



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, July 24, 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 59-25, Kyle and Victoria Davis** – Applicant is requesting approval to convert the basement and garage into two Accessory Dwelling Units (ADUs), one attached, one detached. The subject property is located at 1010 West 9th Street and further described as 1N 13E 4 BA tax lot 1700. The subject property is zoned RH – High Density Residential.
- B. **ST 60-25, James Allen** – Applicant is requesting approval to either partition the lot, or site and construct an additional dwelling unit. The subject property is located at 616 East 11th Street, further described as 1N 13E 3 CD tax lot 5200. The subject property is zoned RH – High Density Residential.
- C. **ST 63-25 David Griffith** – Applicant is requesting approval to partition the 9,583 sq. ft. parcel into two parcels, and discuss potential Administrative Adjustment for reduction to minimum lot size. The subject property is located at 409 West 16th Street, further described as 1N 13E 4 DB tax lot 11100. The subject property is zoned RL – Low Density Residential.

Planner: Cialita Keys

Next regularly scheduled meeting: Thursday, July 24, 2025.



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

Site Team #: ST 59-25

Received: 06/30/2025

Filing Fee: \$100

Receipt #: 246398640

Meeting Date: 07/24/2025

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 checked="" type="radio"/> Building Permit	<input type="radio"/> Site Plan Review	<input 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

Name: Kyle & Victoria Davis
Address: 1010 West 9th Street
The Dalles, OR, 97058
Phone #: 541-993-3776
Email: davis.kyle.ray@gmail.com

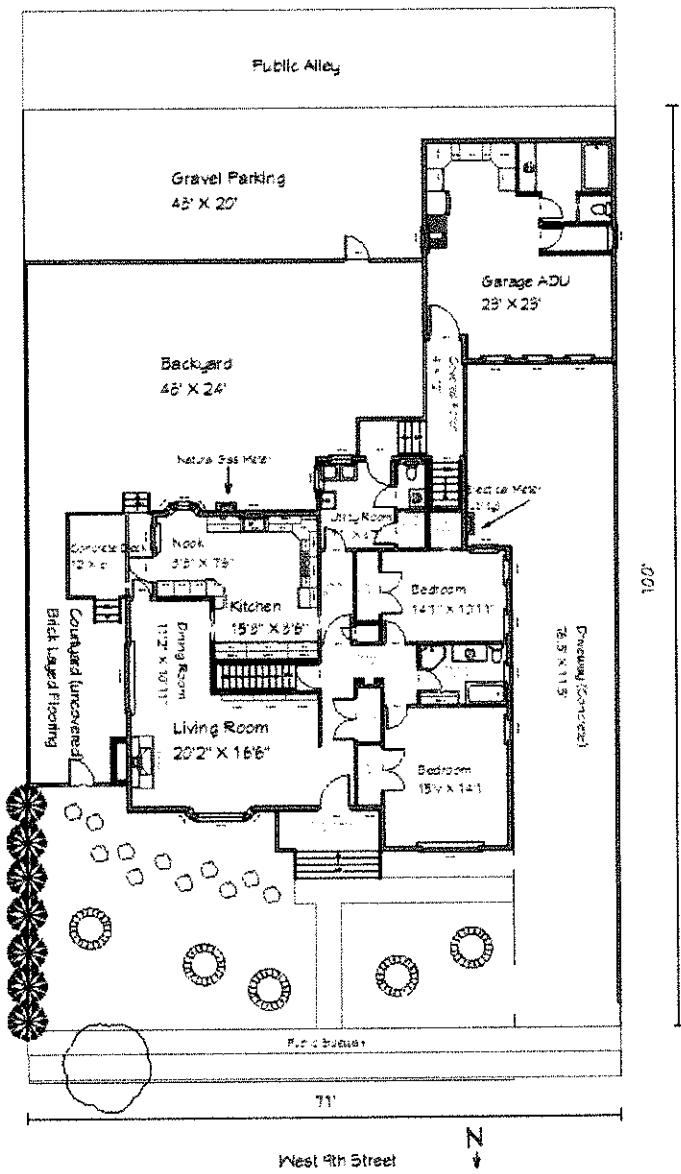
Legal Owner (if other than Applicant)

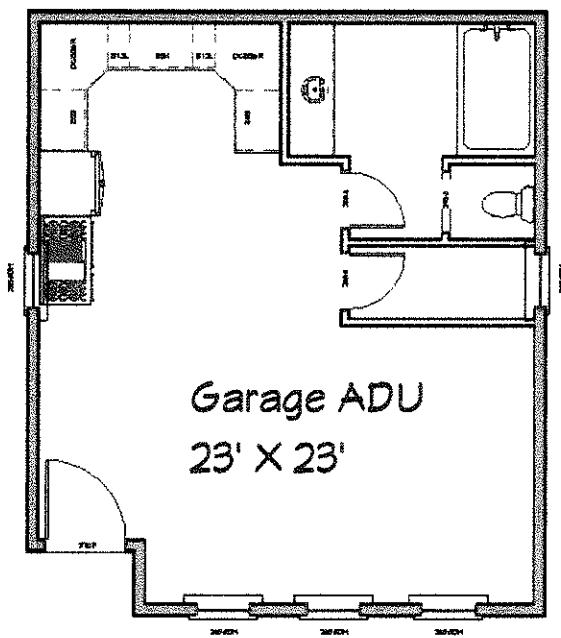
Name: Kyle Davis Victoria Davis
Address: 1010 West 9th Street
Phone #: 541 993 3776
Email: davis.kyle.ray@gmail.com

Property Information

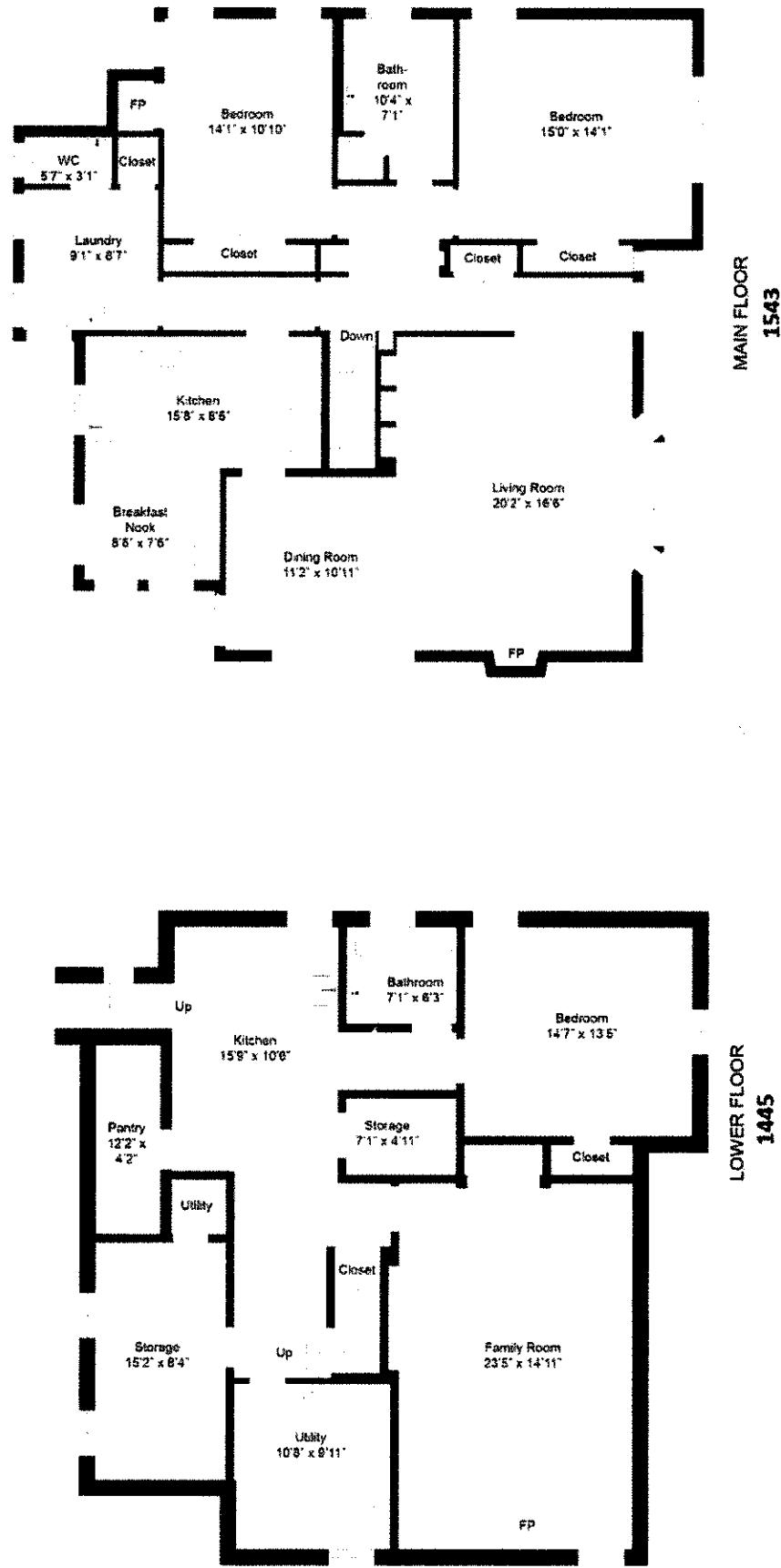
Address: 1010 West 9th Street Map and Tax Lot: 01N13 E04 BAO1700

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





1010 WEST 9TH STREET, THE DALLES, OR 97058
APPROXIMATE GROSS INTERNAL AREA 2988



1010 West 9th Street
The Dalles OR, 97058

Scope of Work

We would like to convert both the basement and a detached garage into ADU's. 1010 west 9th is a single-family home that has a 1543 sq. ft. main floor, 1445 sq. ft. basement, and a 466 sq. foot detached garage, on a 7,100 sq foot lot, and is zoned residential high. Listed below is a summary of work that needs to be completed in order for the home to meet ADU standards.

Electrical

- (1) Install three 200 amp breaker panels with independent meters to service each unit.
- (2) Separate power from each unit so that each unit has their own independent electrical services.
- (3) Install plugs to create 2 new kitchens in basement ADU and garage ADU.
- (4) Install plugs for each unit to have independent mini split systems for heat and cool.
- (5) Install plugs and lights in garage ADU.

Plumbing:

- (1) Replace main floor and basement hot and cold lines to Pex A.
- (2) Separate hot and cold lines from each unit.
- (3) Install new water heaters, one for each unit.
- (4) Install hot and cold lines into garage ADU kitchen, bathroom, and laundry room.
- (5) Install sewer line in garage ADU kitchen, bathroom, and laundry room and connect it to existing sewer line.

Structural

(Basement)

- (1) Build interior wall in basement. The purpose of the wall is to accommodate for the new kitchen plugs.
- (2) Install 4 egress windows, one for each bedroom and living room.
- (3) Install R30 insulation into basement ceiling for sound deponing and improved temperature control.
- (4) Install 5/8 x fire rated drywall into basement ceiling.
- (5) South-facing (15'2" X 8'4") storage room converted into bedroom. Convert utility room into closet: egress window installs.
- (6) Utility room on east side (10'8" X 9'11") into bedroom. Furnace deletes, create new closet. egress window install.

(Garage ADU)

- (1) Replace garage door with wall and install three windows.
- (2) Install walls for kitchen, bathroom, closet, and laundry.
- (3) Install insulation in walls and ceiling.
- (4) Install 5/8 x fire rated drywall on walls and ceiling.
- (5) Install 5 new windows. One in kitchen, one for bathroom, three for living room.



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Site Team #: ST 60-25
Received: 07/03/2025
Filing Fee: \$100
Receipt #: 246963972
Meeting Date: 07/24/2025

Site Team / Pre-Application Meeting

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

Applicant

Name: James
Address: 7675 Baseline Dr
Mount Hood Parkdale, OR 97041
Phone #: 5092502868
Email: Jamesrenoallen@gmail.com

Legal Owner (if other than Applicant)

Name: _____
Address: _____
Phone #: _____
Email: _____

Property Information

Address: 616 E 11th St

Map and Tax Lot: 1N 13E 3 CD 5200

Project Description (continue on next page if necessary)

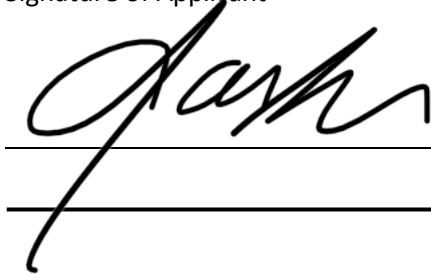
I would like to separate the front and back halves of the property I am in the process of buying. My ultimate goal is to build a separate living space on the alley side of the property. There appears to be plenty of space to build a small home or ADU and I would like advice on how to go forward with building separate housing. Whether this becomes dividing the property or simply building an ADU in the existing lot I would like to get as much information as possible before making more plans.

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



07/03/2024

Date

Signature of Property Owner

Date

Department Use Only

City Limits: Yes No Zone: RH Overlay: No Airport Zone: Yes No
Geohazard Zone: ZONE 1 Flood Designation: N/A
Historic Structure: Yes No Current Use: Residential

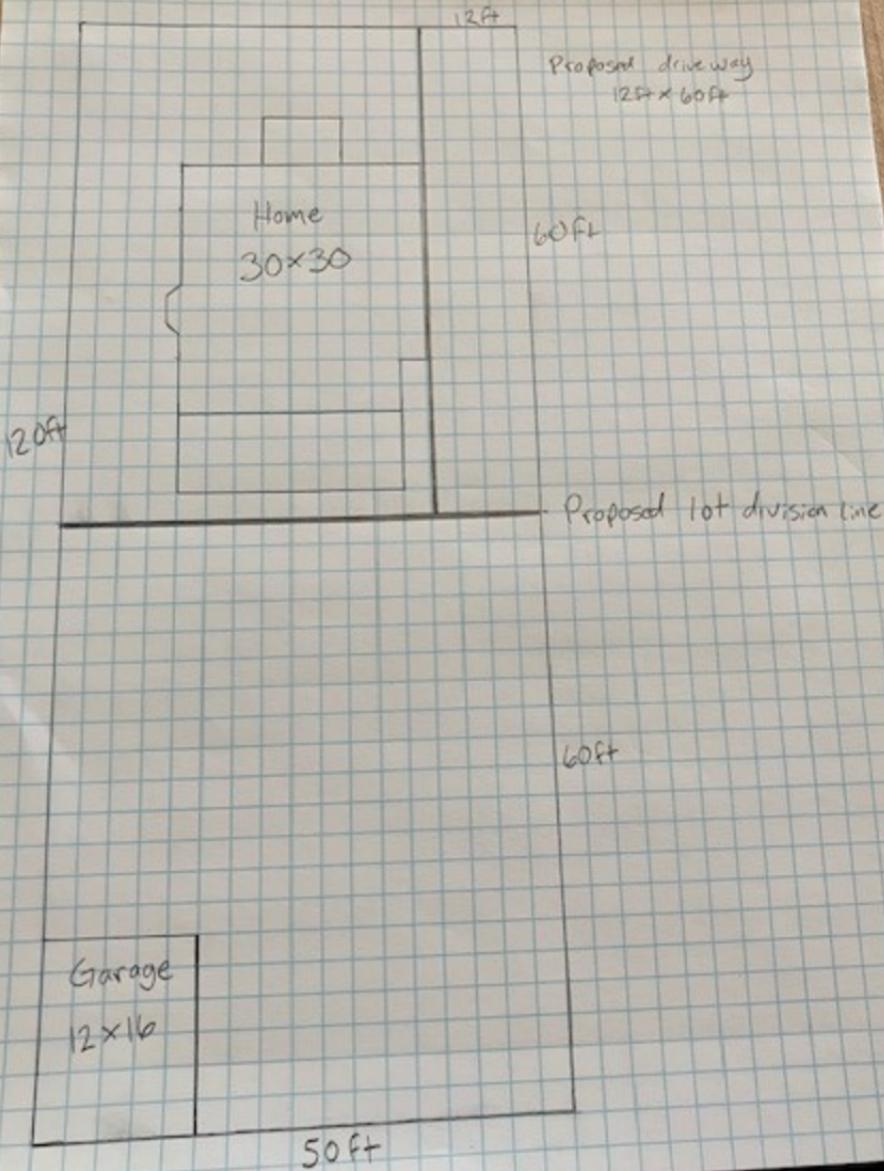
Previous Planning Actions:

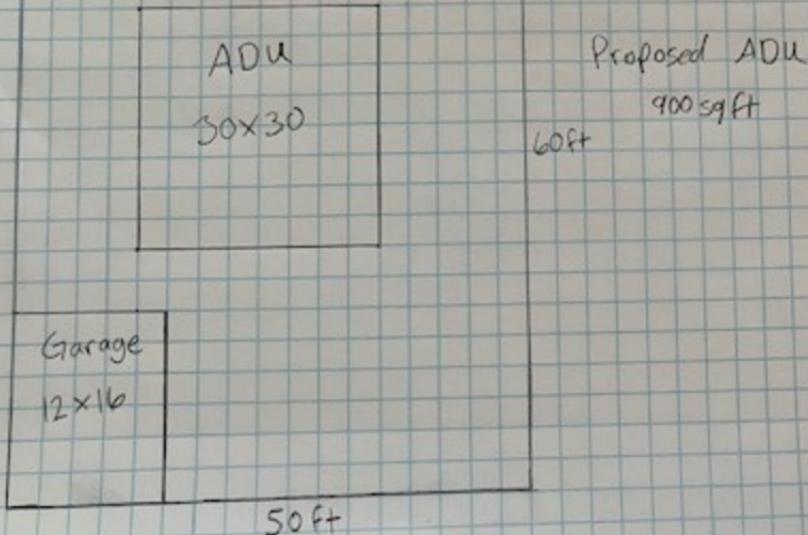
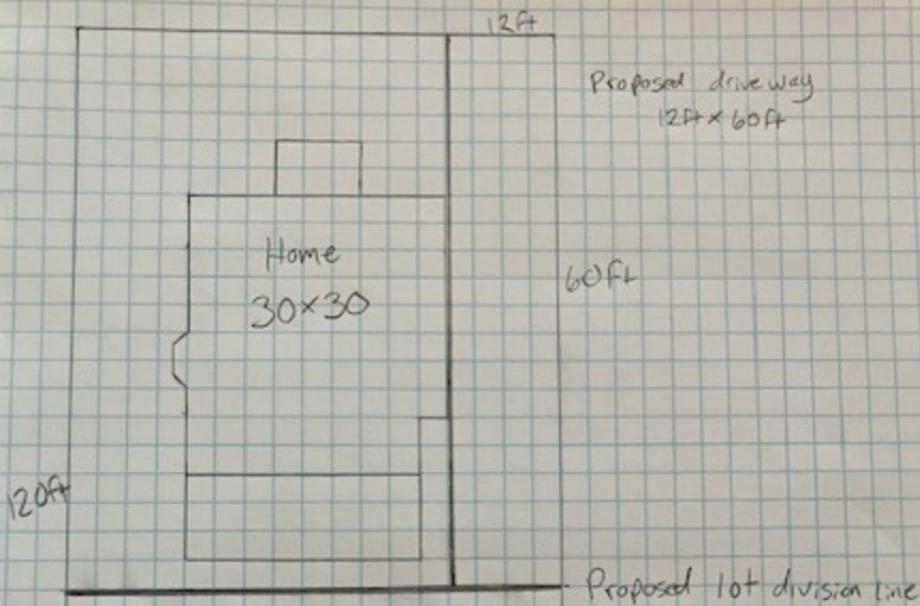
Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?

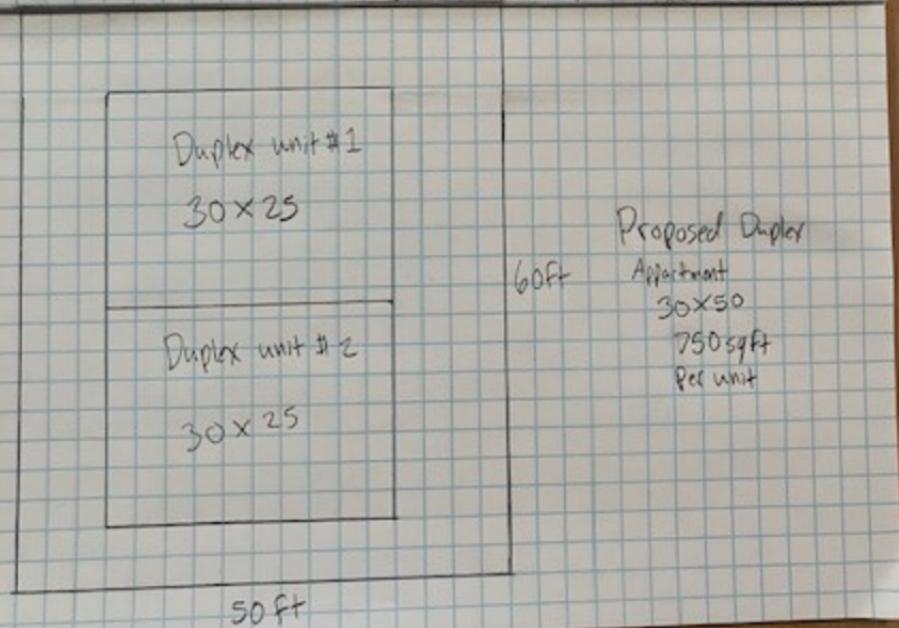
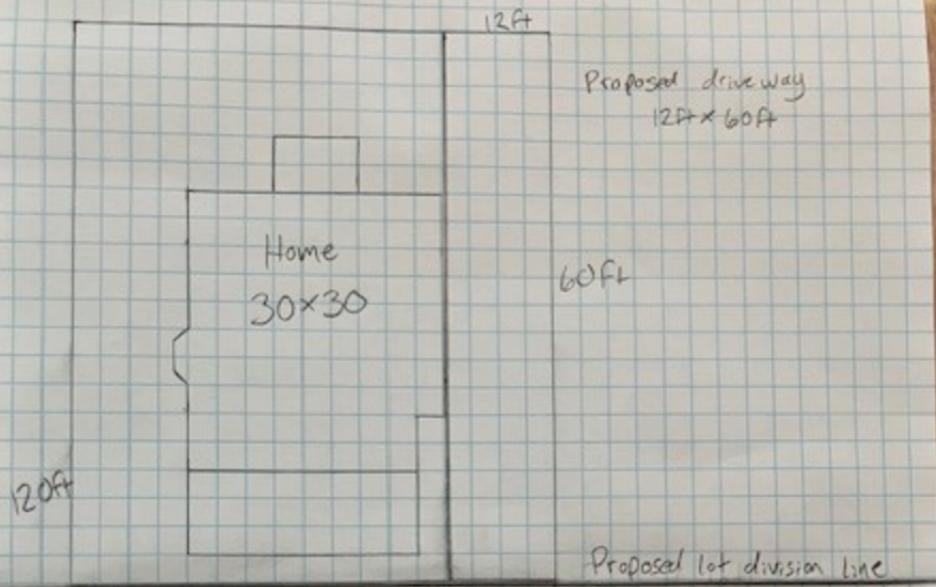
Wasco County

1:100 Scale

1:100 Scale









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The Dalles, OR 97058
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Site Team #: ST 63-25
Received: 07/10/2025
Filing Fee: \$100
Receipt #: 875706
Meeting Date: 07/24/2025

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: David A. Griffith

Address: P.O. Box 1487
409 W 16th The Dalles 97058

Phone #: 541-980-7875

Email: david@solidgold.auctions.com

Legal Owner (if other than Applicant)

Name: Sam

Address: _____

Phone #: _____

Email: _____

Property Information

Address: 409 W 16th
TD 97058

Map and Tax Lot: 11100 409 W 16

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



7/5/25

Date

Signature of Property Owner



7/5/25

Date

July 5, 2025

Parcel: 11100 at 409 W 16th. Property is between W 16th and alley below W 16th

This note is to present a PARTITION application for the lot that is West of the house at 409 W 16th to develop/ build on. The size is approximately 4500 sq ft and it goes from W 16th to alley, below it to the North.

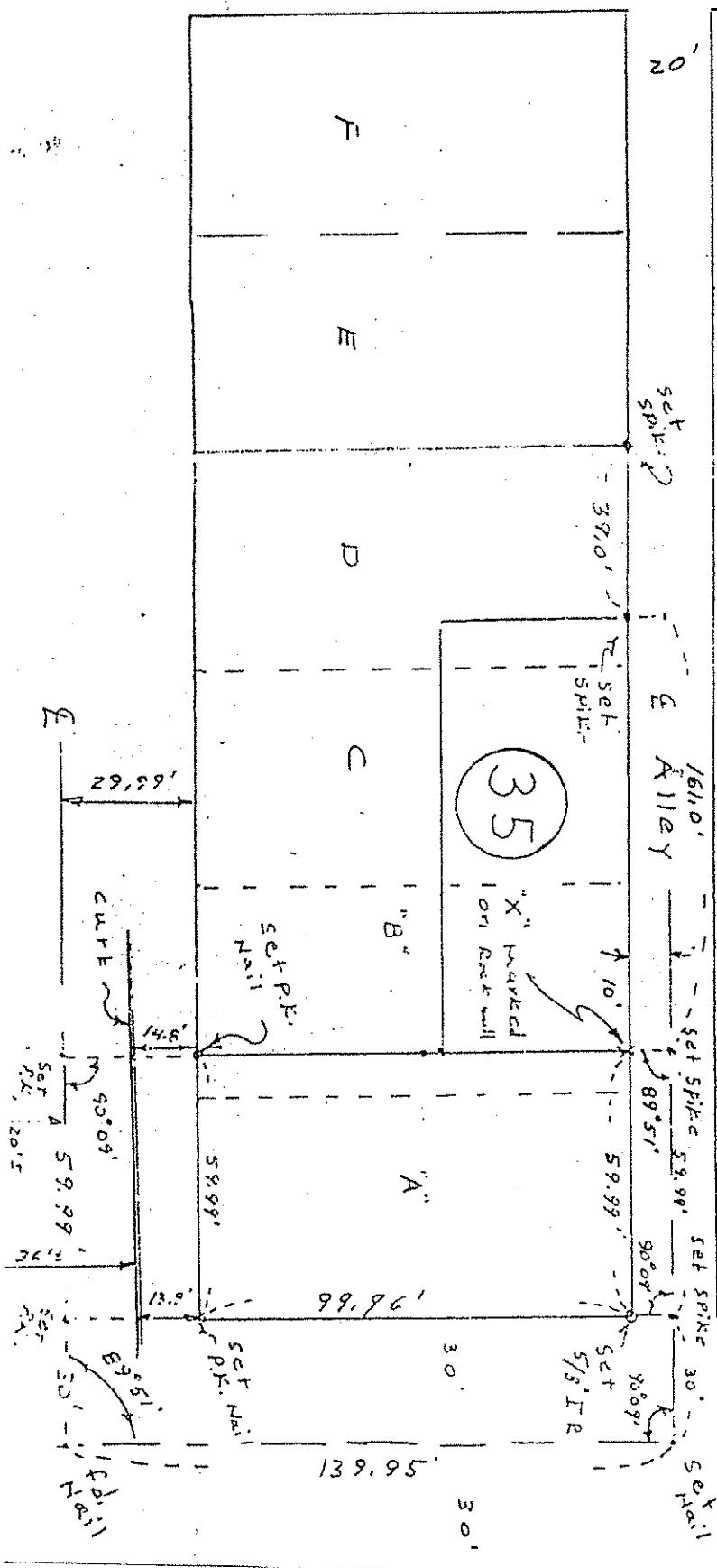
Department Use Only

City Limits: Yes No Zone: RL Overlay: No Airport Zone: Yes No
Geohazard Zone: Zone 2 Flood Designation: N/A
Historic Structure: Yes No Current Use: Residential
Previous Planning Actions:

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

Plat Map





q Pentland

10.5

West 14th St.

Outlook

Land Development Inquiry: 409 W. 16th Street

From Joshua Chandler <jchandler@ci.the-dalles.or.us>

Date Fri 6/13/2025 1:30 PM

To David Griffith <david@solditsolditauctions.com>

1 attachment (280 KB)

2024 Site Team Pre-App, rev 2024-06-21.pdf;

Good afternoon David,

It was great catching up with you yesterday.

As requested, I'm following up on your inquiry regarding the potential redevelopment of the vacant portion of your property at 409 W. 16th Street. Based on our review, the site consists of a single tax lot totaling approximately 0.22 acres (roughly 9,583 square feet), with a vacant portion located on the west side. The property is zoned Low Density Residential (RL), which has a minimum lot size requirement of 5,000 square feet.

Under current standards, the site does not meet the size requirement for a straightforward partition.

However, the City's code provides a path forward through the Administrative Adjustment process, which allows for up to a 10% reduction in minimum lot size. This would make a two-lot minor partition feasible, potentially resulting in two buildable parcels.

The RL zone also permits duplexes outright or allows the addition of an accessory dwelling unit (ADU) to an existing single-family residence. While these options can be pursued without dividing the lot, you indicated greater interest in the partition route, with the intent to potentially sell the land for future development.

To explore the partition route further, the first step is to schedule a pre-application or Site Team meeting. This meeting brings together representatives from City Planning, Public Works, local utilities, Mid-Columbia Fire & Rescue, and Wasco County Building Codes. It's a valuable opportunity to receive project-specific feedback and clarify key development requirements early in the process. Following the meeting, staff will provide written notes summarizing the discussion. These notes can serve as a useful reference as you prepare a formal land use application.

Attached is a fillable Site Team application form. You'll also need to submit a basic concept plan showing the proposed layout. While a formal survey isn't required at this stage, providing as much detail as possible will help staff give more meaningful input.

Site Team meetings are held on the second and fourth Thursdays of each month and scheduled in the order received, with a maximum of three items per meeting. To reserve a spot, please submit the application, concept plan, and \$100 fee at least two weeks prior to your preferred meeting date.

Application materials and payment can be coordinated with our Administrative Assistant Crystal Sayre (| 541-296-5481, x1125).

Upcoming meetings and associated submission deadlines are as follows:

Meeting Date / Submission Deadline

July 10 June 26

July 24 July 10

August 14 July 31

August 28 August 14