



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

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

SITE TEAM AGENDA

The information contained in this agenda is for preliminary comments/concerns only.

Thursday, August 28, 2025, 1:00 p.m.

Please note: Applicant start time is 2:00 p.m.

Meeting held via Zoom

<https://us06web.zoom.us/j/88316496257?pwd=VVdxVm5wQjRialdpOG9TdGFVeWF2QT09>

Meeting ID: **883 1649 6257** Passcode: **636603**

Dial: 1-669-900-6833 or 1-253-215-8782

Action Items

These items are for your review and comment. Please comment on or before the scheduled Site Team Meeting.

- A. **ST 67-25, Mid-Columbia Community Action Council – Site Team Pre-Application:**
Applicant is requesting approval to convert 22 transitional units from temporary to permanent housing by adding kitchenettes. The applicant plans to use the recently acquired parking lot in the adjacent lot to the south for additional parking. The property address is 200 W 2nd Street and further described as 1N 13E 3 BB Tax Lot 2300. The subject property is zoned CBC 3 – Central Business Commercial District.
- B. **ST 68-25, Jose Flores and Wylesha Wilcox, Rowena Crest Manor – Minor Partition or Building Permit:** Applicant is requesting approval to either: site and construct a third dwelling unit on the lot, or to initiate a Minor Partition, and then construct a second dwelling on one of the partitioned lots. The property address is 833 Pomona Street and further described as 2N 13E 32 AB Tax Lot 2300. The subject property is zoned RM – Medium Density Residential District.

Planner: Cialita Keys

Next regularly scheduled meeting: Thursday, September 11, 2025.



City of The Dalles
Community Development Dept.
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The Dalles, OR 97058
(541) 296-5481, ext. 1125
www.thedalles.org

Site Team #: _____

Received: _____

Filing Fee: _____

Receipt #: _____

Meeting Date: _____

Filing fee due with submittal

Site Team/Pre-Application Meeting

Adjustment

Mobile Home Park

Conditional Use Permit

Property Line Adjustment

Building Permit

Site Plan Review

Minor Partition/Replat

Planned Unit Development

Variance

Vacation (Street)

Comp Plan Amendment

Comp Plan/Zone Change

Subdivision

Zone Change

Other: _____

Applicant

Name: _____

Address: _____

Phone #: _____

Email: _____

Legal Owner (if other than Applicant)

Name: _____

Address: _____

Phone #: _____

Email: _____

Property Information

Address: _____

Map and Tax Lot: _____

Project Description / Concept Plan (continue on next page if necessary)


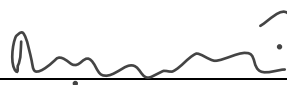
Application Policy


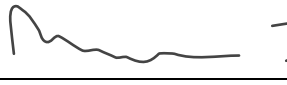
I certify that I am the applicant or owner identified below. I acknowledge that the final approval by the City of The Dalles, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property. I understand that if the property is owned in part or totality by a trust, partnership, corporation or LLC, I will be required to present legal documentation listing all persons that make-up the entity, as well as proof of my authorization to act on the entity's behalf. I consent and hereby authorize City representative(s) to enter upon my property for any purpose of examination or inspection related to this application. I certify that all information provided is true and correct, and consent to the filing of the application, authorized by my original signature below.

The Site Team/Pre-Application meeting does not constitute an approved Land Use Application. The resulting Land Use Application must adhere to all applicable standards in effect at the time of application.

Signature of Applicant

Signature of Property Owner

  7/18/25
Date

  7/18/25
Date

Department Use Only

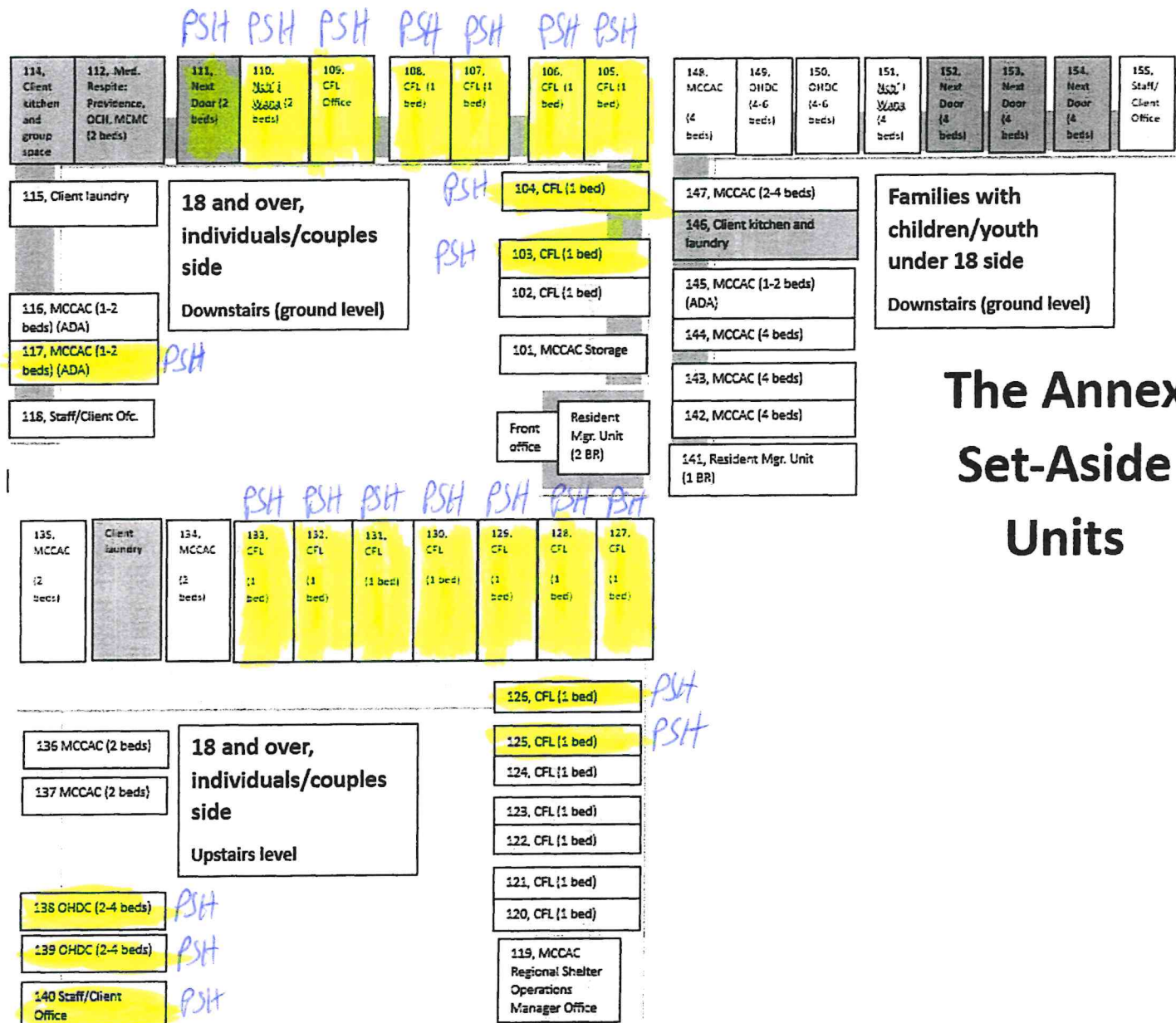
City Limits: Yes No Zone: _____ Overlay: _____ Airport Zone: Yes No

Geohazard Zone: _____ Flood Designation: _____

Historic Structure: Yes No Current Use: _____

Previous Planning Actions:

Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?





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Site Team #: ST 68-25
Received: 07/29/2025
Filing Fee: \$100
Receipt #: 248510189
Meeting Date: 08/28/2025

Filing fee due with submittal

Site Team / Pre-Application Meeting

- | | | | |
|---------------------------------------|---|---|--|
| <input type="radio"/> Adjustment | <input type="radio"/> Mobile Home Park | <input type="radio"/> Conditional Use Permit | <input type="radio"/> Property Line Adjustment |
| <input type="radio"/> Building Permit | <input type="radio"/> Site Plan Review | <input checked="" type="radio"/> Minor Partition/Replat | <input type="radio"/> Planned Unit Development |
| <input type="radio"/> Variance | <input type="radio"/> Vacation (Street) | <input type="radio"/> Comp Plan Amendment | <input type="radio"/> Comp Plan/Zone Change |
| <input type="radio"/> Subdivision | <input type="radio"/> Zone Change | <input type="radio"/> Other: _____ | |

Applicant (Rowena Crest Manor)

Name: Jose Flores and Wylesha Wilcox

Address: 1834 E 1st

The Dalles, OR 97058

Phone #: 541-300-0330 or 541-980-1387

Email: wylesha@yahoo.com

Legal Owner (if other than Applicant)

Name: _____

Address: _____

Phone #: _____

Email: _____

Property Information

Address: 833 Paymona St

Map and Tax Lot: _____

Project Description / Concept Plan (continue on next page if necessary)

~~1834~~ The subject property currently contains two existing residential homes and an adjacent vacant lot. The owner requests consideration to either subdivide the property to create separate legal lots for each of the ~~two~~ two existing homes, ~~and~~ if subdivision is not permitted, to obtain approval for the construction of a third residential dwelling on the vacant lot. The proposal aims to clarify lot boundaries and/or add a third dwelling while complying with applicable zoning and development regulations.


Application Policy

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Signature of Applicant

Signature of Property Owner


Date 7/29/25


Date 7/29/25

Department Use Only

City Limits: ☐ Yes ☐ No Zone: _____ Overlay: _____ Airport Zone: ☐ Yes ☐ No

Geohazard Zone: _____ Flood Designation: _____

Historic Structure: ☐ Yes ☐ No Current Use: _____

Previous Planning Actions:

Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?

