

PRE-APPLICATION MEETING NOTES

Land Use Planning Division



www.multco.us/landuse ▪ Email: land.use.planning@multco.us ▪ Phone: (503) 988-3043

MEETING #: PA-2025-0004

APPLICANT: AJ Thorne, City of Sandy
Grace Coffey, Winterbrook Planning

LOCATION: 35320 SE Carpenter Ln, Gresham

Property ID # R342619 & R342603

Map, Tax lot: 1S4E22D – 00400
1S4E22D - 00100

Alt. Acct. # R994220980 & R994220820

BASE ZONE: Multiple Use Agriculture – 20 (MUA-20)

OVERLAYS: Significant Wildlife Habitat (SEC-h), Significant Water Resources (SEC-wr),
Geologic Hazards (GH)

PROPOSAL: A Pre-Application Meeting is to be held on the date below to discuss the applicable Multnomah County Land Use Code, Comprehensive Plan Policies, and application requirements for a Community Service Conditional Use for a pump station and pipeline for the City of Sandy located at the Portland Water Bureau's Water Filtration Facility.

MEETING TIME AND PLACE

Thursday, August 28, 2025 at 10:30 am

The referenced pre-application meeting is an Informational Meeting and is not a Public Hearing. The meeting will be held virtually via the Google Meet platform.

CONTACT: After the meeting, if you have any questions regarding the criteria, the process, or the next steps, contact Lisa Estrin at lisa.m.estrin@multco.us or (503) 988-0167

- **The following is for informational purposes only. No approvals have been given and no final decisions have been made about this project. Until such time as the formal Land Use Applications are submitted and reviewed, no final decisions will be or have been made regarding the project's compliance with the land use regulations of Multnomah County.**

Vicinity Map

N↑



OUTLINE OF THE PRE-APPLICATION MEETING'S PURPOSE AND PROCESS

1. Meeting Purpose:

- The Pre-Application meeting is to provide information to an applicant for a land use action that will assist them in completing the application.
- The objectives of the meeting are for the applicant to provide a summary of its development proposal and for staff to provide feedback on likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal.
- A Pre-Application meeting is a standard requirement within six months of making a formal application for all Type III land use permits. (MCC 39.1120)

2. Meeting Structure:

- This is not a public hearing and no final decisions will be made. The meeting is meant to be inform the applicant and other parties of the code criteria that are likely to apply to the applicant's proposal.
- The Multnomah County planning staff will be responsible for conducting the meeting.
- The applicant will be responsible for explaining their proposal. This explanation serves to inform staff of the proposed project details and is also an opportunity to share relevant information with the public.
- Planning staff will be responsible for reviewing the applicable procedures and providing feedback on likely impacts, limitations, requirements, approval standards, fees and other information that may affect the proposal.

- A limited amount of time will be reserved at the end of the meeting for the public to ask questions about the proposal from either the applicant or planning staff. No one, applicant or staff, is obligated to provide a response to those questions in real time. It is also not the time to submit testimony or evidence regarding a project, because a land use application with all the required narratives, plans, and studies has not been submitted or reviewed.

3. Other Opportunities for Review:

- If you are interested in the proposal, you may review the Pre-Application materials by contacting lisa.m.estrin@multco.us. Digital copies can be sent by email. Paper copies of the materials may be purchased at the rate of \$0.71/per page.
- If the applicant chooses to submit a formal application, a notice will be mailed to properties within 750 feet of the project site, and any groups or individuals who have requested notification, announcing the date, time, and place of the Public Hearing at least 20 days in advance. Failure to participate at the Pre-Application meeting will not preclude your involvement at any future public hearing(s) on the land use application.

Notwithstanding any representations by County staff at a Pre-Application meeting, staff is not authorized to waive any requirements of Multnomah County Code (MCC). Any omission or failure by staff to recite to an applicant all relevant applicable land use requirements shall not constitute a waiver by the County of any standard or requirement. [MCC 39.1120(C)]

SUMMARY OF APPLICABLE PERMITS, CODES, POLICIES & FEES

These Multnomah County Code sections can be found at <https://www.multco.us/landuse/zoning-codes/> under the link **Chapter 39: Multnomah County Zoning Code** and Multnomah County Comprehensive Plan Policies can be found at <https://www.multco.us/landuse/comprehensive-plan/> under the link **Multnomah County Comprehensive Plan**.

Zoning Requirements	Code Section	Fees ¹
Multiple Use Agriculture – 20 (MUA-20)	<i>General Requirements:</i> MCC 39.1250 Code Compliance and Applications MCC 39.2000 Definitions MCC 39.6235 Stormwater Drainage Control MCC 39.6850 Dark Sky Lighting Standards MCC 39.3005 Lot of Record – Generally MCC 39.3080 Lot of Record – MUA-20 <i>Procedures</i> MCC 39.1100 through MCC 39.1250 <i>Multiple Use Agriculture – 20 Zone:</i> MCC 39.4320(A) Conditional Uses, Community Services Use MCC 39.4325 Dimensional Requirements and Development Standards (C), (D), (G), (I) & (J) MCC 39.4335 Lot Sizes for Conditional Uses MCC 39.4340 Off-Street Parking and Loading	N/A

Required Land Use Permits (Type III Process ²)	Code Sections	Fees ¹
Community Service Conditional Use	MCC 39.7505 General Provisions MCC 39.7515(A) through (H) Approval Criteria MCC 39.7520(A)(6) Uses, Utility facilities... MCC 39.7525(A), (D), (E), & (G) Restrictions	Initial payment of \$6,525 required and held as deposit or full recovery deposit estimate ³
Notice Fee		\$491
Notice Hearing Sign (will be required to be posted on the property frontage)		\$54 each
Required Land Use Permits (Type II Process ²)	Code Sections	Fees ¹
Design Review	MCC 39.8005 Elements Of Design Review Plan. MCC 39.8010 Design Review Plan Approval Required. MCC 39.8020 Application Of Regulations. MCC 39.8025 Design Review Plan Contents. MCC 39.8030 Final Design Review Plan. MCC 39.8040 Design Review Criteria MCC 39.8045 Required Minimum Standards (C) Required Landscape Areas	\$3,835 or \$1,412
Development Codes (Type I Process ²)	Code Sections	Fees ¹
Ground Disturbance Standards	MCC 39.6210 Permits Required MCC 39.6220 Minimal Impact Project Permit - or - MCC 39.6225 Erosion and Sediment Control Permit MCC 39.6235 Stormwater Drainage Control	 \$117 \$1,214 \$117
Erosion Control Inspection		\$444
Address Assignment	MCC 39.9905 through MCC 39.9985	\$678
Zoning Plan Review		
Condition of Approval Verification (Potential)	Review of the conditions of approval from the Hearings Officer	\$368
Zoning Plan Review	Final review of plans for building permit sign-off	\$527

*Additional fees may need to be paid after the conclusion of the land use process to ensure compliance with conditions of approval and to allow zoning review of the building plans

¹ Land Use Planning's complete fee schedule can be found at <https://www.multco.us/landuse/land-use-planning-fees/>

² See MCC 39.1105 Summary of Decision-Making Processes

³ If a **DEPOSIT** is requested, either the minimum deposit fee will be paid or a full recovery deposit estimate fee requested. Land Use Planning staff will track their time for this application and the cost of the application will be determined once the decision is final. Any remaining deposit will be refunded. If the cost to process the application exceeds the deposit amount, additional money will be collected.

KEY ISSUES

1. For the County to be able to approve any land use application for development or building permits, the property must be in full compliance with all applicable codes [MCC 39.1250]. Full Compliance means the property is a Lot of Record, any structures or use on site were properly reviewed or permitted and conditions from previous land use decisions were satisfied. There are no known violations on the Water Filtration Facility site currently.
 - a. Lot of Record: The County made a Lot of Record determination in land use case T3-2022-16220. Lot Consolidation, T1-2023-16600 has been approved to consolidate the two tax lots into a single unit of land. Until such time as the new deed is recorded, the two legal parcels remain and need to be listed on the application. Check with the Portland Water Bureau to see if they will be recording the deed soon.
2. The potential application is for a pump station and the construction of a pipeline down to the Clackamas County line. You will need to check with Clackamas County to see what permits are required for the pipeline to be constructed in their jurisdiction.
3. The subject property is zoned Multiple Use Agriculture – 20 with overlays of Significant Wildlife Habitat (SEC-h), Significant Water Resources (SEC-wr) and Geologic Hazards (GH).
 - a. Based on the plan submitted, it appears that the project will remain outside of the overlays. No SEC-h, SEC-wr or GH permit will be needed if this remains the case if a formal land use application is submitted.
 - b. The pump station and the pipeline will require the review and approval of a Community Service Conditional Use Permit for a Utility Facility. In addition, Design Review to ensure compliance with the Off-Street Parking code, landscaping and other approval criteria.
4. There are two sets of Minimum Yard Requirements applicable to the subject project. MCC 39.4325(C) & (D) Dimensional Requirements and Development Standards and MCC 39.7525(A) Restrictions

(C) Minimum Yard Dimensions - Feet

Front	Side	Street Side	Rear
30	10	30	30

Maximum Structure Height – 35 feet

(A) Minimum yards in...MUA-20...zones:

- (1) Front yards shall be 30 feet.
 - (2) Side yards for one-story buildings shall be 20 feet; for two-story buildings, 25 feet.
 - (3) Rear yards shall be as required in the base zone.
5. Your proposal includes newly created impervious surfaces of 500 sq. ft. or more, you will need to satisfy the County's Stormwater Drainage Control regulations in MCC 39.6235.
 - a. These regulations require you to hire a private engineer to sign and stamp the County's current Stormwater Drainage Control Certificate, provide calculations and decide what type of stormwater drainage control system is needed for your proposed development.

- b. If proposing to use Portland Water Bureau's system, you will need to obtain permission from the City of Portland and demonstrate it has the capacity to add the additional flow.
 - c. If not, using PWB system, a separate stormwater system will need to be designed and constructed. You will need to coordinate with Portland so as to not effect their landscape plans.
6. Your application must include a Lighting Plan showing the location of all existing and proposed exterior lighting, and addressing the Dark Sky Lighting Standards in MCC 39.6850.
- a. The light source (bulb, lamps, etc.) must be fully shielded with opaque materials and directed downwards. "Fully Shielded" means no light is emitted above the horizontal plane located at the lowest point of the fixture's shielding. Shielding must be permanently attached.
 - b. Illumination from proposed light fixtures shall be contained within the boundaries of the subject property.
 - c. Provide lighting details and model #'s for all proposed lighting and/ or photographs of existing light fixtures.

Community Service Conditional Use: (Type III – Land Use Permit)

A Community Service Conditional Use (CS) application will need to be made for the pump station and pipeline system proposed to enter Clackamas County. A community service conditional use is a Type III land use application. A Type III application requires a quasi-judicial public hearing before a Hearing Officer as outlined under MCC 39.1140.

7. **Community Service approval shall be for the specific use or uses approved together with the limitations or conditions as determined by the approval authority [MCC 39.7505(A)].** You will need to provide a thorough discussion of your use on the subject site. It needs to include number of employee(s) needed to operate the site, hours, trip generation, and an explanation of what services will occur on the site so that impacts can be considered as part of the hearing process.
8. A. The approval criteria for the Utility Facility Community Service uses are outlined under MCC 39.7515, as follows:

In approving a Community Service use, the approval authority shall find that the proposal meets the following approval criteria.....:

- (A) Is consistent with the character of the area;**
- (B) Will not adversely affect natural resources;**
- (C) The use will not:**
 - (1) Force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; nor**
 - (2) Significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.**
- (D) Will not require public services other than those existing or programmed for the area;**
- (E) Will be located outside a big game winter habitat area as defined by the Oregon Department of Fish and Wildlife or that agency has certified that the impacts will be acceptable;**
- (F) Will not create hazardous conditions; and**
- (G) Will satisfy the applicable policies of the Comprehensive Plan.**

(H) Will satisfy such other applicable approval criteria as are stated in this Section.

Planning staff recommends you review both the first Hearing Officer's Decision and the Remand Decision to understand the scope of these criteria.

Design Review: (Type II – Land Use Permit)

A Design Review application may be bundled with the Community Service (CS) Conditional Use Permit application and reviewed by the hearings officer or submitted after the approval for a CS use. It is the applicant's choice but most applicants bundle the applications together due to the need to provide detailed information regarding design, size, scope, height, etc. for the CS use.

9. Design Review is required for all community service uses. [MCC 39.7505(B)]. The design review includes parking under MCC 39.6500 – MCC 39.6600 and landscaping requirements under MCC 39.8045(C) may also be applicable dependent on the intensity of the use. The design review application shall be accompanied by a site plan, floor plan, architectural elevations, and a landscape plan [MCC 39.8005]. The plans must provide the information listed in MCC 39.8025, as appropriate for the proposal. The plans submitted need to reflect the project(s) as they will be constructed.
10. Uses subject to Design Review that require the creation of fewer than four new parking spaces pursuant to MCC 39.6590 shall only be subject to the following Design Review approval criteria: MCC 39.8040(A)(1)(a) and (1)(c), and (4) and (7). [MCC39.8020(B)]
11. In MCC 39.8020 Application of Regulations, the code includes two sections that may be applicable to your project due to the PWB Design Review approval. MCC 39.8020(B) for projects creating fewer than four new parking spaces and MCC 39.8020(D) which states **Alteration or modification of the physical development previously reviewed through the Design Review process shall be subject to the Design Review Approval Criteria listed in MCC 39.8040 and 39.8045.** Planning staff could make the case that (D) applies, but if the project qualifies for (B), you will need to choose which option you apply under.

GROUND DISTURBANCE ACTIVITY REQUIREMENTS (TYPE 1 PERMIT)

If mechanical ground disturbance will occur to establish the building, structure, or use, the property owner will need to apply for either an Erosion and Sediment Permit, or a Minimal Impact Project (MIP) permit depending on the final project proposal.

1. The Minimal Impact Project (MIP) permit standards are found at MCC 39.6220 and are for small projects that meet the following conditions:
 - d. Less than 10,000 sq. ft. of ground surface will be disturbed;
 - e. Disturbed areas are not within 200 ft. from the top of the bank of a water body;
 - f. Unsupported finished slopes will be less than 33% grade (3 Horizontal: 1 Vertical) and will not exceed four ft. in height;
 - g. Slopes before development where ground disturbance is proposed are 10% grade or less;
 - h. The ground disturbing activity will involve less than 10 cubic yards of fill and the fill will be composed of earth materials only;
 - i. Fill will not be used to physically support a building requiring a structural building permit;

For the MIP permit, you will need to provide the materials listed in MCC 39.6220(A), meet the standards in MCC 39.6220(B) and use erosion and sediment control best management practices. When you are ready to submit building plans for zoning review, you will need to demonstrate compliance with the MIP permit standards.

2. If your project cannot meet the MIP permit standards, an Erosion and Sediment Control (ESC) permit will be required for the proposed development.
 - a. For the ESC Permit, you will need to fill out the most current Application form, state that you are applying for an ESC permit, and then submit it to the Permit Portal along with the required materials listed in MCC 39.6225(A).
 - i. Your Erosion and Sediment Control plan must comply with the standards listed in MCC 39.6225(B).
 - ii. You will need to document the fill materials, compaction methods, locations and volume of proposed cuts and location and volume of proposed fills, and the erosion control measures that you will be utilizing for your project.
 - iii. The ESC application can be submitted after the approvals of the Type III and Type II land use permit(s) are issued, but must reflect any physical improvement or ground disturbance alterations required by the land use decisions and their conditions of approval.

KEY ISSUES: ADDITIONAL REVIEW

3. You will need to submit the following service provider forms to the respective service provider for your area. Do not submit the unsigned forms to Land Use Planning for completion. The service provider will return a “packet” with a copy of the completed review form to you along with any supplemental documents. This packet must be submitted as part of your land use application. Please keep a copy of the packet(s) for your records.
 - b. **Fire Service Agency Review** – The Fire Service Agency serving your property must review your project to ensure compliance with the Oregon Fire Code.
 - c. **On-Site Sanitation Septic Review** – The County Sanitarian must review your proposal and verify that it meets the applicable environmental quality regulations.
 - d. **Transportation Planning Review** – Transportation Planning ensures that Multnomah County Road Rules on transportation impacts, access and driveway spacing are satisfied.

PREPARING YOUR APPLICATION:

1. **Application Form:** When filling out the Application Form, you must state in the ‘Application Request’ section what you are proposing. For example, “We are requesting to construct a new 2,000 sq ft. pump station and pipeline to serve the City of Sandy residents”. In the Permit Request section, you would check the specific permits that you are applying for. In addition, the Portland Water Bureau and any other property owners (within Multnomah County’s jurisdiction) must sign the form. If not all the property owners will fit on the form, you may provide a Letter of Authorization with additional property owners’ signatures. [MCC 39.1115]
2. **Application Narrative:** You will need to prepare a written narrative providing a clear and complete description of your proposal and specifically addressing each applicable code section [see the ‘Summary of Applicable Permits, Codes...’ section of these notes]. In your narrative, list the code reference you are responding to, then your response to that criterion. At the end of your response, you may reference any documents (i.e. Site Plan) included in your application that support your response. An example of the narrative format is shown below:

Significant Environmental Concern – wildlife habitat (SEC-h) Permit:

MCC 39.12345(A)(1): All required site plans and information listed in (A)(1) are included in this application. See Exhibits 4 – 12.

MCC 39.12345(B)(2): The proposed building cannot meet the distance requirement listed in (B)(2). The included site plan (Exhibit 2) shows the proposed distance from the road for the building is 400 feet. Because the proposal did not meet this requirement, a Wildlife Conservation Plan (WCP) is included as Exhibit 13.

3. **Site Plan(s) / Building Plan(s):** Prepare your site plan(s) and building plan(s) according to the requirements listed in the ‘Application Checklist’ below and the various permit sections. The applicable code sections for each permit type outline any additional site plan / building plan requirements. Please ensure that your plan clearly identifies what is existing and proposed.
4. **Other Documents:** Prepare all other documents, including those documents listed in the ‘Application Checklist’ below. Make sure your service provider forms include all documents returned to you by the service provider after they complete their review.
5. **Project Boundaries:** The City of Sandy’s project is within the boundaries of the Portland Water Bureau’s (PWB) larger project. As part of the application, you need to define the boundaries of your project. If you will be using parking or loading areas that are approved for the PWB, you will need to indicate which improvements will be associated with your project.

APPLICATION SUBMITTAL

Please refer to the checklist below as you prepare to submit your application packet. Visit our website at <https://www.multco.us/landuse/application-materials-and-forms> for all referenced application and service provider forms.

When ready to submit your application packet, visit our website at <https://multco.us/info/submitting-type-ii-or-iii-application> and follow the steps in “Submitting Your Application” and choose Type III Application. Our website will direct you to the Permit Portal. At the Portal, select the ‘Land Use Planning’ category. Select the ‘LUP Type III,’ click ‘Apply,’ and follow the instructions.

After you submit your application, a preliminary review will occur. If your application meets the minimum requirements to process your application you will receive an invoice in the Permit Portal for associated fees. Your application is not “received” until we receive full payment of your invoice.

If your application does not meet the minimum requirements for processing, the request will be closed after a 30-day grace period.

Application Checklist		Required	Included
1.	Completed Application Form: signed by the applicant and all property owners. State each specific permit(s) and or review(s) you are requesting.	X	
2.	Narrative: Written narrative providing a clear and complete description of your proposal and specifically addressing each applicable code section in the summary table on pages 3 & 4 of these notes.	X	
3.	Scaled Site Plan: The site plan shall be drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1' = 1/2" or 1' = 1/8"). The site plan for shall include the following: ☐ Boundaries, dimensions, address, and size of the subject parcel; ☐ Date, north arrow, scale; ☐ Location of watercourses or drainage features on or near the property.	X	

	☐ Location, size, and label of all proposed and existing buildings and structures; distances from buildings and structures to property lines (measured to nearest point of the building); and buildings to be removed; ☐ Location of the existing well and septic system (tank, drainfield & replacement field) and storm water system (existing and/or proposed); ☐ Contour lines and topographic features such as ravines or ridges; ☐ Proposed fill, grading, site contouring or other landform changes; ☐ Location and predominant species of existing vegetation on the parcel, areas where vegetation will be removed, and location and species of vegetation to be planted, including landscaped areas; ☐ Location and width of existing and proposed driveways, and service corridors; ☐ Location of abutting public right-of-way with distances from the right-of-way line to the centerline of the adjoining road; and ☐ Location and width of existing, proposed, and/or altered access points/driveway cuts to the property.		
4.	Floor plans of the buildings to be permitted drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1" = 1/2" or 1" = 1/8"). The floor plans should include dimensions and room use noted, such as kitchen, bathroom, bedroom, garage, etc.	X	
5.	Building/Structure Elevations (side views) drawn to scale using either an engineer scale (i.e., 1:10 or 1:20) or architect scale (i.e., 1" = 1/2" or 1" = 1/8") of new buildings, additions or structures, with all height dimensions, and relationship to existing and finished grade adjacent to the building/structure	X	
6.	Stormwater Drainage Control Certificate , calculations and site plan reviewed and signed by an Oregon Registered Professional Engineer	X	
7.	Septic Review Certification Form , site plan, and supplemental materials signed by the County Sanitarian	X	
8.	Fire Service Agency Review Form , site plan, and supplemental materials signed by the Fire Official	X	
9.	Transportation Certification form – Visit https://www.multco.us/planreview to obtain the form and find submission instructions from the County R.O.W. office.	X	
10.	Off-Street Parking, Loading and Circulation Plan meeting the requirements of MCC 39.6515 and showing the dimensions, access, and circulation layout and improvements that meets the standards of MCC 39.6560 through MCC 39.6600	X	
Type I Permits			
1.	Completed Application Form : signed by all property owners and the applicant along with the required fee(s).	X	
1.a	Erosion and Sediment Control (ESC) Permit with required materials and requirements found in MCC 39.6225(A) and the approval standards found in MCC 39.6225(B).	?	
1.b	Minimal Impact Project (MIP) Permit (at time of Zoning Review Approval) with the required materials and requirement found in MCC 39.6220(A) and approval standards found in MCC 39.6220(B).	?	

APPLICATION COMPLETENESS

Once an application is submitted, it will be assigned to a planner. The planner has 30 days, by state law, to determine whether the application is complete. If an application is incomplete, the applicant has 180 days, by state law, to submit the requested additional information to make the application complete. If your application is found to be incomplete, we request that you submit the additional information required in one packet rather than trickling information in. This avoids confusion as to whether you intend to submit additional information, and allows us to act on your application more quickly.

ADDITIONAL ASSISTANCE

Please contact Lisa Estrin via email at lisa.m.estrin@multco.us or at (503) 988-0167 with any questions regarding these notes. If they are out, they will respond as soon as they are able when they return.