



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

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

**Date:** May 5, 2022  
**To:** Interested Person  
**From:** Hillary Adam, Land Use Services  
503-823-8953 / [Hillary.Adam@portlandoregon.gov](mailto:Hillary.Adam@portlandoregon.gov)

## **NOTICE OF A TYPE I 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 21 days, **we need to receive your written comments by 5 p.m. on May 19, 2022. Your comments must be e-mailed to the assigned planner listed above;** please include the Case File Number, LU 22-129884 HR, in your e-mail.

If you do not have access to e-mail, please telephone the planner listed above about submitting comments. Please note that all correspondence received will become part of the public record.

### **CASE FILE NUMBER: LU 22-129884 HR – WINDOW CHANGES**

**Applicant:** Josh Hilton [josh@roloffconstruction.com](mailto:josh@roloffconstruction.com) / 503-245-0685  
Roloff Construction  
4300 NE Fremont St, Suite 130  
Portland OR 97213

**Owner:** David Hughes  
Amy Hughes  
3324 NE 21st Ave  
Portland, OR 97212

**Site Address:** 3324 NE 21ST AVE

**Legal Description:** BLOCK 15 LOT 13, IRVINGTON  
**Tax Account No.:** R420403140  
**State ID No.:** 1N1E26AA 03900  
**Quarter Section:** 2732

**Neighborhood:** Alameda, contact at [stevebacker@gmail.com](mailto:stevebacker@gmail.com)  
**Business District:** Soul District Business Association, contact at [Info@nnebaportland.org](mailto:Info@nnebaportland.org)  
**District Coalition:** Northeast Coalition of Neighborhoods, contact at [info@necoalition.org](mailto:info@necoalition.org)

**Plan District:** None  
**Other Designations:** Contributing resource in the Irvington Historic District

**Zoning:** R5h – Residential 5,000 with Aircraft Landing overlay zone and Historic Resource Protection overlay zone  
**Case Type:** HR – Historic Resource Review  
**Procedure:** Type I, an administrative decision with appeal to the Oregon Land Use Board of Appeals (LUBA).

**Proposal:**

The applicant proposes minor exterior alterations to the south façade of the existing contributing house in the Irvington Historic District to accommodate interior changes. The exterior alterations include:

- replacement of one wood window with one new wood window in the same opening toward the front of the house;
- removal of one 3'-10" x 3'-4" wood window with a narrower 2'-0" x 3'-4" wood window within a portion of the existing opening with the rest to be infilled with siding to match the existing; and
- removal of one wood window toward the rear, to be filled in with siding to match the existing.

Historic resource review is required because the proposal is for non-exempt exterior alterations in a historic district.

**Relevant Approval Criteria:**

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

- 33.846.060.G Other historic 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 April 5, 2022 and determined to be complete on May 2, 2022.

**Decision Making Process**

The Bureau of Development Services will make a decision on this proposal.

After we consider your comments we will do one of the following:

- Approve the proposal;
- Approve the proposal with conditions; or
- 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.

If you are interested in viewing information in this file, please contact the planner listed on the front of this notice. The planner can email you documents from the file. A fee would be required for all requests for paper copies of file documents. Additional information about the City of Portland, and city bureaus is available online at <https://www.portland.gov>. A digital copy of the Portland Zoning Code is available online at <https://www.portlandoregon.gov/zoningcode>.

**Appeal Process**

If you disagree with the Bureau of Development Services administrative decision, you can appeal the decision to the Oregon Land Use Board of Appeals (LUBA) at 775 Summer St NE, Suite 330, Salem OR 97301-1283. The phone number for LUBA is 1-503-373-1265. Issues which may provide the basis for an appeal to LUBA must be raised in writing before the deadline for comments, or you may not be able to raise that issue in an appeal. If you do not raise an issue with enough specificity to give the Bureau of Development Services an opportunity to respond to it, that also may 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  
South Elevation



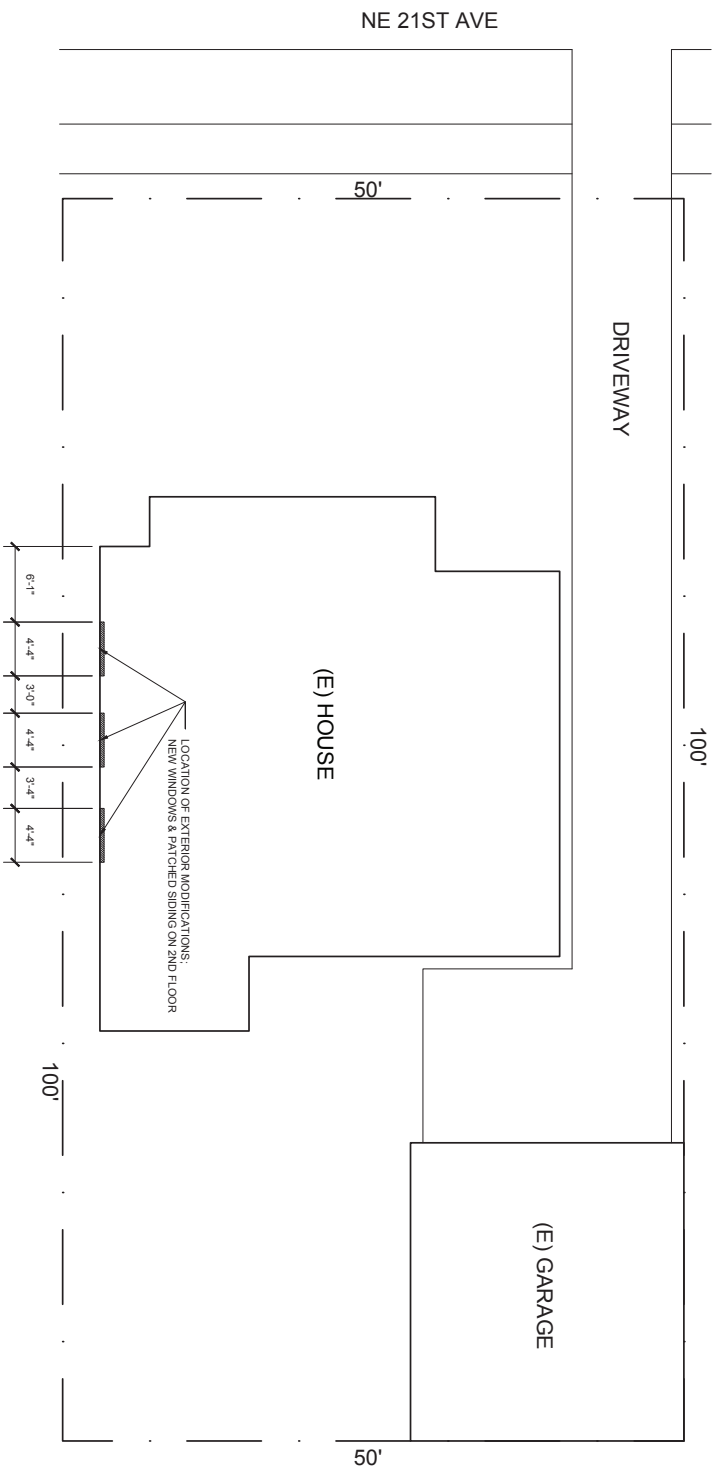
# ZONING



For Zoning Code in effect Post August 1, 2021

THIS SITE LIES WITHIN THE:  
IRVINGTON HISTORIC DISTRICT

File No.	LU 22 - 129884 HR
1/4 Section	2732
Scale	1 inch = 200 feet
State ID	1N1E26AA 3900
Exhibit	B Apr 06, 2022



**ROLLOFF**  
CONSTRUCTION

503.245.0685  
PO Box 12142 Portland, OR | 97212  
CCB #14071 WA#ROL0FB93WU

PLAN/DESIGN/BUILD  
ROLLOFFCONSTRUCTION.COM

**Hughes  
Remodel**

Address: 3324 NE 21st Ave  
Portland OR

**Design Set  
NOT FOR CONSTRUCTION**

Revisions:

Scale: 1" = 20'-0"

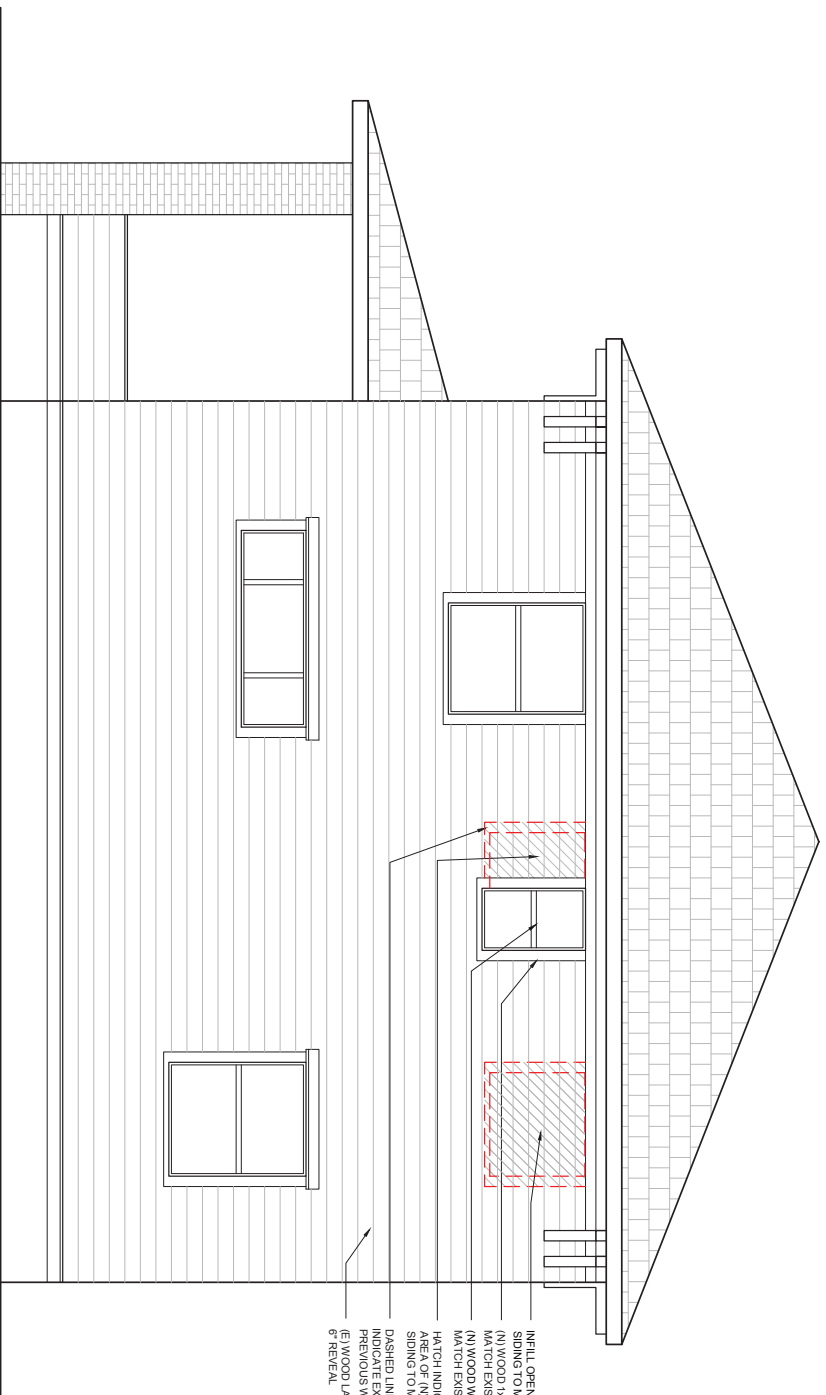
Drawing Title:

**SITE PLAN**

Sheet Number:

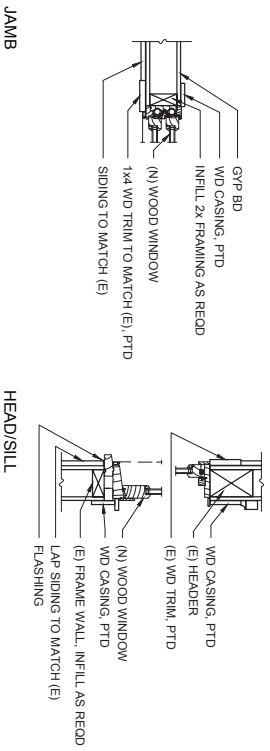
**A0.02**

Date: **APRIL 26, 2022**



INFILL OPENING W/ WOOD SIDING TO MATCH (E), PTD  
 (N) WOOD 1x4 TRIM TO MATCH EXISTING, PTD  
 (N) WOOD WINDOWS TO MATCH EXISTING  
 HATCH INDICATES AREA OF (N) WOOD LAP SIDING TO MATCH (E), PTD  
 DASHED LINES INDICATE EXTENTS OF PREVIOUS WINDOWS/TRIM (E) WOOD LAP SIDING, 6" REVEAL

**SOUTH ELEVATION**



**WINDOW DETAILS**  
 SCALE 3/4" = 1'-0"



**ROLOFF CONSTRUCTION**  
 503.245.0685  
 PO Box 12142 Portland, OR | 97212  
 CCB #140721 WA#R010FCB934U

**PLAN/DESIGN/BUILD**  
 ROLOFFCONSTRUCTION.COM

**Hughes Remodel**

Address: 3324 NE 21st Ave  
 Portland OR

**Design Set**  
**NOT FOR CONSTRUCTION**

Revisions:  
 Scale: 1/4" = 1'-0"  
 Drawing Title:  
**EXTERIOR ELEVATION**  
 Sheet Number:  
**A2.00**

Date: **APRIL 26, 2022**