

CASE STATUS LETTER

Land Use Planning Division



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

October 25, 2024

Kim Hancock
11675 SW 66th Ave
Tigard, OR 97223

RE: Application for a Lot of Record Determination, Accessory Use Determination, Minimal Impact Project Permit, and Variance (Case #T3-2024-0006)

Dear Applicant:

Thank you for submitting the land use application for the property located at **19114 NW Sauvie Island, Portland**. As is common with applications subject to multiple approval criteria, additional information is needed to process your application. At this time, your application has been deemed **Incomplete** as of October 25, 2024.

Information and Materials Requested:

1. Revise Narrative

- a. In the submitted narrative, it was stated that the property has a unique size, shape and location. Staff finds that the applicant's response is not sufficient in demonstrating that the size, shape and location of the property prevented the siting of the accessory building in another area of the 2.1 acre property where all required setbacks could have been met. Please clarify the specific circumstance or condition that applies to the subject property or to the intended use that does not apply to other properties in the area or base zone. In addition, explain how these circumstances may have influenced the siting of the accessory building in its current location. If MCC 39.8215(A)(1) is not the appropriate reason for the variance request, please provide a response to one of the other circumstances/conditions that may relate to the subject property which are listed under MCC 39.8215(A)(2) through (6).
- b. Provide a response to MCC 39.8215(C). Please explain what the specific difficulty or unnecessary hardship was that required the siting of the accessory building in its current location rather than a location that would have allowed the building to meet all of the required setbacks. This criterion is not related to the potential difficulties or hardships associated with remedying a code violation.
- c. Provide a response to MCC 39.8215(E). Explain how the requested variance is the minimum necessary variation that would alleviate the specific difficulty that was explained in your response under MCC 39.8215(C).

2. Accessory Building Features

- a. The modified accessory building does not meet the standards of MCC 39.4310(F)(3) and (4). The modified accessory building will contain a bathroom with a sink as well as another sink in the office area. Provide a response to MCC 39.4315(H)(6) addressing these building features. Please explain why a second sink is necessary for the office use.

i. Provide a revised floor plan if any features are modified.

3. Ground Disturbance

- a. Provide the total square footage of ground surface area that was disturbed to construct the accessory building.
- b. Provide the total cubic yards of fill that was brought on site to construct the accessory building (if applicable).

You can elect to provide this missing information by **March 26, 2025**. We recommend you provide the additional information within the 180-day period, because without it, we may not be able to approve the application.

Once you gather all the requested information, you will need to submit all items at once to the Permit Portal, rather than trickling information in as you receive it. This avoids confusion as to whether you intend to submit additional information and allows us to act on your application more quickly. If you are unable to make your application complete within the 180-day period, we will close your application, return a copy of your materials, and you forfeit your application fees [MCC 39.1135(B)].

The attached 'Applicant's Response' form needs to be returned to me via email by **November 24, 2024**. Please contact me at isabella.liu@multco.us if you have any questions.

Sincerely,



Izze Liu
Planner

cc: File

Enclosure: Applicant's Response

APPLICANT'S RESPONSE

Land Use Planning Division



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Application #: T3-2024-0006

Case Planner: Izze Liu

Return by November 24, 2024

☐ **I intend** to provide the additional information identified in the attached letter from Multnomah County Planning with the 180-day period. I understand that if I do not make my application complete by **March 26, 2025** my application will be closed and I will forfeit my application fees.

☐ **I decline** to provide the additional information identified in the attached letter from Multnomah County Planning and deem my application complete. I understand that my application will be processed with the supplied information. I am aware that failure to meet the applicable code requirements is grounds for denial of my application.

Signed and Acknowledged (Applicant)

Printed Name (Applicant)

Date