Pre-Application Conference

Date: December 3, 2018
To: Serah Breakstone, Dowl, SBreakstone@dowl.com
From: Jean Hester, Conference Facilitator
Jean.Hester@portlandoregon.gov, 503-823-7783

Case File: EA 18-249089
Location: 6705 SE 14TH AVE
Property ID: R134486, R330347, R330369, R330380, R330384, R330390, R330399, R330400

Proposal: A Pre-Application Conference to discuss changes to the Wilhelm Portland Memorial Funeral Home site. The applicant proposes reducing the site's Conditional Use boundary by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot 1700), which would be developed at a future date with a residential use allowed by the underlying R2/R2.5 zoning. On the remaining Conditional Use site, the applicant also proposes expanding the cemetery use by locating cemetery plots north of the existing building, as well as a new, 23-space surface parking lot. The total number of parking spaces on the site, with the expansion, would be 28 to 29. An access trail easement or tract is also proposed along the northernmost perimeter of the site to accommodate a future improved connection to nearby trails.

This conference summary report identifies the participants at the conference, provides an initial response to the issues and requirements for the proposed project with separate response from key bureau representatives. This memo identifies current land use review fee information and provides related information that may be helpful as the project moves from concept to completion.

Pre-Application Conferences are required for all major (Type III and IV procedure) land use reviews. The purpose of the conference is to inform the applicant of the substantive and procedural requirements of the Land Use Review, to identify the submittal requirements and documents this information for the applicant and all interested persons.

The information provided at the conference and included in this summary is based on the information that was submitted prior to and at the meeting and reflects regulations in effect at the time of the conference. The meeting is intended to convey information. It is not a public hearing and no land use decision is rendered at the conference. Interested persons may attend the conference and obtain copies of all the written information that is submitted and prepared for it.

You must submit your Land Use Review application within one-year of the Conference.
A. Comments from Bureau Representatives: The chart below identifies the staff who participated in the conference and/or who submitted written comments:

<table>
<thead>
<tr>
<th>Response attached</th>
<th>Bureau</th>
<th>Responsibilities</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>BDS Land Use Services</td>
<td>Review of land use review</td>
<td>Andrew Gulizia 503-823-7010</td>
</tr>
<tr>
<td>Yes</td>
<td>PBOT</td>
<td>Public Streets</td>
<td>Fabio de Freitas 503-823-4227</td>
</tr>
<tr>
<td>Yes</td>
<td>BES</td>
<td>Public sewer and stormwater connections to the public right-of-way</td>
<td>Rosa Lehman 503-823-5519</td>
</tr>
<tr>
<td>Yes</td>
<td>BDS Site Development</td>
<td>On-site stormwater disposal, septic systems, private rights-of-way, geotechnical requirements, erosion control</td>
<td>Ericka Koss 503-823-7537</td>
</tr>
<tr>
<td>Yes</td>
<td>Water Bureau</td>
<td>Connections to public water</td>
<td>Mari Moore 503-823-7364</td>
</tr>
<tr>
<td>Yes</td>
<td>Fire Bureau</td>
<td>Access grades, fire hydrants, turnarounds</td>
<td>AJ Jackson 503-823-3820</td>
</tr>
<tr>
<td>Yes</td>
<td>Urban Forestry</td>
<td>Street trees</td>
<td>Joel Smith 503-823-4523</td>
</tr>
<tr>
<td>No</td>
<td>Process Management BDS</td>
<td>Further information on Process Management Portland can be accessed at:</td>
<td>Alice Callison 503-823-3448</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="https://www.portlandoregon.gov/bds/49859">https://www.portlandoregon.gov/bds/49859</a></td>
<td></td>
</tr>
</tbody>
</table>

Please refer to the memo from Andrew Gulizia, Land Use Services, for the list of application submittal requirements for the required land use review(s). Also, the attached responses from the City bureaus identify additional requirements that are pertinent to the land use review or a later Building Permit submittal.

If you have questions about comments included in this Pre-Application Summary Report, please contact the representative identified in the respective memo. Please note that staff comments are based on the information submitted at the time of application. If you have questions regarding the proposal beyond those covered in this summary report, or if your proposal changes in scope or configuration, a new Pre-Application Conference may be required or an additional Early Assistance application may be needed to provide responses to your follow-up questions.

B. Fees

Below is an estimate of land use fees that may apply to your proposal. Fees charged will be those in effect when the Land Use Review application is submitted. When more than one Land Use
Review is requested, full fees are charged for each additional review. You may view the current Land Use Review fees at the following link: http://www.portlandonline.com/shared/cfm/image.cfm?id=67127. You may view the current Unincorporated Multnomah County Land Use Review Fees at this link: http://www.portlandonline.com/shared/cfm/image.cfm?id=67129.

<table>
<thead>
<tr>
<th>Land Use Review Type</th>
<th>Estimated Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type III Conditional Use Review</td>
<td>$12,155 + $2,849 (for each Adjustment Review)</td>
</tr>
</tbody>
</table>

During the building permit process, Permit Fees will be charged for review of your permits and Systems Development Charges (SDCs) may be assessed for new development. An online fee estimator is available on the BDS website at the following link: https://www.portlandoregon.gov/bds/59194.

C. Other Information


2. Electric Service Requirements. Information on electric service requirements for properties served by PGE can be found at the following link: https://www.portlandgeneral.com/construction/electric-service-requirements; and information on electric service requirements for properties served by Pacific Power can be found at the following links: https://www.pacificpower.net/content/dam/pacific_power/doc/Contractors_Suppliers/PP_Developer_and_New_Service_Checklist.pdf; and http://www.pacificpower.net/con/esr.html.

Please note that the service requirements included in these links may not cover all requirements associated with your project. Applicants should contact the PGE Service Coordinator at 503-736-5450 or the Pacific Power Business Center at 888-221-7070 to identify issues that are specific to your project and to coordinate electric service requirements.

3. PGE requires minimum clearances from electric wires, conductors and cables. Before building, please be aware of these clearances by calling PGE at 503-736-5450. For more information on the PGE Minimum Clearance Requirements use the following link: https://www.portlandoregon.gov/bds/article/321539.

4. Portland Housing Bureau. The Housing Bureau provides financial assistance for various development phases to both nonprofit and for-profit affordable housing developers (typically multi-dwelling rental housing). For more information, go to the following link: http://www.portlandoregon.gov/bds/article/558746.

5. Bureau of Planning and Sustainability. The Bureau of Planning and Sustainability delivers policy and programs related to green buildings, energy efficiency, renewable resources, waste reduction, and recycling. For more information on Sustainability Programs and Services in the Bureau of Planning and Sustainability go to the following link: https://www.portlandoregon.gov/bps/67121.

6. Energy Trust of Oregon. The Energy Trust of Oregon provides technical assistance and cash incentives for energy efficient design. For more information, go to the following link: https://www.energytrust.org/
7. Oregon Department of Energy. The Oregon Department of Energy Conservation Division provides information on a variety of programs to encourage energy conservation, including tax rebates and low-interest energy loans. For more information, go to the following link: http://www.oregon.gov/energy/Pages/index.aspx

Attachments:

Zoning Map
Site Plan
BDS Land Use Services Response
PBOT Response
BES Response
BDS Site Development Response
Water Bureau Response
Fire Bureau Response
Urban Forestry Response
Sign-in Sheet
BDS – Land Use Planner Response

Pre-Application Conference

Date: October 25, 2018
To: Jean Hester, Conference Facilitator
   503-823-7783, Jean.Hester@portlandoregon.gov
From: Andrew Gulizia
   503-823-7010, Andrew.Gulizia@portlandoregon.gov
File No.: EA 18-249089 PC
Location: 6705 SE 14th Ave.
Tax Account: R134486, R330347, R330369, R330380, R330384, R330390, R330399, R330400
State ID Number: 1S1E23BA 01700, 1S1E23BA 00800, 1S1E23BA 01500, 1S1E23BA 01000, 1S1E23BA 01600, 1S1E23BA 00900, 1S1E23BA 01400, 1S1E23BA 01200
Proposal: The applicant proposes reducing the site’s Conditional Use boundary by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot 1700), which would be developed at a future date with a residential use allowed by the underlying zoning. On the remaining Conditional Use site, the applicant proposes new cemetery plots north of the existing building and a new, 23-space surface parking lot. The total number of parking spaces on the site, with the expansion, would be 28 to 29. An access trail easement or tract is also proposed along the northernmost perimeter of the site to accommodate a future connection to nearby trails.

The information provided at the conference and included in this response is based on the information you provided prior to and at the conference and reflects regulations in effect at the time of the conference. This response provides information and guidance only. It is preliminary in nature and based on the information the applicant provided to BDS staff. It is neither a land use review nor a final decision regarding this project. References are to the Portland Zoning Code available online at www.portlandonline.com/zoningcode.

A. Key Issues and Requirements

The following issues and requirements have been summarized for the applicant to pay special attention to as they may impact the proposed project.

1. Conditional Use Review. A mausoleum is a Community Service use and a cemetery is a Parks and Open Areas use, two uses that require Conditional Use Review in the R5 residential zone. Per 33.815.040.B, a Type III Conditional Use Review is required for the
proposed reduction in on-site parking, the proposed reduction in the Conditional Use site area, and the proposed improvements on the remaining Conditional Use site.

The applicable Conditional Use approval criteria are listed in Zoning Code Section 33.815.105.A-E:

A. Criterion A is about the proportion of residential uses in the residential area. In your narrative response to this criterion, please discuss current and proposed activities on the subject site and inventory and discuss existing non-residential uses in the surrounding residential area. (For this criterion, please consider the “residential area” as all R-zoned properties within an approximately 400-foot radius from the site.) Please describe how the proposal in combination with other non-residential uses in the area will affect the overall residential appearance and function of the area.

Criterion A also requires addressing the intensity of the use. To address this, please describe the proposed operation in detail, including the numbers of employees, events, and visitors.

B. Criterion B is about the physical compatibility of the proposal with the surrounding residential area. For your response to criterion B.1, please discuss any impacts to the Scenic (“s”) overlay zone on the southern portion of the site.

For your response to criteria B.2-B.3, please discuss each of the relevant factors listed. As we discussed, a well-developed landscape plan, tree preservation plan, and arborist’s report will be necessary to fully address this criterion. To address this criterion, you will need to demonstrate how the removal of large, significant trees will be minimized.

C. Criterion C is about protecting livability for nearby residentially-zoned properties. Please discuss each of the factors listed in your response to this criterion.

D. Criterion D is about public services available to serve the proposal. Please address each of the factors listed.

For D.1, you can find the street designations from the Transportation Element of the Comprehensive Plan here:
http://pdx.maps.arcgis.com/apps/webappviewer/index.html?id=d1d5e545ca6f436fb119932d710ff2fb

E. Criterion E is about area plans that have been adopted by the City Council. For your response to this criterion, please discuss the proposal’s consistency with relevant statements from the Sellwood-Moreland Neighborhood Plan:

The following statements from the Sellwood-Moreland Neighborhood Plan may be relevant:

- Policy 1 (Historic Preservation), Objective 2: Recognize and conserve historic resources and structures.
- **Policy 1 (Historic Preservation), Objective 3**: Respect the character of Sellwood-Moreland by sensitively integrating new development with the historic elements of the community.

- **Policy II (Sense of Place), Objective 1**: Make neighborhood edges an integral part of the community.

- **Policy III (Community Livability), Objective 3**: Build on the potential of parks, open spaces and streets as shared public spaces to strengthen the coherence and unity of the neighborhood.

- **Policy V (The River’s Edge), Objective 1**: Strengthen and create connections between the neighborhood and the river.

- **Policy V (The River’s Edge), Objective 2**: Protect Oaks Bottom Wildlife Refuge from any development which threatens to diminish its capacity to support a variety of native species.

- **Policy XI (Residential Areas), Objective 1**: Ensure a mix of housing units to serve the needed range of types, sizes and income levels that will accommodate a socially and economically diverse neighborhood population.

- **Policy XI (Residential Areas), Objective 2**: Designate existing business areas, transportation corridors, transit stations and activity centers as the appropriate locations for concentrating higher density residential and mixed-use zones.

- **Policy XII (Environment and Greenspaces), Objective 1**: Create more opportunities for interaction with the natural environment.

- **Policy XII (Environment and Greenspaces), Objective 2**: Protect neighborhood greenspaces and preserve wildlife habitat.

- **Policy XII (Environment and Greenspaces), Objective 3**: Promote the “urban forest” in Sellwood-Moreland.

- **Policy XII (Environment and Greenspaces), Objective 4**: Strengthen the neighborhood’s natural environment by creating linkages between existing greenspaces and natural resource areas with corridors of natural plantings. (Areas might include: historic Portland Traction Company corridor, Willamette River, the north end of Oaks Bottom near Mitchell/Milwaukie, Johnson Creek, and Crystal Springs Creek.

- **Policy XIV (Community Services), Objective 2**: Retain and strengthen a mix of uses and activities – residential, commercial, employment, recreational, institutional, and social.

2. **Adjustment Review.** If the proposed improvements would not meet all applicable development standards, or if the reduction in site area would bring the site out of conformance with any development standards, Adjustment Review approval is required. (See Section C, below, for the applicable development standards.) If Adjustments are
requested, please address the Adjustment Review approval criteria in Zoning Code Section 33.805.040.A-F in your narrative.

For your response to Adjustment Review approval criterion A, please refer specifically to the purpose statement in the Zoning Code for the development standard that will not be met. The Zoning Code includes a purpose statement for each requirement or group of requirements.

3. **Lot consolidation / 15'-wide access easement or tract.** The Multnomah County Tax Assessor’s Office will consolidate multiple tax lots under the same ownership into a single tax account upon request. City approval is not required for tax lot consolidation.

If the underlying tax lots can be shown to be legal "lots of record" (as this term is defined in Zoning Code Chapter 33.910), you can propose a more formal lot consolidation with a Type Ix land use review (Zoning Code Chapter 33.675). However, this review is not generally necessary unless a proposed Property Line Adjustment would conflict with an established lot line.

Since a Property Line Adjustment cannot create a property that is less than 36 feet wide in the R5 zone (33.667.300.A and 33.610.200.D), a Land Division Review which re-plats the entire site is the only way to create a 15-foot-wide tract at the north end of the property. You could either apply for a separate, Type Ix Land Division Review before applying for Type III Conditional Use Review or include a Land Division Review in your Type III application. (While there is no opportunity to appeal a Type Ix decision, any aspect of a Type III decision can be appealed to City Council.)

If you consider applying for a Land Division Review, please review the following Zoning Code Chapters:

- Chapter 33.605
- Chapter 33.610
- Chapter 33.630
- Chapter 33.631
- Chapter 33.632
- Chapter 33.635
- Chapter 33.636
- Chapter 33.639
- Chapter 33.640
- Chapter 33.641
- Chapter 33.651
- Chapter 33.652
- Chapter 33.653
- Chapter 33.654
- Chapter 33.660
- Chapter 33.663

As we discussed, a 15-foot-wide easement can be established at any time without the need for zoning approval.
4. Phasing of improvements. At the meeting, we discussed the potential phasing of improvements. Please keep in mind that permits for development which requires Conditional Use Review must be issued within 3 years of the date the Conditional Use Review decision becomes final. Some of the improvements under consideration may not trigger Conditional Use Review – please review Zoning Code Section 33.815.040.

B. Land Use Reviews Required

The following table identifies land use reviews required for your project. Please refer to the identified code citations for additional information. Information and handouts on land use reviews are available at https://www.portlandoregon.gov/bds/37424. For information on review procedures and timelines, see the Summary of Procedure Types which can be accessed using the following link: http://www.portlandonline.com/shared/cfm/image.cfm?id=71804.

<table>
<thead>
<tr>
<th>Review Procedure</th>
<th>Land Use Review</th>
<th>Approval Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type III</td>
<td>Conditional Use Review</td>
<td>33.815.105.A-E</td>
</tr>
<tr>
<td>Type III (if requested concurrently with a Type III review)</td>
<td>Adjustment Review (if any development standards will not be met)</td>
<td>33.805.040.A-F</td>
</tr>
<tr>
<td>Type Ix or III</td>
<td>Land Division Review (if applicable – see A.4 above)</td>
<td>See A.4 above</td>
</tr>
</tbody>
</table>

C. Development Standards

- **Base Zone Development Standards**

Most of the remaining Conditional Use site west of SE 14th Ave. would be in the R5 (Single-Dwelling Residential 5,000) base zone. Proposed development in the R5-zoned area must meet the development standards of the R5 zone and existing development may not go further out of conformance with standards. Refer to Zoning Code Chapter 33.110 for standards applicable in the R5 zone. In the R5 zone, the Institutional Development Standards in 33.110.245 apply to funeral homes, mausoleums, and cemeteries, and these standards supersede other base zone standards where they conflict.

The western portion of the property is in the OS (Open Space) base zone. If any improvements are proposed in the OS-zoned area, please refer to Zoning Code Chapter 33.100. Please note any improvements in the OS-zoned area would trigger slightly different Conditional Use approval criteria than the R5-zoned portion of the site. The Conditional Use approval criteria for the OS-zoned area are in Zoning Code Section 33.815.100.

- **Overlay Zone Standards**

The R5-zoned portion of the remaining Conditional Use site is in the Alternative Design Density (“a”) overlay zone, but the standards of the “a” overlay zone are not applicable to this proposal. See Zoning Code Chapter 33.405.

Part of the site along SE Bybee Blvd. is in the Scenic (“s”) overlay zone. If any improvements are proposed in the “s” overlay zone area, please refer to Zoning Code Chapter 33.480 for applicable standards.
The OS-zoned portion of the site is in the River Natural ("n") and River Water Quality ("q") Greenway overlay zones. If any improvements are proposed within the "n" and "q" overlay zones, please refer to Zoning Code Chapter 33.440 for applicable standards. As detailed in Zoning Code Chapter 33.440, improvements within the “n” and “q” overlay zones may trigger an additional land use review (Greenway Review).

- **Parking and Loading**
  Proposed development must comply with the requirements of Zoning Code Chapter 33.266, Parking and Loading. However, required vehicle parking will be established through the Conditional Use Review.

- **Landscaping and Screening**
  Development must comply with landscaping and screening requirements in the following Zoning Code chapters:
  - Chapter 33.110, Single-Dwelling Residential Zones (Institutional Development Standards);
  - Chapter 33.248, Landscaping and Screening; and
  - Zoning Code Section 33.266.130.G for landscaping required for parking and loading areas.

- **Nonconforming Upgrades**
  Whenever proposed interior or exterior improvements to a site total more than $163,650, up to 10% of the project cost must be spent toward bringing the site into conformance with identified Zoning Code standards. Refer to Zoning Code Section 33.258.070.D.2.

- **Tree Regulations**
  The Portland Tree Code (Title 11) can be viewed at the following link: http://www.portlandoregon.gov/citycode/66002. Please review the Tree Preservation (11.50.040 and 11.60.030) and Tree Density (11.50.050) standards in the Tree Code. Please show on your site plan the location and variety of any existing trees which are 6” or larger in trunk diameter, and please show which of these trees (if any) are proposed for removal.

  At the time of building permit review, removal of non-exempt trees 36” or larger in diameter triggers a public notice and a $325/inch payment to the Tree Planting and Preservation Fund.

### D. Previous Land Use Reviews.

Conditions of approval from land use reviews from 1981 and later are generally still applicable, per 33.700.110. You can request to modify or delete prior conditions of approval with the current application, per 33.730.140. Our goal is to incorporate relevant conditions of approval into the current review and sunset the prior Conditional Use Reviews.

In your narrative, please address relevant conditions of approval from previous land use reviews and discuss the current status of compliance.

Below are the land use reviews the City of Portland has on record for the subject site:

- **LU 17-250724 CU**: 2018 Conditional Use Review approval to detach the property on the southeast corner of SE 14th Ave. and SE Glenwood St. from the Conditional Use site.
• LU 07-153821 CU: 2007 Conditional Use Review approval for a wireless communication facility.

• LU 03-177781 GW: 2003 Greenway Review approval for a revegetation project.

• LUR 96-00549 GW: 1996 Greenway Review approval for a trail improvement.

• CU 107-76: 1976 Conditional Use approval for building additions.

• CU 67-73: 1973 Conditional Use Review for a crematory use. (The final decision on this application was not found in the record.)

• CU 39-71: 1971 Conditional Use approval for additional parking.

• CU 12-71: 1971 Conditional Use approval for new signs.

• CU 011-70: 1970 Conditional Use approval for a building addition

• CU 91-68: 1968 Conditional Use approval for a mortuary use.

• CU 048-63: 1963 Conditional Use approval for a building remodel and addition.

E. Neighborhood Notification
When you apply for a Type III land use review, neighbors within 400 feet and neighborhood associations and recognized organizations within 1,000 feet of your site will receive notification of your proposal.

• The site is located within the Sellwood-Moreland neighborhood association, contact chair.landuse.smile@gmail.com.

• The site is located within the Southeast Uplift district coalition, contact Leah Fisher at 503-232-0010.

• The site is located within the Sellwood-Westmoreland business association, contact Emily Pinkstaff at emily.pinkstaff@newseasonsmarket.com

• Contact information for neighborhood associations, neighborhood district coalitions, and business associations is available at www.portlandonline.com/oni/search/.

F. Submittal Requirements for Land Use
This list identifies the materials you must submit for your application to be considered complete. For additional details see Zoning Code Section 33.730.060 available online at: http://www.portlandonline.com/shared/cfm/image.cfm?id=53468.

<table>
<thead>
<tr>
<th>Item to submit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed application form</td>
<td>Land use review application form available on-line at: <a href="http://www.portlandonline.com/shared/cfm/image.cfm?id=71783">http://www.portlandonline.com/shared/cfm/image.cfm?id=71783</a></td>
</tr>
<tr>
<td>2. Fee</td>
<td>Land use review fees available on-line at: <a href="http://www.portlandonline.com/shared/cfm/image.cfm">http://www.portlandonline.com/shared/cfm/image.cfm</a></td>
</tr>
</tbody>
</table>
### Item to submit | Details
---|---
m?id=67127

| 3. Requirements for written narrative, maps, plans, etc. | Submittal requirements in Zoning Code Section 33.730.060 available on-line at: [https://www.portlandoregon.gov/bps/article/53468](https://www.portlandoregon.gov/bps/article/53468)
Note that five copies of the written narrative addressing the applicable approval criteria will be required. |

| 4. Optional: Request for an Evidentiary Hearing and Waiver of Right to a Decision within 120 Days | Allows new facts and evidence (an “evidentiary hearing”) to be presented if your project is appealed to City Council. You must submit the request form within 21 days of submitting your land use review application.

The form is available on-line at: [http://www.portlandonline.com/shared/cfm/image.cfm?id=71827](http://www.portlandonline.com/shared/cfm/image.cfm?id=71827) |

You may submit your application in the Development Services Center, 1900 SW Fourth Avenue, First Floor, from 8:00 am to 3:00 pm, Monday through Wednesday and Friday, and from 8 am to 12 pm on Thursday.
PBOT – Development Review

Pre-Application Conference Response

Date: October 24, 2018
To: Jean Hester, Conference Facilitator
   (503) 823-7783, jean.hester@portlandoregon.gov
From: Fabio de Freitas, PBOT Development Review
       (503) 823-4227, fabio.defreitas@portlandoregon.gov
Case File: EA 18-249089
Location: 6705 SE 14th Avenue
R#: R134486, R330347, R330369, R330380, R330384, R330390, R330399, R330400
Proposal: A Pre-Application Conference to discuss changes to the Wilhelm Portland Memorial Funeral Home site. The applicant proposes reducing the site's Conditional Use boundary by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot 1700), which would be developed at a future date with a residential use allowed by the underlying R2/R2.5 zoning. On the remaining Conditional Use site, the applicant also proposes expanding the cemetery use by locating cemetery plots north of the existing building, as well as a new, 23-space surface parking lot. The total number of parking spaces on the site, with the expansion, would be 28 to 29. An access trail easement or tract is also proposed along the northernmost perimeter of the site to accommodate a future improved connection to nearby trails.

Portland Bureau of Transportation/Development Review (PBOT) staff has reviewed the Pre-application Conference materials to identify potential issues and requirements.

A. KEY ISSUES AND REQUIREMENTS

Following is a brief summary of issues and requirements that may impact your proposed project or are submittal requirements that will require time to prepare prior to submittal of the application.

1. Earlier this year, the City approved 17-250724 CU, a prior Conditional Use request to allow the Wilhelm Portland Memorial Funeral Home Mausoleum and Crematory (Wilhelm) to reduce its site size (eliminating Tax Lots 1900-2100 [SE 14th Ave between SE Glenwood and SE Bybee]). The area in question that was approved to be removed from Wilhelm’s site has been reviewed for a housing development.

As part of the approval of the above referenced Conditional Use request, much of the City’s review and analysis pertained to parking impacts in/around the subject site since the area that was removed from Wilhelm’s site was a surface parking lot that had served Wilhelm. The approval was predicated, in part, with the continued utilization of the parking lot on Tax Lot 1700/R134486 – the same lot that is the subject of this Pre-application Conference, which the applicant will propose to eliminate from the Wilhelm site with a future Conditional Use request.

The approval of 17-250724 CU, in fact, contains a condition of approval that reads:
A. “The applicant shall provide attendant-served stacked parking for up to 75 vehicles in the north parking lot when events are expected to be attended by 115 or more guests”.

2. As part of the Pre-application Conference request, the applicant identified that a new parking lot will be constructed north of the existing funeral home building and will include 23-spaces.

3. The applicant is advised that in relation to the expected Conditional Use request to eliminate the parking lot on the east side of SE 14th Ave from the site, that a new Transportation Impact Study (TIS) will be required to be submitted. The applicant is encouraged to utilize the prior consultant (Lancaster Engineering) that prepared the TIS that was associated with the prior Conditional Use request (17-250724 CU) due to the familiarity of the site and previous issues. PBOT expresses concerns related to this current proposal given that on-street parking impacts and neighborhood impacts were significant issues that had to be addressed during the course of the City’s review of 17-250724 CU – on-street parking utilization in the area was nearing capacity with respect to the supply of on-street parking spaces within the study area.

The applicant’s traffic engineer will need to propose a draft scope of work for the TIS prior to preparing the actual TIS for the Land Use Review. The applicant is referred to the following link for additional information on PBOT’s scoping process: https://www.portlandoregon.gov/transportation/74543. The final TIS will need to clearly, directly and adequately address all applicable transportation-related approval criteria and evaluation factors associated with the subject land use review. Critical to this review will be an adequate assessment of parking associated with the cemetery/mausoleum and how reducing the number of previously approved parking spaces associated with this use, will impact on-street parking supply and how it will impact the surrounding neighborhood.

B. APPROVAL CRITERIA

The applicant shall submit a written narrative adequately addressing the applicable zoning code approval criteria listed below for the required reviews:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Code and Comments</th>
<th>Code Citation &amp; Link</th>
</tr>
</thead>
</table>
| Conditional Use Review–Institutional and Other uses in R Zones, | Public services.  
1. The proposed use is in conformance with the street designations of the Transportation Element of the Comprehensive Plan;  
2. Transportation system.  
a. The transportation system is capable of supporting the proposed use in addition to the existing uses in the area. Evaluation factors include safety, street capacity, level of service, connectivity, transit availability, availability of pedestrian and bicycle networks, on-street parking impacts, access restrictions, neighborhood impacts, impacts on pedestrian, bicycle, and transit circulation. Evaluation factors may be balanced; a finding of failure in one or more factors may be acceptable if the failure is not a result of the proposed development, and any additional impacts on the system from the proposed development are mitigated; | 33.815.105.D |
b. Measures proportional to the impacts of the proposed use are proposed to mitigate on- and off-site transportation impacts. Measures may include transportation improvements to on-site circulation, public street dedication and improvement, private street improvements, intersection improvements, signal or other traffic management improvements, additional transportation and parking demand management actions, street crossing improvements, improvements to the local pedestrian and bicycle networks, and transit improvements;

c. Transportation improvements adjacent to the development and in the vicinity needed to support the development are available or will be made available when the development is complete or, if the development is phased, will be available as each phase of the development is completed;

C. GENERAL COMMENTS

1. The subject site is surrounded by three streets - SE Bybee, SE 14th Ave and SE Glenwood and are classified in the City’s Transportation System Plan as follows:

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Traffic</th>
<th>Transit</th>
<th>Bicycle</th>
<th>Pedestrian</th>
<th>Freight</th>
<th>Emergency Response</th>
<th>Street Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE Bybee</td>
<td>Neighborhood Collector</td>
<td>Transit Access</td>
<td>City Bikeway</td>
<td>City Walkway</td>
<td>Local Service</td>
<td>Major</td>
<td>Community Corridor</td>
</tr>
<tr>
<td>SE 14th Ave*</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Minor</td>
<td>Local Service</td>
</tr>
<tr>
<td>SE Glenwood</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Minor</td>
<td>Local Service</td>
</tr>
<tr>
<td>SE Claybourne</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Local Service</td>
<td>Minor</td>
<td>Local Service</td>
</tr>
</tbody>
</table>

2. According to City GIS data, the abutting r.o.w.’s are improved as follows:

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Roadway Width*/Condition</th>
<th>Pedestrian Corridor Width/Configuration*</th>
<th>ROW Width*</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE Bybee</td>
<td>36-ft wide pavement</td>
<td>4-6-2</td>
<td>60-ft</td>
</tr>
<tr>
<td>SE 14th Ave</td>
<td>~18-ft wide pavement</td>
<td>6-ft curb-tight sidewalk</td>
<td>30-ft</td>
</tr>
<tr>
<td>SE Glenwood</td>
<td>28-ft wide pavement</td>
<td>8-6-2</td>
<td>60-ft</td>
</tr>
<tr>
<td>SE Claybourne</td>
<td>28-ft wide pavement</td>
<td>9-6-1</td>
<td>60-ft</td>
</tr>
</tbody>
</table>

* This information is derived from City GIS. This evaluation is not implied to be more accurate than the sources that the information was obtained from. Based on the lack of survey information to support GIS data, this information may not be accurate.
3. The proposed project will eliminate the surface parking lot on the east side of SE 14th Ave and a new parking lot will be constructed north of the existing funeral home building and will include 23-spaces. Neither of these elements of the proposed project will trigger r.o.w. improvements or property dedication.

D. GENERAL COMMENTS

TIS Language:

A Transportation Impact Study (TIS) is also required to demonstrate that the applicable criterion is met. An analysis of the nearby transportation network is needed to determine whether the system is operating safely and at an acceptable capacity level, currently and in the future.

Please note that many intersections in the City have limited capacity and may not be able to accommodate area growth plus the proposed land use, especially in the future without significant modifications to the intersection. Under some circumstances, lack of adequate capacity (level-of-service) at an intersection can result in denial of a land use proposal. Intersections of arterials are most likely to have capacity constraints but other intersections may also. Your traffic engineer should investigate this issue well in advance of application for the land use review.

The TIS must be prepared by a licensed traffic engineer. TIS’s are complex and almost always require multiple engineering reviews to ensure that all issues are fully addressed in a technically acceptable manner. The applicant’s traffic engineer must propose a draft scope of work for the TIS prior to preparing the actual TIS for the Land Use Review. The applicant is referred to the following link for additional information on PBOT’s scoping process: https://www.portlandoregon.gov/transportation/74543

The resulting TIS must be submitted with the land use application, but to ensure it is complete, the traffic engineer should attempt to submit a draft at least one month in advance to allow for review and revisions. TIS’s first provided to the City at the time of formal application for the land use are rarely complete and often delay the land use review or result in a recommendation of denial due to insufficient information.

E. PERMIT INFORMATION

At the time of permit review (following the land use review) you should be aware of the following:

1. System Development Charges (SDCs) may be assessed for this development. The applicant can receive an estimate of the SDC amount prior to submission of Building Permits by contacting PBOT’s SDC Section at (503) 823-7002 (option 2).

2. Curb cuts and driveway construction must meet the requirements in Title 17. Title 17 driveway requirements will be enforced during the review of Building Permits.

F. SUBmittal REQUIREMENTS FOR LAND USE

This list identifies PBOT submittal requirements. Please see the Conference Summary Memo for all of the materials you must submit for your application to be considered complete.

1. Written narrative adequately addressing all transportation related approval criteria.

2. Transportation Impact Study

All submittal requirements should be submitted with the application.

Attachments: General Information/PBOT Building & Encroachment Permit Considerations
GENERAL INFORMATION

PBOT BUILDING and ENCROACHMENT PERMIT CONSIDERATION

Encroachments are based on property line locations after any required dedications are completed. If street dedication is required, the proposed development design must incorporate the location of the new property line into the project.

Vaults and Access Lids in Pedestrian Corridor

Vaults are generally not allowed in the Pedestrian Through Zone. If a vault lid is proposed in the pedestrian through zone, the owner of the vault must submit for review and approval through the PBOT Design Exception process. All vaults located in the public right-of-way (r.o.w.) will require an Encroachment Permit approval as a condition of Building Permit approval. PBOT may approve vaults in the sidewalk area with vault lids to be located in the furnishing zone. This needs to be reviewed through a Design Exception submitted by the owner of the proposed vault. This approval will require going through the Design Exception process to see if there is reason to allow the exception. Conditions may be attached to a Design Exception. Applicants should contact the utility provider as early as possible. From the perspective of managing the r.o.w., PBOT would prefer that these be placed in the street or on private property first and by exception may be located in the sidewalk area. PBOT does not desire to have metal lids in the through pedestrian zones and currently requires lift out lids that match the surrounding sidewalk material. Additionally, if approved, access lids not located in the through pedestrian zone (approved through a Design Exception review), access lids are to be lift out lids that match the surrounding sidewalk material.

Excavation and Shoring

The limits of excavation for the proposed development need to be shown. Because the proposed development and excavation are in close proximity to the r.o.w., excavation limits need to be shown in order to verify that no work is proposed within the r.o.w. which exceeds the limits of the PW Permit (if required). If the excavation layback exceeds the limits of the PW Permit, approval of a mass excavation encroachment permit will be required. Excavation information may be provided on the Grading and Erosion Control Plan sheets, or on a separate sheet. Please provide slope layback information, as well as the limits and cross sections showing the proposed excavation relative to the finished face of curb and property lines. Cross sections are to be worst case locations. Shoring designs are also preferred to be reflected in a detail drawing so that the anticipated wall height and required pile size is absolutely clear to the contractor during construction. Piling, that are located in the r.o.w., will be required to be cut off 5-feet below the curb gutter elevation, tiebacks will be required to be de-tensioned at the end of their required use.
If shoring, and structural walls which support the r.o.w. are proposed (on-site or within the r.o.w.); sufficient information on the location of proposed shoring design, calculations and a geotechnical report will be required for evaluation by the Transportation Bridges and Structures group prior to PBOT Building Permit approval, or issuance of an Encroachment Permit (if applicable). If tieback shoring is proposed, the tiebacks may not extend past the centerline of the impacted r.o.w. without providing written consent from the adjacent property owner (opposite of the proposed shoring). The applicant should be aware that all Transportation Structural reviews and reviews of encroachments into the public r.o.w. extending past the curb line (or less if warranted), will require additional review time by other Bureaus and Transportation staff, which will be necessary for Transportation approval of the Building Permit. It is recommended that the applicant’s design team provide the necessary information to PBOT at an early stage of the permit process, in an additional separate design set.

Designs and Calculations are required to be stamped by an Oregon licensed civil engineer. An additional set of shoring designs, calculations and the geo-technological report will be required for PBOT permitting to forward to the Bridges and Structures group for review. Additionally, a digital copy should also be provided.

**Below Grade Encroachments**

Vaults and other enclosed below-grade spaces may be allowed within the r.o.w. with a (Revocable) Encroachment Permit. The building section within the r.o.w. must be designed to be severable from the main building and the structural support for the building above grade must meet IBC 3202.1.1. No projections are allowed beyond the curb line. A minimum of 5-ft of clearance is required from the street gutter grade to the top of the building lid. It is the applicant’s responsibility to demonstrate that no conflict will exist with street trees, streetlights, signals, ADA ramps or any other item constructed within the r.o.w. permitted through the Public Works Permit. The applicant must also provide confirmation that the local utility providers have verified that there is no conflict with the proposed encroachment and the provider’s existing, or future, infrastructure.

**Footing Encroachments** are not allowed within eight vertical feet below the surface grade (IBC 3202.1) without an approved Revocable Permit (encroachment permit). Footings may extend up to 12-inches into the right-of-way provided that the top of footing is located no less than 8-feet below grade.

**Balcony Encroachments** are allowed by City Code and applicable IBC standards. Balconies may encroach into the public right-of-way 1-inch horizontally for each 1-inch above 96-inches (8-feet) above finished grade. The Maximum encroachment allowed is 48-inches.

**Oriel Window Encroachments** are allowed by City Code and/or applicable IBC standards as adopted by the Bureau of Planning, Bureau of Transportation and the Bureau of Development Services, or the applicant must procure an approved Revocable Permit from the Bureau of Transportation for the proposed encroachment. If the proposed encroachment exceeds the definition of being a “Minor Encroachment,” “Major Encroachment” policy approval, through City Council, will be required as a condition of this building permit approval.

**Stair and railing Encroachments** are not allowed outright within the public right-of-way per City Code and applicable IBC standards. If they are proposed in the right-of-way, either the
plans and design must be revised to meet the City and associated IBC encroachment standards, or the applicant must procure an approved Revocable Permit from the Bureau of Transportation for the proposed encroachment.

**Door and Gate Encroachments** into the Public Right-of-Way are not allowed without a Revocable Encroachment Permit to allow any such encroachments. Please be advised that it is not typically PBOT Policy to approve door swings into the ROW for new construction.

**Bike Racks** are generally encouraged, there is no encroachment permit fee for approved encroachment applications and permits. The permit is required as a means of tracking encroachment locations and assuring that the rack meets City standards for type and location.

**Loading Dock Encroachments**
Docks extending from a building face into the right-of-way are private structures which require approval as an allowed encroachment in the public right-of-way. Docks are considered accessory to private buildings and fall under ADA building regulations. Where the dock will provide through pedestrian access in lieu of a public sidewalk, the City Engineer will apply ADA requirements in order to provide a higher level of accommodation. As a condition of this building permit approval, the applicant will be required to obtain an encroachment permit from the Bureau of Transportation.

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**OTHER CONSIDERATIONS**

**If a Public Works (PW) Permit is required** as a condition of performing right-of-way improvements; stormwater management, bus stop, curb-cuts to City Standard, landscaping, location of signage, Location of utility poles and street lights, as well as other design requirements will be determined as part of the PW design review and permit process.

Designs submitted to Public Works for review must be provided by an Oregon licensed civil engineer. **Performance guarantee, contract and fees must be provided to Public Works satisfaction as a condition of PBOT’s building permit approval.**

It will be necessary for the applicant to provide a 30% PW Design to PW in order for PW to;

1) Verify the type of PW Permit that is required, a full “Level II Permit” requiring up through a 90% design review, or a “Limited PW Permit” requiring the 30% for completion of the separate permit, required for PBOT building permit approval.

2) For PW to determine the required performance guarantee (typically a bond) amount.
As stated above, **Performance guarantee, contract and fees must be provided to Public Works satisfaction as a condition of PBOT’s building permit approval.**

**Dedication and Easements:** As a condition of PBOT building permit approval for construction of development, sufficient dedication will typically be required to meet the required right-of-way standards. The limits of dedication may require the applicant providing a survey of the frontage and an acceptable PW design for comparison. Subject property.

**Utilities/Power lines:**

If the pedestrian corridor supports overhead power lines directly across from a zero setback building face and projections, the applicant is advised that they may be required to contact the appropriate utility service company to assure that the proposed design meets the requirements of for separation distances of structures and utility services.

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**CONTACT INFORMATION**

**PW Permit process:**

The PW design must be provided by an Oregon licensed civil engineer. To begin the PW process, please contact Transportation Public Works through [http://www.portlandonline.com/index.cfm?c=53147](http://www.portlandonline.com/index.cfm?c=53147)

**Dedication process:**

To start the dedication process, the applicant is required to complete and return a dedication request form to Transportation Right-of-Way Acquisition. Said form will be provided by PBOT at the time of the building permit, PBOT’s 1st review. Dedications will not be processed prior to the building permit processing. Dedications, and required easements, will be a condition of PBOT’s approval for the building permit.

**Design Exception (DE) Application and Process**

For additional information on the DE process and for an application, please go to: [http://www.portlandoregon.gov/transportation/article/207301](http://www.portlandoregon.gov/transportation/article/207301)

Scroll down to “Form Title” – “Design Exception Instructions (PBOT)” and “Design Exception Form (PBOT)” for the links to additional information and application.

**Revocable Encroachment Permit Application:**

If the proposed scope of work requires a revocable permit application for encroachments in the public right-of-way, please go to the following web site for an application, processing, and additional information:
http://www.portlandoregon.gov/transportation/encroachments
for an application, general information, cost and submittal information.

Permits from PBOT Street System/Utilities and from the Office for Community Technology are required for this installation:
Contact Ryan Mace at 503-823-7076 or at Ryan.Mace@portlandoregon.gov and Melvin Riddick at 503-823-0066 or at Melvin.Riddick@portlandoregon.gov to obtain the required permits. Advise this office when the permits have been obtained.

Other Related PBOT Building Permit Questions:
Please contact Wayne Close (503-823-7647 wayne.close@portlandoregon.gov)
Pre-Application Conference Response

Date: November 8, 2018
To: Jean Hester, Conference Facilitator
    503-823-7783, Jean.Hester@portlandoregon.gov
From: Rosa Lehman, BES Systems Development
      503-823-5519, Rosa.Lehman@portlandoregon.gov
Andre Mellott, BES Pollution Prevention Services
      503-823-7114, andre.mellott@portlandoregon.gov
Ronda Fast, BES Watershed Services

Case File: EA 18-249089
Location: 6705 SE 14TH AVE
R#: R134486, R330347, R330369, R330380, R330384, R330390, R330399, R330400
Proposal: A Pre-Application Conference to discuss changes to the Wilhelm Portland Memorial
Funeral Home site. The applicant proposes reducing the site’s Conditional Use boundary
by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot
1700), which would be developed at a future date with a residential use allowed by the
underlying R2/R2.5 zoning. On the remaining Conditional Use site, the applicant also
proposes expanding the cemetery use by locating cemetery plots north of the existing
building, as well as a new, 23-space surface parking lot. The total number of parking
spaces on the site, with the expansion, would be 28 to 29. An access trail easement or
tract is also proposed along the northernmost perimeter of the site to accommodate a
future improved connection to nearby trails.

The Bureau of Environmental Services (BES) has reviewed the Pre-Application Conference materials to
identify potential issues and requirements and provide the following comments. Some references to
Portland City Code (PCC) are included below; the applicant may also refer to the Auditor’s Office Online
Charter and Code page.

A. KEY ISSUES AND REQUIREMENTS

Following is a brief summary of issues and requirements that may impact your proposed project
or are submittal requirements that will require time to prepare prior to submittal of the application.

1. If the review is only for removing a parking area east of SE 14th from the CU boundary, no
utility plan or storm report would be necessary. However, if the scope expands and/or other
land use reviews are necessary, the applicant must submit a utility plan and likely a storm
report with the land use application.

2. City records show that there are existing nonconforming sewer laterals, which must be
addressed. Solutions to address sanitary service will depend on the lot configuration
proposed.

3. If a trail connection is proposed, stormwater management must be included in the design.

4. Landscaped areas in parking lots must be utilized as stormwater facilities where feasible if
nonconforming parking lot landscaping will be brought into conformance.
B. SANITARY SERVICE

1. Existing Sanitary Infrastructure: According to best available GIS data, the following sewer infrastructure is located in the vicinity of the project site:
   a. Public 8-inch vitrified clay combined sewer in a portion of SE 14th Avenue on the north side of this site (BES as-built #21134).
   b. Public 12-inch HDPE combined sewer in a portion of SE Glenwood Street (BES as-built #E10333).
   c. Public 8-inch vitrified clay combined sewer in a portion of SE 14th Avenue on the south side of this site (BES as-built #21097).
   d. Public 8-inch vitrified clay combined sewer in SE Bybee Blvd (BES as-built #21097).

2. Nonconforming Sewer: The City of Portland considers the following configurations to be nonconforming sewers: private "partied" sewer laterals that are joined between two or more properties before connecting to a public sewer, private sewers that cross property lines with no recorded easement, and private sewers that extend beyond the property boundary into the public right-of-way. Based on City plumbing records, the subject property has private lines in the right-of-way. New plumbing work on this site may trigger a requirement to bring the connections up to current standards. For additional information, the applicant should contact the BES Nonconforming Sewer Program (Nonconforming@portlandoregon.gov or 503-823-7869).

3. Lot Configuration: Each lot must have an individual connection to public sewer located within the frontage of the lot served. A utility plan would be required for a Lot Consolidation, Property Line Adjustment, or Land Division.
   a. Note that the proposed lot consolidation may change the potential solutions to bring the sewer into conformance by creating a larger lot with more available connection locations.
   b. If other lot configurations are being considered, it is recommended to consider sanitary service. There is not continuous sewer available in SE 14th Ave and therefore certain configurations could necessitate a public sewer extension (which would be reviewed through the Public Works Permitting process).

4. Connection Requirements: Connection to public sewers must meet the standards of the City of Portland’s Sewer and Drainage Facilities Design Manual. Any new laterals required to serve the project must be constructed to the public main at the developer’s expense during site development.

C. STORMWATER MANAGEMENT

1. Existing Stormwater Infrastructure: According to best available GIS data, the following stormwater infrastructure is located in the vicinity of the project site:
   a. There are no public storm-only sewers available to this property.
   b. Public underground injection control (UIC) systems ("sumps") infiltrate stormwater runoff from the public right-of-way. Stormwater from private development cannot be discharged to public UICs.

2. General Stormwater Management Requirements: Development and redevelopment sites that include any of the triggers listed in PCC 17.38.040 are subject to the policies and standards of PCC 17.38.035, Portland’s Stormwater Management Manual (SWMM) and Source Control Manual (SCM). Projects must comply with the current adopted version of the SWMM as of the permit application date. A fundamental evaluation factor in the SWMM is
the Stormwater Infiltration and Discharge Hierarchy (Section 1.3.1), which sets the framework that will be used to determine when a project’s stormwater runoff must be infiltrated onsite and when offsite discharge will be permitted, and the parameters that must be met for either scenario. If tested infiltration rates on a property are greater than or equal to 2 inches per hour, onsite infiltration will be required unless the site falls under a specific exemption described in Section 1.3.3 of the SWMM. Note that maximum building coverage allowed by the zoning code, including below grade development, does not exempt the applicant from stormwater requirements. Pollution reduction and flow control requirements must be met using vegetated facilities to the maximum extent feasible, though roof runoff and some paved impervious surfaces are exempt when discharging directly to a UIC (refer to Section 1.3.3 of the SWMM). The Hierarchy also includes impervious area reduction techniques (ecodrain, pervious paving and trees), which can mimic the passive treatment of pre-development conditions and help reduce the area of new development requiring stormwater management.

3. **Onsite Stormwater Management**: Stormwater runoff from this project must comply with all applicable standards of the SWMM and SCM and be conveyed to a discharge point along a route of service approved by the BES Director or the Director’s designee.

a. **Trigger**: If the only item under review is removing the parking lot on the east side of SE 14th from the CU boundary, a storm report would not be required. However, there were several other proposals discussed at the meeting, including physical improvements.

b. **Storm Report**: If the proposal expands in scope beyond the boundary change to include additional land use reviews (such as a land division) and/or 500sf or more of impervious area, a storm report would be required. In that case, with the land use/building permit application, the applicant must submit a Presumptive (SWMM Section 2.4.4) or Performance Approach (SWMM Section 2.4.5) stormwater report and a preliminary utility plan showing stormwater management facilities sized according to SWMM standards. The report must follow the outline included in Section 2.4.6 of the SWMM and be stamped by an Oregon registered engineer. Required elements of the report include:

1) Results of infiltration tests, unless a professional engineer (PE), certified engineering geologist (CEG), or registered geologist (RG) presents compelling evidence that site conditions make onsite infiltration of stormwater infeasible. The stormwater report narrative must incorporate this evidence in addressing how the project will meet the Stormwater Infiltration and Discharge Hierarchy. Infiltration testing may still be required at the discretion of BES. If testing is completed, the design team must test infiltration rates at depths that appear conducive to infiltration using field-based decisions and by referencing available soil information, geotechnical analyses and/or boring logs. To the extent feasible, proposed infiltration facilities must correspond with the location and depth of the completed infiltration testing. Indicate on a plan the approximate location of the test(s). Refer to Section 2.3.6 (page 2-220) of the SWMM for complete infiltration testing requirements. Note that some or all of this site may not be appropriate for onsite infiltration (part of the site is steeply sloped and within the Landslide Hazard Area).

2) Calculations prepared by an engineer using the **Presumptive Approach Calculator (PAC)**. If using other software under the Performance Approach, the principles of Section 2.2.3 must be followed.

3) If BES approves offsite discharge to the combined sewer, PCC 17.38 and the SWMM require stormwater discharge to be controlled so that the post-development 25-year peak flow rate is limited to the pre-development 10-year peak flow rate. The applicant must show through the Presumptive or Performance...
Approach stormwater report how flow and volume control standards that apply to the proposed discharge point will be met.

c. **Infiltration Facility Setback Requirements:** Note that infiltration facilities must be set back 5 feet from property lines and 10 feet from structures, as measured to the low point of vegetated facilities, the middle of drywells, and the edge of soakage trenches. Other required minimum setback distances that should be taken into account are summarized in Table 2-1 of the SWMM. BES will enforce these setbacks unless an alternative is allowed per the BDS Drywell Location Code Guide or is approved through the BDS plumbing code appeal process. Note that the BDS code guide may allow drywells to be located closer than 5 feet from a property line if the property line is adjacent to a right of way (including streets, alleys and public or private pedestrian tracts). The code guide also includes criteria for reducing drywell setbacks to buildings.

4. **Nonconforming Parking Lot and Landscape Requirements:** If this project will bring existing parking areas into compliance with current landscaping requirements per PCC 33.258.070, then the SWMM requires that new landscaped areas must also be utilized as vegetated stormwater facilities where feasible (refer to page 1-9 of the SWMM). The SWMM includes examples of criteria that will be considered to determine feasibility. Note that if a stormwater facility is determined feasible, the facility must be sized using the appropriate methodology from Section 2.2 of the SWMM, and should therefore be included in the required stormwater report.

5. **Trail Connection:** Stormwater management must be included in the design of any new trail connection. Note that the review process would depend on ownership (in the meeting several possibilities, including public dedication were discussed).

6. **TMDL Requirements:** The project site is located near the Willamette River, where Oregon DEQ Total Maximum Daily Load (TMDL) water quality requirements apply. The SWMM requires that applicants use pollution reduction facilities that are capable of reducing TMDL pollutants. Vegetated facilities sized according to the Simplified or Presumptive Approaches meet these requirements.

### D. DEVELOPMENT ENGINEERING (PUBLIC IMPROVEMENTS)

Contact Rod Krauter (503 823-7064, rodney.krauter@portlandoregon.gov) with questions.

1. Based on the materials submitted for the Pre-Application Conference, public stormwater management facilities that conform with the SWMM are not required. Currently, stormwater from SE 14th discharges to the existing combination sewer.

2. If the scope of work changes and a public trail connection in dedicated ROW is proposed, public stormwater management requirements will be reevaluated.

### E. SITE CONSIDERATIONS

The following information relates to specific site conditions or features that may impact the proposed project.

1. **Mitigation Plantings:** Portland’s Zoning Code (33.248) includes specific requirements for mitigation and restoration plantings, including that the plant materials must be native and selected from the Portland Plant List. BES supports this requirement for any mitigation or restoration plantings in Environmental overlay zones, and encourages native plants from the Portland Plant List for all other plantings.

2. **Mature Trees:** The site contains mature trees which are beneficial because they intercept at least 30% of precipitation that falls on the canopy, filter stormwater, help prevent erosion,
and provide shade which cools the air and stormwater runoff. Trees also increase property values and help support Portland’s adaptation to climate change. It is difficult to mitigate for the removal of mature trees as it can take decades for new trees to provide equivalent benefits. BES recommends that future development at this site include measures to preserve as many of the site’s existing trees as possible. Financial incentives for existing trees taller than 15 feet on private property may be available for ratepayers who register with Clean River Rewards, the City’s stormwater discount program. Call 503-823-1371 for more information.

3. **Nesting Birds:** BES recommends that the applicant avoid disturbance (i.e. tree removal) between the primary nesting season: April 15 – July 31. If tree removal is necessary during this time, it is recommended that the applicant have the trees slated for removal surveyed for signs of nests. If an active nest is found (one with eggs or young), it is recommended that the applicant avoid removal until the young have fledged. Information on avoiding impacts on nesting birds can be found in BES’s Terrestrial Ecology Enhancement Strategy guidance document. Additional information can be found in the City’s Resource Guide for Bird-friendly Building Design.

4. **100-Year Floodplain:** This site is located in or near the delineated 100-year floodplain. The 100-year floodplain boundary is an estimate based on the best available data. BES recommends that the applicant coordinate with BDS Site Development for related PCC Title 24 requirements that may apply to this site.

5. **Natural Resource Inventory:** If Greenway Review is required, per PCC 33.440.350, the applicant must show that the proposed development will have the least possible detrimental impact on water quality or the functional values of resource areas. Natural resources at this site were identified in the City of Portland’s Natural Resource Inventory, an inventory of locally significant riparian corridors and wildlife habitat. Specified resources and functions include the following:

   a. **Regionally Significant Riparian Corridors:** Vegetated riparian corridors provide important natural watershed functions. Tree canopy shades streams, helping to keep streams cool. Riparian vegetation helps to stabilize stream banks, capture sediment in stormwater runoff, support the water cycle and the cycling of nutrients, and provide a source of woody materials to the streams.

      1) **Microclimate and Shade:** Riparian vegetation helps lower soil, air, and stream temperatures. Stream temperature influences in-stream processes and can be a critical factor for the health and survival of aquatic organisms.

      2) **Streamflow Moderation and Flood Storage:** Stormwater runoff can cause erosion and sedimentation in rivers and streams. Vegetation intercepts, absorbs and stores rainfall before it reaches the stream channel. These areas can also help provide cool groundwater to streams during the dry season.

      3) **Water Quality:** Riparian vegetation can filter, trap and store excess nutrients such as nitrogen and phosphorus found in fertilizers, and pollutants such herbicides and industrial chemicals that are carried in surface water.

      4) **Large Wood and Channel Dynamics:** Riparian areas contribute woody debris that help to form channel features and provide in-stream cover for fish. Large in-channel wood also controls the routing of water and sediment, dissipates stream energy, protects stream banks, stabilizes streambeds, helps retain organic matter, and acts as a surface for biological activity.
5) **Organic Inputs and Food Web**: Forest ecosystems adjacent to stream corridors provide over 99 percent of the energy and carbon sources in aquatic food cycles.

6) **Wildlife Movement Corridor**: Riparian vegetation provides wildlife movement corridors and migration routes, food and forage, nesting and breeding sites, and cover.

b. **Regionally Significant Wildlife Habitat**: These resources provide important feeding, breeding and nesting habitat for native wildlife. The wildlife resources on this site provide the following functions and values:

   1) **Habitat patch size**: Larger patches of undisturbed land provide critical habitat for aquatic and terrestrial species. These large patches provide greater opportunity for foraging, breeding, and rearing to a larger number and greater diversity of species. Small patches of land that are well-connected to other patches also provide important functions for wildlife.

   2) **Interior habitat area**: Large areas of habitat protect wildlife from excessive disturbance, while the edge effect of residential development negatively affects at-risk wildlife.

   3) **Connectivity**: As cities and neighborhoods grow, the areas animals need to survive become smaller and isolated. Connections between various aquatic and terrestrial habitat types (such as rivers, streams, wetlands, forests, and meadows) are important to the survival of many wildlife species.

To protect the natural functions provided by these resources, BES recommends that the applicant minimize site disturbance that requires the removal of native trees and shrubs.

6. **Slope Information**: Development is proposed near steep slopes; therefore, BES recommends that slope stability be carefully considered in all aspects of site development. This may include strategies such as replanting disturbed areas with native plants to help stabilize soils and minimize erosion, and placing stormwater facilities in areas that will protect slope stability.

F. **SUBMITTAL REQUIREMENTS FOR LAND USE**

1. Full land use plan set, including preliminary utility plan.

2. A Presumptive/Performance approach stormwater report, as described in this memo.

3. If nonconforming upgrades are necessary under this review and the applicant proposes to bring parking lot landscaping into conformance, then BES will request that plans be submitted showing proposed new landscaped areas and the topography of the adjacent parking lots to aid BES staff in determining the feasibility of using new landscaped areas for stormwater management.

G. **PERMIT INFORMATION**

At the time of permit review the applicant should be aware of the following:

1. **Connection Fees**: Sewage system connection fees and system development charges are assessed at the time of building plan review and change every fiscal year on July 1st. For additional information on these fees, navigate [here](#) or call the BES Development Review Team at 503-823-7761.

2. **Connection Requirements**: Connection to public sewers must meet the standards of the City of Portland's [Sewer and Drainage Facilities Design Manual](#).
3. **UIC Registration:** The Oregon Department of Environmental Quality (DEQ) regulates underground injection control (UIC) facilities to protect groundwater. Drywells and soakage trenches are examples of UICs. It is the applicant’s responsibility to register all onsite UICs with DEQ, as appropriate. To learn more visit [DEQ's website](http://www.deq.state.or.us) or contact the DEQ UIC Program at 503-229-5945. The SWMM also includes general UIC information.

4. **1200-C NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) 1200 Construction (1200-C) permit is required when the development disturbance area (including street/frontage improvements) will equal or exceed one acre and there is a potential to discharge to surface waters and/or combined sewers. More information, including application materials, can be found on [DEQ's website](http://www.deq.state.or.us). An issued 1200-C permit will be required at the time of building permit review.

5. **Source Control Manual Requirements:** Design requirements from the [Source Control Manual](http://www.deq.state.or.us) (SCM) that may be pertinent to this project are briefly described as follows with the corresponding SCM section noted. BES recommends the applicant review the SCM to help recognize other requirements that may apply to this project at the time of building permit review.
   
   a. **Temporary Dewatering (Section 1.5 and PCC 17.34, PCC 17.36, & PCC 17.39):** This area is served by a public combined sewer system. Groundwater on the site is approximately 55 feet below grade surface (based on seasonally adjusted USGS data).
      1) BES evaluates requests for discharges into the city sanitary or storm systems for approval or denial. If approved, a Discharge Permit for the storm or sanitary sewer may be required.
      2) Fees are assessed for temporary construction discharges to the public sewer system - navigate [here](http://www.deq.state.or.us) for current rates and information about dewatering as it relates to construction projects. See Appendix A of the SCM for the proper dewatering forms to submit with the building permit application.
      3) Construction discharges to City UICs are prohibited.
      4) Construction discharges to private UICs (e.g., drywells or soakage trenches) must be authorized by DEQ's UIC Program.
   
   b. **Solid Waste and Recycling (SCM Section 1.6)**: Solid waste (including grease bins/drums/boxes) and recycling (plastic, paper, glass, etc.) areas require a structural cover with a paved surface beneath the receptacles, a bermmed or graded isolated area beneath the cover to protect from stormwater run-on, and a drain to the sanitary sewer within the isolated covered area.
   
   c. **Loading Docks (SCM Section 1.7)**: Loading docks (material transfer areas) must be isolated from stormwater run-on. The first 3 feet of the dock face must be isolated through grading, berms or drains, and that area must discharge to the sanitary sewer. Bay door loading areas are required to be sloped away from the outside and stormwater is to be directed away from the bay door loading area.
Site Development
Pre-application Conference Response

Date: October 23, 2018
To: Jean Hester, Conference Facilitator
503-823-7783, Jean.Hester@portlandoregon.gov
From: Ericka Koss, 503-823-7537
Case File: EA 18-249089
Location: 6705 SE 14TH AVE
R#: R134486, R330347, R330369, R330380, R330384, R330390, R330399, R330400
Proposal: A Pre-Application Conference to discuss changes to the Wilhelm Portland Memorial Funeral Home site. The applicant proposes reducing the site's Conditional Use boundary by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot 1700), which would be developed at a future date with a residential use allowed by the underlying R2/R2.5 zoning. On the remaining Conditional Use site, the applicant also proposes expanding the cemetery use by locating cemetery plots north of the existing building, as well as a new, 23-space surface parking lot. The total number of parking spaces on the site, with the expansion, would be 28 to 29. An access trail easement or tract is also proposed along the northernmost perimeter of the site to accommodate a future improved connection to nearby trails.

The Site Development Section of the Bureau of Development Services (BDS) has reviewed the pre-application conference materials to identify potential issues and requirements.

A. Geotechnical Engineering Requirements

Depending on the proposed grading, a geotechnical report may be required at the time of building permit submittal.

B. Stormwater Disposal and Treatment

The Bureau of Environmental Services will review the project for conformance to the Stormwater Management Manual. Site Development has concerns with slope setbacks for stormwater disposal on the proposed new parking area. If on site disposal of stormwater is proposed, a geotechnical report will be required. Depending on the proposal, Site Development staff may not support on site disposal of stormwater.
C. Erosion Control

Erosion prevention and sediment control requirements found in Title 10 apply to both site preparation work and development. Full compliance with the erosion control requirements of Title 10, as well as maintenance of the erosion control elements, such as silt fences on private property, storm drain inlet protection and bio bags in the public right-of-way, is the responsibility of the property owner, the developer, and the builders. An erosion control plan must be submitted at the time of plan review. Please refer to the City of Portland Erosion and Sediment Control Manual for additional information regarding erosion and sediment control requirements.
Water Bureau

Early Assistance Appointment Response

Date: October 23, 2018
To: Jean Hester, 503-823-7783. Jean.Hester@portlandoregon.gov
From: Mari Moore, 503-823-7364, Mari.Moore@portlandoregon.gov
Case File: EA 18-249089
Location: 6705 SE 14TH AVE
Property ID: R134486, R330347, R330369, R330380, R330384, R330390, R330399, R330400
Proposal: A Pre-Application Conference to discuss changes to the Wilhelm Portland Memorial Funeral Home site. The applicant proposes reducing the site’s Conditional Use boundary by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot 1700), which would be developed at a future date with a residential use allowed by the underlying R2/R2.5 zoning. On the remaining Conditional Use site, the applicant also proposes expanding the cemetery use by locating cemetery plots north of the existing building, as well as a new, 23-space surface parking lot. The total number of parking spaces on the site, with the expansion, would be 28 to 29. An access trail easement or tract is also proposed along the northernmost perimeter of the site to accommodate a future improved connection to nearby trails.

The Water Bureau has reviewed the pre-application conference materials to identify potential issues and requirements.

A. WATER AVAILABILITY

1. Water is available from the 16” main in SE 14th Avenue. The static water pressure is estimated at 56 – 70 psi.

B. OTHER CATEGORY

1. Per Title 21 water lines may not cross property lines. All tax lots must be consolidated into one tax account prior to the approval of any Application to consolidate tax lots is facilitated by the Multnomah County Tax Assessor’s Office. For additional information please contact the County at 503-988-3326.

2. If a single domestic and/or fire service is to be used to serve two or more buildings, the property owner will be required to sign a “Separate Service Agreement” prior to purchasing new services. The agreement states if the property is divided in the future, separate water domestic and/or fire service must be installed for each resulting parcel prior to approval of the land division.
3. To obtain fire flow information fill out a “Fire Flow Request Form” found at our website, http://www.portlandonline.com/water/index.cfm?c=55128&.

C. WATER CODE REQUIREMENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Code and Comments</th>
<th>Code Citation &amp; Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title 21</td>
<td>City Water Code</td>
<td>Title 21 Water</td>
</tr>
<tr>
<td>Water Main Extension – Entire job performed by BWW Crews</td>
<td>Fees for the above referenced main extension must be paid in full. To request a fee estimate for the main extension please contact Water Development Services at 503-823-7368.</td>
<td>21.12.010 Service to Property Adjacent to Water Main. 21.08.020 Distribution Main Extensions Inside City.</td>
</tr>
<tr>
<td>Water Main Extension – work performed by Developer</td>
<td>Water plans must be submitted and approved by the Water Bureau with all fees paid for the plan review, inspection and connection of the water main.</td>
<td>21.08.020 Distribution Main Extensions Inside City.</td>
</tr>
<tr>
<td>Lot Consolidation</td>
<td>Prior to purchasing new services the project lots must be consolidated into one tax lot. Tax account consolidation is a simple process and can be done at Multnomah County Records Management Division. For more information, please call 503-988-3326 or visit the below website <a href="http://web.multco.us/node/2667/#consolidations">http://web.multco.us/node/2667/#consolidations</a></td>
<td>21.12.070 Separate Service.</td>
</tr>
</tbody>
</table>

D. PERMIT INFORMATION

At the time of permit review (following the land use review) you should be aware of the following:

1. All new domestic service taps will be assessed a System Development Charge (SDC). Fee is based on meter size. Meters will be sized during the building permit process. Sizing is based on total fixture unit count for the structure, there will be no reduction in meter size based on grey water usage or the installation of low-flow fixtures. Fire lines are excluded from the SDC fee. SDC credit will be given for services that are permanently removed. SDC credit is applied towards services within the same lot and is not transferrable.

2. Fire lines are excluded from the SDC fee.
E. **SUBMITTAL REQUIREMENTS FOR LAND USE**

1. None.

1.
Fire Bureau

Pre-Application Conference Response

Date: October 24, 2018
To: Jean Hester, Conference Facilitator
    503-823-7783, Jean.Hester@portlandoregon.gov
From: AJ Jackson, 503-823-3820
    Aj.Jackson@portlandoregon.gov
Case File: EA 18-249089
Location: 6705 SE 14TH AVE
Property ID: R134486, R330347, R330369, R330380, R330384, R330390, R330399,
            R330400
Proposal: %FolderDesc%

Portland Fire & Rescue (PF&R) has reviewed the pre-application conference materials to identify potential issues and requirements regarding fire department access and water supply. No concerns have been identified at this time; final determination of compliance with applicable codes and standards will be made at the time of building permit application.

Please refer to PF&R’s access and water supply guide when preparing plans for submittal (https://www.portlandoregon.gov/citycode/article/507303). This document details PF&R’s requirements for fire department access and water supply; applicants will be expected to meet these requirements. Please identify on the plan set the location of items related to fire department access, water supply and fire protection systems – including, but not limited to – access road width, surface and carrying capacity, turning radius, location of proposed fire department connection (FDC), any existing on-site hydrants, underground fire lines, and aerial access if structure is greater than 30 feet high.

Note that available fire flow from the closest hydrants will be requested. Information on available fire flow can be obtained from the Portland Water Bureau by emailing wbfireflow@portlandoregon.gov.

Also, please identify on the plan set as “Separate Permits” any required permits for fire protection systems such as sprinklers, underground fire lines, and fire alarm systems.

Please contact AJ Jackson (503-823-3820) if you have any questions.
Urban Forestry Early Assistance Response

Date: October 24, 2018
From: Joel Smith
503-823-4523, Joel.Smith@portlandoregon.gov
Case File: EA 18-249089
Location: 6705 SE 14TH AVE
Proposal: A Pre-Application Conference to discuss changes to the Wilhelm Portland Memorial Funeral Home site. The applicant proposes reducing the site's Conditional Use boundary by removing the 51-space surface parking lot on the east side of SE 14th Avenue (Lot 1700), which would be developed at a future date with a residential use allowed by the underlying R2/R2.5 zoning. On the remaining Conditional Use site, the applicant also proposes expanding the cemetery use by locating cemetery plots north of the existing building, as well as a new, 23-space surface parking lot. The total number of parking spaces on the site, with the expansion, would be 28 to 29. An access trail easement or tract is also proposed along the northernmost perimeter of the site to accommodate a future improved connection to nearby trails.

Portland Parks, Urban Forestry staff has reviewed the Early Assistance materials to identify potential issues and requirements in accordance with Title 11, Trees. This response identifies potential issues and/or impacts on existing street and heritage trees, and trees on city-owned or managed sites, if applicable. Trees on private property are subject to development standards from the Bureau of Development Services. See planner requirements for private property trees.

Please note that there may be other applicable tree requirements in Title 33 Planning & Zoning.

A. Response Summary

The development will be subject to Urban Forestry standards and requirements during the permit review process as detailed below.

The applicant must preserve street trees per 11.60.030 Tree Protection Specifications. If the applicant wants to pursue removal, they must adequately demonstrate why the tree cannot be preserved while developing the site to City standards.

B. Tree Plan (11.50.060)

A tree plan must be submitted with each phase of review including land use reviews, building permit applications, and public works permits. The plan must include the following information for street trees:

   a. The size and location of street trees adjacent to the subject property.
   b. Trees proposed to be preserved including tree protection specifications in accordance with 11.60.030.
   c. Tree(s) proposed for removal.
   d. Tree planting plan (tree species and location(s)).
1. **Street Tree Preservation (11.50.040)**
   Based on the proposed development it appears existing street trees may be impacted. Development proposals must be configured to avoid street trees.
   If the applicant believes the tree(s) must be removed to facilitate development, the applicant must provide adequate technical analysis demonstrating why the tree cannot be preserved while developing the site to City standards.

2. **Street Tree Protection Specifications (11.60.030)**
   Tree protection is required in accordance with Title 11 Trees, Protection Methods (11.60.030). Tree protection shall follow either the Prescriptive or Performance path. Protection methods must be shown on the tree plan. If using the Performance path, the alternate tree protection plan must be prepared by an arborist who has visited the site.

3. **Street Tree Planting (11.50.060.C)**
   One street tree must be planted or retained for each full increment of 25 linear feet (11.50.060.C.1). Street trees must be planted at a minimum 2.5 caliper inches. Trees will be required to be planted through the building permit or public works permit.

   Street tree planting may be exempt under 11.50.060.B when existing above or below grade utilities prevent planting street trees or when the existing planting strip is less than 3-feet wide.

   Due to the existing condition of the right-of-way, street trees may not be required unless PBOT requires frontage improvements.
URBAN FORESTRY TREE REQUIREMENTS
Early Assistance and Land Use Review

Portland Parks & Recreation Urban Forestry staff review Early Assistance and Land Use Review materials to identify potential issues and requirements in accordance with Title 11, Trees and Title 33, Zoning Code. The purpose of these reviews is to identify potential issues and/or impacts on existing street trees, heritage trees, and trees on City-owned or managed sites (if applicable), as well as to provide adequate areas for future street tree planting on existing and proposed public streets. Trees on private property are subject to development standards from the Bureau of Development Services. See planning requirements for private property trees or call the Zoning Hotline at 503-823-7526.

Tree Plan Submittal Requirements (11.50.070)
A tree plan must be submitted with each phase of review including land use reviews, building permit applications, and public works permits. The tree plan information may be combined with other relevant plan sheets. The tree plan submittal shall include the following information:

☐ existing improvements;
☐ proposed alterations;
☐ existing street trees > 3" DBH including size and location;
☐ existing on-site trees > 6" DBH within 15' of the limits of disturbance;
☐ trees proposed for removal;
☐ tree planting proposal, including tree size, species and location; and
☐ trees to be retained and proposed tree protection measures meeting the specification in Chapter 11.60.

Any changes to an approved Tree Plan, including amending tree species must be approved by the City Forester. Please note that the City Forester may not approve revised tree planting plans based on the lack of species availability. To facilitate species availability, it is recommended that tree procurement occur approximately 6 months prior to installation.

Tree Mitigation (11.50.040.C.2)
Healthy street trees ≥ 6” DBH that are approved for removal shall be replanted with two trees in addition to trees required to be planted to meet Street Tree Planting Standards, below. When street improvements are to partially or fully unimproved streets, healthy street trees ≥12” DBH approved for removal shall be replanted with two trees, with trees planted to meet Street Tree Planting Standards credited towards meeting this requirement. Tree replacement for trees removed shall occur in the street planter strip, on site, or in the same watershed either by planting or by paying a fee in lieu of planting in accordance with table 60-1, below.

On City-owned or managed sites, healthy, non-nuisance trees ≥ 6” DBH that are approved for removal shall be replanted per the Administrative Rule for tree replacement standards, below:
Tree Replacement for Development on City Owned or Managed Sites

<table>
<thead>
<tr>
<th>Size of tree to be removed (inches in diameter)</th>
<th>Number of trees to be planted</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 and up to 12</td>
<td>Up to 2</td>
</tr>
<tr>
<td>More than 12 and up to 20</td>
<td>Up to 3</td>
</tr>
<tr>
<td>More than 20 and up to 25</td>
<td>Up to 5</td>
</tr>
<tr>
<td>More than 25</td>
<td>Up to 6</td>
</tr>
</tbody>
</table>

Street Tree Planting Standards (11.50.050)

One street tree shall be planted or retained for each full increment of 25 linear feet per side of street frontage. Planting is exempt when existing above or below grade utilities prevent planting of street trees, or if the existing design of the street will not accommodate street tree planting because the planting strip is less than 3 feet wide, there is not a planting strip, or there is insufficient space to add tree wells. Trees planted to meet street tree planting standards are credited toward mitigation requirements when street improvements are to partially or fully unimproved streets. When the required number of trees cannot be planted, a fee in lieu of planting will be required, in accordance with Table 60-1, below.

<table>
<thead>
<tr>
<th>Development Type</th>
<th>Tree Size On Site</th>
<th>Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>One and Two Family Residential</td>
<td>1.5”</td>
<td>1.5”</td>
</tr>
<tr>
<td>Multi Dwelling Residential</td>
<td>1.5”</td>
<td>2”</td>
</tr>
<tr>
<td>All others</td>
<td>1.5”</td>
<td>2.5”</td>
</tr>
</tbody>
</table>

Tree Planting Specifications

If there are fewer than 8 required trees, they may all be the same species. If there are between 8 and 24 required trees, no more than 40 percent can be of one species. If there are more than 24 required trees, no more than 24 percent can be of one species. Street tree species shall conform to the appropriate “City of Portland Approved Street Tree Planting List.” The City Forester may approve or require an alternate or unlisted species.

All required street trees shall be planted in-ground following Standard Drawing Number P-581 “Typical Street Tree installation,” except when in raised planters that are used to meet Bureau of Environmental Services storm water management requirements. Please include the Standard Drawing Number P-581 as part of the Public Works permit application. Plant materials shall be installed to current nursery industry standards and proper arboricultural practices [American National

Plant materials shall be properly supported to ensure survival.

All trees required or approved to be planted by Title 11 shall be planted or payment in lieu of planting made prior to the expiration of the permit or City’s final acceptance of the project, as applicable. However, it is encouraged that planting occur during the wet months or as per City Forester recommendations. Street tree planting may be deferred between May 1 and September 30 upon filing a performance guarantee as provided in Section 11.10.060 or other assurance deemed acceptable by the City Forester or BDS Director as applicable.

**Tree Protection Specifications (11.60.030)**

Trees to be retained shall be protected in accordance with Title 11 Trees, Protection Specifications (11.60.030.C). Tree protection shall be shown on the tree plan and include the distance from the trunk of the tree to the fence. A standard root protection zone is established as follows; a minimum of 1 foot radius (measured horizontally away from the face of the tree trunk) for each inch of tree diameter. Protection fencing shall be a minimum 6-foot high metal chain link construction fence, secured with 8-foot metal posts established at the edge of the root protection zone and permissible encroachment area.