



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

Chloe Eudaly, Commissioner  
Rebecca Esau, Director  
Phone: (503) 823-7300  
Fax: (503) 823-5630  
TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

**Date:** March 8, 2018  
**To:** Interested Person  
**From:** Megan Sita Walker, Land Use Services  
503-823-7294/MeganSita.Walker@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 March 29, 2018**. Please mail or deliver your comments to the address at the bottom of the page, and include the Case File Number, LU 18-121612 DZ, in your letter. It also is helpful to address your letter to me, Megan Sita Walker. You can also e-mail your comments to me at my e-mail address identified above.

## **CASE FILE NUMBER: LU 18-121612 DZ – INTERNATIONAL SCHOOL PARAPET SIGNAGE**

**Applicant:** Debbie Cleek | The Bookin Group  
1140 SW 11th Ave., Ste 500  
Portland, OR 97205  
(503) 789-3211

**Owner:** Rob Timmons | International School  
025 SW Sherman St  
Portland, OR 97201  
(503) 226-2496

**Sign Contractor:** Daymond Sieler | Centerpoint Signs  
16630 SW Shaw St, Unit A  
Beaverton, OR 97078

**Site Address:** 075 SW Caruthers St (formerly 051 SW Caruthers St)

**Legal Description:** BLOCK D&G TL 1600, CARUTHERS ADD  
**Tax Account No.:** R140908560  
**State ID No.:** 1S1E03CD 01600  
**Quarter Section:** 3229

**Neighborhood:** Portland Downtown, contact Rani Boyle at 503-725-9979.  
**Business District:** None  
**District Coalition:** Neighbors West/Northwest, contact Mark Sieber at 503-823-4212.

**Plan District:** Central City - Downtown

**Zoning:** CXd – Central Commercial with Design Overlay

**Case Type:** DZ – Design Review

**Procedure:** Type II, an administrative decision with appeal to the Design Commission.

**Proposal:**

The applicant seeks Design Review approval for two (2) new signs on the south and east façades of the existing 3-story Learners’ Hall building. The subject property fronts onto SW Caruthers to the south and is part of a larger complex of adjacent sites, also owned by the International School. The Learners’ Hall building, approved by the Design Commission in 2015 (LU 14-251633 DZM) is located at the southernmost edge of the complex, and is identified in a recent long-term master plan for the International School as the first of three potential phases identifying potential campus development.

The two (2) proposed non-illuminated signs consist of individually pin-mounted aluminum letters at the parapet level of the South and East facades fronting onto SW Caruthers Street and an interior lot line, respectively. The proposed sign area for each sign is approximately 75.29 square feet.

The proposal includes non-exempt exterior alterations in the design overlay zone (d). Therefore, Design Review is required.

**Relevant Approval Criteria:**

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

- *Central City Fundamental Design Guidelines*

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 February 13, 2018 and determined to be complete on February 27, 2018.

**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](http://www.portlandonline.com).

**APPEAL PROCESS**

If you disagree with the Bureau of Development Services administrative decision, you can appeal the decision to the Design 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 775 Summer St NE, Suite 330, Salem, Oregon 97301-1283. 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).**

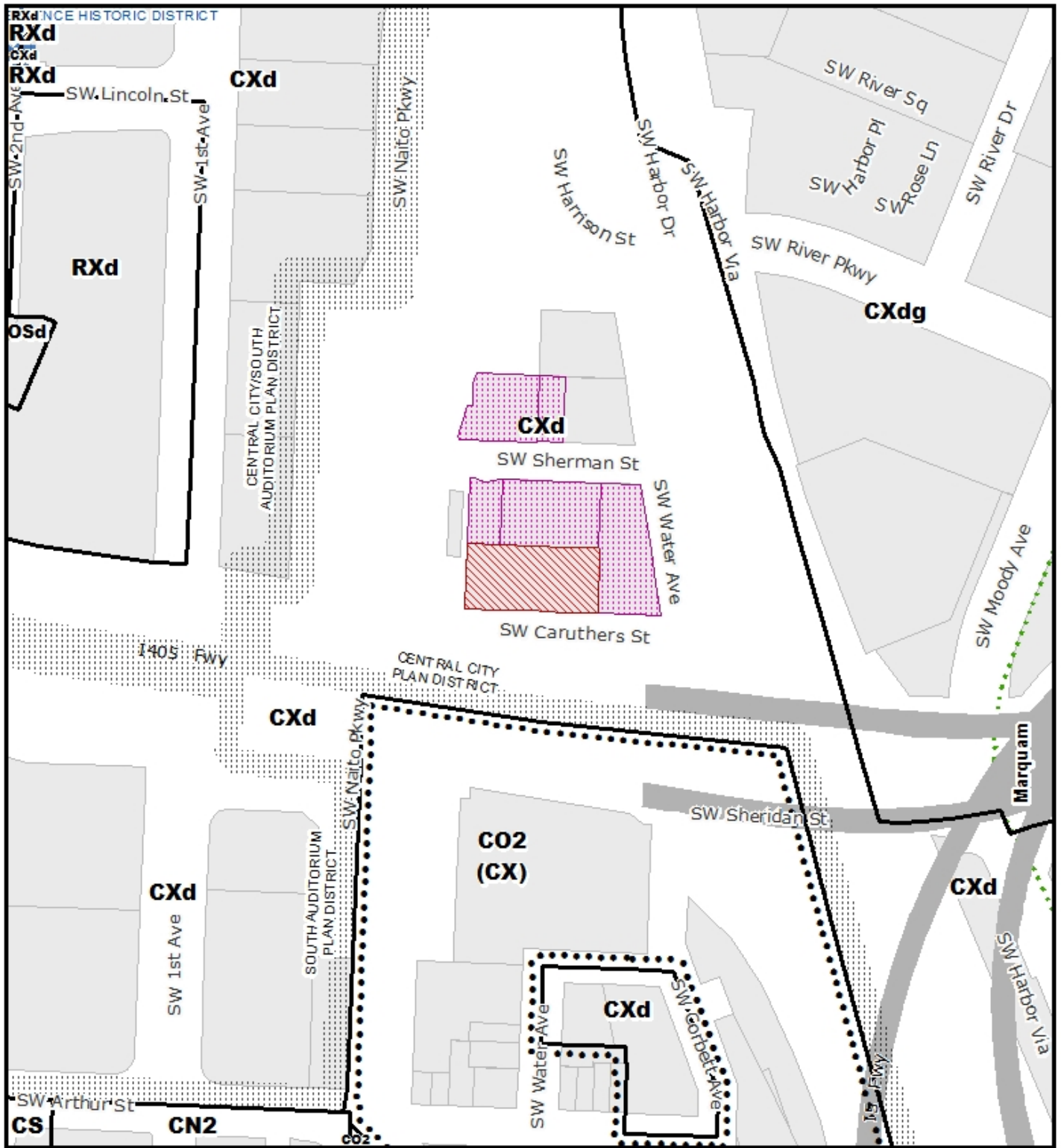
**Enclosures:**

Zoning Map

Site Plan

Proposed South Elevation

Proposed East Elevation



# ZONING



THIS SITE LIES WITHIN THE:  
CENTRAL CITY PLAN DISTRICT  
DOWNTOWN SUBDISTRICT

- Site
- Also Owned Parcels
- Bridge
- Recreational Trails

File No.	LU 18-121612 DZ
1/4 Section	3229
Scale	1 inch = 200 feet
State ID	1S1E03CD 1600
Exhibit	B Feb 20, 2018



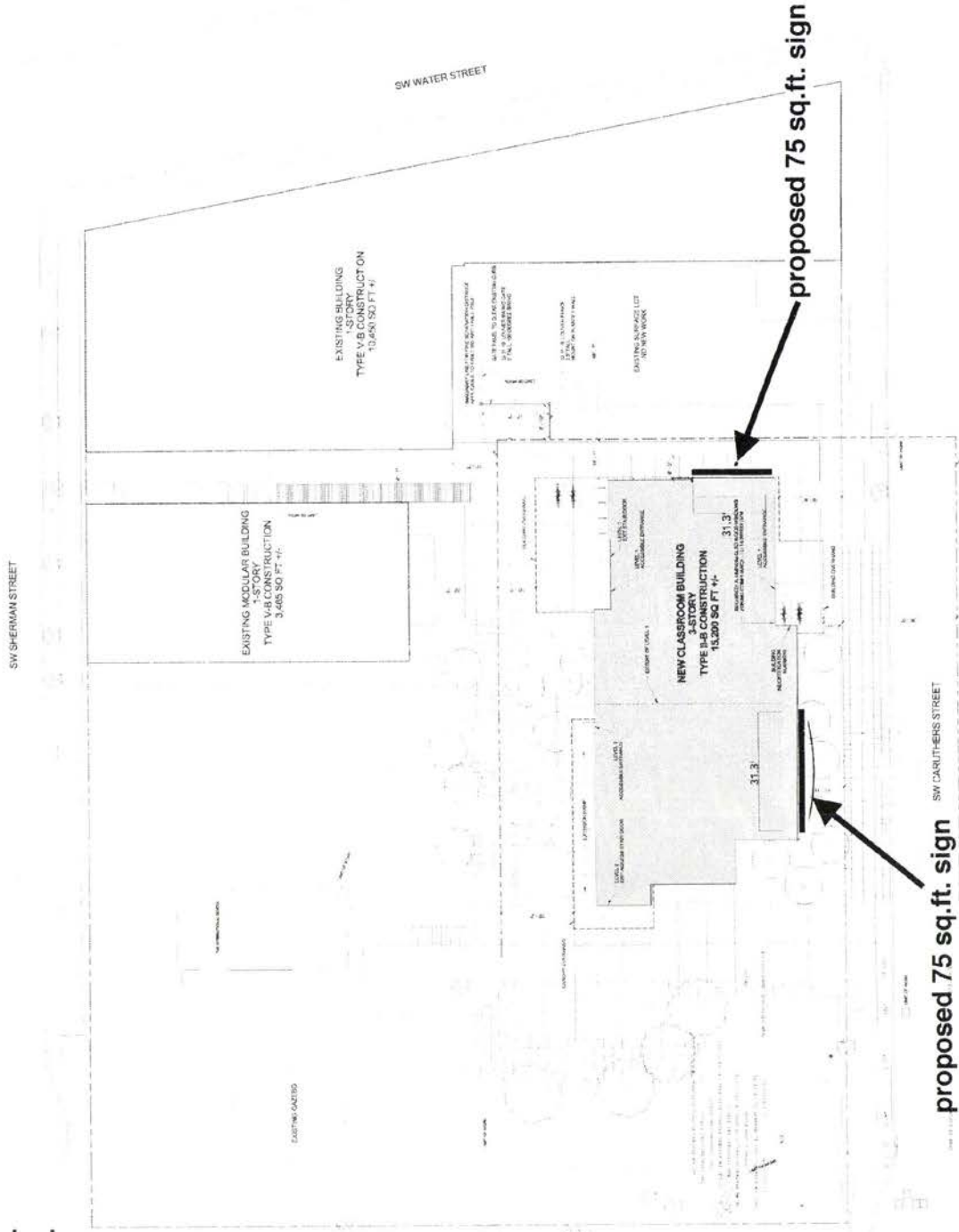
center pointe signs  
 16650 SW 8th Ave, Suite C  
 Beaverton, OR 97008  
 P: 503.239.8853  
 F: 503.391.1925  
 E: CCB@cpsigns.com  
 WA CENTER SIGNAGE

**PROJECT NAME**  
 THE INTERNATIONAL SCHOOL  
 825 SW Sherman Street  
 Portland, OR 97201

**PROJECT MANAGER**  
 DAYMOND SELER

**PAGE DESCRIPTION**  
 SITE PLAN

**DATE**  
 12/22/2017



SCALE: AS SHOWN ON THE PLAN. SEE THE PLAN FOR A FULL SCALE OF THE SIGNAGE.

(A1) CODE SITE PLAN

LW 18-121612 Dz





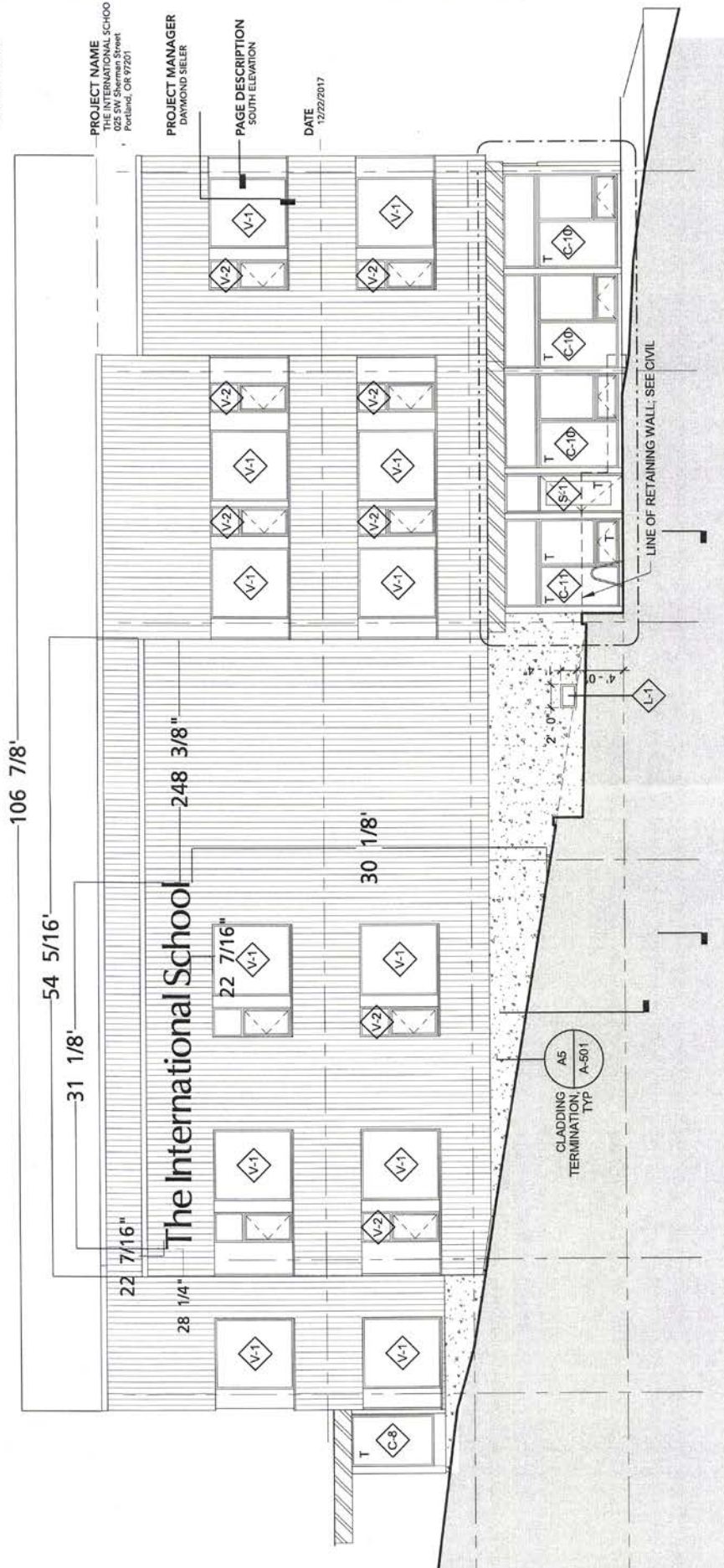
center pointe signs  
 16630 NW 42nd, Suite G  
 Beaverton, OR 97008  
 P 503.259.8855  
 F 503.591.9525  
 CCB 166268  
 WA CENTERPS3SRF

PROJECT NAME  
 THE INTERNATIONAL SCHOOL  
 625 SW Sherman Street  
 Portland, OR 97201

PROJECT MANAGER  
 DAYMOND SELER

PAGE DESCRIPTION  
 SOUTH ELEVATION

DATE  
 12/22/2017

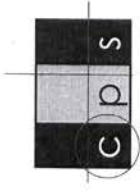


**A1** SOUTH ELEVATION (FRONTING ONTO SW CARUTHERS ST)

SOUTH ELEVATION FACE 47,924sqft.

1/8" = 1'-0"

LU 18-121612 DZ



center pointe signs  
 16630 sw shaw, suite a  
 beaverton, or 97078  
 p 503.259.8855  
 f 503.591.9525

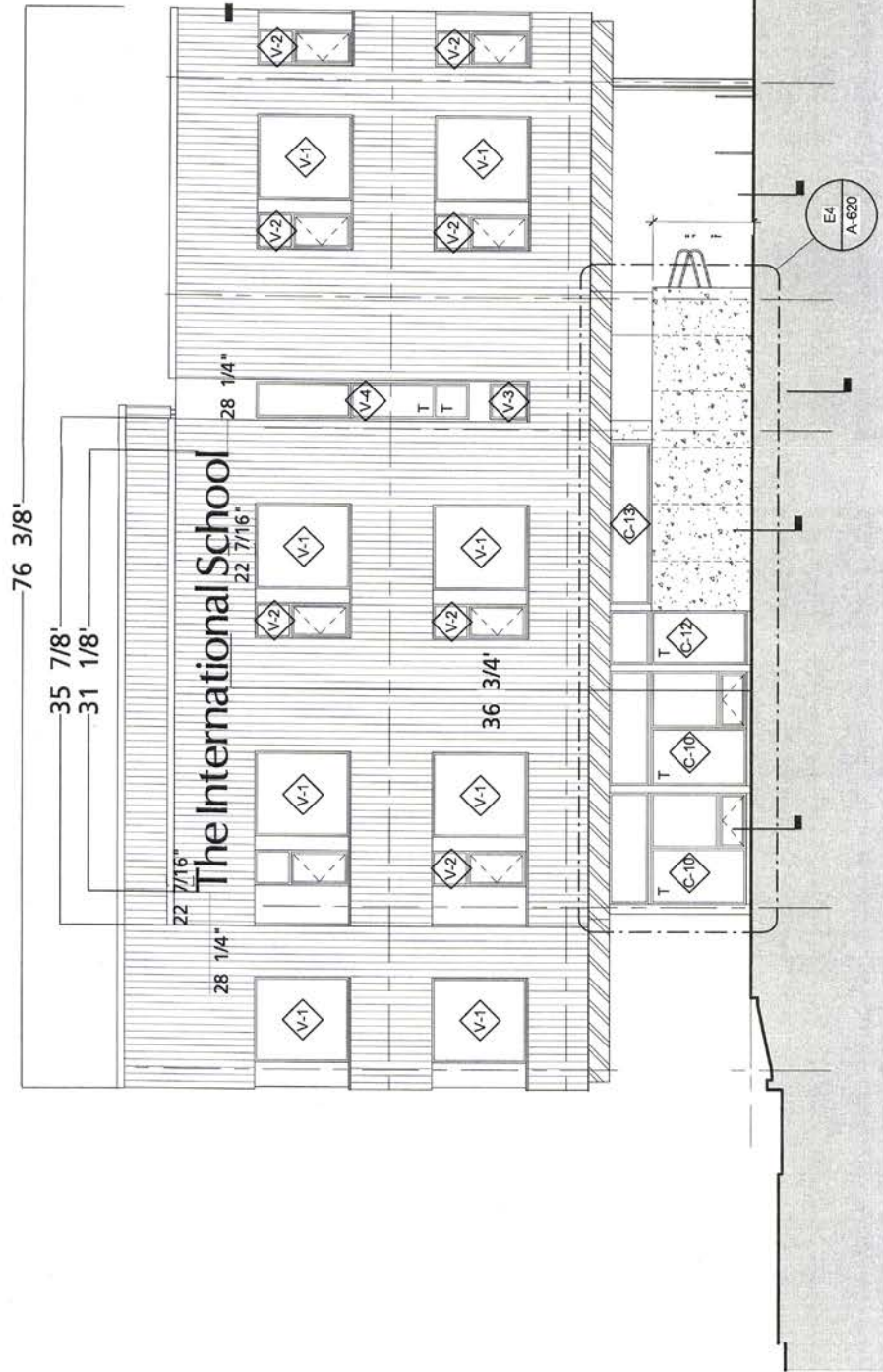
CCB 169268  
 WA CENTEPS939RF

**PROJECT NAME**  
 THE INTERNATIONAL SCHOOL  
 025 SW Sherman Street  
 Portland, OR 97201

**PROJECT MANAGER**  
 DAYMOND SIELER

**PAGE DESCRIPTION**  
 EAST ELEVATION

**DATE**  
 12/22/2017



**A4**  
 EAST ELEVATION  
 1/8" = 1'-0"  
 EAST ELEVATION FACE 35,662sqft.

LU 18-121612 DZ