



**City of Portland, Oregon**  
**Bureau of Development Services**  
**Plan Review / Permitting Services**  
**FROM CONCEPT TO CONSTRUCTION**

Chloe Eudaly, Commissioner  
Paul L. Scarlett, Director  
Phone: (503) 823-7310  
Fax: (503) 823-4172  
TTY: (503) 823-6868  
[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

February 23, 2017

SABIN COMMUNITY ASSOCIATION C/O NECN  
4815 NE 7TH AVE  
PORTLAND OR 97211

REC'D FEB 27 2017

Re: Intent to Demolish 1735 NE SKIDMORE ST; Permit 17-124702-RS

This letter is to inform your organization that a permit has been applied for to demolish the residential structure located at 1735 NE SKIDMORE ST. The applicant for the permit is:

CITY CRAFT DEVELOPMENT \*JENNIFER FARMER\*  
CITY CRAFT DEVELOPMENT  
6931 NE MLK BLVD  
PORTLAND, OR 97211  
PERMITS@CITYCRAFT.CO  
(503) 933-7769

Pursuant to Portland City Code Section 24.55.200, your organization may appeal the issuance of the demolition permit for this structure and request that the demolition delay period be extended for up to 60 days, beyond the original 35-day demolition delay period, in order to allow you to actively pursue an alternative to demolition of the residential building at this site.

To file an appeal, you must submit a complete Demolition Permit Appeal Application (see the enclosed form and waiver), along with the required attachments as noted in the Appeal Application. All of the forms must be signed by Association President/Chair as listed on Office of Neighborhood Involvement's website: <http://www.portlandoregon.gov/oni/28385>.

The Bureau of Development Services must **receive** the Appeal Application, Required Attachments and Appeal Fee Waiver no later than 4:30 p.m. on Wednesday, March 29, 2017. The entire packet must be delivered to:

**Bureau of Development Services**  
**Second Floor – Permitting Services**  
**1900 SW 4<sup>th</sup> Ave, Suite 5000**  
**Portland, OR 97201**

If the due date falls on a federal holiday or the weekend, the due date will be extended to the next business day. If hand delivering, please arrive at least 15 minutes before due time to allow verification process to take place. To ensure you meet the deadline, we strongly recommend that you hand-deliver the Appeal Application, Required Attachments and Appeal Fee Waiver. The Bureau of Development Service will reject any appeal received after the due date listed above, regardless of proof of mailing.

If you have any questions concerning this matter, please contact us by calling Shannon Olson at (503) 823-7231 or by leaving a message at 503-823-7357.

Sincerely,

Shannon Olson  
BDS Permitting Services Technician II



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# Residential Demolition Permit Appeal Application

Demolition Permit Number: 17-124702-RS  
 For Proposed Demolition at: 1735 NE SKIDMORE ST  
 The property is currently owned by: CITYCRAFT DEVELOPMENT LLC 1735 NE SKIDMORE ST PORTLAND, OR 97211  
 The applicant for the permit is: CITY CRAFT DEVELOPMENT \*JENNIFER FARMER\*  
 Address: 6931 NE MLK BLVD PORTLAND, OR 97211  
 Phone: (503) 933-7769  
 Email: PERMITS@CITYCRAFT.CO

**This two page form must be received by the Bureau of Development Services (BDS) Permitting Services staff no later than 4:30 PM on the date below. BDS WILL REJECT ANY APPEAL RECEIVED BY BDS PERMITTING SERVICES STAFF AFTER THE DATE LISTED BELOW, REGARDLESS OF PROOF OF MAILING. You are strongly encouraged to deliver the appeal packet, which includes this form, the required attachments and the fee or fee waiver, IN PERSON.**

**The last day BDS will accept the appeal packet and fee or fee waiver is:**

**Wednesday, March 29, 2017**

*Bureau of Development Services  
 Permitting Services Section  
 1900 SW Fourth Avenue, 2<sup>nd</sup> Floor  
 Portland, OR 97201  
 503-823-7357*

**The Permitting Services Section door closes at 3 p.m. each weekday and at 12 noon on Thursday afternoons. PLEASE RING THE DOORBELL if you arrive after these service hours –OR– go to the 5<sup>th</sup> floor reception desk to have Permitting Services staff contacted.**

*Please note processing may take up to 15 minutes to verify and accept your request, so please plan accordingly.*

The Recognized Organization whose boundaries include the demolition site or Interested Party (Appellant) may request that the issuance of the demolition permit be delayed for an additional 60 days beyond the original 35 day demolition delay period by completing this form and submitting the required attachments and either the fee or a fee waiver.

## APPELLANT INFORMATION

Appellant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Person Signing Appeal: \_\_\_\_\_ Title: \_\_\_\_\_

# Residential Demolition Permit Appeal Application for Permit 17-124702-R5

## FEE INFORMATION

Only the Recognized Organization(s) whose boundaries include the demolition site may request a waiver of the Appeal Fee collected for the City of Portland Hearings Office. (Portland City Code, Title 24, Section 24.55.200F). *If the fee waiver is denied, the appealing party must submit the appeal fee to the Bureau within three business days of the denial or the appeal will be rejected.*

**Are you requesting a fee waiver? YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**If NO please provide payment to the City of Portland for \$1368.00. If you are a Recognized Organization requesting a fee waiver, please complete the following information and sign below:**

Organization Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## REQUIRED ATTACHMENTS

\_\_\_\_\_ Copy of the letter sent to the property owner requesting a meeting to discuss alternatives to demolition. Include a copy of the certified or registered mail receipt(s).

\_\_\_\_\_ Evidence of the property's significance to the neighborhood.

\_\_\_\_\_ Narrative describing the plan to save the structure.

\_\_\_\_\_ Pro-forma budget and evidence of funds on hand or a fund raising plan sufficient to meet the financial requirements of that budget.

\_\_\_\_\_ If the "Representative Name" listed with the Office of Neighborhood Involvement does not match the "Representative Name" listed on this document, you must submit additional documentation indicating signing authority for the Recognized Organization(s).

***Failure to provide all of the above REQUIRED information will result in denial of your appeal request.***

Appeals will be forwarded to the Code Hearings Officer and will be governed by the provisions in City Code Section 24.55.200(H) and Chapter 22.10. The appeal may be filed any time within the initial 35-day delay period. If the 35<sup>th</sup> day of the delay period ends on a weekend or a City holiday, it will automatically be extended until the next business day. The demolition permit may not be issued from the time the Bureau receives an appeal application and the fee or fee waiver, until the Code Hearings Officer has rendered a decision or the 60-day extension period has expired.