

**From:** [Castillo, Fernando](#)  
**To:** [Ted Grund](#)  
**Cc:** [Dan Gates](#); [Marty Surby](#); [Samir Mokashi](#); [Marc Vieno](#)  
**Subject:** RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request  
**Date:** Thursday, June 02, 2016 11:34:13 AM

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Hello All,

After speaking with my coworker. The drawing you submitted showed the hand rail ending at the step but a "D" like part of the rail extends into the right-of-way. Per my discussion with my coworker. The encroachment permit was approved for the 1'-6" step. The rail cannot extend beyond the step. Please redraw the rail ending at the step. Once I see that I can revise the encroachment permit showing the 1'-6" step with a rail.

Fernando Castillo  
Engineer Technician  
Bureau of Transportation  
Development Review  
1900 SW 4<sup>th</sup> Ave Suite 5000  
Portland, OR 97201  
503-823-5579

*The City of Portland complies with all non-discrimination, Civil Rights laws including Civil Rights Title VI and ADA Title II. To help ensure equal access to City programs, services and activities, the City of Portland will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities. Call 503-823-5185, TTY 503-823-6868 or Oregon Relay Service: 711 with such requests, or visit <http://bit.ly/13EWaCg>*

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**From:** Ted Grund [mailto:grund@mca-architects.com]  
**Sent:** Wednesday, June 01, 2016 3:33 PM  
**To:** Castillo, Fernando <Fernando.Castillo@portlandoregon.gov>  
**Cc:** Dan Gates <gates@mca-architects.com>; Marty Surby <msurby@velapdx.com>; Samir Mokashi <samir.mokashi@codeul.com>; Marc Vieno <marc.vieno@codeul.com>  
**Subject:** [User Approved] RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Fernando,

Thanks for the clarification regarding the door swing and step encroachments as noted in your first paragraph below. That would seem to leave us with just the handrail issue to resolve. In response to your questions, I would offer the following:

- A number of factors necessitated the step as designed, which represents the best possible

balance between historical constraints, code constraints and physical constraints.

- An additional step has already been added inside the building, lowering the entire floor of the lobby area, revising the internal stair into the lobby and reducing usable head clearance in the Basement below (already more than 2 feet less in this location due to the dropped lobby). This was accepted as a reasonable measure that did not unduly compromise the historical aspect of the lobby area. Adding two steps would have been impracticable both in terms of head height in the Basement and the configuration of the interior stair (see attached historical photo of “Ladies Reception Hall”).
- The original exterior entrance in this location actually had two steps (see attached historical photo “Ladies, Reception Hall Entrance”); again, the single step seemed a reasonable solution that would satisfy functional/code requirements without excessively compromising the historic look and proportion of the restored entrance (See attached drawing “Section & Elevation at Park Avenue”).
- There is a significant grade change along the entire Park Avenue frontage which necessitates a step regardless, due to the need meet applicable cross slope standards for the entrance landing (see attached historical photo “Park Avenue Entrances”).
- Code requires that a landing at least 44” deep, meeting strict cross slope requirements, be provided at the outside of the door, which, as an exit door, is required to swing out.
- Since the main hotel entrance (on the south side of the Building facing Alder Street) is a fully ADA accessible entrance, this entrance is not required to be accessible.

Hopefully this background information will be helpful in your further consideration of the referenced step/handrail encroachment issue and any discussion with BDS regarding this unique condition. Based upon whatever direction might come from that we will either revise the handrail design or apply for a revised encroachment permit to account for the handrail extension. Please advise whether you have had a chance to communicate with Jody Orrison regarding this matter and advise us of what direction would be most acceptable to both parties. Also, please let us know if you have further questions or if we can provide any additional information that would be helpful in further consideration of this matter.

Thanks,

Ted

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**From:** Castillo, Fernando [<mailto:Fernando.Castillo@portlandoregon.gov>]

**Sent:** Wednesday, June 01, 2016 1:56 PM

**To:** Ted Grund

**Cc:** Dan Gates; Marty Surby; Samir Mokashi; Marc Vieno

**Subject:** RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

All,

After speaking with Wayne Close; it was determined that the Encroachment permit was approved for a 12” door swing, and an 18” step. If you would like to add the hand rail it will have to be

approved by the Encroachment Committee. I do not know if the Committee will support hand rail extending beyond 12". If you would like to try and get an encroachment permit for the hand rail, please submit an encroachment permit application.(see link for encroachment permit).

I do believe that the Historic group will still have to review this permit as well as an approval from the Building Code Group.

My question is, if the entry way is being rebuilt, what is the need for the external step? Is it possible to add an extra step to the steps inside the building and have this entry way at grade with the new sidewalk? This will remove the need for the encroachment permit for the external step and rail. Also, I am just curious, if the step is not required at the door that is to the south of this step, does a significant grade change exist between the two doors? I'm just trying to get to some answers to questions that the Committee will be asking.

Thank you,

Fernando Castillo  
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Bureau of Transportation  
Development Review  
1900 SW 4<sup>th</sup> Ave Suite 5000  
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503-823-5579

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**From:** Finkle, Jeremy

**Sent:** Wednesday, June 01, 2016 10:53 AM

**To:** Ted Grund <[grund@mca-architects.com](mailto:grund@mca-architects.com)>; Castillo, Fernando <[Fernando.Castillo@portlandoregon.gov](mailto:Fernando.Castillo@portlandoregon.gov)>

**Cc:** Dan Gates <[gates@mca-architects.com](mailto:gates@mca-architects.com)>; Marty Surby <[msurby@velapdx.com](mailto:msurby@velapdx.com)>; Samir Mokashi <[samir.mokashi@codeul.com](mailto:samir.mokashi@codeul.com)>; Marc Vieno <[marc.vieno@codeul.com](mailto:marc.vieno@codeul.com)>

**Subject:** RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Ted,

It looks like I started this permit a while ago and Fernando finished it. Seeing that Fernando now handles all encroachment permits I will defer your questions to him.

Thanks,

**Jeremy Finkle, EIT**  
Bureau of Transportation  
Development Services  
1900 SW 4th Ave, Suite 5000  
Portland, OR 97201  
(503) 823-1017

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**From:** Ted Grund [<mailto:grund@mca-architects.com>]  
**Sent:** Wednesday, June 01, 2016 9:30 AM  
**To:** Finkle, Jeremy <[Jeremy.Finkle@portlandoregon.gov](mailto:Jeremy.Finkle@portlandoregon.gov)>  
**Cc:** Dan Gates <[gates@mca-architects.com](mailto:gates@mca-architects.com)>; Marty Surby <[msurby@velapdx.com](mailto:msurby@velapdx.com)>; Samir Mokashi <[samir.mokashi@codeul.com](mailto:samir.mokashi@codeul.com)>; Marc Vieno <[marc.vieno@codeul.com](mailto:marc.vieno@codeul.com)>  
**Subject:** FW: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Jeremy,

It has been some time since our last correspondence but it has come to our attention through the BDS plan check process that some of the language in the recorded comprehensive encroachment permit document is in conflict with the permit application previously approved by Kirk Krueger dated 6/12/15 (see attached) and the associated attachment (also attached herewith), regarding the width of the step. The dimension shown and noted in the attachment was, "1'-6\"", referenced in the text of the approved application as "16'" but referenced in the text of the recorded comprehensive encroachment permit as "12'". We would propose the following revision to the wording of the 3<sup>rd</sup> sentence of the paragraph beginning, "More specifically: ..." to read as follows:

**"The step will encroach by 18", with a 12" handrail extension, as required by the OSSC"**

This would reconcile the wording of the recorded Revocable Encroachment Permit with the intent of the application, as initially approved, as well as BDS review requirements.

Please advise whether the proposed revision of the wording and re-recording of the document is an acceptable solution to PBOT. Please let me know if you have any questions or need anything further from us regarding this matter. Feel free to call and discuss.

Thanks,

Ted

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**From:** Finkle, Jeremy [<mailto:Jeremy.Finkle@portlandoregon.gov>]  
**Sent:** Wednesday, June 24, 2015 12:47 PM  
**To:** Ted Grund  
**Cc:** Dan Gates; 'Marty Surby'  
**Subject:** RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Ted,

Attached is the application with Kurt Krueger's approval signature for your encroachment request. Although the encroachments on SW Park do need a permit due to the modification, the door swing on SW 9<sup>th</sup> Ave does not need an encroachment permit because the door is not being modified, not part of a complaint, not considered a nuisance, and is not being relocated. Per PBOT's encroachment policy (TRN 8.08) the door may remain in place without a permit.

Hope this will suffice as far as your reference needs.

Jeremy Finkle, EIT  
Engineering Technician  
Bureau of Transportation  
1900 SW 4th Ave. Suite 5000  
Portland, OR 97201  
503-823-1017 (Office)

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**From:** Ted Grund [<mailto:grund@mca-architects.com>]  
**Sent:** Tuesday, June 23, 2015 7:58 PM  
**To:** Finkle, Jeremy  
**Cc:** Dan Gates; 'Marty Surby'  
**Subject:** RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Jeremy,

Could you please provide copies of the approvals for our files? We also need them as reference for our supplementary Design Review submittal documentation (we would like to get that in on Wednesday 6/23/14). Let me know if you have any questions.

Thanks,

Ted

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**From:** Finkle, Jeremy [<mailto:Jeremy.Finkle@portlandoregon.gov>]  
**Sent:** Monday, June 15, 2015 11:02 AM  
**To:** Ted Grund  
**Cc:** Marty Surby; Dan Gates

**Subject:** RE: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Ted,

We have approved the encroachment request with the conditions that planters be placed at the ends of the encroaching step for ADA detection. I will draft the permit sometime early next week and send it via email with instructions on how to get the permit finalized. Let me know if you have any questions.

Regards,

Jeremy Finkle, EIT  
Engineering Technician  
Bureau of Transportation  
1900 SW 4th Ave. Suite 5000  
Portland, OR 97201  
503-823-1017 (Office)

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**From:** Ted Grund [<mailto:grund@mca-architects.com>]

**Sent:** Tuesday, June 09, 2015 4:26 PM

**To:** Finkle, Jeremy

**Cc:** Marty Surby; Dan Gates

**Subject:** FW: 14- 128 - Cornelius/Woodlark Hotel - RE: 15-180598-TR Encroachment Request

Subject: 15-180598-TR Encroachment Request  
Response to Comments on 801-809 & 813-817 SW Alder St.

Jeremy,

Thank you for the quick review and response. As you have noted, we are very constrained on the two doorways that provide exiting for the Basement level (one on 9<sup>th</sup> Ave. and one on Park Ave.) due to issues associated with existing conditions, landing locations and sizes, head clearance, etc. – see attached section drawings of these two entrance/exit locations. We feel that what has already been presented represents our “best attempt” to minimize the encroachment of these doors.

Design of the Main Entrance on Park Ave. (originally the “Ladies Reception Hall” – see attached historical photos) referenced is driven more by historic preservation issues. This building is a designated resource on the National Register of Historic Places. Attached are photos of the existing coffered ceilings with box beams at the Entry/Reception (originally the “Ladies Reception Hall”) and the adjacent Meeting Room (now Lounge/Bar and originally the Cornelius Hotel Lobby). These were the primary public spaces in the original Cornelius Hotel and are the only two significant spaces in the building with intact architectural elements suitable for preservation and restoration. The composition, detailing and layout of the ceilings and associated pilasters is important to the integrity of these spaces from a historical perspective and these elements have been identified as “character defining” for the building, with respect to its designation. Shifting the entry back substantially (approximately 1½ feet), as proposed, would compromise the layout and integrity of the Entry/Reception (originally the “Ladies Reception Hall”) – notably the still intact box beam ceiling, complicating the securing of historic tax credits and therefore the viability of the project.

From this standpoint, we would strongly object to such a significant alteration of the surviving historic interior space in order to prevent the restoration of an important historical design element of the building (the original step/entrance configuration) simply to avoid the requisite

encroachment, for which there is a still surviving precedent on the subject building (original step/entrance at hotel lobby) immediately adjacent (see attached historical photos). In addition to the existing encroachment on the Cornelius Hotel Building noted above, we have identified numerous other similar precedents in the immediate surrounding area, primarily on the Park Blocks, with multiple similar examples on Park and 9<sup>th</sup> Avenues (see also attached photos), which do not seem to be an issue. We hope that you will concur and grant this encroachment, as it is important to the proposed historic restoration and the project overall.

Please advise if you have any questions about the above or the attachments and let me know if you need anything further for your review.

Thanks,

Ted

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**From:** Marty Surby [<mailto:msurby@velapdx.com>]  
**Sent:** Friday, June 05, 2015 1:43 PM  
**To:** Ted Grund  
**Subject:** Fwd: 15-180598-TR Encroachment Request

Fyi

*Sent from my Verizon Wireless 4G LTE DROID*

----- Original Message -----

**Subject:** 15-180598-TR Encroachment Request  
**From:** "Finkle, Jeremy" <[Jeremy.Finkle@portlandoregon.gov](mailto:Jeremy.Finkle@portlandoregon.gov)>  
**To:** Marty Surby <[msurby@velapdx.com](mailto:msurby@velapdx.com)>  
**CC:**

Marty,

The encroachment committee had a chance to review your encroachment request this morning for the door swings adjacent to 801-809 & 813-817 SW Stark St. The committee has decided that they would like to see your best attempt to recess the doors so the door and landing reside on private property. We understand that it might be an issue for the door on SW 9<sup>th</sup> and the southern door on SW Park Ave due to the steps inside pinching the possibility for a code compliant landing. The Main entrance on SW Park Ave, per the plan submitted, seems to have ample room inside the building to possibly recess the door and landing in order to remove it from the right-of-way.

Please provide more documentation as to why you cannot recess the door as part of this project. In the meantime your application will remain open until further information is submitted.

Thank you,

Jeremy Finkle, EIT  
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1900 SW 4th Ave. Suite 5000  
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503-823-1017 (Office)