City of Portland, Oregon
Bureau of Development Services
Land Use Services
FROM CONCEPT TO CONSTRUCTION

Dan Saltzman, Commissioner
Paul L. Scarlett, Director
Phone: (503) 823-7300
Fax: (503) 823-5630
TTY: (503) 823-6868
www.portlandoregon.gov/bds

Date: December 11, 2012

To: Interested Person

From: Dave Skilton, Land Use Services 503-823-0660
dave.skilton@portlandoregon.gov

NOTICE OF A TYPE II PROPOSAL IN YOUR NEIGHBORHOOD

Development has been proposed in your neighborhood. The proposed development requires a land use review. The proposal, review process, and information on how to respond to this notice are described below. A copy of the site plan and zoning map is attached. I am the staff person handling the case. Please call me if you have questions regarding this proposal. Please contact the applicant if you have questions regarding any future development on the site.

Because we must publish our decision within 28 days, **we need to receive your written comments by 5 p.m. on January 2, 2013**. Please mail or deliver your comments to the address at the bottom of the page, and include the Case File Number, LU 12-211692 HDZ, in your letter. It also is helpful to address your letter to me, Dave Skilton.

CASE FILE NUMBER: LU 12-211692 HDZ – BASEMENT DOOR EXPANSION

Applicant/Owner: Colleen Kelley and Steven Singleton
2928 NE 12th Avenue
Portland, OR 97212-3248

Contractor: Terrence Winningham
Winningham Construction LLC
15530 SE Francis Street
Portland, OR 97236

Representative: Steven E Singleton 503-593-1639
2928 NE 12th Avenue
Portland, OR 97212-3248

Site Address: 2928 NE 12th Avenue

Legal Description: BLOCK 82 LOT 13, IRVINGTON
Tax Account No.: R420417130
State ID No.: 1N1E26BD 02000
Quarter Section: 2731
Neighborhood: Irvington, contact Dean Gisvold at 503-284-3885.
Business District: North-Northeast Business Assoc, contact Joice Taylor at 503-445-1321.
District Coalition: Northeast Coalition of Neighborhoods, Chris Lopez at 503-823-4575.
Other Designations: Contributing resource in the Irvington Historic District, which was listed in the National Register of Historic Places on October 22, 2010.
Zoning: R5, Single Dwelling 5000, with Historic Resource protection Overlay
Case Type: HDZ, Historic Design Review

Procedure: Type II, an administrative decision with appeal to the Historic Landmarks Commission.

Proposal:
The applicant is seeking Historic Design Review approval for a proposal to enlarge an existing rear yard facing basement access door and create a below-grade stairwell to serve it. The proposal also includes completion of siding on the north side of an existing rear wing of the house. Historic Design Review is required because the proposal is for non-exempt alteration of a primary structure in a historic district.

Relevant Approval Criteria:
In order to be approved, this proposal must comply with the approval criteria of the Zoning Code (Title 33 of the Portland City Code). The relevant criteria are:

- 33.846.060 G. Other Approval Criteria

Zoning Code Section *33.700.080* states that Land Use Review applications are reviewed under the regulations in effect at the time the application was submitted, provided that the application is complete at the time of submittal, or complete within 180 days. This application was submitted on December 5, 2012 and determined to be complete on **December 7, 2012.**

Decision Making Process
The Bureau of Development Services will make a decision on this proposal.
We will consider your comments, and

- Approve the proposal.
- Approve the proposal with conditions.
- Deny the proposal.

The neighborhood association listed on the first page of this notice may take a position on this application. They may also schedule an open meeting prior to making their recommendation to the Bureau of Development Services. Please contact the person listed as the neighborhood contact to determine the time and date of this meeting.

ORS 227.178 states the City must issue a final decision on Land Use Review applications within 120-days of the application being deemed complete. The 120-day review period may be extended at the request of the applicant.

The file and all evidence on this case are available for your review by appointment only. Please call the Request Line at our office, 1900 SW Fourth Avenue, Suite 5000, phone 503-823-7617, to schedule an appointment. I can provide some information over the phone. Copies of all information in the file can be obtained for a fee equal to the cost of services. Additional information about the City of Portland, city bureaus, and a digital copy of the Portland Zoning Code is available on the internet at www.portlandonline.com.

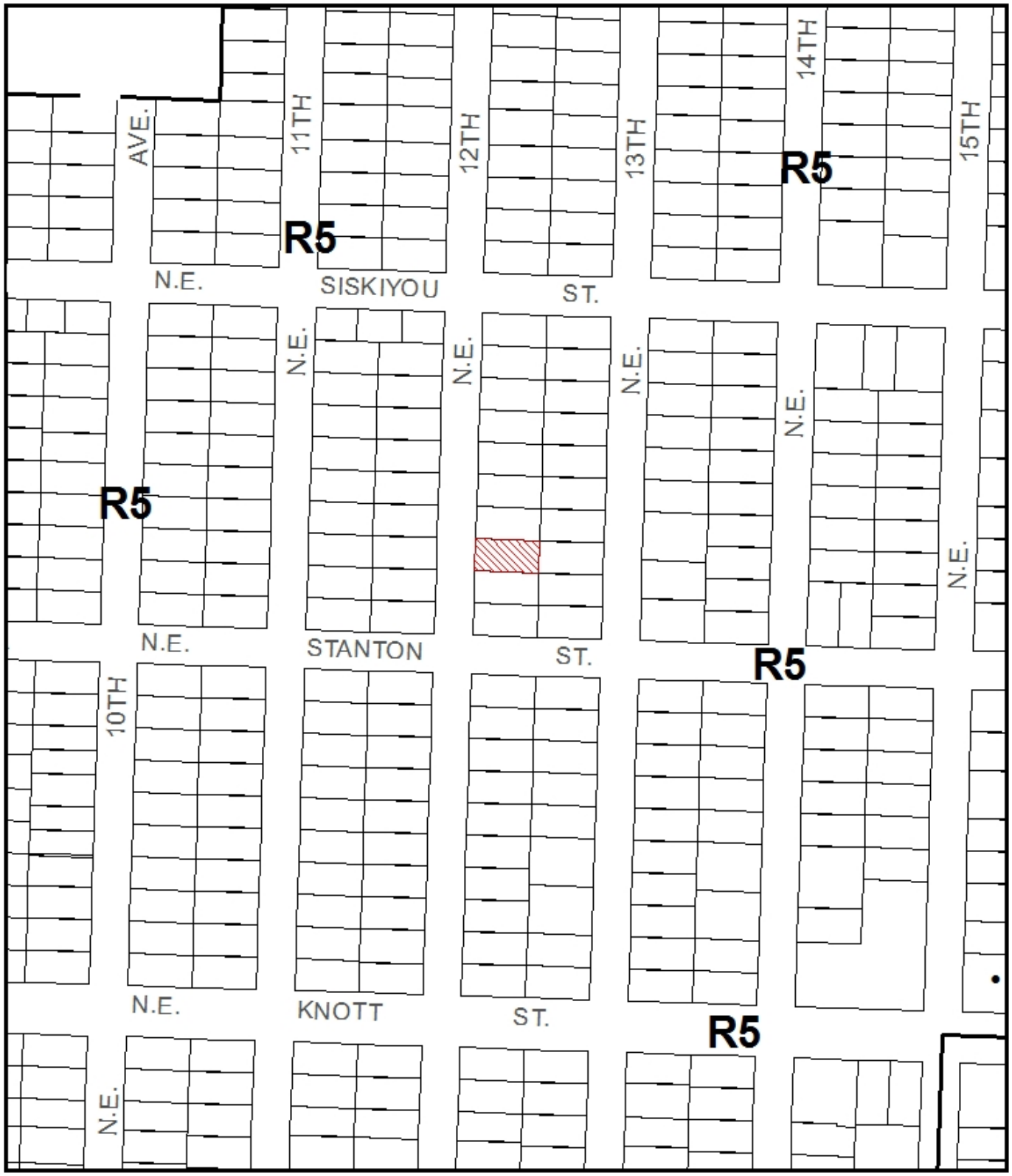
Appeal Process
If you disagree with the Bureau of Development Services administrative decision, you can appeal the decision to the Historic Landmarks Commission. This review body will hold a public hearing for the appeal. When the decision is mailed, the criteria used to make the decision and information on how to file an appeal will be included. If you do not send any comments, you can still appeal the decision. There is a 14-day deadline to file an appeal beginning on the day the decision is mailed. The reason for the appeal must be specifically defined in order for the review body to respond to the appeal. If an appeal is filed, you will be notified of the time and location of the appeal hearing.

There is a fee charged for appeals. Recognized neighborhood associations may qualify for an appeal fee waiver.

Appeal of the Final City Decision
After an appeal hearing, the review body decision may be appealed to the Oregon Land Use Board of Appeals (LUBA) at 550 Capitol St. NE, Suite 235, Salem, OR 97301. The phone number for LUBA is 1-503-373-1265. Issues that may provide the basis for an appeal to LUBA must be raised prior to the comment deadline or prior to the conclusion of the hearing if a local appeal is requested. If you do not raise an issue with enough specificity to give the Bureau of Development Services an opportunity to respond to it, that may also preclude an appeal to LUBA on that issue.

The Bureau of Development Services is committed to providing equal access to information and hearings. Please notify us no less than five business days prior to the event if you need special accommodations. Call 503-823-7300 (TTY 503-823-6868).

Enclosures:
Zoning Map
Site Plan
Proposed East (Rear) Elevation



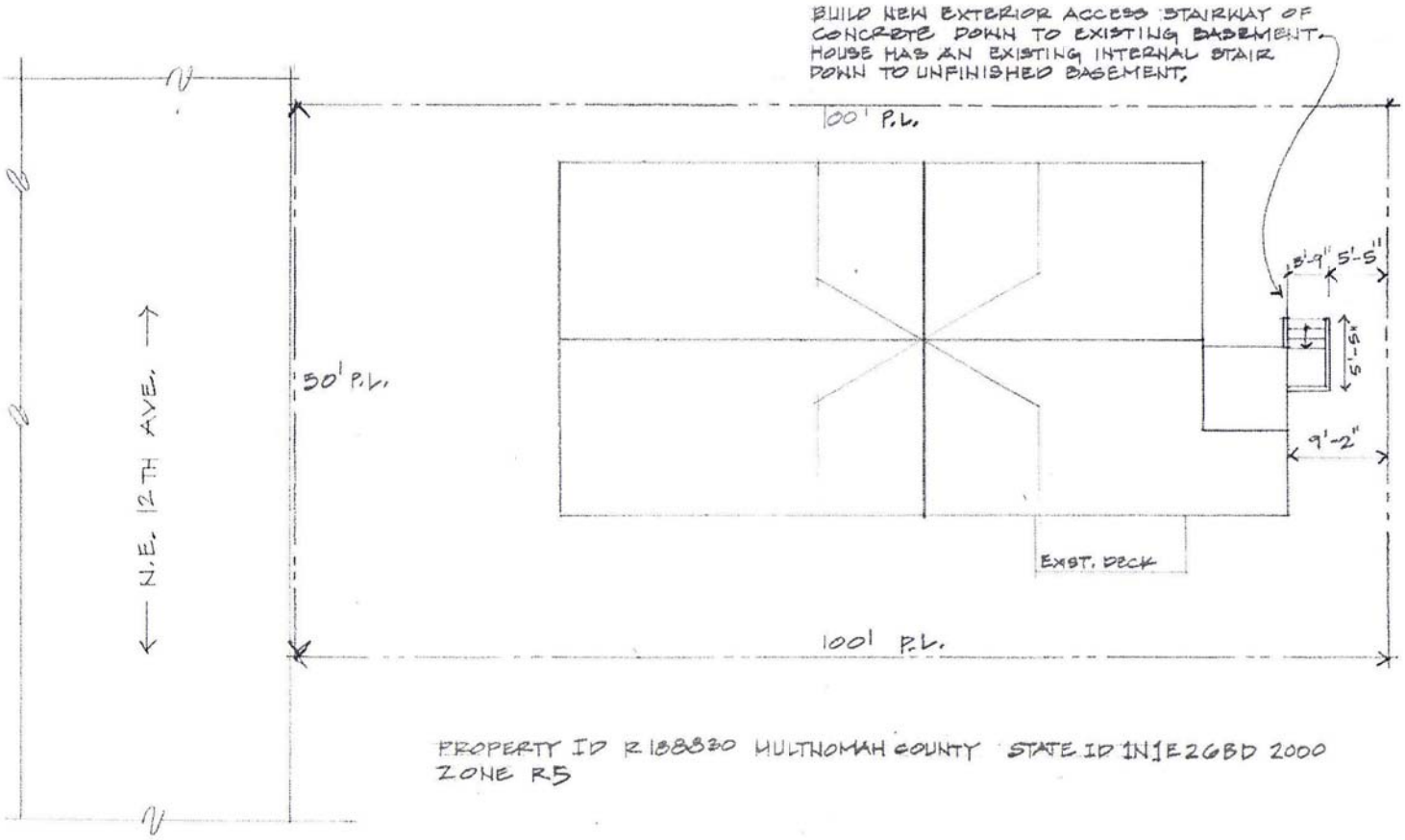
ZONING

Site

File No. LU 12-211692 HDZ
1/4 Section 2731
Scale 1 inch = 200 feet
State_Id 1N1E26BD 2000
Exhibit B (Dec 05,2012)

NORTH

This site lies within the:
IRVINGTON HISTORIC DISTICT



PROPERTY ID R188830 MULTNOMAH COUNTY STATE ID 1N1E26BD 2000
ZONE R5

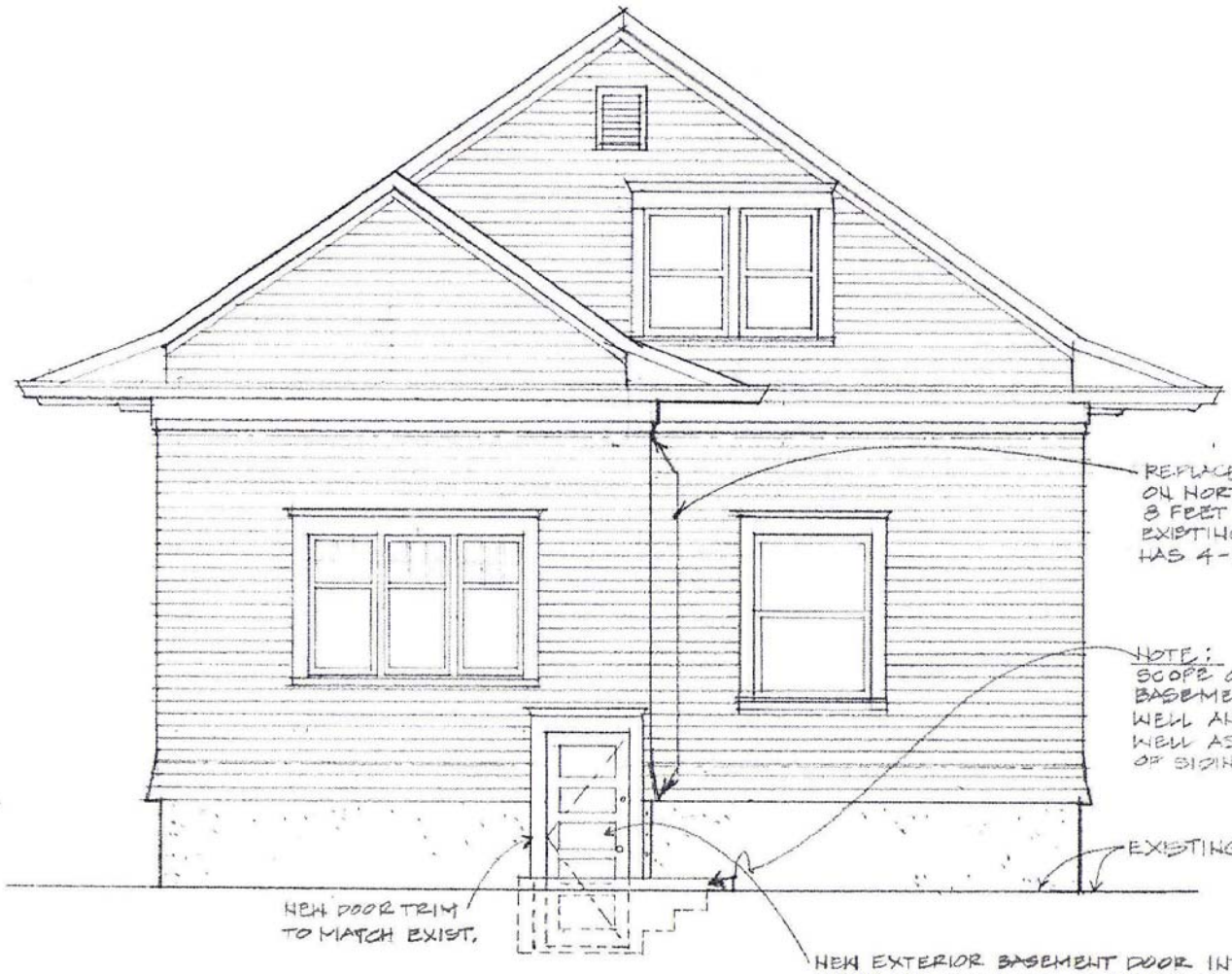
SINGLETON - KELLEY RESIDENCE 2928 N.E. 12TH AVE, PORTLAND 97212

SITE PLAN

SCALE: 3/32" = 1 FOOT

NORTH

Kelley Singleton Exterior Basement Stair Addition
alight rebecca ettlin interior design p 503-780-9625 email rebecca@alightdesign.com



EAST EXTERIOR ELEVATION
SCALE 1/4" = 1 FOOT

Kelley Singleton Exterior Basement Stair Addition

alight rebecca ettlin interior design p 503-780-9625 email rebecca@alightdesign.com