



## 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 9<sup>th</sup> 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 11<sup>th</sup> 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 16<sup>th</sup> 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.**



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**Community Development Dept.**  
313 Court Street  
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(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)

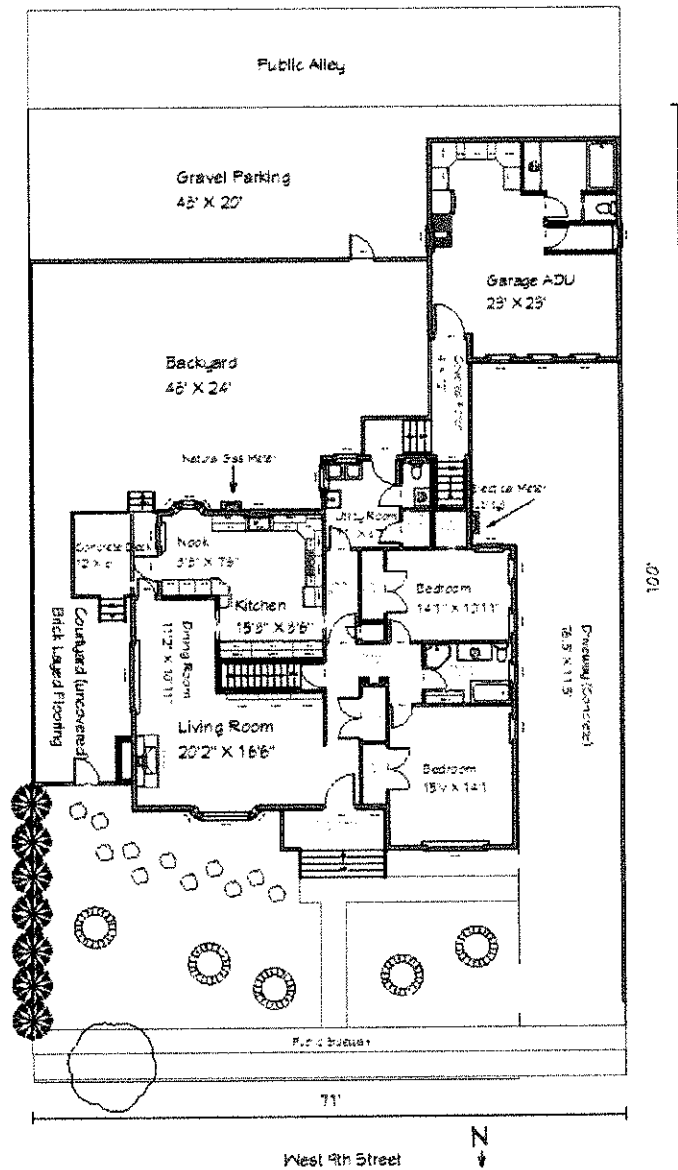
Name: Kyle Davis Victoria Davis  
Address: 1010 West 9th Street  
Phone #: 541 993 3776  
Email: davis.kyle.ray@gmail.com

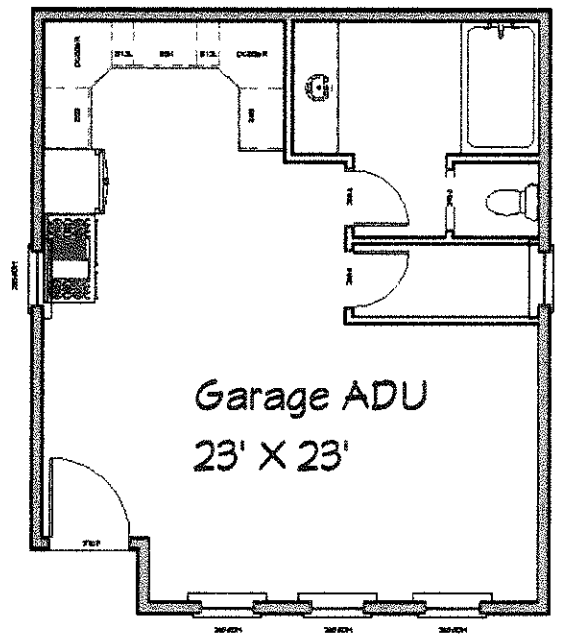
### Property Information

Address: 1010 West 9th Street

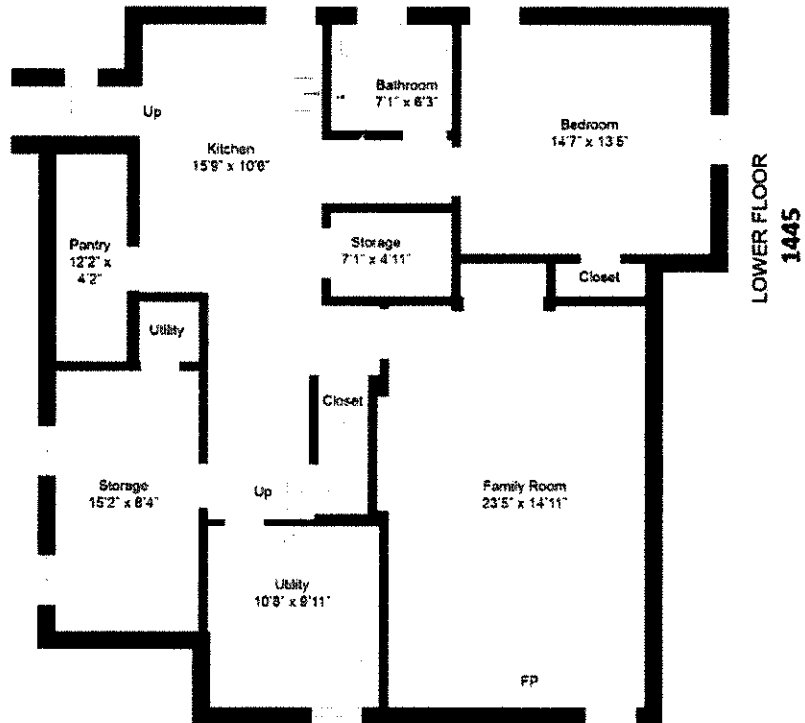
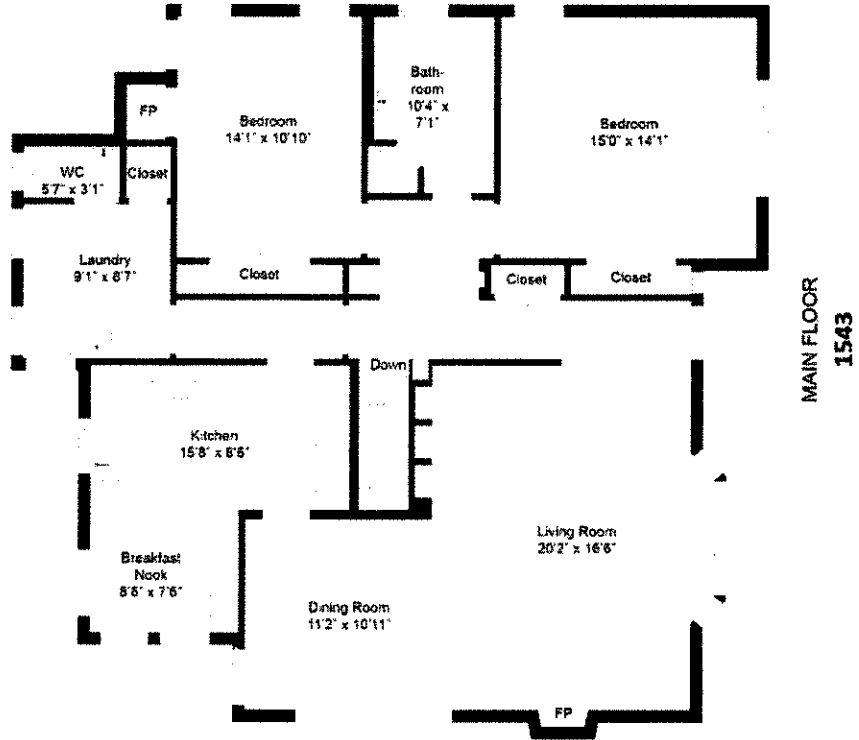
Map and Tax Lot: 01N13 E04 BAC01700

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





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



## 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

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## 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: _____                      |   |

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### 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: \_\_\_\_\_

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### Property Information

Address: 616 E 11th St

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

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### 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

Signature of Property Owner



07/03/2024

Date

Date

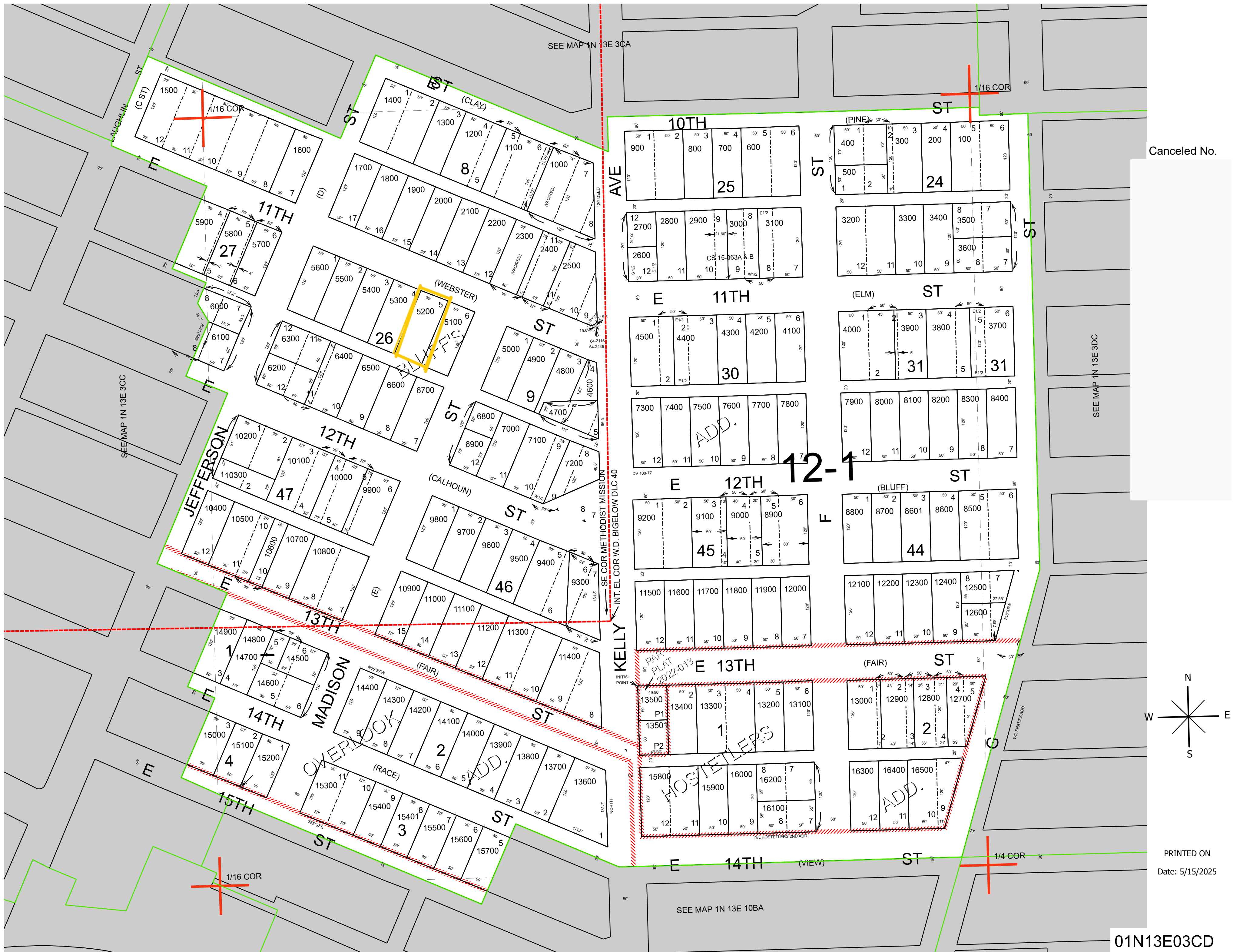
### Department Use Only

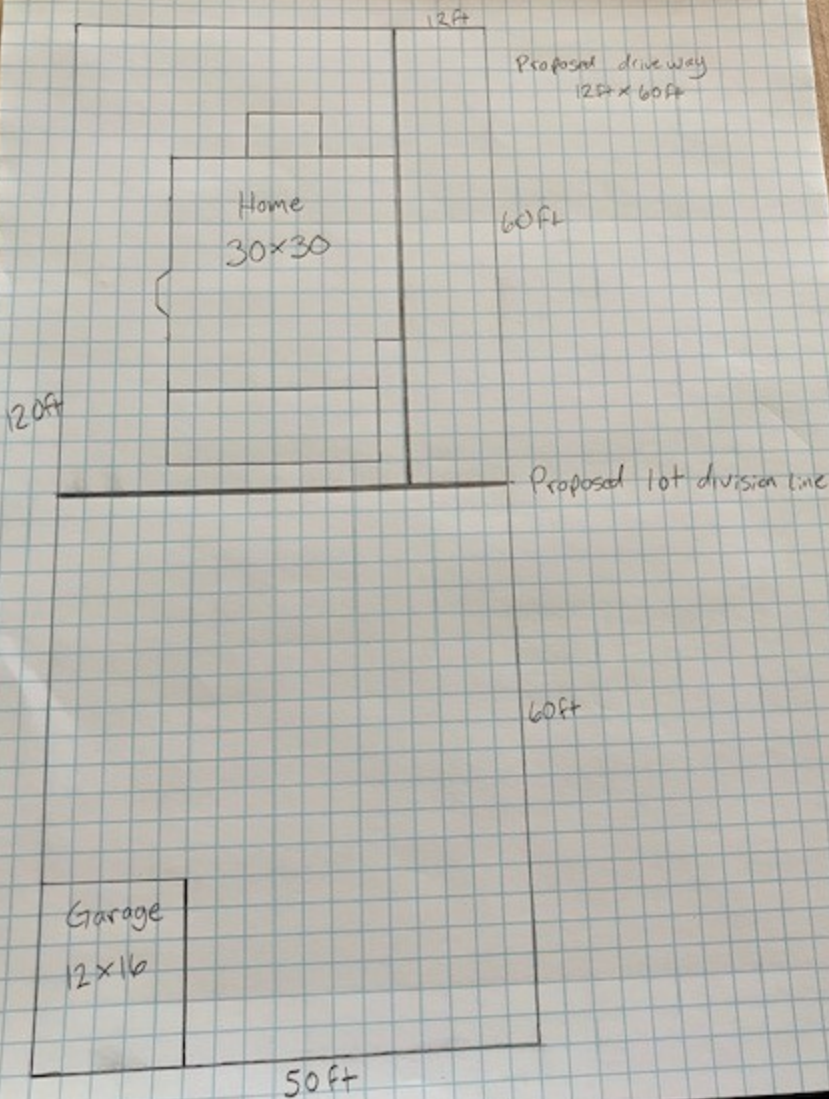
City Limits: ☒ Yes ☐ No    Zone:     RH        Overlay:     No        Airport Zone: ☒ Yes ☐ No  
Geohazard Zone:     ZONE 1        Flood Designation:     N/A      
Historic Structure: ☐ Yes ☒ No    Current Use:     Residential    

Previous Planning Actions:

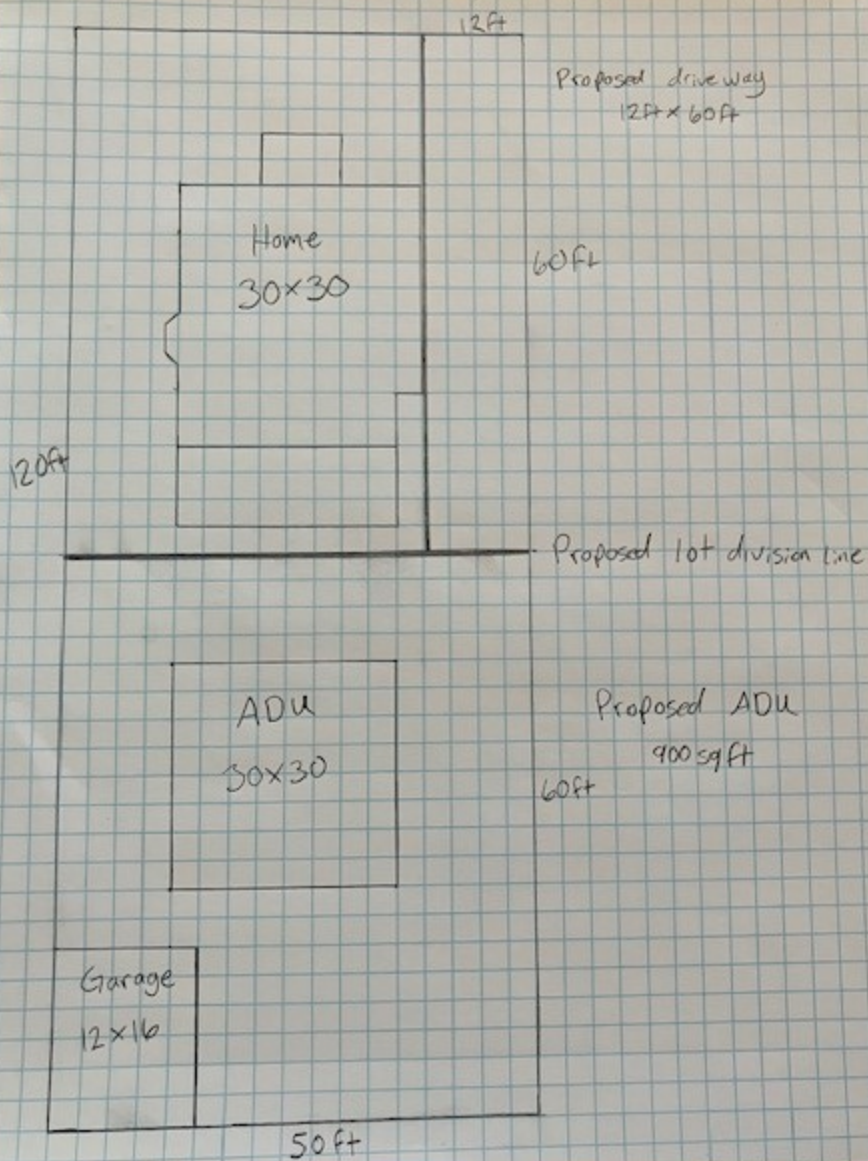
Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?

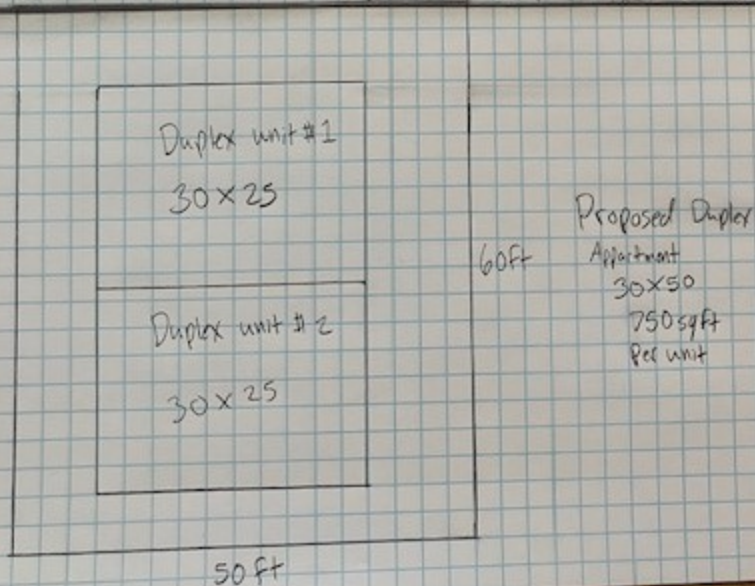
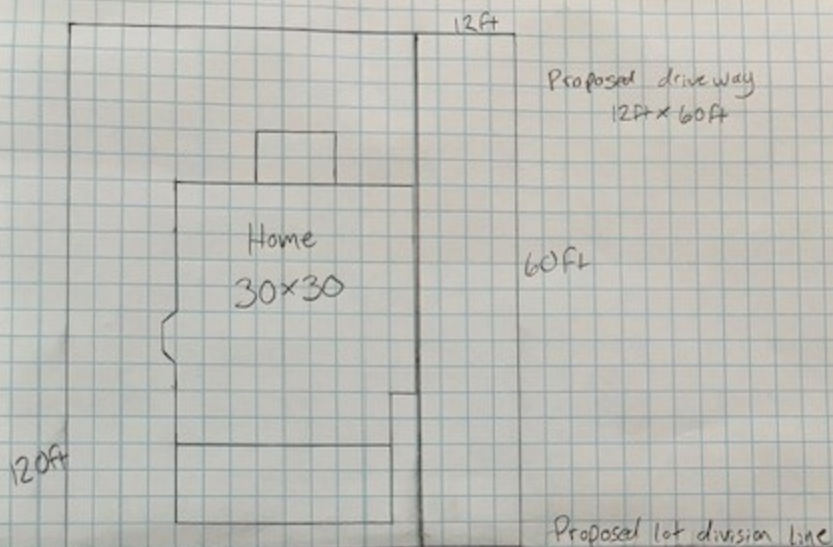














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Site Team #: ST 63-25  
Received: 07/10/2025  
Filing Fee: \$100  
Receipt #: 875706  
Meeting Date: 07/24/2025

*Filing fee due with submittal*

## Site Team/Pre-Application Meeting

- |                                       |   |   |  |
|---------------------------------------|---|---|--|
| <input type="radio"/> Adjustment      | <input type="radio"/> Mobile Home Park  | <input type="radio"/> Conditional Use Permit            | <input type="radio"/> Property Line Adjustment |
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| <input type="radio"/> Subdivision     | <input type="radio"/> Zone Change       | <input type="radio"/> Other: _____                      |  |

### Applicant

Name: David A. Griffith  
Address: P.O. Box 1487  
409 W 16<sup>th</sup> The Dalles 97058  
Phone #: 541-980-7875  
Email: david@soliditsolidauctions.com

### Legal Owner (if other than Applicant)

Name: Same  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

### Property Information

Address: 409 W 16<sup>th</sup>  
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.

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Signature of Applicant



7/5/25

Date

Signature of Property Owner



7/5/25

Date

July 5, 2025

Parcel: 11100 at 409 W 16<sup>th</sup>. Property is between W 16<sup>th</sup> and alley below W 16<sup>th</sup>

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

### 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:

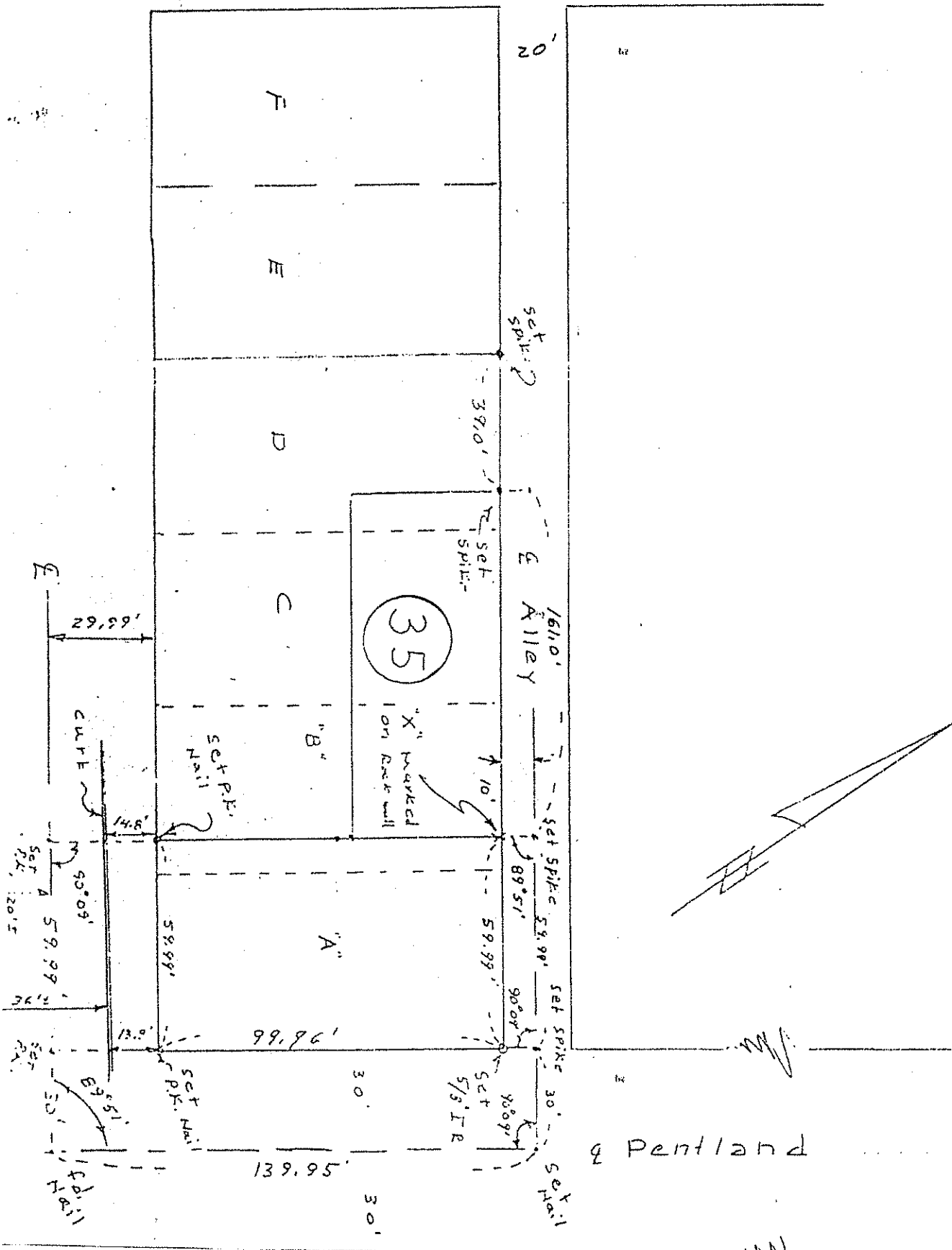
Erosion Control Issues? Access Issues? Utilities and Public Improvements? Items Needing Attention?



# Plat Map



1911





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