

Donna Trippett

From: Bre Polen <bpolen@aeiconsultants.com>
Sent: Thursday, November 7, 2024 1:54 PM
To: Julie Fisher; Community Development Center
Subject: FOIA Request - Queen Ann Apartments - 142 East Elmore Street, Lebanon, OR 97355 - 501255
Attachments: Building Request.docx; Planning and Zoning Request.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Caution! This message was sent from outside your organization.

Hello,

AEI Consultants has been commissioned to complete a Project Capital Needs Assessment and/or Phase I Environmental Site Assessment for the following property: **Queen Ann Apartments** located at: **142 East Elmore Street, Lebanon, OR 97355.**

As part of this assessment, and due diligence, we are required to request the following information. I've attached the documents, for your convenience, for each department. Please fill out as soon as possible and return via email, it would be greatly appreciated.

Please notify me in advance if the fees for this request are estimated to exceed \$75.

Thank you in advance for your help,



Bre Polen (She/Her)
FOIA Coordinator - HUD Services
AEI Consultants
2500 Camino Diablo
Walnut Creek, CA 94597
O: 925-746-6022
E: bpolen@aeiconsultants.com

"If you received this email in error, please notify AEI Consultants immediately by sending an e-mail or by calling"



November 7, 2024

Building Public Records Request

GENERAL PROPERTY INFORMATION				
PROPERTY NAME:	Queen Ann Apartments			
SITE ADDRESS:	142 East Elmore Street	CITY	Lebanon	STATE OR

AEI Consultants has been commissioned to complete a Capital Needs Assessment and/or Phase I Environmental Site Assessment for the above referenced property regarding an application for HUD mortgage insurance. Please provide the following information to Bre Polen at bpolen@aeiconsultants.com.

1. Are there any outstanding building code violations? ☐ Yes ☐ No - If Yes, please send corresponding documentation.
2. What was the building code(s) enforced at the time the property was constructed?
What is the current building code enforced by the municipality?

3. Have the building codes changed/been updated since construction? ☐ Yes ☐ No

Please also provide any copies of Certificates of Occupancy, currently open building permits and most recent building inspection reports.

Sincerely,

Bre Polen
FOIA Coordinator - HUD Services
AEI Consultants



November 7, 2024

Planning and Zoning Public Records Request

GENERAL PROPERTY INFORMATION				
PROPERTY NAME:	Queen Ann Apartments			
SITE ADDRESS:	142 East Elmore Street	CITY	Lebanon	STATE OR

AEI Consultants has been commissioned to complete a Capital Needs Assessment and/or Phase I Environmental Site Assessment for the above referenced property regarding an application for HUD mortgage insurance. Please provide the following information to Bre Polen at bpolen@aeiconsultants.com.

1. Could the buildings be rebuilt as is, if destroyed? ☐ Yes ☐ No
2. Is the property legally conforming, legally non-conforming, or etc...? ☐ Yes ☐ No
3. Are there any outstanding zoning code violations? ☐ Yes ☐ No - If Yes, please provide corresponding documentation.
4. What is the current zoning classification of the property?

Please also provide a zoning letter to identify Activity and Use Limitations (AULs).

Sincerely,

Bre Polen
FOIA Coordinator - HUD Services
AEI Consultants

From: [Community Development Center](#)
To: [Bre Polen](#)
Cc: [Julie Fisher: Community Development Center](#)
Subject: RE: FOIA Request - Queen Ann Apartments - 142 East Elmore Street, Lebanon, OR 97355 - 501255
Date: Friday, November 8, 2024 11:52:04 AM
Attachments: [142 E Elmore St - Certificate of Occupancy.pdf](#)
[image003.png](#)
[Completed Records Requests.pdf](#)

Good morning Bre, please see attached.

Thank you,

Josh Bacher
Community Development Assistant
925 S. Main St, Lebanon OR 97355
541-258-4906



From: Bre Polen <bpolen@aeiconsultants.com>
Sent: Thursday, November 7, 2024 1:54 PM
To: Julie Fisher <julie.fisher@lebanonoregon.gov>; Community Development Center <cdc@lebanonoregon.gov>
Subject: FOIA Request - Queen Ann Apartments - 142 East Elmore Street, Lebanon, OR 97355 - 501255

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