

September 10, 2021

Matt Alexander
Lower Columbia Engineering
58640 McNulty Way
St. Helens, OR 97051

RE: Application for Community Service Conditional Use permit, Significant Environmental Concern permit, and Design Review (Case #T3-2021-14962)

Dear Applicant:

Thank you for submitting the land use application for the property located at **31520 E. Woodard Road, Troutdale**. As is common with applications subject to multiple approval criteria, I have identified additional information needed in order to process your application. At this time, your application has been deemed **Incomplete** as of **September 14, 2021**.

Information and Materials Requested:

1. Variance: Your narrative indicates that your proposal includes a Variance to the yard setbacks. Please revise your General Application form to include a Variance request. You will also need to pay the Variance deposit fee of \$3,684 (**Please note that additional charges may be due at the end of the review process if your deposit does not cover the total review cost**). Staff can send you a digital invoice for the additional fees upon receipt of the revised General Application form.
2. Floor Plans: Your application materials include a floor plan for the main building. Please provide floor plans and elevations drawings for the other existing buildings proposed to remain on the subject property. We need this information to determine the extent and scope of the proposed use(s) and demonstrate compliance with the applicable approval criteria for this application.
3. Number of Students: Your narrative indicates the proposal is for a maximum of 250 students. However, in the Septic Review Certification (your 'Exhibit J') the County sanitarian limits the occupancy to 150 students and 25 staff. Please amend your application materials so that your proposal aligns with the occupancy limits noted by the County sanitarian. Please also ensure that your materials reflect the additional sanitarian limitations of "No showers, gymnasium, or cafeteria". Please consult with the County sanitarian if you need to clarify any of the noted restrictions. [MCC 39.7515]
4. Significant Environmental Concern (SEC): Your proposal includes existing chain link fencing and new chain link fencing. Please provide further details on the fencing material (i.e. galvanized? matte finish?). You will also need to provide further detail in your narrative regarding how the chain link fencing is compatible with areas of SEC. If you are unable to

demonstrate the proposed materials are compatible with areas of SEC, you will need to propose an alternative fencing material for the site. [MCC 39.5540(L)]

5. Transportation Planning Review: Please provide a Transportation Planning Review form or memo from the County Right-of-way office regarding your proposal. [MCC 39.4375]

You can elect to provide this missing information by **February 12, 2022**. Please complete and sign the attached 'Applicant Response' form and return it to my attention no later than **October 9, 2021**.

We recommend you elect to provide the additional information within the 180-day time period, because without it, we may not be able to approve the application. Once you have gathered all of the requested information and materials, you will need to submit all items in **one (1) packet**. Upon receipt of your packet, I will conduct a new completeness review of your application. If you are unable to make your application complete within the 180 days, we will close your application and return a copy of your materials.

Please contact me via email at chris.liu@multco.us if you have any questions.

Sincerely,

Chris Liu

Chris Liu
Planner

Enclosure:
Applicant's Response

cc: File
Applicant via email

Application #: T3-2021-14962
Case Planner: Chris Liu

APPLICANT'S RESPONSE
(Return by **October 09, 2021**)

- I intend** to provide the additional information identified in the attached letter from Multnomah County Planning within 180 days. I understand that if I do not make my application complete by **February 12, 2022** 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 I am deeming 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