

PRE-APPLICATION MEETING NOTES

Land Use Planning Division



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

MEETING #: PA-2025-0007

APPLICANT: Chris Hagerman

LOCATION: 17645 NW ST Helens Road, Portland

Property ID # R325018

Map, Tax lot: 2N1W18D -00500

Alt. Acct. # R971180070

BASE ZONE: Burlington Rural Center (BRC)

OVERLAYS: Significant Environmental Concern Stream (SEC-s), Significant Environmental Concern Wildlife Habitat (SEC-h), Significant Environmental Concern Scenic View (SEC-v), Flood Hazard (FH), Geologic Hazard (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 replacing and expanding the Treatment Facility from 62 patients to 70. Applicant proposes to replace the existing building with a ±40,000 square foot facility to accommodate the increase in residents as well as reconfigure the existing parking facility.

MEETING TIME AND PLACE

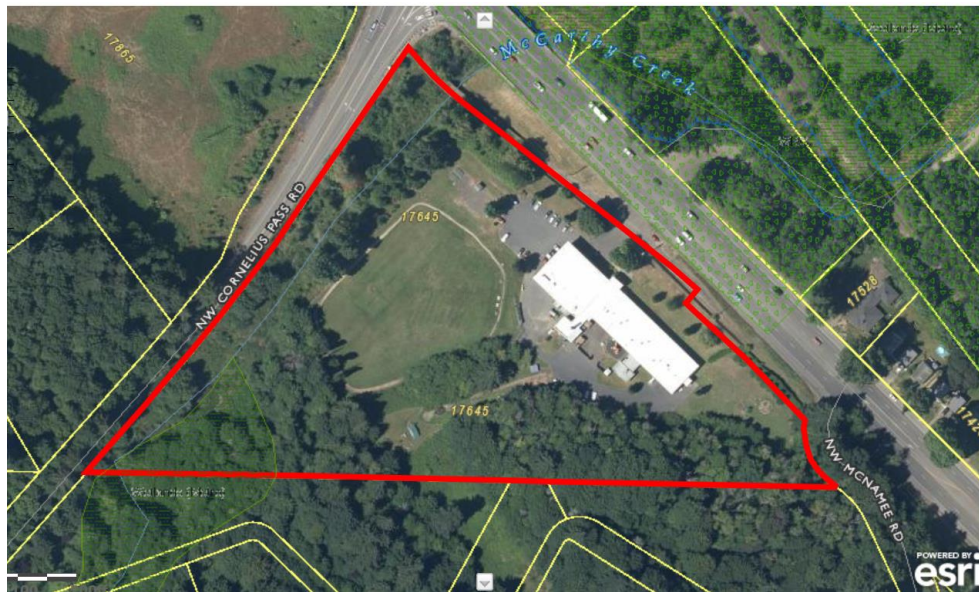
January 22, 2026 at 10:30am

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 Izze Liu at isabella.liu@multco.us.

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

Vicinity Map



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 to clarify the proposal, inform the applicant of the applicable procedures and approval criteria, and to identify all known issues.
- A Pre-Application meeting is a standard requirement for all applications that require a public hearing.

2. Meeting Structure:

- This is not a public hearing and no decisions will be made. The meeting is meant to be informal in nature.
- The Multnomah County planning staff will be responsible for conducting the meeting. Staff will begin the meeting by asking for introductions of those in attendance.
- The applicant will be responsible for explaining their proposal. This explanation is especially helpful to the public who have not seen the application materials, and is an opportunity to share relevant information with their neighbors.
- Planning staff will be responsible for reviewing the applicable procedures and approval criteria and to identify all known issues.
- Members of the public and other agency representatives will be provided the opportunity to ask questions about the proposal and will be asked to identify any relevant issues.
- After the Pre-Application meeting, and after the application has been deemed “complete” by responding to each approval criteria, you will receive a notice announcing the date, time, and place of the Public Hearing. Failure to participate at the Pre-Application meeting will not preclude your involvement at the first scheduled hearing on the completed 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**.

The table below outlines the two steps that are required for the development review through Multnomah County Land Use Planning. Step 1 will need to be approved before the applicant can proceed with step 2. After steps 1 and 2 have been completed, the applicant can proceed with requesting the necessary building and auxiliary permits through the City of Portland.

Step 1: Land Use	Code Sections	Fees ¹
Conditional Use/Community Service Use	<p><i>Burlington Rural Center (BRC):</i> MCC 39.4470(A) – Conditional Uses - Community Services MCC 39.4485 – Lot Sizes for Conditional Uses</p> <p><i>Community Service Uses (CS):</i> MCC 39.7505 – General Provisions MCC 39.7515(A) through (H) – Approval Criteria MCC 39.7520(A)(2) – Uses...Group Care Facility MCC 39.7525(A)(1-3), (D), (E) – Restrictions</p> <p><i>Off-Street Parking and Loading:</i> MCC 39.6500 through MCC 39.6595</p> <p><i>Comprehensive Plan Policies:</i> Policy 5.14, 6.4, 11.12, 11.13, and 11.17</p>	Initial payment of \$6,525 required and held as deposit or full recovery deposit estimate ³
Design Review	<p>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</p>	\$3,835
Significant Environmental Concern Wildlife Habitat (Type II SEC-h)	<p>MCC 39.5540(A), (B) – Permit Criteria and Application Submittals Requirements MCC 39.5540(C) - Development Standards MCC 39.5540(D)(3) - Mitigation Plan Criteria MCC 39.5540(E) – Required Conditions of Approval for all SEC-h Permits</p>	\$2,972
Significant Environmental Concern Scenic Views (Type II SEC-v)	<p>MCC 39.5570(A), (B) – Permit Criteria and Application Submittals Requirements MCC 39.5570(C) – SEC-v Permit Approval Criteria</p>	\$2,972

Significant Environmental Concern Stream (Type I SEC-s)	MCC 39.5590(A), (B) – Permit Criteria and Application Submittal Requirements MCC 39.5590(C) – SEC-s Permit Approval Criteria MCC 39.5590(D) – Mitigation MCC 39.5590(E) – Required Conditions of Approval for all SEC-s Permits	\$1,001
Notice Fee		\$491
Notice Hearing Sign (will be required to be posted on the property frontage)		\$54 each
Step 2: Ground Disturbance Permit & Zoning Plan Review	Code Sections	Fees¹
Ground Disturbance Standards	MCC 39.6210 Permits Required MCC 39.6225 Erosion and Sediment Control Permit MCC 39.6235 Stormwater Drainage Control Erosion Control Inspection	\$1,214 \$117 \$444
Zoning Plan Review	Final review of plans for building permit sign-off Condition of Approval Verification	\$527 \$368

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.

EXPLANATION OF REGULATORY REQUIREMENTS

1. General Requirements

- a. MCC 39.1250 Code Compliance and Applications
- b. MCC 39.2000 Definitions
- c. MCC 39.3005 – Lot of Record - Generally MCC 39.3110 – Lot of Record - Lot of Record - Burlington Rural Center (BRC)...
- d. MCC 39.6235 Stormwater Drainage Control
- e. MCC 39.6850 Dark Sky Lighting Standards

2. **Full Compliance Requirements.** 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 on site were properly reviewed or permitted and conditions from previous land use decisions were satisfied.

- a. Permit Record: According to the County Assessor’s data, the subject property contains a Senior Care facility that was first assessed in 1952. The County permit records show a Conditional Use approval for a Community Service use to establish a group care facility (CS-4-84). In 2005, the Conditional Use permit was modified to allow an expansion of the use (T3-05-006). Following the Conditional Use modification, the design review was approved for the expansion (T2-05-110).
- b. Lot of Record: The County made a Lot of Record determination in land use case T3-05-006. As part of the application process, you will need to provide a copy of the most current deed, so staff can confirm the property remains a Lot of Record.

3. **Burlington Rural Center (BRC).** The proposed replacement and expansion of the existing building is a Community Service Use as the proposed building is considered a Group Care Facility under MCC 39.4470(A) and MCC 39.7520(A)(2).
 - a. MCC 39.4470(A) Conditional Uses - Community Services
 - b. MCC 39.4475(C), (F), (H) - Dimensional Requirements and Standards
 - c. MCC 39.4490(A), (B), (C) – Off Street Parking and Loading
 - d. The (BRC) zone requires all proposed uses to meet the zone Dimensional Requirements and Standards.
 - i. Minimum Yard Dimensions for proposed buildings:

Front	Side	Street Side	Rear
30 ft.	10 ft.	30 ft.	30 ft.

- ii. The front lot line is the line parallel to NW Cornelius Pass Road. The Street Side line is parallel to NW St. Helens Road. The rear lot line is the furthest line opposite the front lot line and side lot line are all other lot lines.
 - iii. The Side Yard above is modified for one-story buildings. One-story buildings are required to be 20 feet from the Side Lot Line by the Community Service Restrictions section. [MCC 39.7525(A)(2)]
 - iv. Maximum Structure Height of 35 feet.
4. As your proposal includes newly created or replaced 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.
 5. On-site sewage disposal system for the proposed ±40,000 square foot building will need to be reviewed by the County Sanitarian. The County Sanitarian will review the proposal and provide you the permits required for sanitation. [MCC 39.4475(F)]
 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.

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

7. The Burlington Rural Center (BRC) zone provides a pathway for the review of the proposed construction of a new building. A Community Service Conditional Use permit will be required for the review of a Group Care Facility.

- a. The proposed building replacement and expansion is a Conditional Use Community Service [MCC 39.7520(A)(2)] that is a Type III review requiring a public hearing, where a Hearing Officer will issue the County's final decision. The Hearing Officer will determine based on the evidence in the record, whether the approval criteria are met.
- b. The proposed ±40,000 square foot building will be required to meet the approval criteria under MCC 39.7515(A) through (H) below. Please submit a detailed narrative addressing the criteria and how the proposed Group Care Facility will comply and meet the standards below.
 - i. The proposal will need to be consistent with the character of the area. [MCC 39.7515(A)]
 - ii. Will not adversely affect natural resources in the area. [MCC 39.7515(B)]
 - iii. The use will not force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; nor significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use. [MCC 39.7515(C)]
 - iv. Will not require public services other than those existing or programmed for the area. [MCC 39.7515(D)]
 - v. The proposed development will be outside a big game winter habitat area as defined by the ODFW or that agency has certified that the impacts will be acceptable. [MCC 39.7515(E)]
 - vi. Will not create hazardous conditions. [MCC 39.7515(F)]
 - vii. Will satisfy the applicable policies of the Comprehensive Plan. [MCC 39.7515(G)]
 - viii. Will satisfy other applicable approval criteria as stated in this section. [MCC 39.7515(H)]
- c. The proposed ±40,000 square foot building will be required to meet the approval criteria under MCC 39.4485. Please submit a detailed narrative addressing the criteria and how the proposed Group Care Facility will comply and meet the standards below.
 - i. The site size needs of the proposed use; [MCC 39.4485(A)]
 - ii. The nature of the proposed use in relation to its impact on nearby properties. [MCC 39.4485(B)]
 - iii. Consideration of the purposes of the base zone. [MCC 39.4485(C)]

MCC 39.4450- PURPOSE.
 The purposes of the Burlington Rural Center base zone are to provide standards and review procedures which will encourage concentrations of rural residential development, together with small-scale low impact commercial and industrial uses that primarily serve the population of the immediate surrounding rural area and tourists traveling through the area.
- d. As part of the application, you will also need to meet applicable policies of the Comprehensive Plan. The Comprehensive Plan Policies are below:
 - i. Chapter 5 – Natural Resources: Policy 5.14 and 5.43
 - ii. Chapter 6 – Historic and Cultural Resources: Policy 6.4
 - iii. Chapter 11 – Public Facilities: 11.12, 11.13, 11.17

- e. The off-street parking and loading requirements of the BRC zone are listed under MCC 39.4490. Replacement or expansion of existing community service developments must minimize stormwater drainage impacts for off-street parking by addressing the following:
 - 1. Surfacing
 - a. All areas used for parking, loading or maneuvering of vehicles, including the driveway, shall either be hard surfaced with at least two inches of blacktop on a four inch crushed rock base or at least six inches of Portland cement or other material providing a durable and dustless surface, or shall be surfaced with a gravel mix, wherein the fine particles are removed at the production yard, that provides a durable and dustless surface, unless a design providing additional load capacity is required by the fire service provider, building official or County Engineer, as applicable.
 - b. Approaches to paved public rights of-way shall be paved for a minimum distance of 21 feet from the fog line, or for a greater distance when required by the County Engineer.
 - 2. Install a stormwater drainage system.
 - 3. Off-street parking for the replacement building requires a minimum of 10-foot landscaped front yard setback.
- f. As required by MCC 39.6590 Minimum Required Off-street Parking Spaces and MCC 39.6595 Minimum Required Off-street Loading Spaces.
 - i. A group care facility is one space for each four beds [MCC 39.6590(A)(7)].
 - 1. Alternatively, you can provide a study which includes estimates of parking and off-street loading demand based on recommendations of the Institute of Traffic Engineers (ITE) or other acceptable estimates to determine the minimum. The minimum cannot be smaller than what is allowed under MCC 39.660 Exceptions from the Required Off-street parking or Loading Spaces.
 - ii. Your proposal will require a minimum of one loading space. [MCC 39.6595(C)]
 - iii. A parking plot plan meeting the requirements of MCC 39.6515 will be required:
 - 1. The plan must show the dimensions, access, circulation layout for vehicles and pedestrians, space markings, the grades, drainage, setbacks, landscaping, and abutting land uses in respect to the off-street parking area.
 - 2. You may provide multiple maps showing proposed landscaping, tree removal, existing improvements, proposed improvements, etc. These plans need to be to scale using an architect or engineer scale that is appropriate to the detail level of the proposed plan. [MCC 39.1130 and MCC 39.6515]
 - iv. The parking and loading spaces must meet the dimensional standards in MCC 39.6565 and improvement standards in MCC 39.6570.
 - v. Surfacing, Curbs and Bumper Rails, Marking, and Drainage will be required. [MCC 39.6570]
 - vi. The parking spaces must be provided on the lot of the use served by such spaces. [MCC 39.6525(A)]

- vii. The parking and loading spaces cannot be located or constructed so that use of the space requires a vehicle to back into the right-of-way of a public street [MCC 39.6555(B)]. Additionally, for the yard, which abuts upon a street lot line, the yard area cannot be used for a parking or loading space, vehicle maneuvering area, or access drive other than a drive connecting directly to a street perpendicularly [MCC 39.6580(A)].
- viii. A required yard, which abuts a street lot line, shall not be paved, except for walkways, which do not exceed 12 feet in total width, and not more than two driveways, which do not exceed the width of their curb cuts for each 150 feet of street frontage of the lot. [MCC 39.6580(C)]
- ix. Landscaping and Screening will be required as discussed under Design Review below.
- g. Per the Community Service code MCC 39.7505 General Provisions section (B) requires Design Review approval under MCC 39.8000 through MCC 39.8050. Below the Design Review Criteria is outlined in detail.

Design Review Permit: (Type II – Land Use Permit)

- 8. The proposed ±40,000 square foot Group Care Facility will require a full Design Review Permit since all Community Service Uses require Design Review. [MCC 39.8000 – 39.8045]
 - a. The Design Review includes parking under MCC 39.6500 – MCC 39.6600 and landscaping requirements under MCC 39.8045(C). The design review application shall be accompanied by a site plan, floor plan, architectural elevations and a landscape plan. The plans shall include the following, drawn to scale:
 - i. Access to site from adjacent rights-of-way, streets, and arterials;
 - ii. Parking and circulation areas;
 - iii. Location, design, materials and colors of buildings and signs;
 - iv. Orientation of windows and doors;
 - v. Entrances and exits;
 - vi. Existing topography and natural drainage;
 - vii. Pedestrian circulation;
 - viii. Boundaries of areas designated Significant Environmental Concern, Geologic Hazards and Areas of Special Flood Hazards;
 - ix. Service areas for uses such as mail delivery, trash disposal, above-ground utilities, loading and delivery;
 - x. Areas to be landscaped;
 - xi. Exterior lighting location and design;
 - xii. Special provisions for handicapped persons;
 - xiii. Surface and storm water drainage and on-site waste disposal systems;
 - xiv. The size, species, and approximate locations of plant materials to be retained or placed on the site; and
 - xv. Proposed ground-disturbance, grading, filling and site contouring.
 - b. MCC 39.8040 – Design Review Criteria

- i. MCC 39.8040(A)(1)(a) requires “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.”
 - ii. MCC 39.8040(A)(1)(b) requires “The elements of the design review plan should promote energy conservation and provide protection from adverse weather conditions, noise, and air pollution.”
 - iii. MCC 39.8040(A)(1)(c) requires “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.”
 - iv. MCC 39.8040(A)(2) requires safety and privacy, the plan shall be designed to provide a safe environment, while offering appropriate opportunities for privacy and transitions from public to private spaces.
 - v. MCC 39.8040(A)(3) requires “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.”
 - vi. MCC 39.8040(A)(4) requires “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.”
 - vii. MCC 39.8040(A)(7) requires “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.”
 - viii. MCC 39.8040(A)(8) requires “Utilities - All utility installations above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.”
 - ix. MCC39.8050(A)(9) requires “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.”
- c. Address MCC 39.8045(C) Required Minimum Standards for required landscape areas. Your proposal must meet the Minimum Standards contained in MCC 39.8045, which include:
- i. Required Landscape Areas must be a minimum of 15% of the development area. The development area includes all areas with proposed development and previously developed areas not reviewed by the County. [MCC 39.8045(C)(1)]
 - ii. Specific landscape requirements for parking and loading areas are found in MCC 39.8045(C)(3)(a) through (e). The Off-Street Parking code also requires the landscaped area requirements of MCC 39.8045(C)(3) to (7) be applied to all parking, loading or maneuvering areas [MCC 39.6585].
- d. MCC 39.8050 lists minor exceptions to yard, parking, sign, and landscape requirements.

Significant Environmental Concern Wildlife Habitat (SEC-h): (Type I or II – Land Use Permit)

- 9. The subject property contains Significant Environmental Concern Wildlife Habitat on the entire property (MCC 39.5540); therefore, the proposed use requires a SEC-h permit.

- a. Per the SEC-h application submittals MCC 39.5540(B) your application materials will need to include the below:
 - i. A written description of the proposed development and how it complies with the applicable approval criteria of MCC 39.5540 (C) and (D)
 - ii. A scaled site plan of the property showing:
 1. Location and size of all existing and proposed structures; and all existing and proposed type and location of all fencing on the subject property and on adjacent properties and on properties entirely or partially within 200 feet of the subject property.
 2. Contour lines and topographic features such as ravines or ridges (contour lines not greater than 10 feet);
 3. Boundaries of ground disturbing activities, including proposed fill, excavating grading, site contouring or other landform changes;
 4. Location and predominant species of existing vegetation on the parcel (wooded areas), areas where vegetation will be removed, and location and species of vegetation to be planted, including landscaped areas;
 5. Location and width of existing and proposed public roads, private access roads, driveways, and service corridors on the subject parcel and within 200 feet of the subject parcel's boundaries on all adjacent parcels;
 6. Location of all existing forested areas (including areas cleared pursuant to an approved forest management plan) and non-forested "cleared" areas; For the purposes of this section, a forested area is defined as an area that has at least 75 percent crown closure, or 80 square feet of basal area per acre, of trees 11 inches DBH and larger, or an area which is being reforested pursuant to Forest Practice Rules of the Department of Forestry. A non-forested "cleared" area is defined as an area which does not meet the description of a forested area and which is not being reforested pursuant to a forest management plan;
 7. Location of wells, utility lines, stormwater drainage control systems, sanitary tanks and drainfields (primary and reserve);
 8. A scaled drawing of the building design and elevations that show the relationship between the building and existing and finished grades and existing or proposed vegetation;
- b. Per MCC 39.5540(C) SEC-h Permit Approval Criteria Development Standards if you can meet all the development standards below you may qualify for a Type I SEC-h permit.
 - i. Where a parcel contains any non-forested "cleared" areas within 200 feet of a public road, development shall only occur in these areas, except as necessary to provide access and to meet minimum clearance standards for fire safety.
 - ii. Development shall occur within 200 feet of a public road capable of providing reasonable practical access to the developable portion of the site.
 - iii. The access road/driveway and service corridor serving the development shall not exceed 500 feet in length.

Staff Comment: As proposed the access road/driveway is approximately 600 feet in length.

- iv. The development shall be within 300 feet of a side property line if adjacent property has structures and developed areas within 200 feet of that common side property line.
 - v. Nuisance and invasive non-native plants, as defined in MCC 39.5540 shall not be planted on the subject property and shall be removed and kept removed from cleared areas of the subject property.
 - vi. The proposed development shall meet the applicable stormwater and ground disturbing activity requirements of MCC 39.6200 through 39.6235. Ground disturbing activity within 100 feet of a water body as defined by MCC 39.2000 shall be limited to the period between May 1st and September 15th. Revegetation and soil stabilization must be accomplished no later than October 15th.
 - vii. Outdoor lighting shall be of a hooded fixture type and shall be placed in a location so that it does not shine directly into undeveloped habitat areas. Where illumination of habitat area is unavoidable, it shall be minimized through use of limited lumens with a hooded fixture type and proper placement. The location and illumination area of lighting needed for security of public utility facilities shall not be limited by this provision but should be done in a minimalistic manner.
- c. If the proposed access/driveway exceeds 500 feet in length, a mitigation plan is required per MCC 39.5540(D)(3). The plan must include the following:
- i. Measures included to reduce impacts to forested areas to the minimum necessary to serve the proposed development by restricting the amount of clearance and length/width of cleared areas and disturbing the least amount of forest canopy cover.
 - ii. Any newly cleared area associated with the development is not greater than one acre, excluding from this total the minimum area required for fire accessway purposes.
 - iii. No fencing will be built and existing fencing will be removed outside of areas cleared for the site development except for existing cleared areas used for agricultural purposes.
 - iv. Mitigation areas:
 - 1. All trees, shrubs and ground cover shall be native plants selected from the Metro Native Plant List;
 - 2. Native trees and shrubs shall be planted at a rate of one (1) tree and one (1) shrub for every 100 square feet of development / disturbance area. Bare ground shall be planted or seeded with perennial native grasses or herbs.
 - 3. All vegetation shall be planted within the mitigation area located on the same Lot of Record as the development and shall be located within the SEC-h Overlay or in an area contiguous to the SEC-h Overlay.
 - a. If the vegetation is planted in an area contiguous to the SEC-h Overlay, then the applicant shall preserve the contiguous area by executing a deed restriction, through a restrictive covenant.
 - v. That native soils disturbed during development will be conserved on the property.
 - vi. Plant size. Mitigation trees shall be at least one-half inch in caliper, measured at 6 inches above the ground level for field grown trees or above the soil line for container grown trees (the one-half inch minimum size may be an average caliper measure, recognizing that trees are not uniformly round).

1. If using oak or madrone trees, the planting size may be one gallon. Shrubs shall be in at least a 1-quart container or the equivalent in ball and burlap and shall be at least 6 inches in height.
- vii. Plant spacing. Trees shall be planted between 8 and 12 feet on center and shrubs shall be planted between 4 and 5 feet on-center, or clustered in single species groups of no more than four (4) plants, with each cluster planted between 8 and 10 feet on-center.
 1. When planting near existing trees, the drip line of the existing tree shall be the starting point for plant spacing measurements.
- viii. Plant diversity. Shrubs shall consist of at least two (2) different species. If 10 trees or more are planted, then no more than 50% of the trees may be of the same genus.

Significant Environmental Concern Scenic Views (SEC-v) - (Type II – Land Use Permit):

10. The entire property has the Significant Environmental Concern Scenic Views overlay (SEC-v) for the following identified viewing areas: Bybee-Howell House, Virginia Lakes, Sauvie Island Wildlife Refuge, Smith and Bybee Lakes, Highway 30, the Multnomah Channel, and public roads on Sauvie Island.

- a. Applications that meet all of the following criteria shall be processed through the Type I review procedure:
 - i. The proposed building is no taller than 24 feet to top of ridgeline.
 - ii. Dark earthtone colors are used on the exterior siding, trim and doors facing an Identified Viewing Area.
 - iii. Building siding, roofing, windows and trim use low or non-reflective materials. Windows are low-e or better and have a reflectivity rating of 13 percent or less.
 - iv. No more than 25 percent of the building elevation facing an Identified Viewing Area is in glass.
 - v. All existing and proposed exterior lighting meets the Dark Sky Lighting Standards of MCC 39.6850. Shielding and hooding materials should be composed of non-reflective, opaque materials.
 - vi. The proposed building and ground disturbance are screened by existing on-site vegetation or are topographically not visible from an Identified Viewing Area as mapped by the County.

Staff Comment: The applicant may not be able to meet this standard due to insufficient screening on-site.

- b. The Type II SEC-v process application submittal requires the below MCC 39.5570(B):
 - i. A written description of the proposed development and how it complies with the applicable approval criteria, and the visual subordination requirements of subsection (C) below.
 - ii. Details on the height, shape, colors, outdoor lighting, and exterior building materials of any proposed structure;
 - iii. Elevation drawings showing the appearance of proposed structures when built and surrounding final ground grades; and demonstrating how the proposed development will be visually subordinate as required by subsection (C) below, including information on the type, height and location of any vegetation or other materials which will be used to screen the development from the view of identified viewing areas.

- iv. A scaled site plan of the property showing all proposed buildings, septic area, contour lines, topographic features such as ravines or ridges, boundaries of ground disturbing activities, proposed fill etc. [MCC 39.5570(B)(4)(a-i)]
- c. Address the approval criteria under MCC 39.5570(C):
 - i. The proposed development shall show where portions of the property topography and existing vegetation will screen the development from the Key Viewing Areas.
 - ii. Use of non-reflective or low reflective building materials and dark natural or earth tone colors.
 - iii. Exterior lighting shall that is not highly visible from identified viewing areas and Meets the Dark Sky Lighting Standards.
 - iv. Proposed development shall be aligned and designed and sited to fit the natural topography.
 - v. Limiting structure height to remain below the surrounding forest canopy level.

Significant Environmental Concern Stream (SEC-s) – (Type I – Land Use Permit):

- 11. A portion of the proposed development is located within the SEC-s overlay. The existing septic equipment area does not require SEC-s review. The modified parking area is located within the SEC-s overlay but appears to be located more than 100 feet from the top of the bank of the Protected Water Feature so you may be able to meet the requirements of a Type I SEC-s review.
 - a. The Type I SEC-s review standards are listed under MCC 39.5590(A). The application must demonstrate compliance with the following standards:
 - i. The proposed development is located at least 100 feet from the top bank of the Protected Water Feature; and
 - ii. The application includes a mitigation plan meeting the requirements of MCC 39.5590(D) that enhances the entire 25 feet in depth closest to the Protected Water Feature for the length of the property, to “Good Corridor” condition.
 - iii. “Good Corridor”: A combination of native trees, shrubs, and groundcover covering greater than 80% of the area, and greater than 50% tree canopy exists (aerial measure).
 - b. Per MCC 39.5590(B) your application submittals must include:
 - i. A written description of the proposed development and how it complies with the applicable approval criteria of subsection (C) through (E) below
 - ii. A site plan of the property showing:
 - 1. Property lines
 - 2. Location and size of all existing and proposed buildings and structures;
 - 3. Contour lines and topographic features such as ravines or ridges. In addition, detailed topographic information of the development area, adjacent areas of the site, and a topographic delineation of the SEC-s riparian area affected by the project. Contour information shall be determined by a field survey by an Oregon licensed surveyor. (Contour intervals shall be no greater than 5 feet);
 - 4. Boundaries of ground disturbing activities, including proposed fill, excavating, site contouring or other landform changes;

5. Location and predominant species of existing vegetation on the parcel (wooded areas), areas where vegetation will be removed, and location and species of vegetation to be planted, including landscaped areas;
 6. Location and width of existing and proposed roads, driveways, and service corridors.
 7. Location of natural drainageways, springs, seeps, water bodies and wetlands on the site.
 8. Location of all existing trees of a caliper greater than six (6) inches in diameter at breast height (DBH);
 9. Location of wells, utility lines, stormwater drainage control systems, sanitary tanks and drainfields (primary and reserve);
 10. A scaled drawing of the building design and elevations that show the relationship between the building and existing and finished grades and existing or proposed vegetation.
- iii. A description and map of soil types in the proposed development area and the locations and specifications for all proposed draining, filling, dredging, and vegetation removal, including the amounts and methods.
 - iv. Preparation of a report which includes plans and surveys by a qualified wetland or riparian consultant, fish and wildlife biologist, or other qualified professional at the discretion of the Planning Director. Approval of another qualified professional must be granted before the report is completed. Wetlands shall be identified and delineated by a qualified wetland specialist. The consultant shall prepare a report which includes:
 1. An assessment of the existing condition of the Riparian Area in accordance with MCC 39.5590 (D);
 2. An inventory of vegetation, including percentage ground and canopy coverage, and location of nuisance and invasive non-native plants as defined in MCC 39.5520;
 3. A detailed Mitigation Plan as described in MCC 39.5590 (D);

GROUND DISTURBANCE ACTIVITY REQUIREMENTS (TYPE 1 PERMIT)

An Erosion & Sediment Control Permit will be required based on the scope of work.

- a. The Erosion and Sediment Control plan must comply with the standards listed in MCC 39.6225(B).
- b. Document the fill materials, compaction methods, locations and volume of proposed cuts, location and volume of proposed fills, and the proposed erosion control measures for the project.

SERVICE PROVIDER FORMS

12. 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.
 - a. **Fire Service Agency Review** – The Fire Service Agency serving your property must review your project to ensure compliance with the Oregon Fire Code.

- b. **On-Site Sanitation Septic Review** – The County Sanitarian must review your proposal and verify that it meets applicable environmental quality regulations.
- c. **Water Service Certification** – ensures that there is a water source for the property.
- d. **Transportation Planning Review** – Transportation Planning ensures that Oregon Department of Transportation (ODOT) requirements on access and driveway spacing are satisfied. NW St. Helens Rd. and NW Cornelius Pass Rd. was transferred to ODOT jurisdiction in 2020. Please contact ODOT for further permitting.
- e. **School District Review** – Addresses Comprehensive Plan Policy 11.17
- f. **Sheriff Services Review** – Addresses Comprehensive Plan Policy 11.17

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 replacement Group Care Facility”. In the Permit Request section, you would check the specific permits that you are applying for. In addition, all property owners 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. Please note that additional requirements apply for certain permit types (SEC-h, GH, etc.). 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.

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 and follow the steps in “Type II or III Application” under “Submit Comment Requests.” 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 pp. 3 - 4 of these notes.	X	
3.	<p>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:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Boundaries, dimensions, address, and size of the subject parcel; <input type="checkbox"/> Date, north arrow, scale; <input type="checkbox"/> Location of watercourses or drainage features on or near the property. <input type="checkbox"/> 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; <input type="checkbox"/> Location of the existing well and septic system (tank, drainfield & replacement field) and storm water system (existing and/or proposed); <input type="checkbox"/> Contour lines and topographic features such as ravines or ridges; <input type="checkbox"/> Proposed fill, grading, site contouring or other landform changes; <input type="checkbox"/> 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; <input type="checkbox"/> Location and width of existing and proposed driveways, and service corridors; <input type="checkbox"/> Location of abutting public right-of-way with distances from the right-of-way line to the centerline of the adjoining road; and <input type="checkbox"/> Location and width of existing, proposed, and/or altered access points/driveway cuts to the property. 	X	
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.	Lot of Record status: Submit the most recent deed on the subject property	X	
7.	Stormwater Drainage Control Certificate, calculations and site plan reviewed and signed by an Oregon Registered Professional Engineer	X	

8.	Septic Review Certification Form , site plan, and supplemental materials signed by the County Sanitarian	X	
9.	Fire Service Agency Review Form , site plan, and supplemental materials signed by the Fire Official	X	
10.	Oregon Department of Transportation (ODOT) Letter/Permit authorizing the location and size of the driveway access point and specifying if a roadway dedication is needed. Please contact ODOT Region 1 Development Review Team at ODOT_R1_DevRev@odot.oregon.gov .	X	
11.	Certification of Water Service form	X	
12.	Design Review Plan showing the elements required in MCC 39.8025 showing how your proposal meets the standards of MCC 39.8040 and MCC 39.8045	X	
13.	Significant Wildlife Habitats (SEC-h) Information and Analysis with required materials found in MCC 39.5540(B), meeting the requirements of MCC 39.5540(C) with a Mitigation Plan that will satisfy the standards in MCC 39.5540(D).	X	
14.	Significant Streams (SEC-s) Information and Analysis with required materials found in MCC 39.5590(B) that satisfy the standards in MCC 39.5590(C) and meet the Mitigation requirements in MCC 39.5590(D).	X	
15.	Significant Scenic Views (SEC-v) Information and Samples with required materials found in MCC 39.5570(B) and will satisfy the standards in MCC 39.5570(C).	X	
16.	Off-Street Parking, Loading and Circulation Plan meeting the requirements of MCC 39.6515 and showing the 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		Required	Included
17.	Completed Application Form: signed by all property owners and the applicant along with the required fee(s).	X	
18.	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).	X	

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 Izze Liu via email at isabella.liu@multco.us with any questions regarding these notes. If they are out, they will respond as soon as they are able when they return.