

City of Portland, Oregon — Portland Permitting & Development

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Date: August 8, 2026
To: Interested Person
From: Alex Rivera, Land Use Services
503-555-0164

NOTICE OF A TYPE II DECISION IN YOUR NEIGHBORHOOD

Portland Permitting & Development has approved a proposal in your neighborhood. The mailed copy of this document is only a summary of the decision. The reasons for the decision and responses to any public comments are included in the version located on the PP&D website <https://www.portland.gov/ppd/zoning-land-use/news/notices>. Enter the land use case file number in the keyword search. If you disagree with the decision, you can appeal. Information on how to appeal the decision is included at the end of this decision.

CASE FILE NUMBER: LU 26-880412 AD

GENERAL INFORMATION

Applicant: Casey Tran | Bridgetown Design Co.
1140 SE Morrison St, Suite 210 | Portland, OR 97214

Property Owners: Jordan & Amara Wells
4736 SE Ramona St | Portland, OR 97206

Site Address: 4736 SE Ramona St.

Neighborhood: Creston-Kenilworth

Zoning: R5 (Residential 5,000)

Case Type: AD (Adjustment Review)

Procedure: Type II, an administrative decision with appeal to the Hearings Officer

Proposal:

The property owners plan to convert an existing detached garage at the rear of the site into an accessory dwelling unit, including a 120 square foot addition on the east side of the structure to accommodate a bathroom and stair. The Portland Zoning Code requires a 5 foot side setback for this structure. The applicant requests one Adjustment to reduce the required east side setback from 5 feet to 3 feet 6 inches (PZC 33.110.250). As justification for the requested Adjustment, the applicant points to the location of the existing garage foundation, which the proposal retains, and to the alignment of the addition with the existing east wall of the structure.

Relevant Approval Criteria:

To be approved, this proposal must comply with the Adjustment Review approval criteria in Zoning Code Section 33.805.040.A-F.

ANALYSIS

Site and Vicinity: The site is a 5,000 square foot interior lot on the south side of SE Ramona St, developed with a one-and-one-half story single-dwelling residence and a detached garage at the rear accessed from the alley. Surrounding development is predominantly single-dwelling residential of similar scale and vintage. City property records list the home as built in 1923; this year-built value originates from a County Assessor data import and has not been independently confirmed by field survey.

Zoning: The R5 zone is a single-dwelling residential zone intended to preserve land for housing and to provide housing opportunity for individual households. Accessory dwelling units are allowed by right in the R5 zone subject to the development standards of Chapter 33.205.

Land Use History: City records indicate no prior land use reviews for this site.

Agency Review: A "Notice of Proposal in Your Neighborhood" was mailed July 15, 2026. The following Bureaus have responded:

- The Bureau of Environmental Services responded with no objection to the proposal.
- The Bureau of Transportation Engineering responded with no objection to the proposal.
- The Water Bureau responded with no objection to the proposal.
- The Fire Bureau responded with no objection to the proposal.
- The Site Development Section of PP&D responded with no objection to the proposal.
- The Life Safety Plan Review Section of PP&D responded with no objection to the proposal.
- **PP&D Development Review Triage (automated system, pilot)** screened the application and recommended enhanced review. See **AUTOMATED SYSTEM DISCLOSURE** below and **Exhibit H**.

Neighborhood Review: A Notice of Proposal in Your Neighborhood was mailed on July 15, 2026. No written responses have been received from either the Neighborhood Association or notified property owners in response to the proposal.

ZONING CODE APPROVAL CRITERIA

Adjustment requests are reviewed against the approval criteria of Section 33.805.040.A through F. The applicable criteria and staff findings are set out below.

A. Granting the Adjustment will equally or better meet the purpose of the regulation to be modified.

Findings: The purpose of the side setback standard is to maintain light, air, and separation between structures and to provide access for maintenance. The proposed 3 foot 6 inch setback retains a maintainable side yard, and the addition does not extend above the existing roofline of the garage. Staff finds the purpose of the regulation is equally met. **This criterion is met.**

B. If in a residential zone, the proposal will not significantly detract from the livability or appearance of the residential area, or if in an OS, C, E, or I zone, the proposal will

be consistent with the classifications of the adjacent streets and the desired character of the area.

Findings: The structure is an existing detached garage at the rear of the lot, screened from SE Ramona St by the primary dwelling. The 120 square foot addition is modest in scale and is finished in materials matching the existing structure. Staff finds the proposal will not significantly detract from the livability or appearance of the residential area. **This criterion is met.**

C. If more than one Adjustment is being requested, the cumulative effect of the Adjustments results in a project which is still consistent with the overall purpose of the zone.

Findings: Only one Adjustment is requested with this application. **This criterion is not applicable.**

D. City-designated scenic resources and historic resources are preserved.

Findings: The site is not within a scenic resource overlay and the structure is not listed on the Historic Resource Inventory. However, because City property records show construction in 1923, the automated screening described in the AUTOMATED SYSTEM DISCLOSURE section below flagged the structure as a potential unidentified historic resource. Staff reviewed the flag, found the underlying record plausible but unconfirmed, and added Condition B requiring a historic resource assessment prior to building permit issuance so that this criterion is preserved pending that assessment. **This criterion is met as conditioned.**

E. Any impacts resulting from the Adjustment are mitigated to the extent practical.

Findings: The reduced setback affects a single interior side lot line abutting a similarly developed residential lot. The addition is single-story, contains no windows facing the east property line, and drains to the site rather than across the property line. Staff finds impacts are mitigated to the extent practical. **This criterion is met.**

F. If in an environmental zone, the proposal has as few significant detrimental environmental impacts on the resource and resource values as is practicable.

Findings: The site is not within an environmental overlay zone. **This criterion is not applicable.**

CONCLUSIONS

The applicant has requested one Adjustment to reduce the required east side setback from 5 feet to 3 feet 6 inches in order to convert an existing detached garage to an accessory dwelling unit with a 120 square foot addition. As described in the findings above, the applicable approval criteria of Section 33.805.040.A-F are met or are not applicable, subject to the conditions of approval listed below. This land use review should therefore be approved.

ADMINISTRATIVE DECISION

Approval of one Adjustment to reduce the required east side setback from 5 feet to 3 feet 6 inches (PZC 33.110.250), to allow conversion of an existing detached garage to an accessory dwelling unit with a 120 square foot addition, per the approved plans, subject to the following conditions:

- A. A finalized building permit must be obtained to document the approved project. As part of the permit application submittal, each of the site plans and any additional drawings must reflect the information and design approved by this land use review as indicated in Exhibits C.1-C.3. The sheets on which this information appears must be labeled, “Proposal and design as approved in Case File # LU 26-880412 AD.”
- B. A historic resource assessment of the existing detached garage must be completed and submitted to Land Use Services prior to issuance of a building permit for the work approved by this decision.

Staff Planner: Alex Rivera

Decision rendered by: A Rivera on August 7, 2026

By authority of the Director of Portland Permitting & Development

Decision mailed: August 8, 2026

AUTOMATED SYSTEM DISCLOSURE

Was an automated system used in this review?

Yes — and it materially influenced this review. An automated screening system produced a recommendation that a staff planner reviewed and accepted. The condition of approval listed as Condition B above originated from that recommendation.

System:	Development Review Triage, v0.3 (pilot)
Operated by:	Portland Permitting & Development, Land Use Services
Risk classification:	High — City AI Risk Model (Administrative Rule BTS-4.04)
What it did:	On July 10, 2026, the system screened the submitted application materials and associated City records. It flagged that the structure’s recorded year built (1923, County Assessor import) is more than 80 years old, identifying a potential unidentified historic resource, and recommended enhanced review and a condition of approval requiring a historic resource assessment.
What it did not do:	The system cannot approve or deny an application, cannot alter City records, and cannot contact applicants or neighbors. Under BTS-4.04, automated decision-making “without an appropriate level of human review, proportionate to the risk” is prohibited.
Information considered:	Application materials submitted by the applicant; City property record for the site (including year built); zoning and overlay designations from City GIS; prior permit history for the site.
Information not considered:	Applicant identity or demographic characteristics; property value or assessed valuation; neighborhood income or demographic data.
Human decision:	The staff planner assigned to this case reviewed the recommendation and the record it relied on, and accepted the recommendation. Final decision authority for this case rests with Land Use Services, PP&D.

Think something here is wrong?

You may report incorrect information used in this review and request that it be corrected. The year built value above is one such record. Instructions for reporting an error and requesting correction are included in Exhibit H and on the case page online. A correction request does not by itself extend the appeal period described under PROCEDURAL INFORMATION.

Full record: The complete system record and the step-by-step decision trace for this case are attached as **Exhibit H**.

PROCEDURAL INFORMATION

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 June 24, 2026. The application was determined to be complete on July 8, 2026.

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 waived or extended at the request of the applicant. In this case, the applicant did not waive or extend the 120-day review period. Unless further extended by the applicant, the 120 days will expire on: **November 5, 2026**.

Some of the information contained in this report was provided by the applicant. As required by Zoning Code Section 33.800.060, the burden of proof is on the applicant to show that the approval criteria are met. Portland Permitting & Development has independently reviewed the information submitted by the applicant and has included this information only where Portland Permitting & Development has determined the information satisfactorily demonstrates compliance with the applicable approval criteria. This report is the decision of Portland Permitting & Development with input from other City and public agencies.

Conditions of Approval. If approved, this project may be subject to a number of specific conditions, listed above. Compliance with the applicable conditions of approval must be documented in all related permit applications. These conditions of approval run with the land, unless modified by future land use reviews.

Appealing this decision. This decision may be appealed to the Hearings Officer, and if appealed a hearing will be held. Information on filing the appeal and the appeal form are available from the Portland Permitting & Development website: <https://www.portland.gov/ppd/zoning-land-use/land-use-review-fees-and-types/land-use-review-appeals>. **Appeals must be received by 4:30 PM on August 22, 2026.** The completed appeal application form must be emailed to LandUseIntake@portlandoregon.gov and to the planner listed on the first page of this decision.

Appeal fee. The appeal fee for this Type II decision is \$250. The appeal fee will be refunded if the appellant prevails. There is no fee for appeals filed by recognized organizations as defined in Title 3 of the City Code; fee waivers are also available to recognized organizations under the criteria in the appeal instructions.

EXHIBITS — NOT ATTACHED UNLESS INDICATED

- A. Applicant's Statement
- B. Zoning Map (attached)

- C.** Plans and Drawings Submitted
 - 1. Site Plan (attached) 2. Floor Plan 3. Elevations
- D.** Notification information
 - 1. Request for response 2. Posting letter sent to applicant 3. Notice to be posted 4. Mailing list
- E.** Agency Responses
- F.** Correspondence: None
- G.** Original LU Application
- H.** **Automated System Disclosure**
 - 1. System Record (attached) 2. Decision Trace (attached)

The City of Portland ensures meaningful access to City programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request these services, contact 503-823-7300, Relay Service: 711, or ppdinfo@portlandoregon.gov. For general City language access and accommodation requests, contact 503-823-4000, Relay Service: 711.

EXHIBIT H.1 — SYSTEM RECORD

Attachment to the Administrative Decision in Case File LU 26-880412 AD

System name:	Development Review Triage
Operator:	Portland Permitting & Development, Land Use Services
Version:	v0.3 (pilot) — in service since March 2, 2026
Purpose:	Screens incoming land use review applications against City records and flags files that warrant enhanced staff review.
Risk tier:	High — City AI Risk Model (Administrative Rule BTS-4.04). A High tier classification requires an appropriate level of human review, proportionate to the risk, before any recommendation affects a decision.
Human review point:	A staff planner must review, accept, or reject every recommendation before it can appear in a decision. The reviewing planner is named in the decision.
Record of use for this case:	Screened July 10, 2026; flagged; recommendation accepted by staff August 7, 2026.

WHAT THIS SYSTEM CAN DO

- **CAN** read the submitted application, City property records, zoning and overlay data, and permit history for the subject site.
- **CAN** flag an application for enhanced staff review.
- **CAN** recommend a condition of approval for staff consideration.

WHAT THIS SYSTEM CANNOT DO

- **CANNOT** approve or deny an application, or issue a decision of any kind.
- **CANNOT** create, alter, or delete any City record, including the property record it reads.
- **CANNOT** contact applicants, property owners, neighbors, or agencies.
- **CANNOT** consider applicant identity, demographics, property value, or neighborhood income.

PILOT TO DATE (PROGRAM AGGREGATE, ALL CASES)

1,284 APPLICATIONS SCREENED	173 FLAGGED FOR REVIEW	38 OVERRIDDEN BY STAFF	12 RECORD CORRECTIONS FILED	3 OUTCOMES CHANGED
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“Overridden by staff” counts recommendations a planner reviewed and rejected. “Record corrections filed” counts cases in which a person reported that information used in a screening was incorrect and the underlying City record was subsequently corrected.

EXHIBIT H.2 — DECISION TRACE

Every step this system took on Case File LU 26-880412 AD, in order. Times are Pacific.

SEQ	TIMESTAMP	ACTOR	ACTION	SUMMARY
1	2026-07-10 09:12:00	System — Development Review Triage vo.3	READ	Read the application materials submitted for LU 26-880412 AD: site plan, elevations, and the Adjustment narrative.
2	2026-07-10 09:12:40	System — Development Review Triage vo.3	READ	Read the City property record for 4736 SE Ramona St, including the recorded year built of 1923 (County Assessor import).
3	2026-07-10 09:13:05	System — Development Review Triage vo.3	READ	Read zoning and overlay data (City GIS) and the prior permit history for the site (PP&D records).
4	2026-07-10 09:13:20	System — Development Review Triage vo.3	ANALYZE	Compared the recorded year built to the 80-year screening threshold used to spot potential unidentified historic resources.
5	2026-07-10 09:13:22	System — Development Review Triage vo.3	FLAG	Flagged the application: structure age over 80 years — potential unidentified historic resource.
6	2026-07-10 09:13:25	System — Development Review Triage vo.3	RECOMMEND	Recommended enhanced review, and a condition requiring a historic resource assessment before a building permit is issued.
7	2026-07-15 13:40:00	Human — Staff Planner, Land Use Services	HUMAN REVIEW	The staff planner in Land Use Services reviewed the flag and the recommendation against the application record.
8	2026-08-07 10:05:00	Human — Staff Planner, Land Use Services	HUMAN DECISION	The staff planner approved the Adjustment with Condition B: a historic resource assessment must be completed prior to issuance of a building permit.
9	2026-08-08 08:00:00	Human — Staff Planner, Land Use Services	NOTICE	Decision notice mailed to the applicant, the owners, and recognized organizations; published on Portland.gov.

Machine-readable version: **data/lu-26-880412-ad.trace.json** (schema: **schema/decision-trace.schema.json**).

To report incorrect information used in this review and request a correction, contact the staff planner named on the first page of this decision, or use the correction request form on the case page at <https://www.portland.gov/ppd/zoning-land-use/news/notices>. A correction request does not extend the appeal deadline stated under PROCEDURAL INFORMATION.