



Welcome to Multnomah County Land Use and Transportation Planning.

Our planning staff is here to assist you in understanding rules for developing in the Scenic Area and to help you tailor your project to meet them. As part of that effort, we have developed a series of handouts to explain the development standards and processes that you will need to follow. This handout provides a brief overview of the County Site Review process.

What Is Site Review?

Site review is one of the County's processes for reviewing proposals to make sure they comply with the regulations that protect resources and general public health and welfare in the Scenic Area. Applicants coordinate with County staff to submit the necessary descriptive information and drawings, County staff check the applicant's proposal against the Scenic Area standards and at the same time notify the applicant's neighbors, federal and state agencies and local tribes. All notified parties, including the applicant, have an opportunity to comment on the proposal and suggest or sometimes require changes to it before a final decision is made. The Planning Director issues a decision to approve (usually with conditions) or to deny.

What is in this handout?

- What is Site Review
- What is the purpose of Site Review?
- What is the process?
- What do I need to submit?

What is the Purpose of Site Review?

The purpose of site review is to allow for appropriate development in the National Scenic Area while protecting and enhancing the scenic, natural, cultural, and recreational values of the Columbia River Gorge. Development must be compatible with the unique qualities of the Gorge so that those resources are not degraded.

See NSA Handout #1:
Overview of Review
Processes

Why Does a Proposal Need To Go Through Site Review?

Site review is intended for proposals that are more complex and have a greater potential to affect the resources. As a result, staff has more discretion in applying the criteria to ensure that resources are adequately protected. Staff takes into account the context of not just the subject proposal but also the combination of all potential development that could happen in the Scenic Area over the long term. When you think about development cumulatively, it can make a large difference to the appearance and function of life and resources in the gorge over time.

What is the Process for Applying for Site Review?

The flow chart illustrates the site review process. Each step is numbered to correspond to the steps described in more detail below. Because of the complexity of regulations and number of agencies involved in the review, applicants need to expect and should benefit from quite a bit of back-and-forth exchange of information during the process.

See NSA Handout #7: NSA
Process Flow Chart

1 Idea. First you have an idea to use or develop your property. You probably also have a lot of uncertainty about the rules for building in the National Scenic Area. County planning staff is here to assist you. Looking through past applications for projects similar to yours may also help. You can do so during County business hours. You write a description of what you want to do, and have some kind of illustration showing where on your property you want to put it. This can be a quite simple illustration. Refer to NSA Handout #6: Designing for Approval..

2 Schedule a Pre-filing meeting. With your information ready, contact the Multnomah County Land Use and Transportation Planning to set up a pre-filing meeting. This meeting allows County staff to review your proposal and give you feedback on likely impacts, limitations, requirements, approval standards, fees (in general, how the regulations may affect what you want to do). Pre-filings are free and scheduled weekly for a meeting that can often be held the following week.



NSA Handout #5: Site Review Process

3 Pre-filing meeting. You and a County planner meet to discuss your proposal. The planner will provide you with notes from the meeting for future reference and will likely be the person you work with through the entire application process.

4 The next step is up to you. Being aware of how your initial proposal fits or does not fit with the staff recommendations will help you to decide where to make changes to ensure that your proposal is ultimately approved. During this period, the staff planner is your liaison to answer questions and help implement the County's recommendations.

When you are confident your proposed idea will work with the code, you will need to fill out an application form, and collect the necessary supporting materials to ensure your application is complete. If you are not confident, there are professionals you can hire to help you. You may already have developed or collected the information during your consultations with the County. A complete list can be found in Multnomah County Code Chapter 38, with the pre-filing notes, and on the Site Review application form. The supporting material you need to submit depends on the particular project and the project requirements. The section called "Completing an application package for Site Review" at the end of this handout lists the basic submittal requirements.

5 You will then take your completed and signed form, plans, and other supporting documents to the planning counter for a preliminary review, and pay your fee. Review time is approximately 90 to 120 days.

6 Submit Application. Now it is your turn to wait while the County carries out its responsibilities. County staff will mail out a copy of your application to agencies that will check for potential impacts to cultural or natural resources. In the meantime, staff reviews your application for completeness. A complete application means that you have provided all of the information that is required by the Multnomah County Code. Staff need all of the required information in order to compare your proposal to the code requirements and issue a decision.

7 Completeness Review. The County has 30 days to review your application to determine if it is complete. You will receive a letter from staff telling you if your application is complete. If it is, the County will fulfill its responsibility of notifying appropriate parties (see step 11), receiving comments, and reviewing the application. If the application is incomplete, it means that some key information is missing. Step 9 tells you what to do next.

8 In the letter from the County describing the incomplete status of your application, you will receive instructions to respond within 30 days of the date of the letter. The letter will tell you what is missing and what you need to submit to make it complete. Knowing what you need to submit to keep the process moving, your response within 30 days will either be: "Yes, I agree to submit the required materials within 180 days"; or, "No, I have decided not to submit the materials." If you decide to not submit the materials, or if you do not respond within 30 days, the process ends, and the County staff will return your application to you.

9 Assuming you wish to proceed, you have agreed to collect the missing materials and submit them within 180 days. Now you need to do that. If you do not submit the materials within 180 days, the process ends, and the County staff will return your application to you.

10 Notice. When the County has your complete application in hand, staff will mail a notice that describes the proposal and invites comments from the Forest Service, the Gorge Commission, the State Historic Preservation Office, the Cultural Advisory Committee, the four local tribal governments, property owners within 750 feet of your property, and you (the applicant). Everyone has 14 days to return comments, except the agencies reviewing the cultural resources (they have 20 days).

11 Comment Period. Taking into account the responses from agencies and property owners, staff evaluates the proposal against the development standards and resource criteria that apply to the project and makes a decision to approve it or deny it. All approvals carry some conditions to ensure that the final project is completed in the way the application says it will be.



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- 12 **Decision.** Staff mails the Planning Director's decision to the Gorge Commission and anyone who provided comments (from Step 11), including you, the applicant. There is a 14-day appeal period.
- 13 As the applicant, you review the decision. You decide if you can accept the approval conditions or if you will appeal them. If the application was denied, you may appeal the denial. Other notified parties can make the same assessment and appeal the decision with 14 days as well. (Appeals are Step 17)
- 14 **Record of Decision.** Once you accept the decision, you **MUST** go to the Multnomah County Recorders' Office and record a Notice of Decision within 30 days of the final decision if required.
- 15 **Building Permits.** You then proceed to develop building plans and obtaining building permits through the City of Gresham or Troutdale. Because many conditions of approval are tied to the building plans, you **MUST** bring those approved plans back to Multnomah County planning staff for their sign-off on the building plans. They need to confirm that the plans meet the approval conditions.
- 16 **Appeals.** If you or a notified party appeals the Planning Director's decision, the process moves to a public hearing in front of the Hearings Officer. This is the final County decision on the application. All notified parties (including you) have 30 days after the Hearings Officer decision to file an appeal before the Gorge Commission. The process then moves to that body, whose decision is final.

Completing an Application Package for Site Review

The Site Review application package will consist of the following elements:

A. Completed and signed general application form. Site Review narrative addressing development standards and resource criteria

B. Site plans drawn to scale (see below for details)

C. Copy of your deed to the property or agreement of owner

D. Signed service provider forms: fire, police, water, sewer, school district

- A. The General Application form, available online and at the planning counter, asks you to provide basic information such as your name, property address, tax roll description, existing land uses on the site, etc. You must complete and sign this form as the property owner or by agreement with the property owner. Forgetting to sign the form will make your application incomplete. The Site Review Narrative is your description of the project and explanation as to why you believe it meets the scenic area rules. County staff will have identified the scenic area rules applicable to your project at the pre-filing meeting or in subsequent consultation with you. You can access the County code online. You will need to write a response to each code standard that is applicable to your project. Here is a brief outline of what your narrative might contain:
- Description of your site
 - Description of what you want to do (include as much detail as possible)
 - State which zone your property is in, for example, GGR (38.3000), and how the use that you are proposing fits with the description in the code of review uses (38.3025), as well as how your proposal fits the zoning dimensional requirements (38.3060), and access requirements (38.3090)
 - Address the GMA Scenic Review Criteria (38.7035)

Natural, cultural, or recreational resources are not something that every applicant needs to address, and will be discussed at the pre-filing meeting if they are likely to be relevant. In some cases, you may believe that a development standard does not apply to your project. If that is the case you need to explain why it does not apply.

- B. Your site plan is an aerial diagram of your property with significant features drawn in. You can do this yourself if the project is not too complex, or you may hire a professional. Attached to this handout is

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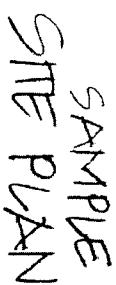


an example of what a site plan should look like with the required elements indicated. The site plan must be prepared at a scale of 1 inch equals 200 feet (1:2,400), or a scale providing greater detail. If a parcel is very large, the map of the entire property may be of a smaller scale, shall indicate the project location, and shall be supplemented by a map of the project area that is at, or greater than, the scale listed above. Please reduce your plans to 8 ½ x 11 inches if it is larger. This is required for notifying surrounding property owners. The site plan must also include:

- A north arrow
 - A map scale
 - Boundaries and dimensions of the subject parcel
 - Significant terrain features or land forms (such as steep slopes)
 - Groupings and species of trees or other vegetation
 - Locations and species of plants to be removed during development
 - Bodies of water and watercourses
 - Location and width of existing and proposed roads, driveways and trails
 - Location and size of existing and proposed structures
 - Location of existing and proposed services including wells or other water supplies, sewage disposal systems, power and telephone poles and lines, and outdoor lighting
 - Location and depth of all proposed grading
- C. Include a copy of your deed to show that you own the property. If you don't have it handy, a title insurance office may provide a copy. If you are not the owner, you need to have the deed, plus the owner's written consent to submit the application on their behalf.
- D. Other service providers could be affected by your proposal. They include the fire district, water district, or sewer district (Sanitarian if septic). County staff will provide you with forms that you need to take to each provider and have them complete for you. Include the signed and completed forms with your application package.

Multnomah County is required to notify all adjacent property owners within 750 feet of your property.

Since each project is unique, other supporting documents, reports, and information will be specific to each project. Examples are wetland delineations, geotechnical reports, and photos. It will likely include documentation that helps you to show County staff that your project, when completed, will be compatible with, and visually subordinate to, the surrounding area.



North
Scale: 1" = 200'

Bringing Setback

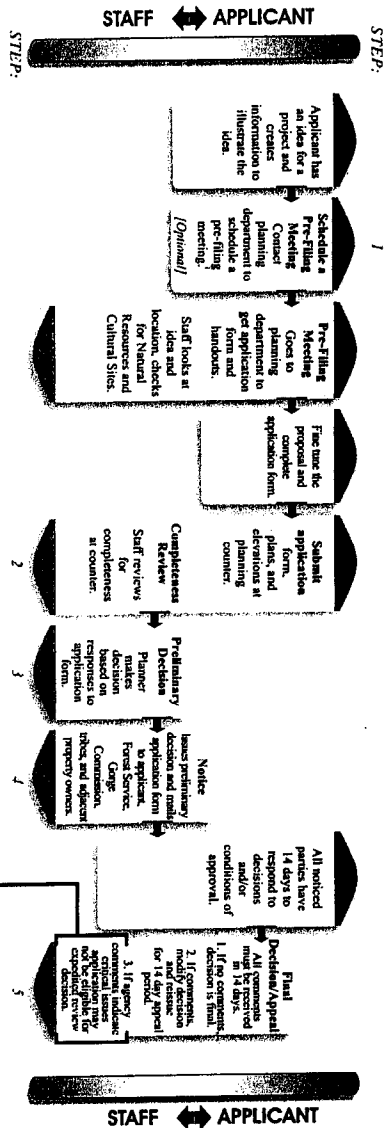


**MULTNOMAH COUNTY
OREGON**

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1600 SE 190TH Avenue Portland, OR 97233
PH: 503-988-3043 FAX: 503-988-3389
http://www.co.multnomah.or.us/dbscs/LUT/land_use

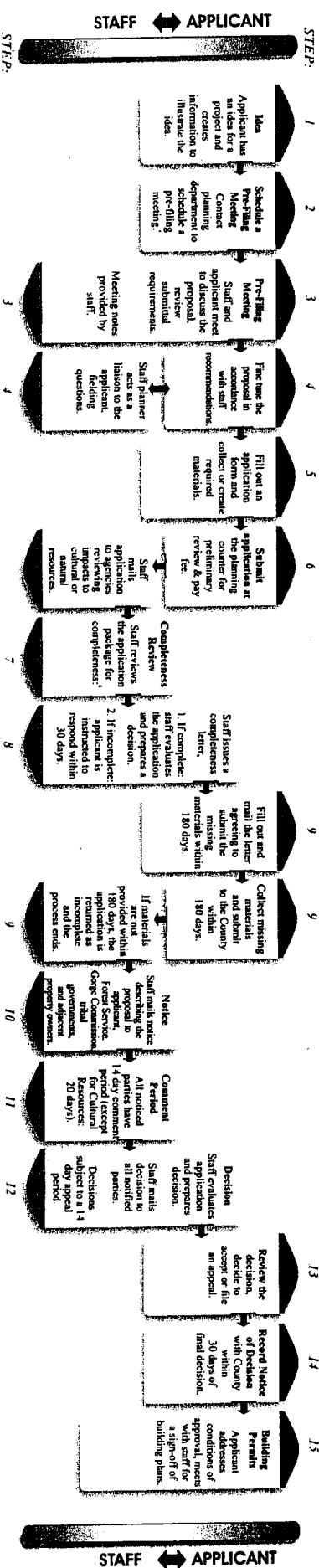
NSA HANDOUT #7: NSA PROCESS FLOW CHART

Expedited Use Review Process in the NSA



Applicant must begin full review process.

Review Use Process in the NSA



The step numbers in *italic* correspond with the numbers in the NSA Handout #4: Expedited Development Review Process.

The step numbers in *italic* correspond with the numbers in the NSA Handout #5: Site Review Process.

14 Days

30 Days

14 Days

Typically 14-30 Days

30 Days

Pre-filing meeting allows county staff to review the applicant's proposal and give them feedback on likely impacts. Limitations, requirements, approval standards, fees (in general, how the regulations may affect their proposal). The feedback allows

An application is complete when the applicant has included all of the required information listed in the regulations. The more details and information about the project that staff has will help them to make sure it is consistent with the code requirements to