

PRE-FILING MEETING SUMMARY NOTES

Land Use Planning Division



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Meeting #: PF-2025-0032 **Contact:** Trajan Smith

Location: 14443 NW Charlton Rd, Portland **Property ID #** R324934

Map, Tax lot: 2N1W16C-01200 **Alt. Acct. #** R971160070

Zoning: Multiple Use Agriculture – 20 (MUA-20) **Overlays:** None

Proposal: Installation of a proposed 150-ft tall monofir wireless communication facility.

INTRODUCTION

The comments provided in this summary are based on the preliminary project description provided in the application materials. While every effort has been made to identify all related standards and issues, additional issues may arise and other standards not listed may become applicable as more information becomes available. Notwithstanding any representations by County staff at a pre-file meeting, staff is not authorized to waive any requirements of the County Code. 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 / MCC 38.0570]

These notes are valid for a period of six months from the date of the meeting unless the County adopts new code language. The approval criteria and standards, which control the County's review and decision on a complete application, are those, which were in effect on the date the application was first submitted. [MCC 39.1120(D) & MCC 39.1135(E)]

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**

Zoning Requirements	Code Section	Fees ¹
Multiple Use Agriculture – 20 (MUA-20) Zone	<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 <i>MUA-20 Zone:</i> MCC 39.4315(F) Review Use, Wireless Communication Facilities using Concealment Technology MCC 39.4325(C), (E), (G), (I), & (J) Dimensional Requirements and Standards	N/A

Required Land Use Permits (Type II Process²)	Code Sections	Fees¹
Lot of Record Verification	MCC 39.3005 Lot of Record – Generally MCC 39.3080 Lot of Record – MUA-20	\$1,754
Planning Director's Decision (Wireless Comm. Facility)	MCC 39.7710(B) Review Procedures Distinguished MCC 39.7715 Definitions MCC 39.7725 General Requirements MCC 39.7735(B) Application Submittal Requirements MCC 39.7740(A), (B)(1)(b), (B)(2), (B)(3) – (B)(11) Approval Criteria for Lands Not Zoned Exclusive Farm Use (EFU)	\$4,475 Deposit
Design Review	MCC 39.7725(E) Design Review required for all WCF MCC 39.8010 Design Review Plan Approval Required MCC 39.8020(B) Application of Regulations MCC 39.8040(A)(1)(a) & (1)(c), (4) & (7)	\$1,412 ⁴
Notice Fee ³		\$491
Development Codes (Type I Process²)	Code Sections	Fees¹
Ground Disturbance Standards	MCC 39.6210 Permits Required	
	MCC 39.6220 Minimal Impact Project Permit - or -	\$117
	MCC 39.6225 Erosion and Sediment Control Permit	\$1,214
	MCC 39.6235 Stormwater Drainage Control	\$117
Erosion Control Inspection		\$444
Address Assignment	MCC 39.9905 through MCC 39.9985	\$678
Zoning Plan Review		
Condition of Approval Verification (Final Design Review)	If there are a significant number of conditions or final design review is required.	\$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 One notice fee is collected for each General Application Form submitted

⁴ If Design Review is applied for separate from Planning Director's Decision application. Included in deposit, if consolidated.

KEY ISSUES: LAND USE

1. In order 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.
2. The subject property is zoned Multiple Use Agriculture – 20 (MUA-20). The zone allows through a review use (Planning Director's Decision) for a Wireless Communication Facility that uses concealment technology (Monofir). There are no environmental overlays on the subject property.

3. If 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.
4. 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.

PLANNING DIRECTOR'S DECISION: (TYPE II – LAND USE PERMIT)

5. The proposed plans show the use of concealment technology (monofir) on a wireless communication facility (WCF). A Planning Director's Decision is required for a WCF using concealment technology. A Planning Director's Decision is a Type II decision [MCC 39.1105].
6. No more than one ground mount tower may be allowed per subject property [MCC 39.7725(B)] The application for a wireless communication facility (WCF) shall include documentation that a licensed carrier has agreed to located on the tower. No spec towers are permitted in the unincorporated county. [MCC 39.7725(C)]
7. The WCF approval is good for two years. By the end of the 2 year period the tower must be placed into service. No extensions may be granted. [MCC 39.7725(H)] If the tower is not completed within this time period, a new WCF application will be required.
8. The application submittal requirements for construction of a new tower can be found at MCC 39.7735(B)(1) through (16) and requires:
 - a. An accurate and to-scale site plan;
 - b. A visual study containing a graphic simulation showing the appearance of the proposed tower and related improvements from at least 5 points.
 - c. A report/analysis from a licensed professional engineer documenting the following:
 - (1) The reasons why the WCF must be located at the proposed site (service demands, topography, dropped coverage, etc.)
 - (2) The reason why the WCF must be constructed at the proposed height;
 - (3) Verification of good faith efforts made to locate or design the proposed WCF to qualify for an expedited review process. To this end, if an existing structure approved for co-location is within the area recommended by the engineer's report, the reason for not co-locating shall be provided;
 - (4) Tower height and design, including technical, engineering, economic, and other pertinent factors governing selection of the proposed design such as, but not limited to, an explanation for the failure to employ concealment technology if applicable;

- (5) Total anticipated capacity of the structure, including number and types of antennas which can be accommodated;
 - (6) Evidence of structural integrity of the tower structure as required by the Building Official;
 - (7) Failure characteristics of the tower; and
 - (8) Ice hazards and mitigation measures which can be employed.
- d. Documentation demonstrating compliance with non-ionizing electromagnetic radiation (NIER) emissions standards set forth by the Federal Communications Commission as outlined in A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance or a subsequent FCC publication delineating required radio frequency performance standards.
 - e. A signed agreement, stating that the applicant will allow co-location with other users, provided all safety, structural, and technological requirements are met. This agreement shall also state that any future owners or operators will allow co-location on the tower.
 - f. A statement documenting a binding commitment to lease or option to lease an antenna mount upon the proposed tower by a service provider.
 - g. A landscape plan drawn to scale showing the proposed and existing landscaping, including type, spacing, and size.
 - h. Plans showing the connection to utilities/right-of-way cuts required, ownership of utilities and easements required.
 - i. Documents demonstrating that any necessary easements have been obtained.
 - j. Plans showing how vehicle access will be provided.
 - k. Signature of the property owner(s) on the application form or a statement from the property owner(s) granting authorization to proceed with building permit and land use processes.
 - l. Documentation that the ancillary facilities will not produce sound levels in excess of those standards specified below in the Approval Criteria for lands not zoned Exclusive Farm Use.
 - m. A map of the county showing the approximate geographic limits of the "cell" to be created by the facility. This map shall include the same information for all other facilities owned or operated by the applicant within the county, or extending within the county from a distant location, and any existing detached WCF of another provider within 1,000 feet of the proposed site.
 - n. Documentation demonstrating that the FAA has reviewed and approved the proposal, and the Oregon Aeronautics Division has reviewed the proposal.
 - o. Full response to the Approval Criteria for lands not zoned Exclusive Farm Use specified below as applicable.
9. To be approved all applications for a wireless communications facility (WCF) shall demonstrate compliance with the approval criteria listed in MCC 39.7740(A) & (B). These include:
- a. Radiofrequency Standards. The applicant shall comply with all applicable FCC RF emissions standards (FCC Guidelines). [MCC 39.7740(A)(2)]
 - b. Noise. Noise levels shall not exceed 5 dBA above ambient levels or 55 dBA Sound Pressure Level (SPL), whichever is greater, on adjacent properties. Operation of a back-up generator in the event of power failure or the testing of a back-up generator between 8 AM

and 8 PM are exempt from this standard. No testing of back-up power generators shall occur between the hours of 8 PM and 8 AM. [MCC 39.7740(A)(3)]

- c. The facility shall comply with ground disturbing activities regulations of MCC 39.6200 through 39.6235 when applicable; [MCC 39.7740(A)(4)(b)]
- d. Alteration or disturbance of native vegetation and topography shall be minimized. [MCC 39.7740(A)(4)(d)]
- e. Location. WCFs shall be located so as to minimize their visibility and the number of distinct facilities. The ranking of siting preferences is as follows: first, co-location upon an existing tower or existing structure; second, use of concealment technology; and third, a vegetatively, topographically, or structurally screened monopole. As part of the application materials, the applicant must demonstrate that it is not feasible to co-locate the antenna(s) on an existing structure or tower, the WCF shall be designed so as to be camouflaged to the greatest extent possible, including but not limited to: concealment technology, use of compatible building materials and colors. [MCC 39.7740(B)(1) & (B)(1)(b)1.]
- f. Height. Notwithstanding the maximum structure height requirements of each base zone, wireless communications facilities shall comply with the following requirements:
 - (1) Ground mounted facilities. The maximum height of a tower shall be 120 feet, unless:
 - i. The tower and facility uses concealment technology; or
 - ii. It is demonstrated by an engineer that a greater height is required to provide the necessary service.
 - (2) Building or other structure mounted WCF shall not project more than ten additional feet above the highest point on the existing building or structure. [MCC 39.7740(B)(2)]
- g. Setback/Yard. All ground mounted towers shall be setback from any property line a minimum distance equal to the total height of the tower. A WCF setback and yard requirement to a property line may be reduced as much as fifty percent (50%) of the proposed tower height when it is found that the reduction will allow the integration of a WCF into an existing or proposed structure such as a light standard, power line support device, or similar structure or if the approval authority finds that visual subordination may be achieved.
 - (1) A reduction of the setback/yard requirement below fifty percent (50%) may be authorized subject to the variance approval criteria, variance classification.
- h. All equipment shelters shall be set back from property lines according to the required yard of the zone. These are:

Front	Side	Street Side	Rear
30-ft	10-ft	30-ft	30-ft

[MCC 39.7740(B)(3)]

- i. Storage. Wireless communications storage facilities (i.e., vaults, equipment rooms, utilities, and equipment cabinets or enclosures) shall be constructed of non-reflective materials (exterior surfaces only). The placement of equipment in underground vaults is encouraged. Wireless communications storage facilities shall be no taller than one story (fifteen feet) in height and shall be treated to look like a building or facility typically found in the area. [MCC 39.7740(B)(4)]

- j. Color and materials. All buildings, poles, towers, antenna supports, antennas, and other components of each wireless communications site shall initially be colored with "flat" muted tones. The color selected shall be one that in the opinion of the approval authority minimizes visibility of the WCF to the greatest extent feasible. [MCC 39.7740(B)(5)]
- k. Fences. A sight obscuring fence shall be installed and maintained around the perimeter of the lease area of a ground mounted facility not employing concealment technology. The sight-obscuring fence shall surround the tower and the equipment shelter. Chain link fences shall be painted or coated with a non-reflective color. [MCC 39.7740(B)(6)]
- l. Security. In the event a fence is required, WCFs shall insure that sufficient anti-climbing measures have been incorporated into the facility, as needed, to reduce potential for trespass and injury. [MCC 39.7740(B)(7)]
- m. Lighting. A new WCF shall only be illuminated as necessary to comply with FAA or other applicable state and federal requirements. No other exterior lighting shall be permitted on premises. [MCC 39.7740(B)(8)]
- n. Signs. The use of any portion of a tower for signs other than warning or equipment information signs is prohibited. [MCC 39.7740(B)(9)]
- o. Access driveways and parking. All access drives and parking areas shall be no longer or wider than necessary and be improved to comply with the requirements of the local Rural Fire Base zone. Existing driveways shall be used for access whenever possible. New parking areas shall whenever feasible, be shared with subsequent WCFs and/or other permitted uses. Any new parking area constructed shall consist of a durable and dustless surface capable of carrying a wheel load of 4,000 pounds and be no larger than three hundred (350) square feet. [MCC 39.7740(B)(10)]
- p. Landscape and Screening. All WCFs shall be improved in such a manner so as to maintain and enhance existing native vegetation and suitable landscaping installed to screen the base of the tower and all accessory equipment, where necessary. To this end, all of the following measures shall be implemented for all ground mounted WCFs including accessory structures.
 - (1) A landscape plan shall be submitted indicating all existing vegetation, landscaping that is to be retained within the leased area on the site, and any additional vegetation that is needed to satisfactorily screen the facility from adjacent land and public view areas. Planted vegetation shall be of the evergreen variety and placed outside of the fence. The landscape plan shall be subject to review and approval of the Design Review process. All trees, larger than four inches (4") in diameter and four and a half feet high (4 1/2') shall be identified in the landscape plan by species type, and whether it is to be retained or removed with project development;
 - (2) Existing trees and other screening vegetation in the vicinity of the facility and along the access drive and any power/telecommunication line routes involved shall be protected from damage, during the construction period. [MCC 39.7740(B)(11)]

DESIGN REVIEW (TYPE II - LAND USE PERMIT)

- 10. All WCF projects are required to go through Design Review. The application may be processed concurrently with the Planning Director's Decision for the WCF application. [MCC 39.7725(E)]
- 11. 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), [MCC 39.8026(B)].

MCC 39.8040(A)(1): (A) Approval of a final design review plan shall be based on the following criteria: (l) 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.

(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.

MCC 39.8040(A)(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.

MCC 39.8040(A)(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.

12. The materials for the Design Review application shall contain the materials listed in MCC 39.8025(A) & (B).

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:
 - a. Less than 10,000 sq. ft. of ground surface will be disturbed;
 - b. Disturbed areas are not within 200 ft. from the top of the bank of a water body;
 - c. Unsupported finished slopes will be less than 33% grade (3 Horizontal: 1 Vertical) and will not exceed four ft. in height;
 - d. Slopes before development where ground disturbance is proposed are 10% grade or less;
 - e. The ground disturbing activity will involve less than 10 cubic yards of fill and the fill will be composed of earth materials only;
 - f. 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 an Application Form, state that you are applying for an ESC permit, then submit it to Permit Portal along with the required materials listed in MCC 39.6225(A).

- (1) Your Erosion and Sediment Control plan must comply with the standards listed in MCC 39.6225(B).

- (2) 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.
- (3) The ESC application can be submitted after any Type II Land Use Permit(s) are issued, but must reflect any physical improvement or ground disturbance alterations required by the Type II approval.

ADDITIONAL REVIEWS

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.
 - **Fire Service Agency Review** – The Fire Service Agency serving your property must review your project to ensure compliance with the Oregon Fire Code.
 - **On-Site Sanitation Septic Review** – The County Sanitarian must review your proposal and verify that it meets applicable environmental quality regulations.

PREPARING YOUR APPLICATION:

1. **Application Form:** When filling out the Application Form, you must state the specific permits / reviews you are requesting at the bottom of the form. For example, “We are requesting Planning Director’s Decision and Limited Design Review for a Wireless Communication Facility with a 150-ft tall monofir tower.” In addition, all property owners must sign the form. If all the property owners will not 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 Wildlife Habitats (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 required and 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 above. Please note that additional requirements apply for certain permit types (SEC-s, 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 II 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 1 & 2 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. ☐ 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.	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 a copy of current deed for the property.	X	
7.	Stormwater Drainage Control Certificate , calculations and site plan reviewed and signed by an Oregon Registered Professional Engineer. This is needed if over 500 sq. ft. of new impervious surface is being created.	?	
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.	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	
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).	?	
2.	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 or not 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.