



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
COMMUNITY DEVELOPMENT DEPARTMENT

May 30, 2025

NOTICE OF APPLICATION FOR ADMINISTRATIVE ACTION

Notice is hereby given that an application for Administrative Action has been received by The Dalles Community Development Department. The City of The Dalles Community Development Director will make an Administrative Decision on the request stated below. **You are entitled to comment for or against the proposal by submitting a written statement** to the Community Development Department, City of The Dalles, 313 Court Street, The Dalles, Oregon, 97058 by the due date shown.

COMMENTS DUE BY: June 13, 2025

APPLICANT(S): Mary Fierros Bower, LRS Architects

APPLICATION NUMBER: SPR 549-25

REQUEST: Applicant is requesting approval to site and construct an office building, attached warehouse, fleet vehicle storage, and support buildings, along with necessary site improvements, for a new NW Natural Resource Center.

PROPERTY OWNER: Philip Zlatnik, NW Natural

LOCATION: Property is located at 4290 and 4310 River Trail Way and further described as 2N 13E 21C tax lots 400 and 500. Property is zoned I – Industrial District.

REVIEW CRITERIA: City of The Dalles Municipal Code Title 10 Land Use and Development, Section 3.030.040 Site Plan Review, Article 5.090 I – Industrial District, Chapter 10.6 General Regulations, Chapter 10.7 Parking Standards, Chapter 10.10 Improvements Required with Development.

COMMENT PROCEDURE:

1. **Written comments for or against the proposal will be accepted for 14 days from the date this notice is mailed and are due by 5:00 p.m., June 13, 2025,** in The Dalles Community Development Office, 313 Court Street, The Dalles, Oregon 97058.

2. Failure to raise an issue in writing within the comment period, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue, precludes further appeal on that issue.
3. Copies of all review criteria and evidence relied upon by the decision maker or evidence provided by the applicant are available for free review or may be purchased at the Community Development Department, 313 Court Street, The Dalles, Oregon 97058.

DECISION PROCESS:

1. An application is received, decision date set, and notice mailed to property owners within 100' of the subject property.
2. All affected City departments and other agencies are asked to comment.
3. All timely comments and the application are weighed against the approval criteria in a staff report.
4. The provisions of The Dalles Municipal Code, Title 10 Land Use and Development, and the City of The Dalles Comprehensive Plan must be met.
5. A decision is reached by the Director based on the Findings of Fact in the staff report.
6. Parties of Record (notified property owners, affected public agencies, and other parties who make timely comment) will receive a Notice of Decision.
7. Aggrieved parties may appeal an Administrative Decision to the Planning Commission within 10 days of the date a Notice of Decision is mailed, subject to the requirements for appeal procedures.

Please direct any questions to Sandy Freund, Senior Planner, Community Development Department, at (541) 296-5481, ext. 1132, or email sfreund@ci.the-dalles.or.us.