon.gov, 503-823-7816

**From:** Kari Schimel, 503-823-3820  
Kari.Schimel@portlandoregon.gov

**Case File:** EA 13-139771

**Location:** 3700 SW RIVER PKY

**Property ID:** R562916, R562917, R562916, R562916, R562917

**Proposal:** Pre-Application Conference for a Type III Design Review and possible Type III Greenway for a six-story, 280-unit residential building. The first floor will contain residential units, the residential lobby, retail tenant space, 41 parking spaces, and one full-sized loading space. Floors 2 through 6 will contain residential units. An additional 209 parking spaces will be provided below-grade.

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The Fire Bureau has reviewed the pre-application conference materials to identify potential issues and requirements.

#### A. KEY ISSUES AND REQUIREMENTS

Following is a brief summary of issues and requirements that may impact your proposed project or are submittal requirements that will require time to prepare prior to submittal of the application.

1. SW Gaines St has a deadend over 300'. The Cul-de-sac needs to have a diameter = 90'