



DEPARTMENT OF ENVIRONMENTAL SERVICES
TRANSPORTATION AND LAND USE PLANNING DIVISION
2115 SE Morrison Street
Portland, OR 97214 (503)248-3043 fax(503)248-3389

***Opportunity to Comment on a Grading and Erosion Control and
ADMINISTRATIVE DECISION for 2 DESIGN REVIEWS***

Case File Nos.: DR 6-97 & 7-97, GEC 29-97
(August 29, 1997)

WHAT: **Part 1.** An opportunity to comment on a Grading and Erosion Control Permit for the Swim and Tennis Center.
Part 2. A decision for design review approval for a building approved under CS 7-92.
Part 3. A decision for design review approval for the Swim and Tennis Center approved under a Community Service approval, CS 2-97.

WHERE: **Location:** 7415 SE Hogan Road, Gresham, OR 97080

Tax Roll Description: T1S, R3E, Section 22 Tax lots '1400' & '26'

Zoning: Multiple Use Agriculture - MUA-20, Exclusive Farm Use (EFU)

Who: **Applicant:**
CGC Inc.,
500 SE Butler
Gresham, OR, 97080

APPROVAL

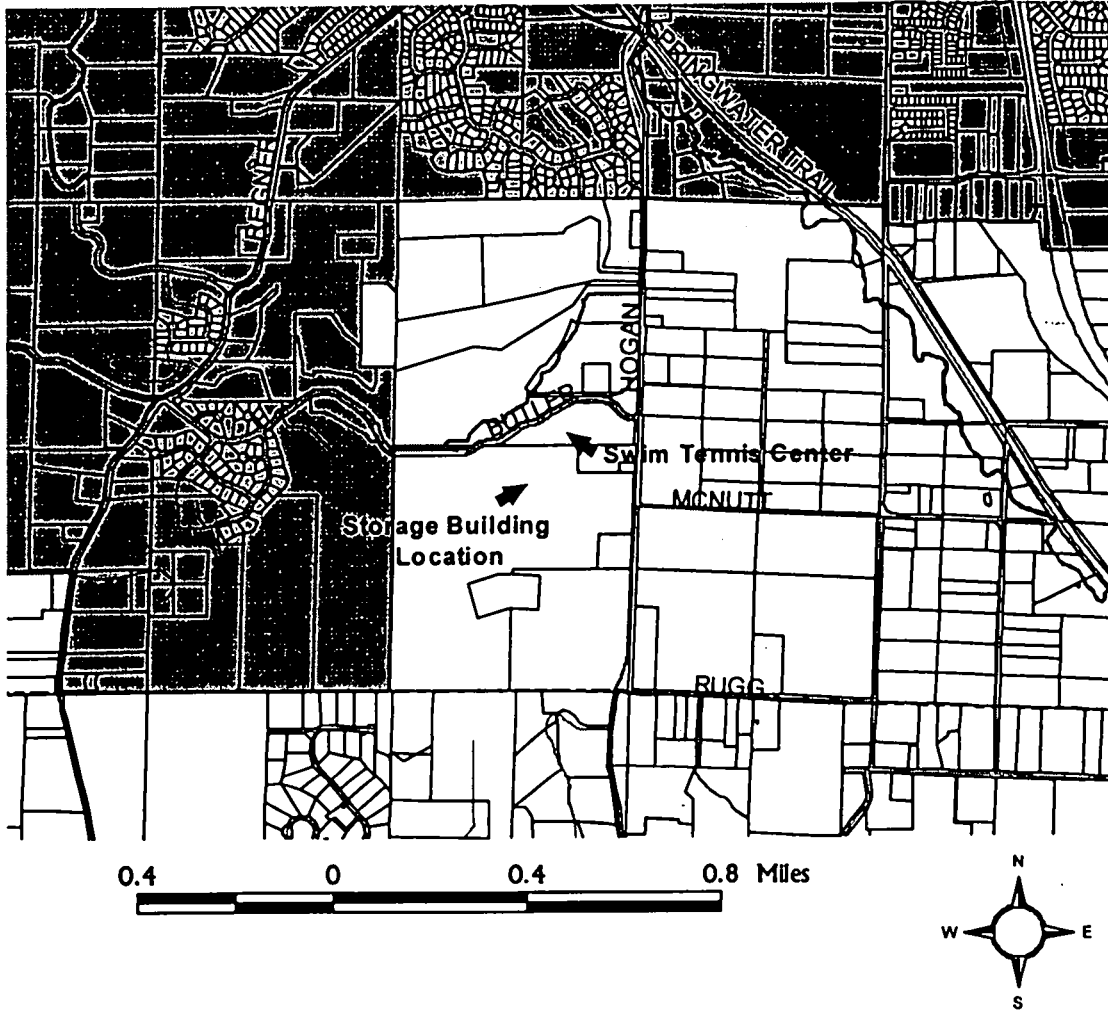
CRITERIA: This notice is split into 3 sections, the criteria that is open for comment on the Grading and Erosion Control Application, and the 2 decisions with findings for the Design Reviews.

Part 1. Grading and Erosion Control Permit

The first part of this notice is to receive any comments regarding the grading and erosion control methods that will be required for the development of the swim and tennis center approved by the Multnomah County Board of Commissioners. The proposal involves moving more than 50 cubic yards of material, which requires the County make findings that proper erosion control techniques are in place as part of the project. The Transportation and Land Use Planning Division seeks comments from neighboring properties during the review period.

DR 6-97, DR 7-97 and GEC 29-97
Notice Mailed 8-29-97

Notices	
Decision Notices	
mailed: pr. <u>8-29-97</u>	Contact Person: Susan Muir
by: <u>je</u>	Phone: (503) 248-3043



A. Applicable County Code for the Grading and Erosion Control Permit:

MCC Chapter 9

9.40.40 Grading and Erosion Control Permit Standards

(A) Design Standards For Grading and Erosion Control

(1) Grading Standards

- (a) Fill materials, compaction methods and density specifications shall be indicated. Fill areas intended to support structures shall be identified on the plan. The Director or delegate may require additional studies or information or work regarding fill materials and compaction;
- (b) Cut and fill slopes shall not be steeper than 3:1 unless a geological and/or engineering analysis certifies that steep slopes are safe and erosion control measures are specified;
- (c) Cuts and fills shall not endanger or disturb adjoining property;
- (d) The proposed drainage system shall have adequate capacity to bypass through the development the existing upstream flow from a storm of 10-year design frequency;
- (e) Fills shall not encroach on natural watercourses or constructed channels unless measures are approved which will adequately handle the displaced streamflow for a storm of 10-year design frequency;

(2) Erosion Control Standards

- (a) On sites within the Tualatin River Drainage Basin, erosion and stormwater control plans shall satisfy the requirements of OAR 340. Erosion and stormwater control plans shall be designed to perform as prescribed by the "Erosion Control Plans Technical Guidance Handbook" and the "Surface Water Quality Facilities Technical Guidance Handbook". Land-disturbing activities within the Tualatin Basin shall provide a 100-foot undisturbed buffer from the top of the bank of a stream, or the ordinary high watermark (line of vegetation) of a water body, or within 100-feet of a wetland; unless a mitigation plan consistent with OAR 340 is approved for alterations within the buffer area.
- (b) Stripping of vegetation, grading, or other soil disturbance shall be done in a manner which will minimize soil erosion, stabilize the

soil as quickly as practicable, and expose the smallest practical area at any one time during construction;

- (c) Development Plans shall minimize cut or fill operations and ensure conformity with topography so as to create the least erosion potential and adequately accommodate the volume and velocity of surface runoff;
- (d) Temporary vegetation and/or mulching shall be used to protect exposed critical areas during development;
- (e) Whenever feasible, natural vegetation shall be retained, protected, and supplemented;
 - (i) A 100-foot undisturbed buffer of natural vegetation shall be retained from the top of the bank of a stream, or from the ordinary high watermark (line of vegetation) of a water body, or within 100-feet of a wetland;
 - (ii) The buffer required in (i) may only be disturbed upon the approval of a mitigation plan which utilizes erosion and stormwater control features designed to perform as effectively as those prescribed in the "Erosion Control Plans Technical Guidance Handbook" and the "Surface Water Quality Facilities Technical Guidance Handbook" and which is consistent with attaining equivalent surface water quality standards as those established for the Tualatin River Drainage Basin in OAR 340;
- (f) Permanent plantings and any required structural erosion control and drainage measures shall be installed as soon as practical;
- (g) Provisions shall be made to effectively accommodate increased runoff caused by altered soil and surface conditions during and after development. The rate of surface water runoff shall be structurally retarded where necessary;
- (h) Sediment in the runoff water shall be trapped by use of debris basins, silt traps, or other measures until the disturbed area is stabilized;
- (i) Provisions shall be made to prevent surface water from damaging the cut face of excavations or the sloping surface of fills by installation of temporary or permanent drainage across or above such areas, or by other suitable stabilization measures such as mulching or seeding;
- (j) All drainage provisions shall be designed to adequately carry existing and potential surface runoff to suitable drainageways such

as storm drains, natural watercourses, drainage swales, or an approved drywell system;

- (k) Where drainage swales are used to divert surface waters, they shall be vegetated or protected as required to minimize potential erosion;
- (l) Erosion and sediment control devices shall be required where necessary to prevent polluting discharges from occurring. Control devices and measures which may be required include, but are not limited to:
 - (i) Energy absorbing devices to reduce runoff water velocity;
 - (ii) Sedimentation controls such as sediment or debris basins. Any trapped materials shall be removed to an approved disposal site on an approved schedule;
 - (iii) Dispersal of water runoff from developed areas over large undisturbed areas.
- (m) Disposed spoil material or stockpiled topsoil shall be prevented from eroding into streams or drainageways by applying mulch or other protective covering; or by location at a sufficient distance from streams or drainageways; or by other sediment reduction measures;
- (n) Such non-erosion pollution associated with construction such as pesticides, fertilizers, petrochemicals, solid wastes, construction chemicals, or wastewaters shall be prevented from leaving the construction site through proper handling, disposal, continuous site monitoring and clean-up activities.
- (o) On sites within the Balch Creek Drainage Basin, erosion and stormwater control features shall be designed to perform as effectively as those prescribed in the Erosion Control Plans Technical Guidance Handbook (January, 1991). All land disturbing activities within the basin shall be confined to the period between May first and October first of any year. All permanent vegetation or a winter cover crop shall be seeded or planted by October first the same year the development was begun; all soil not covered by buildings or other impervious surfaces must be completely vegetated by December first the same year the development was begun.

(B) Responsibility

- (1) Whenever sedimentation is caused by stripping vegetation, regrading or other development, it shall be the responsibility of the person, corporation or other entity causing such sedimentation to remove it from all adjoining

surfaces and drainage systems prior to issuance of occupancy or final approvals for the project;

- (2) It is the responsibility of any person, corporation or other entity doing any act on or across a communal stream watercourse or swale, or upon the floodplain or right-of-way thereof, to maintain as nearly as possible in its present state the stream, watercourse, swale, floodplain, or right-of-way during such activity, and to return it to its original or equal condition.

(C) Implementation

- (1) **Performance Bond** – A performance bond may be required to assure the full cost of any required erosion and sediment control measures. The bond may be used to provide for the installation of the measures if not completed by the contractor. The bond shall be released upon determination that the control measures have or can be expected to perform satisfactorily. The bond may be waived if the Director determines the scale and duration of the project and the potential problems arising therefrom will be minor.
- (2) **Inspection and Enforcement.** The requirements of this subdistrict shall be enforced by the Planning Director. If inspection by County staff reveals erosive conditions which exceed those prescribed by the Hillside Development Permit or Grading and Erosion Control Permit, work may be stopped until appropriate correction measures are completed.

(D) Final Approvals

A certificate of Occupancy or other final approval shall be granted for development subject to the provisions of this subdistrict only upon satisfactory completion of all applicable requirements.

You are invited to comment on the Grading and Erosion Control Portion of this application by September 8, 1997 at 4:30 p.m.

Copies of all evidence relied upon and provided by the applicant are available for review.

Issues raised in your comments should be specific to the property in the application and should include sufficient information to enable the decision maker to respond to the issue. To ensure that your comments are considered as part of the Decision, they must be provided in writing prior to the expiration of the comment period.

Notice of this action is being sent as a courtesy to those property owners in the immediate surrounding area to encourage public participation.

This portion of this notice does not constitute a land use action and therefore may not be appealed.

Notice to Mortgagee, Lien Holder, Vendor or Seller:

ORS Chapter 215 requires that if you receive this notice it must be promptly forwarded to the purchaser.

Part 2. Design Review for the Storage building near the driving range approved as part of CS 7-92.

PLANNING DIRECTOR DECISION:

APPROVE, a Design Review for placement of a structure to serve as the storage facility noted on the original Community Service Use approval with the following condition(s):

1. The applicant shall be required to receive a building permit for the development.

2. The applicant shall be required to receive a sign permit for all new signage related to this development.

A. Applicable County Code and Findings:

MCC 11.15.5140 Landscaped Buffer Area:

MCC 11.15.7850 Design Review Criteria

The provisions of MCC .7805 through .7865 shall apply to all conditional and community service uses in any district...

(A) Approval of a final design review plan shall be based on the following criteria:

(1) Relation of Design Review Plan Elements to Environment.

- (a) The elements of the design review plan shall relate harmoniously to the natural environment and existing buildings and structures having a visual relationship with the site.**

Applicant: The proposed trailer will be located to complement the golf operations of the existing driving range and food kiosk. The trailer location remains isolated from the Butler Road line of vision and is only seen from golfers approaching the driving range and the practice learning center. The other existing structure is the maintenance building.

- (b) The elements of the design review plan should promote energy conservation and provide protection from adverse climatic conditions, noise, and air pollution.**

Applicant: The proposed trailer is an efficient design which shelters golf club fitting operations from the elements. This facility will provide customers to sample, inspection, review product literature in a heated, dry environment. Once a customer has made a selection they can try different products at the adjacent driving range.

- (c) Each element of the design review plan shall effectively, efficiently, and attractively serve its function. The elements shall be on a human scale, inter-related, and shall provide spatial variety and order.**

Applicant: The trailer has been appropriately sized to provide a very efficient and minimal structure which can be nestled between the existing range and the kiosk.

- (2) Safety and Privacy - The design review plan shall be designed to provide a safe environment, while offering appropriate opportunities for privacy and transitions from public to private spaces.**

Applicant: The trailer has been appropriately sized to fit between the range and the kiosk. The public is not exposed to the weather and/or golf balls and/or the activities of maintenance equipment/operations while using this facility.

- (3) Special Needs of Handicapped - Where appropriate, the design review plan shall provide for the special needs of handicapped persons, such as ramps for wheelchairs and braille signs.**

Applicant: A ramp has been provided to all access to users in wheelchairs. Braille signs will be located by the Owner at the appropriate location.

- (4) Preservation of Natural Landscape - The landscape and existing grade shall be preserved to the maximum practical degree, considering development constraints and suitability of the landscape or grade to serve their functions. Preserved trees and shrubs shall be protected during construction.**

Applicant: The existing landscape had previously been graded to serve as a gentle, landscaped area between the existing buildings. This trailer will not have a significant effect on revising the existing grades.

- (5) Pedestrian and vehicular circulation and Parking - The location and number of points of access to the site, the interior circulation patterns, the separations between pedestrians and moving and parked vehicles, and the arrangement of parking areas in relation to buildings and structures, shall be designed to maximize safety and convenience and shall be harmonious with proposed and neighboring buildings and structures.**

Applicant: The trailer has been located between the range and the kiosk which conforms to the layout of fourteen (14) existing parking spaces. There is no conflict between the vehicle and pedestrian circulation.

- (6) Drainage - Surface drainage systems shall be designed so as to not adversely affect neighboring properties or streets.**

Applicant: The location of the trailer will not impact surface drainage in this area. All the adjacent parcels are owned by this property owner. There is a drain to the east of the trailer which

parallel to the concrete path. The area between the trailer and the driving range will have additional planting.

- (7) Buffering and Screening - Areas, structures and facilities for storage, machinery and equipment, services (mail, refuse, utility wires, and the like), loading and parking, and similar accessory areas and structures shall be designed, located, buffered or screened to minimize adverse impacts on the site and neighboring properties.**

Applicant: The trailer is located with an interior parcel of the Owner's contiguous property. It can not be seen from the public streets and will have little impact on the neighboring property which is at least 500 feet to the north. This specific area is an existing creek.

- (8) Utilities - All utility installations above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.**

Applicant: The only services required for this facility is electricity. The supply line will be provided with an underground line via existing underground conduits. No above ground utilities are proposed.

- (9) Signs and Graphics - The location, texture, lighting, movement, and materials of all exterior signs, graphics or other informational or directional features shall be compatible with the other elements of the design review plan and surrounding properties.**

Applicant: The trailer will be identified with a sign that complies with the requirements of local codes. This sign will be visible from golf customers who have approached the driving range and the practice learning area. In addition we will adjust the existing sign along Butler Road and announce the trailer operations.

Staff: Conditions of approval will ensure compliance with the sign code.

MCC 11.15.7855 Required Minimum Standards

(C) Required Landscape Areas: The following landscape requirements are established for developments subject to design review plan approval:

- (1) A minimum of 15% of the lot area shall be landscaped; provided, however, that computation of this minimum may include areas landscaped under subpart 3 of this subsection.**

Applicant: This has been proposed in the attached landscape plan.

- (2) All areas subject to the final design review plan and not otherwise improved shall be landscaped.**

Applicant: This has been proposed in the attached landscape plan.

- (3) The following landscape requirements shall apply to parking and loading areas:**

- (a) A parking or loading area providing ten or more spaces shall be improved with defined landscaped areas totaling no less than 25 square feet per parking space.**

Applicant: This has been proposed in the attached landscape plan.

- (b) A parking or loading area shall be separated from any lot line adjacent to a street by a landscaped strip at least 10 feet in width, and any other lot line by a landscaped strip at least 5 feet in width.**

Applicant: This is not applicable since this lot and the surrounding site is owned by one owner.

- (c) A landscaped strip separating a parking or loading area from a street shall contain:**
- (i) Street trees spaces as appropriate to the species, not to exceed 50 feet apart, on the average;**
 - (ii) low shrubs, not to reach a height greater than 3'0", spaced no more than 5 feet apart, on the average; and**
 - (iii) vegetative ground cover.**

Applicant: This has been proposed in the attached landscape plan.

- (d) Landscaping in a parking or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.**

Applicant: This has been proposed in the attached landscape plan.

- (e) A parking landscape area shall have a width of not less than 5 feet.**

Applicant: This has been proposed in the attached landscape plan.

(4) Provision shall be made for watering planted areas where such care is required.

Applicant: This has been proposed in the attached landscape plan.

(5) Required landscaping shall be continuously maintained.

Applicant: This has been proposed in the attached landscape plan.

(6) Maximum height of trees shall be considered when planting under overhead utility lines.

Applicant: This has been proposed in the attached landscape plan.

11.15.6132 Improvements

(A) Surfacing

(2) Large parking fields for intermittent uses...may be surfaced with gravel or grass and spaces may be unmarked if the parking of vehicles is supervised.

Staff: The parking area is paved.

Part 3. Design Review for the Swim & Tennis Center approved as part of CS 2-97.

PLANNING DIRECTOR DECISION:

APPROVE, a Design Review for placement of the swim and tennis center facility approved as part of CS 2-97:

1. The applicant shall be required to receive a building permit for the development.
2. As per condition #7 of the Hearings Officer decision in case number CS 2-97, the applicant shall be required to receive a sign permit for all new signage related to this development.
3. As per condition #8 of the Hearings Officer decision in case number CS 2-97, the applicant must submit a statement stating that all (State) standards can be met with respect to air quality and noise levels.
4. The applicant is required (condition #4) to add one additional parking place on site and submit a revised site plan as part of the building permit.

MCC 11.15.7850 Design Review Criteria

The provisions of MCC .7805 through .7865 shall apply to all conditional and community service uses in any district...

(A) Approval of a final design review plan shall be based on the following criteria:

(1) **Relation of Design Review Plan Elements to Environment.**

(a) The elements of the design review plan shall relate harmoniously to the natural environment and existing buildings and structures having a visual relationship with the site.

Applicant: The proposed swim & tennis center will be located to complement the golf operations of the existing driving range and kiosk. The proposed swim & tennis center can be seen from the Butler Road and will contain a recreation center, a swimming pool, associated storage building and two tennis courts. The recreation center is enclosed while the other facilities will have perimeter fencing.

(b) The elements of the design review plan should promote energy conservation and provide protection from adverse climatic conditions, noise, and air pollution.

Applicant: The recreational facility is conveniently located north of the driving range, and south of Butler Road. The existing road is being used to provide access and parking. The facility is located next to the driving range and within the confines of the Persimmon Country Club Community and is accessible by bicycles, vehicles and pedestrians.

(c) Each element of the design review plan shall effectively, efficiently, and attractively serve its function. The elements shall be on a human scale, inter-related, and shall provide spatial variety and order.

Applicant: The recreational facility has been appropriately sized to provide a very efficient and minimal structure which can be nestled between the existing range and the kiosk. The one-story structure shall have a minimal roof enclosure which provides a low profile versus the surrounding maintenance buildings.

(2) **Safety and Privacy - The design review plan shall be designed to provide a safe environment, while offering appropriate**

opportunities for privacy and transitions from public to private spaces.

Applicant: The recreation center sits higher than the adjacent street elevation and the entire complex is surrounded by a fence. Activities in the recreation center are protected from the weather. When using this facility the public is not exposed to golf balls and/or operations of the Persimmon maintenance equipment/staff.

- (3) Special Needs of Handicapped - Where appropriate, the design review plan shall provide for the special needs of handicapped persons, such as ramps for wheelchairs and braille signs.**

Applicant: A ramp and handicapped parking spaces have been provided at the parking lot. Accessibility has been provided at the swimming pool area and at all public areas as per the Uniform Building Codes. Braille signs will be located by the Owner at appropriate locations.

- (4) Preservation of Natural Landscape - The landscape and existing grade shall be preserved to the maximum practical degree, considering development constraints and suitability of the landscape or grade to serve their functions. Preserved trees and shrubs shall be protected during construction.**

Applicant: Some of the existing landscape will be removed and then transferred within the site, while some landscaping remain undisturbed. New floor elevation will be approximately the same as the existing residence. Proposed grading will attempt to balance the 'cut and fill'. And several of the new trees will remain and not be disturbed.

- (5) Pedestrian and vehicular circulation and Parking - The location and number of points of access to the site, the interior circulation patterns, the separations between pedestrians and moving and parked vehicles, and the arrangement of parking areas in relation to buildings and structures, shall be designed to maximize safety and convenience and shall be harmonious with proposed and neighboring buildings and structures.**

Applicant: The recreation center is located via the approach road to the Maintenance Building, driving range and the "Practice Learning Area". There is no conflict between the vehicle and pedestrian circulation when approaching the recreation center. This is the first exit when one is heading south on this road. There will be little conflict with traffic at the other three locations: maintenance building; driving range and practice learning center.

11.126(A): The design standards of this section shall apply to all parking, loading, and maneuvering areas except those serving a single or two-family residential dwelling or mobile home on an individual lot.

- (6) Drainage -** Surface drainage systems shall be designed so as to not adversely affect neighboring properties or streets.

Applicant: The location and size of this facility will not impact surface drainage in this area. All the adjacent parcels are owned by this property owner. There is a catch basin and drainage swell located along the south side of Butler Road. Storm drainage will be collected from the building and will be discharged onto a french drain. Parking lot drainage will be collected and directed to the catch basin located south of Butler Road. Please refer to the attach Crystal Springs Detention Analysis Report which outlines storm drainage.

- (7) Buffering and Screening -** Areas, structures and facilities for storage, machinery and equipment, services (mail, refuse, utility wires, and the like), loading and parking, and similar accessory areas and structures shall be designed, located, buffered or screened to minimize adverse impacts on the site and neighboring properties.

Applicant: The recreation center complex will have landscaping located at all sides which are visible to the public, especially along Butler Road.

- (8) Utilities -** All utility installations above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.

Applicant: No above ground utilities are proposed for this project.

- (9) Signs and Graphics -** The location, texture, lighting, movement, and materials of all exterior signs, graphics or other informational or directional features shall be compatible with the other elements of the design review plan and surrounding properties.

Applicant: The recreation center complex will be identified with a sign that complies to the requirements of local codes. This sign will be visible from golf customers who have approached the driving range and the "Practice Learning Area". In addition we will adjust the existing sign along Butler Road which indicates the "Swim and Tennis Center".

MCC 11.15.7855 Required Minimum Standards

(C) Required Landscape Areas: The following landscape requirements are established for developments subject to design review plan approval:

- (1) A minimum of 15% of the lot area shall be landscaped; provided, however, that computation of this minimum may include areas landscaped under subpart 3 of this subsection.**

Applicant: This has been proposed in the attached landscape plan.

- (2) All areas subject to the final design review plan and not otherwise improved shall be landscaped.**

Applicant: This has been proposed in the attached landscape plan.

- (3) The following landscape requirements shall apply to parking and loading areas:**

- (a) A parking or loading area providing ten or more spaces shall be improved with defined landscaped areas totaling no less than 25 square feet per parking space.**

Applicant: This has been proposed in the attached landscape plan.

Staff: MCC 11.15.6142(B)(4) requires that clubs or associations shall be treated as combinations of uses such as hotel, restaurant, auditorium etc., and the required spaces for each separate use shall be provided. Staff has found that the swimming pool requirements (MCC 11.15.6142(D)(16) requires one space for each 100 square feet of water surface. The water area is 1,800 square feet and must require 18 spaces. The Tennis courts require 2 spaces (MCC 11.15.6142(D)(17). The game room requires one space per game table for an additional space and the snack bar/sales area will be counted as a "store, supermarket, department store and personal service shop" under the provision of MCC 11.15.6142(F) "Unspecified Uses" will require 2 additional spots. The total required spots is 23 and only 22 spots have been provided for as part of this plan. The applicant shall be required (condition #4) to add one additional parking place on site and then, this criteria will be met.

- (a) A parking or loading area shall be separated from any lot line adjacent to a street by a landscaped strip at least 10 feet in width, and any other lot line by a landscaped strip at least 5 feet in width.**

Applicant: This is not applicable since this lot and the surrounding lot has one contiguous Owner.

- (b) A landscaped strip separating a parking or loading area from a street shall contain:**

- (i) Street trees spaces as appropriate to the species, not to exceed 50 feet apart, on the average;
- (ii) low shrubs, not to reach a height greater than 3'0", spaced no more than 5 feet apart, on the average; and
- (iii) vegetative ground cover.

Applicant: This has been proposed in the attached landscape plan.

- (d) Landscaping in a parking or loading area shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area.

Applicant: This has been proposed in the attached landscape plan.

- (e) A parking landscape area shall have a width of not less than 5 feet.

Applicant: This has been proposed in the attached landscape plan.

- (4) Provision shall be made for watering planting areas where such care is required.

Applicant: This has been proposed in the attached landscape plan.

- (5) Required landscaping shall be continuously maintained.

Applicant: Landscaping will be continuously maintained by the Owner and will have an irrigation system.

- (6) Maximum height of trees shall be considered when planting under overhead utility lines.

Applicant: There are no above grade utility lines near the proposed recreational complex.

11.15.6132 Improvements

(A) Surfacing

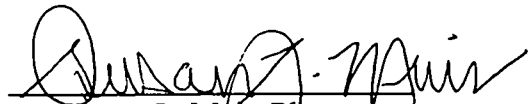
- (2) Large parking fields for intermittent uses...may be surfaced with gravel or grass and spaces may be unmarked if the parking of vehicles is supervised.

Staff: The parking area is paved.

CONCLUSIONS:

- A. The applicant has carried the burden necessary for granting a design review.
- B. The proposal, as conditioned, satisfies applicable approval criteria as detailed in the findings section above.

NOTICE: This decision was mailed August 29, 1997 in the manner required by ORS 197.763. Opportunity to appeal this decision and have the application considered at a public hearing will be provided until the close of business (4:30 PM) on September 8, 1997.


By: Susan L. Muir, Planner
For: Kathy Busse, Planning Director
Department of Environmental
Services

NOTICE:

The Administrative Decision detailed above will become final unless an appeal is filed within the 10-day appeal period which starts the day after the notice is mailed. If the 10th day falls on a Saturday, Sunday, or a legal holiday, the appeal period extends through the next full business-day. If an appeal is filed, a public hearing will be scheduled before a County Hearings Officer pursuant to Multnomah County Code section 11.15.8290 and in compliance with ORS 197.763. To file, complete an Appeal of Administrative Decision for, and submit to the County Planning Division Office, together with a \$100.00 fee and supplemental written materials (as needed) stating the specific grounds, approval criteria, or standards on which the appeal is based. To review the application file(s), obtain appeal forms, or other instructions, call the Multnomah County Planning Division at (503) 248-3043, or visit our offices at 2115 SE Morrison Street, Portland, Oregon, 97214 [hours: 8:30 a.m.-4:30 p.m.; M-F].