

Date: Mon, 23 Dec 2024 8:12:19 PM (UTC)
Sent: Mon, 23 Dec 2024 8:12:24 PM (UTC)
Subject: RE: Permit History
From: King, Lauren
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>; Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>;
CC: Team,

Adding Donnie, Tom and Eric. Thank you for this Jody, it is very helpful!

In terms of no “building or mechanical permit for piping at McCall.” When I previously asked Zenith’s attorney they informed me that “Terry told them they didn’t have to because the plumbing code does not contemplate this type of plumbing permit.” I have no idea if they have that in writing (or if the City does). Let me know whether that is consistent with how PP&D reads the plumbing code and if we might have some notation of this somewhere?

Also, it would be useful to loop someone in from OCT to do a similar review of franchises and the scope of those franchises. I am not sure who that is, but Eric can hopefully identify the right person.

Finally, in terms of setting the record straight, I think it would be helpful to know when the McCall and Chevron docks were constructed, if there are permits for that, and what the building and zoning code allowed owners to use the docks for. As previously noted, there is a lot of talk about “unpermitted construction” and I think some in the public/ press have an impression of Zenith building a dock, pipes, etc and the City not knowing. I think the City should have a firm understanding of those details.

I hope everyone has a wonderful holiday. Thank you all for helping manage this.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
PORTLAND OFFICE OF THE CITY ATTORNEY
1221 SW Fourth Avenue, Room 430
Portland, OR 97204
Voice: 503-823-3069 | Fax: 503-823-3089
lauren.king@portlandoregon.gov

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David –
Please see attached research excel sheets and summary. Land Use should review for corrections where appropriate.

Thanks,
Jody

Jody Orrison
Building Codes Analyst
Building Official and Appeals Program

Portland Permitting & Development - City of Portland
503-823-8693
Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

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Hi,

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Lauren – do you want to be included as well or just see what the final list looks like?

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Land Use Services Division Manager

City of Portland – Portland Permitting and Development

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Jody and I met this morning to discuss the records research for the properties. Jody had started the permit history deep dive yesterday afternoon and has done the heavy lifting for the comprehensive permit search. Jody shared her spreadsheet and process, and I wouldn't have done anything differently. Major props to Jody for her work on the permit research!

@Tallant, Kimberly do you have a suggestion for who Jody can meet with for a quick conversation on the LUS portion?

Please let me know if there are any questions for me.

Janette Cook

Permitting Services ISTARs (Solar, Trades, Addressing and Residential Specialties REV/DFS) | Records Conversion

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Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>

Subject: Permit History

Importance: High

Hi Jody and Janette,

There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads as follows:

2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:



5501 NW FRONT AVE
PORTLAND, OR 97210

ASSESSOR

Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	
Total Land Area	31.27 acres
Building Area	2,652 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 FSSFX I N #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built
Neighborhood LINNTON
Jurisdiction Portland / Multnomah
City Council District 4
Zoning IH - Heavy Industrial
Elevation 38 ft (approximate)
Owner ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address 3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts

For more information about data updates or discrepancies, please contact Multnomah Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price \$16,858,410.00
Date 08/01/2006

Property Values (2024)

Market Value \$1,051,150.00
Assessed Value \$443,300.00



5600 WI/ NW ST HELENS RD

PORTLAND, OR 97210

ASSESSOR

Address 5600 WI/ NW ST HELENS RD
Address2 PORTLAND, OR 97210
City PORTLAND
Property ID R315892
Tax Roll SECTION 19 1N 1E, TL 500 7.28 ACRES
Use INDUSTRIAL SPECIAL PURPOSE
Lot TL 500
County Multnomah
State ID 1N1E19B 500
New State ID 1N1E19B -00500
Alt Account Number R941191220
Map Number 191N1E
Total Land Area 7.28 acres
Building Area 0 sq ft

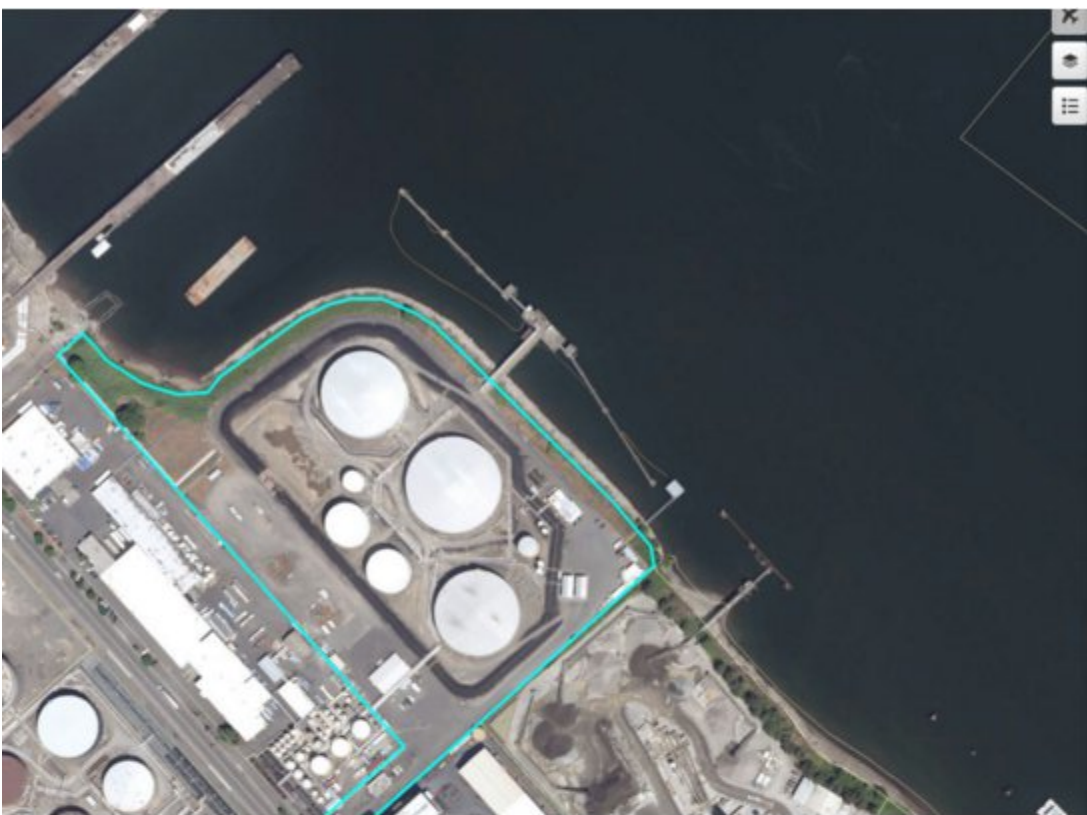
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Owner

Name ZENITH ENERGY TERMINALS HOLDINGS LLC
Address 3900 ESSEX LN #700 HOUSTON TX 77027-5166





5480 WI/ NW FRONT AVE
PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE
PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, @Tallant, Kimberly we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen

Interim Director

City of Portland – Portland Permitting & Development

1900 SW Fourth Ave., Suite 5000

Portland, OR 97201

503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov

Work Hours:

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

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Translation and Interpretation: 503-823-4000

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/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=992F76BF40074B3984EF5A35D98D64BB-LAKING

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PRR_376618_000046

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There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads

as follows:
2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:





5501 NW FRONT AVE

PORTLAND, OR 97210

ASSESSOR	
Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	
Total Land Area	31.27 acres
Building Area	2,652 sq ft
Assessor Update Date	12/16/2024 4:33AM
For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us .	
Owner	
Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 FSSFX I N #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built
Neighborhood [LINNTON](#)
Jurisdiction [Portland / Multnomah](#)
City Council District [4](#)
Zoning [IH - Heavy Industrial](#)
Elevation 38 ft (approximate)
Owner ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address 3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts

For more information about data updates or discrepancies, please contact Multnomah Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$16,858,410.00
Date	08/01/2006

Property Values (2024)

Market Value	\$1,051,150.00
Assessed Value	\$443,300.00



5600 W/ NW ST HELENS RD

PORTLAND, OR 97210

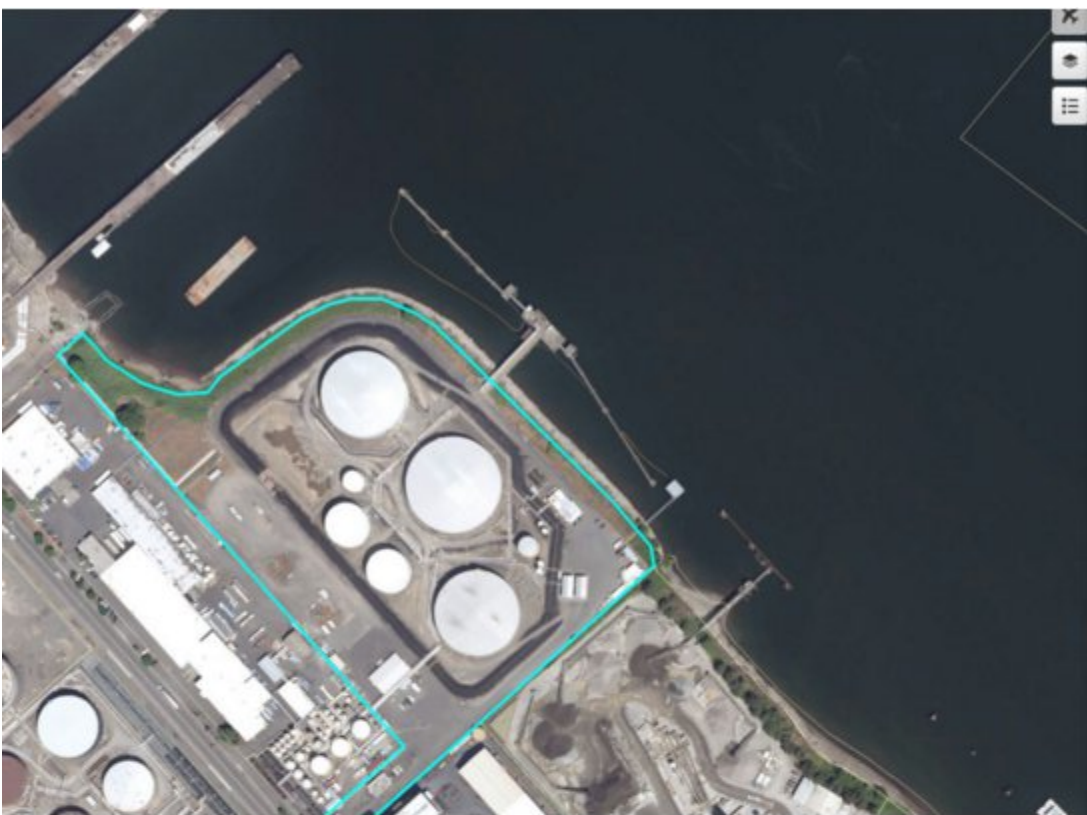
ASSESSOR

Address	5600 W/ NW ST HELENS RD
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315892
Tax Roll	SECTION 19 1N 1E, TL 500 7.28 ACRES
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 500
County	Multnomah
State ID	1N1E19B 500
New State ID	1N1E19B -00500
Alt Account Number	R941191220
Map Number	191N1E
Total Land Area	7.28 acres
Building Area	0 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5480 WI/ NW FRONT AVE
PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE
PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, @Tallant, Kimberly we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen

Interim Director

City of Portland – Portland Permitting & Development

1900 SW Fourth Ave., Suite 5000

Portland, OR 97201

503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov

Work Hours:

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

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口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad

Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas

Translation and Interpretation: 503-823-4000

Date: Mon, 23 Dec 2024 9:19:24 PM (UTC)
Sent: Mon, 23 Dec 2024 9:19:19 PM (UTC)
Subject: INFO: Proposed Council Work Session in January
From: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
To: Bocker, Lori <Lori.Bocker@portlandoregon.gov >;
Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov >; Jordan, Michael
<Michael.Jordan@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >; King, Lauren
CC: <Lauren.King@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >;
Engstrom, Eric <Eric.Engstrom@portlandoregon.gov >; Chase, Sam <Sam.Chase@portlandoregon.gov >; Von
Burg, Annie <Annie.VonBurg@portlandoregon.gov >;

Hi Lori,

Last week we hosted two council-elect briefings related to Zenith and associated City administrative roles. For the second meeting, Mayor-elect Wilson was able to join. At that meeting, Councilor Green, Councilor Zimmerman and Mayor Wilson contemplated hosting a work session for the full council as an opportunity to provide context on Zenith, the Critical Energy Infrastructure hub and future City action. Aisling reaffirmed Mayor Wilson's commitment to this today. Because the State has given us a Feb 4th deadline for the next step, we are under a timeline crunch to make the work session happen as soon as possible. Thus, finding time the week of the 13th would be ideal. I am sensitive to the fact that processes and decision-making steps may not be in place, but given this timeline, I wanted to get this on your radar in the even that the new council president wants to move forward.

A couple of other notes for your situational awareness and consideration; this is intended to be a work session, not a public hearing. There is no decision point for the council at this time (although there may be interest in taking action) and thus holding the item at a regular council meeting may not make sense even if there was time available. Also, staff have begun to develop an outline for the work session and we would appreciate guidance on when it would be appropriate to share with council.

There is much to discuss, but I wanted to make sure this was officially on your radar.

Donnie Oliveira, he/him/his
Deputy City Administrator
Community and Economic Development
Phone: 503.593.1869
portland.gov/transition

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Date: Tue, 31 Dec 2024 5:11:25 PM (UTC)
Sent: Tue, 31 Dec 2024 5:11:47 PM (UTC)
Subject: RE: Permit History
/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP
From: (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=992F76BF40074B3984EF5A35D98D64BB-LAKING
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
Donnie,

In terms of permit history, and the question of whether the City knew/ required permits for the pipes to McCall, Zenith's attorney identified a few City emails that may be on point. They are from 2018 and 2019 and appear to involve employees that are no longer with the City. I do not have the actual emails just the to, from and date but Zenith's attorney reports that essentially Terry and the Fire Marshall were aware of the pipe use at the McCall dock and informed Zenith no permits were required. Again, I have not seen the emails. We can ask Zenith to share copies of those emails or locate them on the City's end. Let me know if you have a preference.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
PORTLAND OFFICE OF THE CITY ATTORNEY
1221 SW Fourth Avenue, Room 430
Portland, OR 97204
Voice: 503-823-3069 | Fax: 503-823-3089
lauren.king@portlandoregon.gov

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From: Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov >
Sent: Monday, December 30, 2024 1:31 PM
To: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov >; Orrison, Jody <Jody.Orrison@portlandoregon.gov >; King, Lauren <Lauren.King@portlandoregon.gov >; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov >; Cook, Janette <Janette.Cook@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov >; Ray, Ken <Ken.Ray@portlandoregon.gov >
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov >; Brown, Kelly <Kelly.Brown@portlandoregon.gov >; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov >; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov >
Subject: Re: Permit History

Hello team,

I hope you are all doing well and enjoyed the weekend. I wanted to flag a letter on this topic sent on Friday by a coalition of environmental groups to the incoming mayor, incoming councilors, and CA Jordan. The coalition published the letter online at the below link, which I share for reference as we continue digging into some of these questions.

<https://xrpx.org/letter-to-portland-zenith-energy/>

With appreciation,
Elliott

Elliott Kozuch | *He/Him or They/Them*

Public Information Manager

City of Portland

Community and Economic Development Service Area

Call/Text: 971-480-0551

Email: elliott.kozuch@portlandoregon.gov

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From: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>

Sent: Tuesday, December 24, 2024 9:57 AM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Hi,

Attached are the notes from EA 19-180219.

Andy Gulizia, City Planner (he/him)

Portland Permitting & Development – City of Portland

Title 33 Section, Land Use Services Division

1900 SW 4th Avenue, Suite 5000

Portland, OR 97201

(503) 865-6714

andrew.gulizia@portlandoregon.gov

www.portland.gov/ppd

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work hours: Monday-Friday, 8:00 – 5:00

From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Monday, December 23, 2024 4:39 PM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Lauren –

- I don't have access to Terry's email correspondence but haven't seen any notes in the permit software that would identify his communication with them.
- @Rozzell, Matt – You would know better about the plumbing code question. There are structural requirements for "seismic design requirements for nonbuilding structures" in ASCE 7 Chapters 13 and 15. Title 24 requires a permit for any work in the flood plain.
-
- Suggestion: If we're looking for actionable items by the new council, they could explore adding something to Title 24 that explicitly requires a structural permit for piping like this, focused around keeping environmental hazards contained when located near greenways maybe? Building code is primarily about fire and life safety – so the definition of a hazardous material is centered more around people rather than waterways. This could provide transparency and consistency for enforcing the building permit requirement (and therefore all associated city regulations) as the state continues to limit the scope of the OSSC.
- The *reliable* digital permit history only goes back to 2012. Someone would need more time to do a deep dive into the older permit records to find out when the docks were built – and there may not have been a requirement for a permit at that time if it was far enough back. There is a 1984 land use permit referencing an "existing dockside" at the McCall site. The 2018 permits for the Chevron Dock clearly recognized the dock itself as existing permitted work.

Land use folks: As it relates to Lauren's question about written direction from Terry, are there any notes from the 2019 early assistance meeting: 19-180219-EA "The project will allow biodiesel and the liquid intermediate to come inbound to the Zenith Energy Portland Terminal (5501 NW Front Avenue) via the McCall Dock (5034 NW Front Avenue)"? The black line indicates a new "Proposed liquids intermediate pipeline" and the green is a new section for biodiesel. It was just a meeting, not a permit but appears to be the scope of work they partially did in April 2021 and are getting a building permit for currently?



I'm out of the office after noon tomorrow until Jan 6th, but Matt will be around next week. Happy Holidays!

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Monday, December 23, 2024 12:13 PM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <

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Donald.Oliveira@portlandoregon.gov >; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Team,

Adding Donnie, Tom and Eric. Thank you for this Jody, it is very helpful!

In terms of no “building or mechanical permit for piping at McCall.” When I previously asked Zenith’s attorney they informed me that “Terry told them they didn’t have to because the plumbing code does not contemplate this type of plumbing permit.” I have no idea if they have that in writing (or if the City does). Let me know whether that is consistent with how PP&D reads the plumbing code and if we might have some notation of this somewhere?

Also, it would be useful to loop someone in from OCT to do a similar review of franchises and the scope of those franchises. I am not sure who that is, but Eric can hopefully identify the right person.

Finally, in terms of setting the record straight, I think it would be helpful to know when the McCall and Chevron docks were constructed, if there are permits for that, and what the building and zoning code allowed owners to use the docks for. As previously noted, there is a lot of talk about “unpermitted construction” and I think some in the public/ press have an impression of Zenith building a dock, pipes, etc and the City not knowing. I think the City should have a firm understanding of those details.

I hope everyone has a wonderful holiday. Thank you all for helping manage this.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

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lauren.king@portlandoregon.gov

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From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Friday, December 20, 2024 8:24 AM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>

Subject: RE: Permit History

David –

Please see attached research excel sheets and summary. Land Use should review for corrections where appropriate.

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Thursday, December 19, 2024 9:43 AM

To: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>

Subject: RE: Permit History

I don't need to be a part of that meeting. Please remember to include the greenway review(s) and other land use decisions that relate to the site.

Since PP&D is collecting and preparing this information for the purposes of obtaining legal advice, I recommend you draft stamp your spreadsheet or other documents that PP&D prepares during this exercise indicating that it is "For the purpose of obtaining

PRR_376618_000058

legal guidance”

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:37 AM
To: Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>
Subject: RE: Permit History

Hi,

It's probably best to meet with Andy as he worked on the last LUCS and will get the new one.

Lauren – do you want to be included as well or just see what the final list looks like?

Kimberly Tallant

Land Use Services Division Manager

PRR_376618_000059

City of Portland – Portland Permitting and Development

1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201

503-865-6033 (cell)

kimberly.tallant@portlandoregon.gov

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Work Hours: Monday-Friday 8:00-5:00 PT

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From: Cook, Janette <Janette.Cook@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:31 AM
To: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>
Subject: RE: Permit History

Hi David,

Jody and I met this morning to discuss the records research for the properties. Jody had started the permit history deep dive yesterday afternoon and has done the heavy lifting for the comprehensive permit search. Jody shared her spreadsheet and process, and I wouldn't have done anything differently. Major props to Jody for her work on the permit research!

[@Tallant, Kimberly](#) do you have a suggestion for who Jody can meet with for a quick conversation on the LUS portion?

Please let me know if there are any questions for me.

Janette Cook

Permitting Services | STARS (Solar, Trades, Addressing and Residential Specialties REV/DFS) | Records Conversion

PRR_376618_000060

From: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>
Sent: Wednesday, December 18, 2024 6:44 PM
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>
Subject: Permit History
Importance: High

Hi Jody and Janette,

There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads as follows:

2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:



5501 NW FRONT AVE

PORTLAND, OR 97210

ASSESSOR

Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	

Total Land Area 31.27 acres

Building Area 2,652 sq ft

Assessor Update Date 12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	38 ft (approximate)
Owner	ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts	

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$16,858,410.00
Date	08/01/2006

Property Values (2024)

Market Value	\$1,051,150.00
Assessed Value	\$443,300.00



5600 WI/ NW ST HELENS RD

PORTLAND, OR 97210

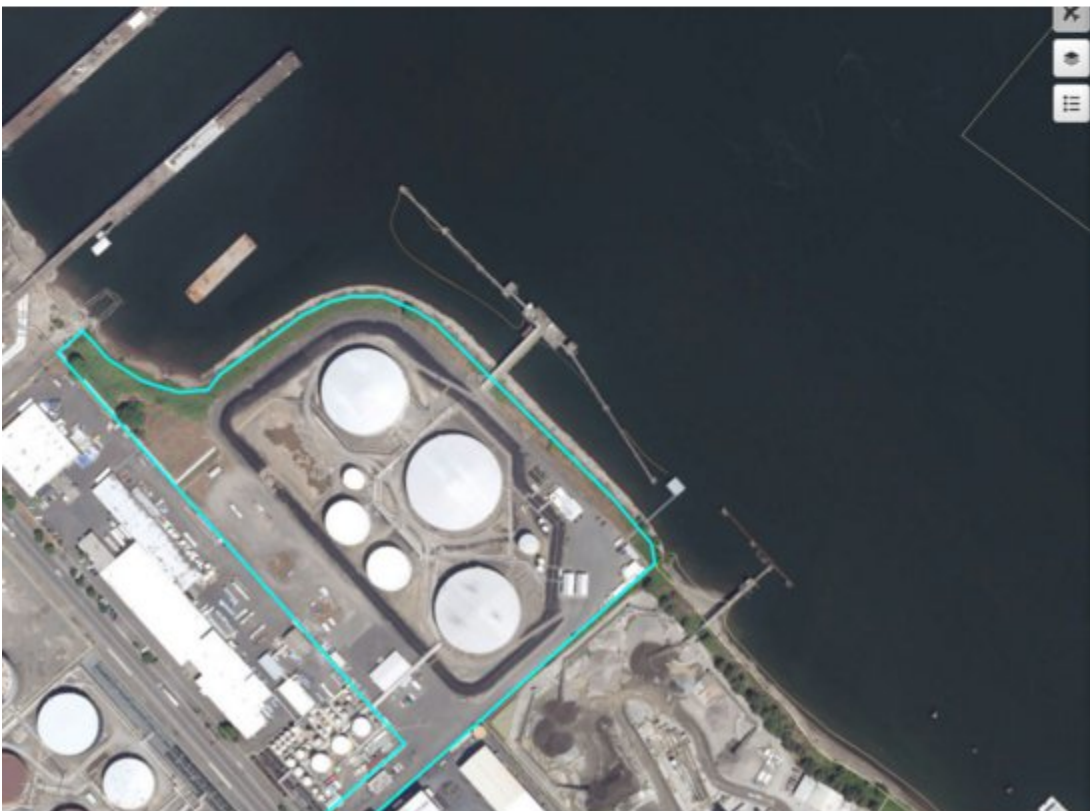
ASSESSOR

Address	5600 WI/ NW ST HELENS RD
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315892
Tax Roll	SECTION 19 1N 1E, TL 500 7.28 ACRES
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 500
County	Multnomah
State ID	1N1E19B 500
New State ID	1N1E19B -00500
Alt Account Number	R941191220
Map Number	191N1E
Total Land Area	7.28 acres
Building Area	0 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5480 WI/ NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE

PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial *
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or [property](#)

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, [@Tallant, Kimberly](#) we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen
Interim Director

City of Portland – Portland Permitting & Development
1900 SW Fourth Ave., Suite 5000
Portland, OR 97201
503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov
Work Hours:

PRR_376618_000064

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

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Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या

口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad

Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas

Translation and Interpretation: 503-823-4000

Date: Tue, 31 Dec 2024 5:12:17 PM (UTC)
Sent: Tue, 31 Dec 2024 5:12:12 PM (UTC)
Subject: RE: Permit History
From: King, Lauren <Lauren.King@portlandoregon.gov >
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >;
Donnie,

In terms of permit history, and the question of whether the City knew/ required permits for the pipes to McCall, Zenith's attorney identified a few City emails that may be on point. They are from 2018 and 2019 and appear to involve employees that are no longer with the City. I do not have the actual emails just the to, from and date but Zenith's attorney reports that essentially Terry and the Fire Marshall were aware of the pipe use at the McCall dock and informed Zenith no permits were required. Again, I have not seen the emails. We can ask Zenith to share copies of those emails or attempt to locate them on the City's end.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov >

Sent: Monday, December 30, 2024 1:31 PM

To: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov >; Orrison, Jody <Jody.Orrison@portlandoregon.gov >; King, Lauren <Lauren.King@portlandoregon.gov >; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov >; Cook, Janette <Janette.Cook@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov >; Ray, Ken <Ken.Ray@portlandoregon.gov >

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov >; Brown, Kelly <Kelly.Brown@portlandoregon.gov >; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov >; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov >

Subject: Re: Permit History

Hello team,

I hope you are all doing well and enjoyed the weekend. I wanted to flag a letter on this topic sent on Friday by a coalition of environmental groups to the incoming mayor, incoming councilors, and CA Jordan. The coalition published the letter online at the below link, which I share for reference as we continue digging into some of these questions.

<https://xrpx.org/letter-to-portland-zenith-energy/>

With appreciation,
Elliott

Elliott Kozuch | He/Him or They/Them

Public Information Manager

PRR_376618_000066

City of Portland

Community and Economic Development Service Area

Call/Text: 971-480-0551

Email: elliott.kozuch@portlandoregon.gov

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503-823-2375 Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | अनुवादन तथा व्याख्या

From: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>

Sent: Tuesday, December 24, 2024 9:57 AM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Hi,

Attached are the notes from EA 19-180219.

Andy Gulizia, City Planner (he/him)

Portland Permitting & Development – City of Portland

Title 33 Section, Land Use Services Division

1900 SW 4th Avenue, Suite 5000

Portland, OR 97201

(503) 865-6714

andrew.gulizia@portlandoregon.gov

www.portland.gov/ppd

work hours: Monday-Friday, 8:00 – 5:00

PRR_376618_000067

From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Monday, December 23, 2024 4:39 PM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Lauren –

- I don't have access to Terry's email correspondence but haven't seen any notes in the permit software that would identify his communication with them.
- @Rozzell, Matt – You would know better about the plumbing code question. There are structural requirements for "seismic design requirements for nonbuilding structures" in ASCE 7 Chapters 13 and 15. Title 24 requires a permit for any work in the flood plain.
-
- Suggestion: If we're looking for actionable items by the new council, they could explore adding something to Title 24 that explicitly requires a structural permit for piping like this, focused around keeping environmental hazards contained when located near greenways maybe? Building code is primarily about fire and life safety – so the definition of a hazardous material is centered more around people rather than waterways. This could provide transparency and consistency for enforcing the building permit requirement (and therefore all associated city regulations) as the state continues to limit the scope of the OSSC.
- The *reliable* digital permit history only goes back to 2012. Someone would need more time to do a deep dive into the older permit records to find out when the docks were built – and there may not have been a requirement for a permit at that time if it was far enough back. There is a 1984 land use permit referencing an "existing dockside" at the McCall site. The 2018 permits for the Chevron Dock clearly recognized the dock itself as existing permitted work.

Land use folks: As it relates to Lauren's question about written direction from Terry, are there any notes from the 2019 early assistance meeting: 19-180219-EA "The project will allow biodiesel and the liquid intermediate to come inbound to the Zenith Energy Portland Terminal (5501 NW Front Avenue) via the McCall Dock (5034 NW Front Avenue)"? The black line indicates a new "Proposed liquids intermediate pipeline" and the green is a new section for biodiesel. It was just a meeting, not a permit but appears to be the scope of work they partially did in April 2021 and are getting a building permit for currently?



I'm out of the office after noon tomorrow until Jan 6th, but Matt will be around next week. Happy Holidays!

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Monday, December 23, 2024 12:13 PM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <

PRR_376618_000069

Donald.Oliveira@portlandoregon.gov >; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Team,

Adding Donnie, Tom and Eric. Thank you for this Jody, it is very helpful!

In terms of no “building or mechanical permit for piping at McCall.” When I previously asked Zenith’s attorney they informed me that “Terry told them they didn’t have to because the plumbing code does not contemplate this type of plumbing permit.” I have no idea if they have that in writing (or if the City does). Let me know whether that is consistent with how PP&D reads the plumbing code and if we might have some notation of this somewhere?

Also, it would be useful to loop someone in from OCT to do a similar review of franchises and the scope of those franchises. I am not sure who that is, but Eric can hopefully identify the right person.

Finally, in terms of setting the record straight, I think it would be helpful to know when the McCall and Chevron docks were constructed, if there are permits for that, and what the building and zoning code allowed owners to use the docks for. As previously noted, there is a lot of talk about “unpermitted construction” and I think some in the public/ press have an impression of Zenith building a dock, pipes, etc and the City not knowing. I think the City should have a firm understanding of those details.

I hope everyone has a wonderful holiday. Thank you all for helping manage this.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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belonging to the sender. If you have received this message by mistake, please immediately notify the sender, delete the original message, and destroy all copies.

From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Friday, December 20, 2024 8:24 AM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>

Subject: RE: Permit History

David –

Please see attached research excel sheets and summary. Land Use should review for corrections where appropriate.

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Thursday, December 19, 2024 9:43 AM

To: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>

Subject: RE: Permit History

I don't need to be a part of that meeting. Please remember to include the greenway review(s) and other land use decisions that relate to the site.

Since PP&D is collecting and preparing this information for the purposes of obtaining legal advice, I recommend you draft stamp your spreadsheet or other documents that PP&D prepares during this exercise indicating that it is "For the purpose of obtaining

PRR_376618_000071

legal guidance”

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>

Sent: Thursday, December 19, 2024 9:37 AM

To: Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>

Subject: RE: Permit History

Hi,

It's probably best to meet with Andy as he worked on the last LUCS and will get the new one.

Lauren – do you want to be included as well or just see what the final list looks like?

Kimberly Tallant

Land Use Services Division Manager

PRR_376618_000072

City of Portland – Portland Permitting and Development

1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201

503-865-6033 (cell)

kimberly.tallant@portlandoregon.gov

www.portland.gov/ppd

Work Hours: Monday-Friday 8:00-5:00 PT

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503-823-4000 Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | अनुवादन तथा व्याख्या

From: Cook, Janette <Janette.Cook@portlandoregon.gov>

Sent: Thursday, December 19, 2024 9:31 AM

To: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>;

Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken

<Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>

Subject: RE: Permit History

Hi David,

Jody and I met this morning to discuss the records research for the properties. Jody had started the permit history deep dive yesterday afternoon and has done the heavy lifting for the comprehensive permit search. Jody shared her spreadsheet and process, and I wouldn't have done anything differently. Major props to Jody for her work on the permit research!

@Tallant, Kimberly do you have a suggestion for who Jody can meet with for a quick conversation on the LUS portion?

Please let me know if there are any questions for me.

Janette Cook

Permitting Services | STARS (Solar, Trades, Addressing and Residential Specialties REV/DFS) | Records Conversion

PRR_376618_000073

From: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>
Sent: Wednesday, December 18, 2024 6:44 PM
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>
Subject: Permit History
Importance: High

Hi Jody and Janette,

There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads as follows:

2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:



5501 NW FRONT AVE

PORTLAND, OR 97210

ASSESSOR

Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	

Total Land Area 31.27 acres

Building Area 2,652 sq ft

Assessor Update Date 12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	38 ft (approximate)
Owner	ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts	

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$16,858,410.00
Date	08/01/2006

Property Values (2024)

Market Value	\$1,051,150.00
Assessed Value	\$443,300.00



5600 WI/ NW ST HELENS RD

PORTLAND, OR 97210

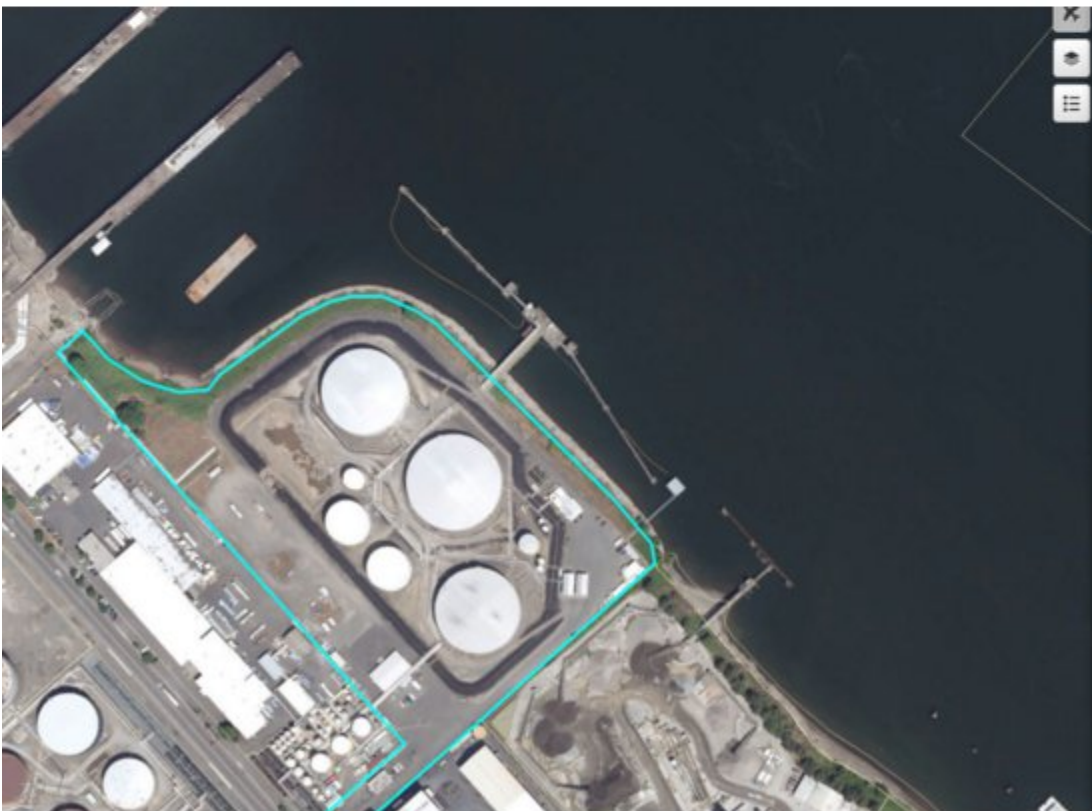
ASSESSOR

Address	5600 WI/ NW ST HELENS RD
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315892
Tax Roll	SECTION 19 1N 1E, TL 500 7.28 ACRES
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 500
County	Multnomah
State ID	1N1E19B 500
New State ID	1N1E19B -00500
Alt Account Number	R941191220
Map Number	191N1E
Total Land Area	7.28 acres
Building Area	0 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5480 WI/ NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE

PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial *
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or [property](#)

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, [@Tallant, Kimberly](#) we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen
Interim Director

City of Portland – Portland Permitting & Development
1900 SW Fourth Ave., Suite 5000
Portland, OR 97201
503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov
Work Hours:

PRR_376618_000077

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

The City of Portland ensures meaningful access to city programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request these services, contact the Bureau of Development Services at 311 (503-823-4000), for Relay Service & TTY: 711.

Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या

口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad

Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas

Translation and Interpretation: 503-823-4000

Date: Tue, 31 Dec 2024 5:20:00 PM (UTC)
Sent: Tue, 31 Dec 2024 5:20:20 PM (UTC)
Subject: RE: Permit History
From: Oliveira, Donnie
To: King, Lauren <Lauren.King@portlandoregon.gov >;
Thanks Lauren. Can we talk today?

Donnie Oliveira | he/him
Deputy City Administrator
503.593.1869

From: King, Lauren <Lauren.King@portlandoregon.gov >
Sent: Tuesday, December 31, 2024 9:12 AM
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
Subject: RE: Permit History

Donnie,

In terms of permit history, and the question of whether the City knew/ required permits for the pipes to McCall, Zenith's attorney identified a few City emails that may be on point. They are from 2018 and 2019 and appear to involve employees that are no longer with the City. I do not have the actual emails just the to, from and date but Zenith's attorney reports that essentially Terry and the Fire Marshall were aware of the pipe use at the McCall dock and informed Zenith no permits were required. Again, I have not seen the emails. We can ask Zenith to share copies of those emails or attempt to locate them on the City's end.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430
Portland, OR 97204
Voice: 503-823-3069 | Fax: 503-823-3089
lauren.king@portlandoregon.gov

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From: Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>
Sent: Monday, December 30, 2024 1:31 PM
To: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>
Subject: Re: Permit History

Hello team,

I hope you are all doing well and enjoyed the weekend. I wanted to flag a letter on this topic sent on Friday by a coalition of environmental groups to the incoming mayor, incoming councilors, and CA Jordan. The coalition

published the letter online at the below link, which I share for reference as we continue digging into some of these questions.

<https://xrpdx.org/letter-to-portland-zenith-energy/>

With appreciation,
Elliott

Elliott Kozuch | *He/Him or They/Them*

Public Information Manager

City of Portland

Community and Economic Development Service Area

Call/Text: 971-480-0551

Email: elliott.kozuch@portlandoregon.gov

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503-823-2375 Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | अनुवादन तथा व्याख्या

From: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>

Sent: Tuesday, December 24, 2024 9:57 AM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Hi,

Attached are the notes from EA 19-180219.

Andy Gulizia, City Planner (he/him)

Portland Permitting & Development – City of Portland

Title 33 Section, Land Use Services Division

PRR_376618_000080

1900 SW 4th Avenue, Suite 5000

Portland, OR 97201

(503) 865-6714

andrew.gulizia@portlandoregon.gov

www.portland.gov/ppd

work hours: Monday-Friday, 8:00 – 5:00

From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Monday, December 23, 2024 4:39 PM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Lauren –

- I don't have access to Terry's email correspondence but haven't seen any notes in the permit software that would identify his communication with them.
- @Rozzell, Matt – You would know better about the plumbing code question. There are structural requirements for “seismic design requirements for nonbuilding structures” in ASCE 7 Chapters 13 and 15. Title 24 requires a permit for any work in the flood plain.
-
- Suggestion: If we're looking for actionable items by the new council, they could explore adding something to Title 24 that explicitly requires a structural permit for piping like this, focused around keeping environmental hazards contained when located near greenways maybe? Building code is primarily about fire and life safety – so the definition of a hazardous material is centered more around people rather than waterways. This could provide transparency and consistency for enforcing the building permit requirement (and therefore all associated city regulations) as the state continues to limit the scope of the OSSC.
- The *reliable* digital permit history only goes back to 2012. Someone would need more time to do a deep dive into the older permit records to find out when the docks were built – and there may not have been a requirement for a permit at that time if it was far enough back. There is a 1984 land use permit referencing an “existing dockside” at the McCall site. The 2018 permits for the Chevron Dock clearly recognized the dock itself as existing permitted work.

Land use folks: As it relates to Lauren's question about written direction from Terry, are there any notes from the 2019 early assistance meeting: 19-180219-EA “The project will allow biodiesel and the liquid intermediate to come inbound to the Zenith Energy Portland Terminal (5501 NW Front Avenue) via the McCall Dock (5034 NW Front Avenue)”? The black line indicates a new “Proposed liquids intermediate pipeline” and the green is a new section for biodiesel. It was just a meeting, not a permit but appears to be the scope of work they partially did in April 2021

and are getting a building permit for currently?



I'm out of the office after noon tomorrow until Jan 6th, but Matt will be around next week. Happy Holidays!

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Monday, December 23, 2024 12:13 PM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <

Kimberly.Tallant@portlandoregon.gov >; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>
Subject: RE: Permit History

Team,

Adding Donnie, Tom and Eric. Thank you for this Jody, it is very helpful!

In terms of no “building or mechanical permit for piping at McCall.” When I previously asked Zenith’s attorney they informed me that “Terry told them they didn’t have to because the plumbing code does not contemplate this type of plumbing permit.” I have no idea if they have that in writing (or if the City does). Let me know whether that is consistent with how PP&D reads the plumbing code and if we might have some notation of this somewhere?

Also, it would be useful to loop someone in from OCT to do a similar review of franchises and the scope of those franchises. I am not sure who that is, but Eric can hopefully identify the right person.

Finally, in terms of setting the record straight, I think it would be helpful to know when the McCall and Chevron docks were constructed, if there are permits for that, and what the building and zoning code allowed owners to use the docks for. As previously noted, there is a lot of talk about “unpermitted construction” and I think some in the public/ press have an impression of Zenith building a dock, pipes, etc and the City not knowing. I think the City should have a firm understanding of those details.

I hope everyone has a wonderful holiday. Thank you all for helping manage this.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>
Sent: Friday, December 20, 2024 8:24 AM
To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>
Subject: RE: Permit History

David –

Please see attached research excel sheets and summary. Land Use should review for corrections where appropriate.

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:43 AM
To: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <

PRR_376618_000084

Janette.Cook@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >; Orrison, Jody <Jody.Orrison@portlandoregon.gov >; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov >; Ray, Ken <Ken.Ray@portlandoregon.gov >
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov >; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov >
Subject: RE: Permit History

I don't need to be a part of that meeting. Please remember to include the greenway review(s) and other land use decisions that relate to the site.

Since PP&D is collecting and preparing this information for the purposes of obtaining legal advice, I recommend you draft stamp your spreadsheet or other documents that PP&D prepares during this exercise indicating that it is "For the purpose of obtaining legal guidance"

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov >

Sent: Thursday, December 19, 2024 9:37 AM

To: Cook, Janette <Janette.Cook@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >; Orrison, Jody <Jody.Orrison@portlandoregon.gov >; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov >; Ray, Ken <Ken.Ray@portlandoregon.gov >

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov >; King, Lauren <Lauren.King@portlandoregon.gov >; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov >

Subject: RE: Permit History

Hi,

It's probably best to meet with Andy as he worked on the last LUCS and will get the new one.

Lauren – do you want to be included as well or just see what the final list looks like?

Kimberly Tallant

Land Use Services Division Manager

City of Portland – Portland Permitting and Development

1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201

503-865-6033 (cell)

kimberly.tallant@portlandoregon.gov

www.portland.gov/ppd

Work Hours: Monday-Friday 8:00-5:00 PT

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From: Cook, Janette <Janette.Cook@portlandoregon.gov>

Sent: Thursday, December 19, 2024 9:31 AM

To: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>

Subject: RE: Permit History

Hi David,

Jody and I met this morning to discuss the records research for the properties. Jody had started the permit history deep dive yesterday afternoon and has done the heavy lifting for the comprehensive permit search. Jody shared her spreadsheet and process, and I wouldn't have done anything differently. Major props to Jody for her

PRR_376618_000086

work on the permit research!

@Tallant, Kimberly do you have a suggestion for who Jody can meet with for a quick conversation on the LUS portion?

Please let me know if there are any questions for me.

Janette Cook

Permitting Services | STARS (Solar, Trades, Addressing and Residential Specialties REV/DFS) | Records Conversion

From: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>
Sent: Wednesday, December 18, 2024 6:44 PM
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>
Subject: Permit History
Importance: High

Hi Jody and Janette,

There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads as follows:

2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:



5501 NW FRONT AVE

PORTLAND, OR 97210



ASSESSOR

Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	

Total Land Area 31.27 acres

Building Area 2,652 sq ft

Assessor Update Date 12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210



PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	38 ft (approximate)
Owner	ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts	

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$16,858,410.00
Date	08/01/2006

Property Values (2024)

Market Value	\$1,051,150.00
Assessed Value	\$443,300.00



5600 WI/ NW ST HELENS RD

PORTLAND, OR 97210



ASSESSOR

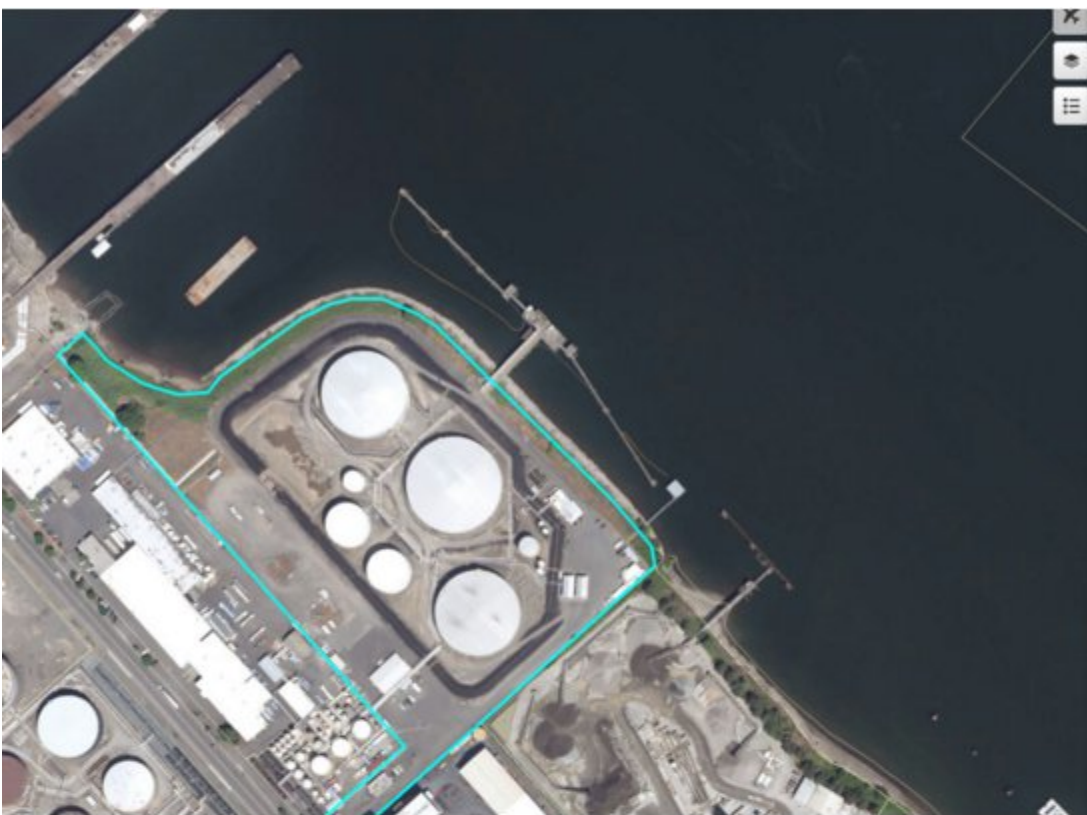
Address	5600 WI/ NW ST HELENS RD
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315892
Tax Roll	SECTION 19 1N 1E, TL 500 7.28 ACRES
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 500
County	Multnomah
State ID	1N1E19B 500
New State ID	1N1E19B -00500
Alt Account Number	R941191220
Map Number	191N1E
Total Land Area	7.28 acres
Building Area	0 sq ft

Assessor Update Date 12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5480 WI/ NW FRONT AVE
PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE
PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, [@Tallant, Kimberly](#) we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen

Interim Director

City of Portland – Portland Permitting & Development

1900 SW Fourth Ave., Suite 5000

Portland, OR 97201

503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov

Work Hours:

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

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Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या

口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad

Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas

Translation and Interpretation: 503-823-4000

Date: Tue, 31 Dec 2024 5:21:18 PM (UTC)
Sent: Tue, 31 Dec 2024 5:21:38 PM (UTC)
Subject: RE: Permit History
/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP
From: (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=992F76BF40074B3984EF5A35D98D64BB-LAKING
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >;
Yes- after 9:40?

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
PORTLAND OFFICE OF THE CITY ATTORNEY
1221 SW Fourth Avenue, Room 430
Portland, OR 97204
Voice: 503-823-3069 | Fax: 503-823-3089
lauren.king@portlandoregon.gov

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From: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
Sent: Tuesday, December 31, 2024 9:20 AM
To: King, Lauren <Lauren.King@portlandoregon.gov >
Subject: RE: Permit History

Thanks Lauren. Can we talk today?

Donnie Oliveira | he/him
Deputy City Administrator
503.593.1869

From: King, Lauren <Lauren.King@portlandoregon.gov >
Sent: Tuesday, December 31, 2024 9:12 AM
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
Subject: RE: Permit History

Donnie,

In terms of permit history, and the question of whether the City knew/ required permits for the pipes to McCall, Zenith's attorney identified a few City emails that may be on point. They are from 2018 and 2019 and appear to involve employees that are no longer with the City. I do not have the actual emails just the to, from and date but Zenith's attorney reports that essentially Terry and the Fire Marshall were aware of the pipe use at the McCall dock and informed Zenith no permits were required. Again, I have not seen the emails. We can ask Zenith to share copies of those emails or attempt to locate them on the City's end.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
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lauren.king@portlandoregon.gov

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From: Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>

Sent: Monday, December 30, 2024 1:31 PM

To: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: Re: Permit History

Hello team,

I hope you are all doing well and enjoyed the weekend. I wanted to flag a letter on this topic sent on Friday by a coalition of environmental groups to the incoming mayor, incoming councilors, and CA Jordan. The coalition published the letter online at the below link, which I share for reference as we continue digging into some of these questions.

<https://xrpx.org/letter-to-portland-zenith-energy/>

With appreciation,
Elliott

Elliott Kozuch | He/Him or They/Them

Public Information Manager

City of Portland

Community and Economic Development Service Area

Call/Text: 971-480-0551

Email: elliott.kozuch@portlandoregon.gov

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503-823-2375 Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | अनुवादन तथा व्याख्या

From: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>
Sent: Tuesday, December 24, 2024 9:57 AM
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>
Subject: RE: Permit History

Hi,

Attached are the notes from EA 19-180219.

Andy Gulizia, City Planner (he/him)

Portland Permitting & Development – City of Portland

Title 33 Section, Land Use Services Division

1900 SW 4th Avenue, Suite 5000

Portland, OR 97201

(503) 865-6714

andrew.gulizia@portlandoregon.gov
www.portland.gov/ppd

work hours: Monday-Friday, 8:00 – 5:00

From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>
Sent: Monday, December 23, 2024 4:39 PM
To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>
Subject: RE: Permit History

Lauren –

- I don't have access to Terry's email correspondence but haven't seen any notes in the permit software that would identify his communication with them.
- @Rozzell, Matt – You would know better about the plumbing code question. There are structural requirements for "seismic design requirements for nonbuilding structures" in ASCE 7 Chapters 13 and 15. Title 24 requires a permit for any work in the flood plain.

- Suggestion: If we're looking for actionable items by the new council, they could explore adding something to Title 24 that explicitly requires a structural permit for piping like this, focused around keeping environmental hazards contained when located near greenways maybe? Building code is primarily about fire and life safety – so the definition of a hazardous material is centered more around people rather than waterways. This could provide transparency and consistency for enforcing the building permit requirement (and therefore all associated city regulations) as the state continues to limit the scope of the OSSC.
- The *reliable* digital permit history only goes back to 2012. Someone would need more time to do a deep dive into the older permit records to find out when the docks were built – and there may not have been a requirement for a permit at that time if it was far enough back. There is a 1984 land use permit referencing an “existing dockside” at the McCall site. The 2018 permits for the Chevron Dock clearly recognized the dock itself as existing permitted work.

Land use folks: As it relates to Lauren’s question about written direction from Terry, are there any notes from the 2019 early assistance meeting: 19-180219-EA “The project will allow biodiesel and the liquid intermediate to come inbound to the Zenith Energy Portland Terminal (5501 NW Front Avenue) via the McCall Dock (5034 NW Front Avenue)?” The black line indicates a new “Proposed liquids intermediate pipeline” and the green is a new section for biodiesel. It was just a meeting, not a permit but appears to be the scope of work they partially did in April 2021 and are getting a building permit for currently?



I'm out of the office after noon tomorrow until Jan 6th, but Matt will be around next week. Happy Holidays!

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Monday, December 23, 2024 12:13 PM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Team,

Adding Donnie, Tom and Eric. Thank you for this Jody, it is very helpful!

In terms of no “building or mechanical permit for piping at McCall.” When I previously asked Zenith’s attorney they informed me that “Terry told them they didn’t have to because the plumbing code does not contemplate this type of plumbing permit.” I have no idea if they have that in writing (or if the City does). Let me know whether that is consistent with how PP&D reads the plumbing code and if we might have some notation of this somewhere?

Also, it would be useful to loop someone in from OCT to do a similar review of franchises and the scope of those franchises. I am not sure who that is, but Eric can hopefully identify the right person.

Finally, in terms of setting the record straight, I think it would be helpful to know when the McCall and Chevron docks were constructed, if there are permits for that, and what the building and zoning code allowed owners to use the docks for. As previously noted, there is a lot of talk about “unpermitted construction” and I think some in the public/ press have an impression of Zenith building a dock, pipes, etc and the City not knowing. I think the City should have a firm understanding of those details.

I hope everyone has a wonderful holiday. Thank you all for helping manage this.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Friday, December 20, 2024 8:24 AM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>

Subject: RE: Permit History

David –

Please see attached research excel sheets and summary. Land Use should review for corrections where appropriate.

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov >
Sent: Thursday, December 19, 2024 9:43 AM
To: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov >; Cook, Janette <Janette.Cook@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >; Orrison, Jody <Jody.Orrison@portlandoregon.gov >; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov >; Ray, Ken <Ken.Ray@portlandoregon.gov >
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov >; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov >
Subject: RE: Permit History

I don't need to be a part of that meeting. Please remember to include the greenway review(s) and other land use decisions that relate to the site.

Since PP&D is collecting and preparing this information for the purposes of obtaining legal advice, I recommend you draft stamp your spreadsheet or other documents that PP&D prepares during this exercise indicating that it is "For the purpose of obtaining legal guidance"

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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PRR_376618_000098

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From: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:37 AM
To: Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>
Subject: RE: Permit History

Hi,

It's probably best to meet with Andy as he worked on the last LUCS and will get the new one.

Lauren – do you want to be included as well or just see what the final list looks like?

Kimberly Tallant

Land Use Services Division Manager

City of Portland – Portland Permitting and Development

1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201

503-865-6033 (cell)

kimberly.tallant@portlandoregon.gov

www.portland.gov/ppd

Work Hours: Monday-Friday 8:00-5:00 PT

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From: Cook, Janette <Janette.Cook@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:31 AM
To: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <

Jody.Orrison@portlandoregon.gov >; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>
Subject: RE: Permit History

Hi David,

Jody and I met this morning to discuss the records research for the properties. Jody had started the permit history deep dive yesterday afternoon and has done the heavy lifting for the comprehensive permit search. Jody shared her spreadsheet and process, and I wouldn't have done anything differently. Major props to Jody for her work on the permit research!

@Tallant, Kimberly do you have a suggestion for who Jody can meet with for a quick conversation on the LUS portion?

Please let me know if there are any questions for me.

Janette Cook

Permitting Services | STARS (Solar, Trades, Addressing and Residential Specialties REV/DFS) | Records Conversion

From: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>
Sent: Wednesday, December 18, 2024 6:44 PM
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>
Subject: Permit History
Importance: High

Hi Jody and Janette,

There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads as follows:

2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:



5501 NW FRONT AVE

PORTLAND, OR 97210

ASSESSOR

Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	
Total Land Area	31.27 acres
Building Area	2,652 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 FSSFX I N #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built
Neighborhood [LINNTON](#)
Jurisdiction [Portland / Multnomah](#)
City Council District [4](#)
Zoning [IH - Heavy Industrial](#) ▾
Elevation 38 ft (approximate)
Owner ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address 3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts

For more information about data updates or discrepancies, please contact Multnomah Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price	\$16,858,410.00
Date	08/01/2006

Property Values (2024)

Market Value	\$1,051,150.00
Assessed Value	\$443,300.00



5600 W/ NW ST HELENS RD

PORTLAND, OR 97210

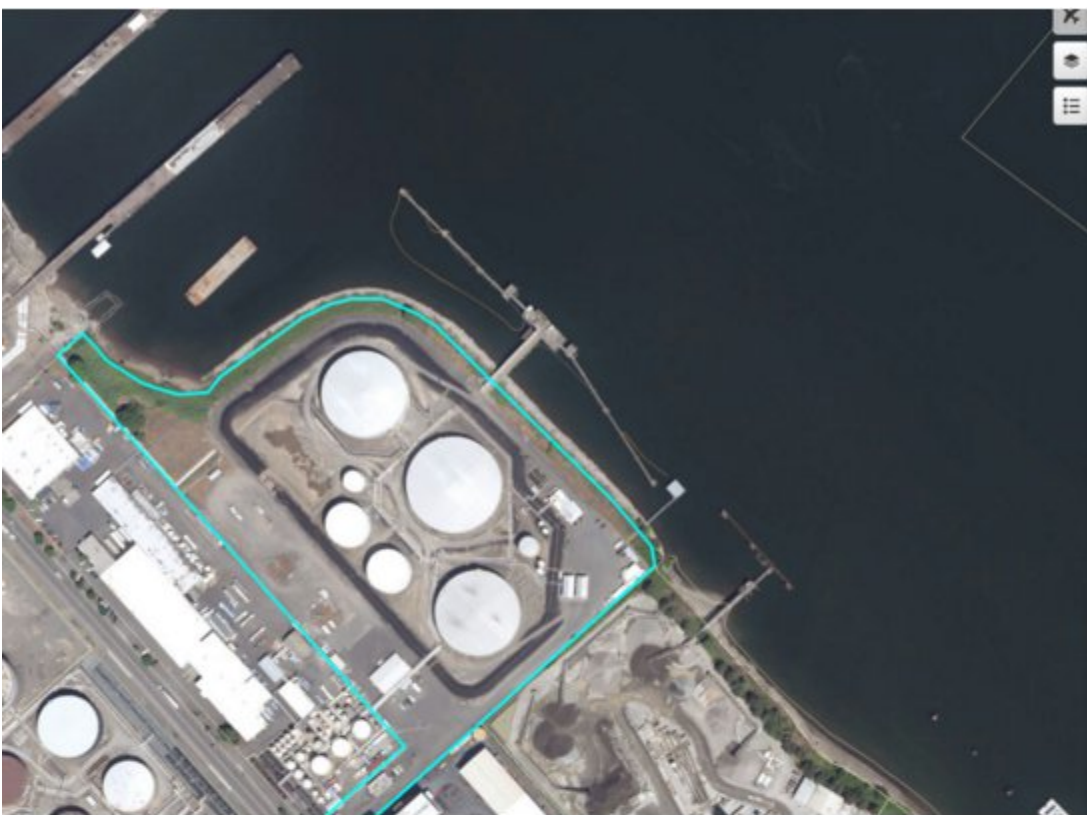
ASSESSOR

Address	5600 W/ NW ST HELENS RD
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315892
Tax Roll	SECTION 19 1N 1E, TL 500 7.28 ACRES
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 500
County	Multnomah
State ID	1N1E19B 500
New State ID	1N1E19B -00500
Alt Account Number	R941191220
Map Number	191N1E
Total Land Area	7.28 acres
Building Area	0 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 ESSEX LN #700 HOUSTON TX 77027-5166



5480 WI/ NW FRONT AVE
PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multnomah.gov

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE
PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multnomah.gov

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, [@Tallant, Kimberly](#) we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen

Interim Director

City of Portland – Portland Permitting & Development

1900 SW Fourth Ave., Suite 5000

Portland, OR 97201

503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov

Work Hours:

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

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Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या

口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad

Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas

Translation and Interpretation: 503-823-4000

Date: Tue, 31 Dec 2024 5:21:50 PM (UTC)
Sent: Tue, 31 Dec 2024 5:21:46 PM (UTC)
Subject: RE: Permit History
From: King, Lauren <Lauren.King@portlandoregon.gov >
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >;
Yes- after 9:40.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
PORTLAND OFFICE OF THE CITY ATTORNEY
1221 SW Fourth Avenue, Room 430
Portland, OR 97204
Voice: 503-823-3069 | Fax: 503-823-3089
lauren.king@portlandoregon.gov

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From: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
Sent: Tuesday, December 31, 2024 9:20 AM
To: King, Lauren <Lauren.King@portlandoregon.gov >
Subject: RE: Permit History

Thanks Lauren. Can we talk today?

Donnie Oliveira | he/him
Deputy City Administrator
503.593.1869

From: King, Lauren <Lauren.King@portlandoregon.gov >
Sent: Tuesday, December 31, 2024 9:12 AM
To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >
Subject: RE: Permit History

Donnie,

In terms of permit history, and the question of whether the City knew/ required permits for the pipes to McCall, Zenith's attorney identified a few City emails that may be on point. They are from 2018 and 2019 and appear to involve employees that are no longer with the City. I do not have the actual emails just the to, from and date but Zenith's attorney reports that essentially Terry and the Fire Marshall were aware of the pipe use at the McCall dock and informed Zenith no permits were required. Again, I have not seen the emails. We can ask Zenith to share copies of those emails or attempt to locate them on the City's end.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)
PORTLAND OFFICE OF THE CITY ATTORNEY
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Portland, OR 97204
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lauren.king@portlandoregon.gov

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From: Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>

Sent: Monday, December 30, 2024 1:31 PM

To: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: Re: Permit History

Hello team,

I hope you are all doing well and enjoyed the weekend. I wanted to flag a letter on this topic sent on Friday by a coalition of environmental groups to the incoming mayor, incoming councilors, and CA Jordan. The coalition published the letter online at the below link, which I share for reference as we continue digging into some of these questions.

<https://xrpx.org/letter-to-portland-zenith-energy/>

With appreciation,
Elliott

Elliott Kozuch | He/Him or They/Them

Public Information Manager

City of Portland

Community and Economic Development Service Area

Call/Text: 971-480-0551

Email: elliott.kozuch@portlandoregon.gov

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503-823-2375 Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | अनुवादन तथा व्याख्या

From: Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>
Sent: Tuesday, December 24, 2024 9:57 AM
To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>
Subject: RE: Permit History

Hi,

Attached are the notes from EA 19-180219.

Andy Gulizia, City Planner (he/him)

Portland Permitting & Development – City of Portland

Title 33 Section, Land Use Services Division

1900 SW 4th Avenue, Suite 5000

Portland, OR 97201

(503) 865-6714

andrew.gulizia@portlandoregon.gov
www.portland.gov/ppd

work hours: Monday-Friday, 8:00 – 5:00

From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>
Sent: Monday, December 23, 2024 4:39 PM
To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>
Subject: RE: Permit History

Lauren –

- I don't have access to Terry's email correspondence but haven't seen any notes in the permit software that would identify his communication with them.
- @Rozzell, Matt – You would know better about the plumbing code question. There are structural requirements for "seismic design requirements for nonbuilding structures" in ASCE 7 Chapters 13 and 15. Title 24 requires a permit for any work in the flood plain.

- Suggestion: If we're looking for actionable items by the new council, they could explore adding something to Title 24 that explicitly requires a structural permit for piping like this, focused around keeping environmental hazards contained when located near greenways maybe? Building code is primarily about fire and life safety – so the definition of a hazardous material is centered more around people rather than waterways. This could provide transparency and consistency for enforcing the building permit requirement (and therefore all associated city regulations) as the state continues to limit the scope of the OSSC.
- The *reliable* digital permit history only goes back to 2012. Someone would need more time to do a deep dive into the older permit records to find out when the docks were built – and there may not have been a requirement for a permit at that time if it was far enough back. There is a 1984 land use permit referencing an “existing dockside” at the McCall site. The 2018 permits for the Chevron Dock clearly recognized the dock itself as existing permitted work.

Land use folks: As it relates to Lauren’s question about written direction from Terry, are there any notes from the 2019 early assistance meeting: 19-180219-EA “The project will allow biodiesel and the liquid intermediate to come inbound to the Zenith Energy Portland Terminal (5501 NW Front Avenue) via the McCall Dock (5034 NW Front Avenue)?” The black line indicates a new “Proposed liquids intermediate pipeline” and the green is a new section for biodiesel. It was just a meeting, not a permit but appears to be the scope of work they partially did in April 2021 and are getting a building permit for currently?



I'm out of the office after noon tomorrow until Jan 6th, but Matt will be around next week. Happy Holidays!

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov>

Sent: Monday, December 23, 2024 12:13 PM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Armstrong, Tom <Tom.Armstrong@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>

Subject: RE: Permit History

Team,

Adding Donnie, Tom and Eric. Thank you for this Jody, it is very helpful!

In terms of no “building or mechanical permit for piping at McCall.” When I previously asked Zenith’s attorney they informed me that “Terry told them they didn’t have to because the plumbing code does not contemplate this type of plumbing permit.” I have no idea if they have that in writing (or if the City does). Let me know whether that is consistent with how PP&D reads the plumbing code and if we might have some notation of this somewhere?

Also, it would be useful to loop someone in from OCT to do a similar review of franchises and the scope of those franchises. I am not sure who that is, but Eric can hopefully identify the right person.

Finally, in terms of setting the record straight, I think it would be helpful to know when the McCall and Chevron docks were constructed, if there are permits for that, and what the building and zoning code allowed owners to use the docks for. As previously noted, there is a lot of talk about “unpermitted construction” and I think some in the public/ press have an impression of Zenith building a dock, pipes, etc and the City not knowing. I think the City should have a firm understanding of those details.

I hope everyone has a wonderful holiday. Thank you all for helping manage this.

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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From: Orrison, Jody <Jody.Orrison@portlandoregon.gov>

Sent: Friday, December 20, 2024 8:24 AM

To: King, Lauren <Lauren.King@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>; Brown, Kelly <Kelly.Brown@portlandoregon.gov>; Kozuch, Elliott <Elliott.Kozuch@portlandoregon.gov>

Subject: RE: Permit History

David –

Please see attached research excel sheets and summary. Land Use should review for corrections where appropriate.

Thanks,

Jody

Jody Orrison

Building Codes Analyst

Building Official and Appeals Program

Portland Permitting & Development - City of Portland

503-823-8693

Work Hours: M-F, 7am-4:30pm PT (alternate Fridays off)

From: King, Lauren <Lauren.King@portlandoregon.gov >
Sent: Thursday, December 19, 2024 9:43 AM
To: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov >; Cook, Janette <Janette.Cook@portlandoregon.gov >; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov >; Orrison, Jody <Jody.Orrison@portlandoregon.gov >; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov >; Ray, Ken <Ken.Ray@portlandoregon.gov >
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov >; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov >
Subject: RE: Permit History

I don't need to be a part of that meeting. Please remember to include the greenway review(s) and other land use decisions that relate to the site.

Since PP&D is collecting and preparing this information for the purposes of obtaining legal advice, I recommend you draft stamp your spreadsheet or other documents that PP&D prepares during this exercise indicating that it is "For the purpose of obtaining legal guidance"

LAUREN KING | SENIOR DEPUTY CITY ATTORNEY (She/Her)

PORTLAND OFFICE OF THE CITY ATTORNEY

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-3069 | Fax: 503-823-3089

lauren.king@portlandoregon.gov

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PRR_376618_000111

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From: Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:37 AM
To: Cook, Janette <Janette.Cook@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Rozzell, Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>
Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>; King, Lauren <Lauren.King@portlandoregon.gov>; Gulizia, Andrew <Andrew.Gulizia@portlandoregon.gov>
Subject: RE: Permit History

Hi,

It's probably best to meet with Andy as he worked on the last LUCS and will get the new one.

Lauren – do you want to be included as well or just see what the final list looks like?

Kimberly Tallant

Land Use Services Division Manager

City of Portland – Portland Permitting and Development

1900 SW Fourth Avenue, Suite 5000
Portland, OR 97201

503-865-6033 (cell)

kimberly.tallant@portlandoregon.gov

www.portland.gov/ppd

Work Hours: Monday-Friday 8:00-5:00 PT

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From: Cook, Janette <Janette.Cook@portlandoregon.gov>
Sent: Thursday, December 19, 2024 9:31 AM
To: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell,

Matt <Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>

Subject: RE: Permit History

Hi David,

Jody and I met this morning to discuss the records research for the properties. Jody had started the permit history deep dive yesterday afternoon and has done the heavy lifting for the comprehensive permit search. Jody shared her spreadsheet and process, and I wouldn't have done anything differently. Major props to Jody for her work on the permit research!

@Tallant, Kimberly do you have a suggestion for who Jody can meet with for a quick conversation on the LUS portion?

Please let me know if there are any questions for me.

Janette Cook

Permitting Services | STARS (Solar, Trades, Addressing and Residential Specialties REV/DFS) | Records Conversion

From: Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>

Sent: Wednesday, December 18, 2024 6:44 PM

To: Orrison, Jody <Jody.Orrison@portlandoregon.gov>; Cook, Janette <Janette.Cook@portlandoregon.gov>;

Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Rozzell, Matt <

Matthew.Rozzell@portlandoregon.gov>; Ray, Ken <Ken.Ray@portlandoregon.gov>

Cc: Nielsen, Alice <Alice.Nielsen@portlandoregon.gov>

Subject: Permit History

Importance: High

Hi Jody and Janette,

There is a specific property in NW that submitted request for a LUCS yesterday. There is a statement in the narrative that reads as follows:

2022 ("2022 LUCS") did not identify certain tax lots that are owned by third parties and on which Zenith operations have the potential to emit air contaminants.¹ Zenith's operations on third-party parcels were explained in the 2022 LUCS materials, and we understand were considered by the City in its decision. However, the tax lots for those parcels were not listed on the 2022 LUCS itself.

@Tallant, Kimberly I am asking that your team verify this and let @Ray, Ken and I know. @Ray, Ken we'll want to connect with Elliott to verify/deny this statement.

Additionally, there is an implication that BDS/PP&D knew about work via permits on some of the properties that are leased by this company. Because of that, I'm asking that @Orrison, Jody and @Cook, Janette pull all permit records for the following four addresses/parcels and prepare a summary that includes scope of work, status, and any additional relevant information. There is particular interest on piping and the actual construction of the docks on the two properties with river access (more below). I informed the CA that we may not have any records of those. However, due diligence is needed. @Rozzell, Matt please add if I missed anything from the meeting today.

The five properties (first three of which are under the same ownership) that we need all permit history for are below:



✕

📍

☰

5501 NW FRONT AVE

PORTLAND, OR 97210

ASSESSOR

Address	5501 NW FRONT AVE
Address2	PORTLAND, OR 97210
City	PORTLAND
Property ID	R315845
Tax Roll	SECTION 19 1N 1E, TL 400 31.27 ACRES, LAND & IMPS SEE R646226 (R941190641) FOR MACH & EQUIP
Use	INDUSTRIAL SPECIAL PURPOSE
Lot	TL 4000
County	Multnomah
State ID	1N1E19B 400
New State ID	1N1E19B -00400
Alt Account Number	R941190640
Map Number	191N1E
Related Accounts	
Total Land Area	31.27 acres
Building Area	2,652 sq ft
Assessor Update Date	12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name	ZENITH ENERGY TERMINALS HOLDINGS LLC
Address	3900 FSSFX I N #700 HOUSTON TX 77027-5166



5501 NW FRONT AVE

PORTLAND, OR 97210

PROPERTY

Year Built
Neighborhood LINNTON
Jurisdiction Portland / Multnomah
City Council District 4
Zoning IH - Heavy Industrial
Elevation 38 ft (approximate)
Owner ZENITH ENERGY TERMINALS HOLDINGS LLC
Owner Address 3900 ESSEX LN #700 HOUSTON TX 77027-5166
Related Accounts

For more information about data updates or discrepancies, please contact Multnomah Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Assessor

Last Sale

Price \$16,858,410.00
Date 08/01/2006

Property Values (2024)

Market Value \$1,051,350.00
Assessed Value \$443,300.00



5600 W/ NW ST HELENS RD

PORTLAND, OR 97210

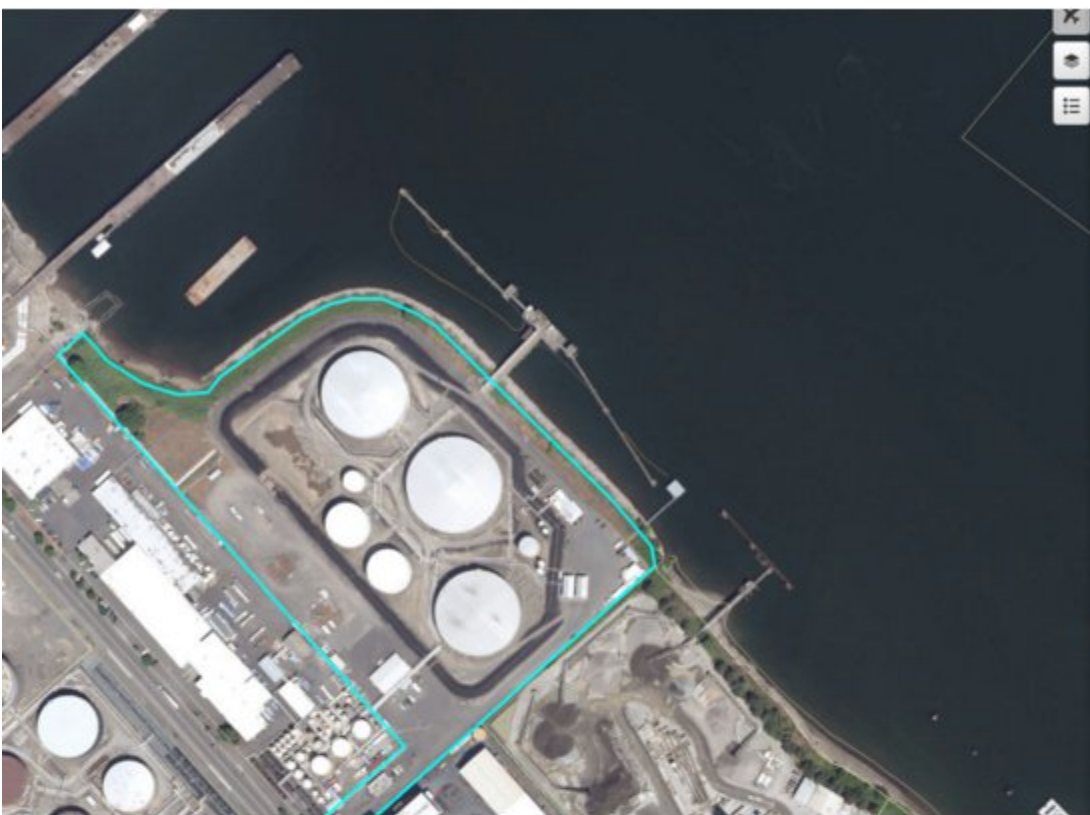
ASSESSOR

Address 5600 W/ NW ST HELENS RD
Address2 PORTLAND, OR 97210
City PORTLAND
Property ID R315892
Tax Roll SECTION 19 1N 1E, TL 500 7.28 ACRES
Use INDUSTRIAL SPECIAL PURPOSE
Lot TL 500
County Multnomah
State ID 1N1E19B 500
New State ID 1N1E19B -00500
Alt Account Number R941191220
Map Number 191N1E
Total Land Area 7.28 acres
Building Area 0 sq ft
Assessor Update Date 12/16/2024 4:33AM

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-2225 or propertytax@multco.us.

Owner

Name ZENITH ENERGY TERMINALS HOLDINGS LLC
Address 3900 ESSEX LN #700 HOUSTON TX 77027-5166



5480 WI/ NW FRONT AVE
PORTLAND, OR 97210

PROPERTY

Year Built	
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	22 ft (approximate)
Owner	TANKER BASIN LLC
Owner Address	5480 NW FRONT AVE PORTLAND OR 97210
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$3,644,000.00
Date	03/04/2004

Property Values (2024)

Market Value	\$3,642,610.00
Assessed Value	\$3,082,360.00

Taxes (2023)



5533 WI/ NW DOANE AVE
PORTLAND, OR 97210

PROPERTY

Year Built	1950
Description	INDUSTRIAL
Building Area	480 sq ft
Neighborhood	LINNTON
Jurisdiction	Portland / Multnomah
City Council District	4
Zoning	IH - Heavy Industrial
Elevation	34 ft (approximate)
Owner	CHEVRON USA INC
Owner Address	PO BOX 285 HOUSTON TX 77001
Related Accounts	

For more information about data updates or discrepancies, please contact Assessment, Recording & Taxation at (503) 988-2225 or propertytax@mu

Assessor

Last Sale

Price	\$700,000.00
Date	05/27/2008

Property Values (2024)

Market Value	\$5,316,517.00
Assessed Value	\$5,316,510.00

Taxes (2023)

This is a quickly evolving issue, so I apologize for the quick turnaround, but I'm hoping to get this information before the end of the week, and no later than Monday, Dec. 23rd, if possible. Lastly, [@Tallant, Kimberly](#) we will need to work with Lauren and Eric on a joint presentation for a work session that members of the new council requested today. That is tentatively planned for the week of Jan. 13. More to come on that.

Thank you all, and please let me know if you have any questions about this.

David Kuhnhausen

Interim Director

City of Portland – Portland Permitting & Development

1900 SW Fourth Ave., Suite 5000

Portland, OR 97201

503-823-7940 (Desk)

David.Kuhnhausen@PortlandOregon.gov

Work Hours:

Monday, Tuesday: 8:00-6:00

Wednesday, Thursday: 8:30-5:00

Friday: 8:00-12:00

Have questions about your permit? Book a [15-minute appointment here!](#)

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Traducción e Interpretación | Biên Dịch và Thông Dịch | अनुवादन तथा व्याख्या

口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad

Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas

Translation and Interpretation: 503-823-4000

Date: Thu, 2 Jan 2025 6:00:40 PM (UTC)
Sent: Thu, 2 Jan 2025 6:00:38 PM (UTC)
Subject: RE: Procurement Administrative Rule
From: Jordan, Michael <Michael.Jordan@portlandoregon.gov >
To: Bocker-Knapp, Skyler <Skyler.Bocker-Knapp@portlandoregon.gov >; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov >;
CC: Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov >; Ariza, Mark <Mark.Ariza@portlandoregon.gov >; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >;

Happy New Year everyone! Please proceed with this procurement under the emergency authority. Thanks.

From: Bocker-Knapp, Skyler <Skyler.Bocker-Knapp@portlandoregon.gov >
Sent: Thursday, January 2, 2025 9:58 AM
To: Marolf, Lisa <Lisa.Marolf@portlandoregon.gov >; Jordan, Michael <Michael.Jordan@portlandoregon.gov >
Cc: Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov >; Ariza, Mark <Mark.Ariza@portlandoregon.gov >; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >
Subject: Procurement Administrative Rule

Mike,

Robert Taylor informed me there is an administrative rule under the new form of government for procurement to issue emergency contracts (similar to how we issued them under the old Emergency Declaration).

Could you please let Director Donelson and Mark Ariza (copied) know that they are allowed to proceed with the Salvation Army agreement for the 200 shelter beds under this emergency authority?

Thank you,

Skye B-K

Skyler Bocker-Knapp

Director, [Portland Solutions](#)

Pronouns: She/Her/Hers

Office of City Administrator

Phone: (503) 865-6957

Skyler.Bocker-Knapp@portlandoregon.gov

[Portland Solutions](#) | [Portland.gov](#)

Date: Thu, 2 Jan 2025 6:00:00 PM (UTC)
Sent: Thu, 2 Jan 2025 6:00:38 PM (UTC)
Subject: CM: RE: Procurement Administrative Rule
From: Jordan, Michael
To: Bocker-Knapp, Skyler <Skyler.Bocker-Knapp@portlandoregon.gov >; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov >;
CC: Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov >; Ariza, Mark <Mark.Ariza@portlandoregon.gov >; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >;

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To: Marolf, Lisa <Lisa.Marolf@portlandoregon.gov >; Jordan, Michael <Michael.Jordan@portlandoregon.gov >
Cc: Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov >; Ariza, Mark <Mark.Ariza@portlandoregon.gov >; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >
Subject: Procurement Administrative Rule

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Thank you,

Skye B-K

Skyler Bocker-Knapp

Director, [Portland Solutions](#)

Pronouns: She/Her/Hers

Office of City Administrator

Phone: (503) 865-6957

Skyler.Bocker-Knapp@portlandoregon.gov

[Portland Solutions](#) | [Portland.gov](#)

Date: Thu, 2 Jan 2025 6:58:09 PM (UTC)
Sent: Thu, 2 Jan 2025 6:58:08 PM (UTC)
Subject: RE: Delegations of Authority Final Drafts
From: Law, Linda <Linda.Law@portlandoregon.gov >
To: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov >; White, Tate <Tate.White@portlandoregon.gov >; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov >; Jordan, Michael <Michael.Jordan@portlandoregon.gov >;
CC: Haium, Maja <Maja.Haium@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >; Shaffner, Eric <Eric.Shaffner@portlandoregon.gov >; Rees, Linly <Linly.Rees@portlandoregon.gov >;

CONFIDENTIAL – ATTORNEY CLIENT PRIVILEGED

Attorney-Client Privileged

**LINDA LAW | Chief Deputy City Attorney
PORTLAND OFFICE OF THE CITY ATTORNEY**

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Main: 503-823-4047 | Fax: 503-823-3089

linda.law@portlandoregon.gov

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From: Inman, Jodie <Jodie.Inman@portlandoregon.gov >

Sent: Thursday, January 2, 2025 10:26 AM

To: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov >; Law, Linda <Linda.Law@portlandoregon.gov >; Shaffner, Eric <Eric.Shaffner@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >; White, Tate <Tate.White@portlandoregon.gov >

Cc: Haium, Maja <Maja.Haium@portlandoregon.gov >; Campbell, Edward <Edward.Campbell@portlandoregon.gov >

Subject: RE: Delegations of Authority Final Drafts

Attorney-Client Privileged

Thanks!



Jodie Inman, P.E. (she/her)

Chief Engineer | Portland Water Bureau

TPB | 4th Floor, Room 416 | Hybrid

M – Th, every other Friday | 7:00 – 4:30

Contact Email preferred | (503) 823-5965

PRR_376618_000120



From: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Sent: Friday, December 13, 2024 1:57 PM

To: Jordan, Michael <Michael.Jordan@portlandoregon.gov>; Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov>; Biery, Jonas <Jonas.Biery@portlandoregon.gov>; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Schmanski, Sonia <Sonia.M.Schmanski@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Dhanapal, Priya <Priya.Dhanapal@portlandoregon.gov>; Myers, Mike (Public Safety Svc Area) <Mike.J.Myers@portlandoregon.gov>; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov>; Law, Linda <Linda.Law@portlandoregon.gov>; Shaffner, Eric <Eric.Shaffner@portlandoregon.gov>; Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>; White, Tate <Tate.White@portlandoregon.gov>

Cc: Selby, Jeff <Jeff.Selby@portlandoregon.gov>; Warren, Tracy <Tracy.Warren@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Baer, Jeff <Jeff.Baer@portlandoregon.gov>; Sauter, Maty <Maty.Sauter@portlandoregon.gov>; Uchiyama, Dawn <Dawn.Uchiyama@portlandoregon.gov>; Campbell, Edward <Edward.Campbell@portlandoregon.gov>; Williams, Millicent <Millicent.Williams@portlandoregon.gov>; Gillespie, Ryan <Ryan.Gillespie@portlandoregon.gov>; Cozzie, Bob <Robert.Cozzie@portlandoregon.gov>; Ahmed, Shad <Shad.Ahmed@portlandoregon.gov>; Long, Adena <Adena.Long@portlandoregon.gov>; Day, Robert <Robert.Day@police.portlandoregon.gov>; Suto, Paul <Paul.Suto@portlandoregon.gov>; Inman, Jodie <Jodie.Inman@portlandoregon.gov>; Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>; Cawley, Wendy <Wendy.Cawley@portlandoregon.gov>; Caron, Ross <Ross.Caron@portlandoregon.gov>; Berkow, Mathew <Mathew.Berkow@portlandoregon.gov>; Aiona, Adrienne <Adrienne.Aiona@portlandoregon.gov>; Landoe, Brian <Brian.Landoe@portlandoregon.gov>; O'Longaigh, David <David.OLongaigh@portlandoregon.gov>; Tracy, Morgan <Morgan.Tracy@portlandoregon.gov>; Wood, Sandra <Sandra.Wood@portlandoregon.gov>; Hellyer, Dory <Dory.Hellyer@portlandoregon.gov>; Barnes, Taylor <Taylor.Barnes@portlandoregon.gov>; Goldenrod, Clark <Clark.Goldenrod@portlandoregon.gov>; Keenan, Mieke <Mieke.Keenan@portlandoregon.gov>; Roper, Josh <Josh.Roper@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>; Grumm, Matt <Matt.A.Grumm@portlandoregon.gov>; Theisen, Terri <Terri.Theisen@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Buono, Shannon <Shannon.Buono@portlandoregon.gov>; Lucchin, Franco <Franco.Lucchin@portlandoregon.gov>; Ocken, Julie <Julie.Ocken@portlandoregon.gov>; Craig, Sheila <Sheila.Black-Craig@portlandoregon.gov>; Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov>; Bilyeu, Diane <Diane.Bilyeu@portlandoregon.gov>; Li, Kelvin <Kelvin.Li@portlandoregon.gov>; Ramus, Aria <Aria.Ramus@portlandoregon.gov>

Subject: Delegations of Authority Final Drafts

Hello all,

Attached please find the final drafts related to delegations of authority. Please provide any final comments by no later than **end of day Tuesday, December 17.**

- **DRAFT Delegations of Authority ADM 2.10**, titled 'Delegation of Mayor and City Administrator Authority'. This new administrative rule describes how delegations will occur.
- **City Administrator Delegations** spreadsheet. This document specifies what authorities and to whom the City Administrator will be delegating, effective January 1, 2025.

Please note, that the delegations stated in the spreadsheet are made with the assumption that

Mayor-elect Wilson will be delegating to City Administrator Jordan any of the authorities listed in the spreadsheet but not already granted by charter or code to the City Administrator. If, however, the Mayor-elect chooses to adjust any of these assumed delegations, then changes to the spreadsheet will be made within those categories.

If bureaus need additional clarity over bureau roles or responsibilities, see the bureau roles described in the [amended Title 3](#) (effective January 1, 2025) or work with the DCA of their services area to have the City Administrator (or their new delegee) approve administrative rules which provide that clarity.

Thank you to everyone who has assisted to improve both the administrative rule and the delegations spreadsheet.

-Diana

 **Diana Shiplet (she/her)**
Charter Transition Team
Strategic Policy Analyst
City of Portland, Office of Management and Finance
D: (503) 823-5160 C: (503) 865-6879
1120 SW Fifth Avenue, Room 901
Portland, Oregon 97204
diana.shiplet@portlandoregon.gov

Date: Fri, 3 Jan 2025 5:41:04 PM (UTC)
Sent: Fri, 3 Jan 2025 5:41:00 PM (UTC)
Subject: RE: Suite Access
From: Taylor, Robert <Robert.Taylor@portlandoregon.gov >
To: Zimmerman, Eric <councilor.zimmerman@portlandoregon.gov >; Pirtle-Guiney, Elana <councilor.pirtle-guiney@portlandoregon.gov >; Jordan, Michael <Michael.Jordan@portlandoregon.gov >; Wilson, Keith <Mayor.Wilson@portlandoregon.gov >;

Thank you, Councilor Zimmerman. I agree with you.

From: Zimmerman, Eric <councilor.zimmerman@portlandoregon.gov >
Sent: Friday, January 3, 2025 9:35 AM
To: Pirtle-Guiney, Elana <councilor.pirtle-guiney@portlandoregon.gov >; Jordan, Michael <Michael.Jordan@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >; Wilson, Keith <Mayor.Wilson@portlandoregon.gov >
Subject: FW: Suite Access

All,

Glad this change occurred. But I want to highlight and nip right now- this term or thought process "Robert Taylor approved" is inappropriate and conveys a decision-making authority I would like to see stop occurring in this organization.

It permeates too many facets of this council's work and continues the patronization we have seen in other aspects either in culture or policy. No need to respond, but I want to be very clear where I will be operating from with respect to decision making authority and empowering the council. The fact that I could not access city hall after hours the other night nor other offices was not acceptable. Glad it got changed, and yes I am aware of all the reason why someone thought limited access was wise. Don't worry Robert, not about you, just a good example.

EZ

From: Sauter, Maty <Maty.Sauter@portlandoregon.gov >
Sent: Thursday, January 2, 2025 1:46 PM
To: Clark, Olivia <councilor.clark@portlandoregon.gov >; Zimmerman, Eric <councilor.zimmerman@portlandoregon.gov >; Green, Mitch <councilor.green@portlandoregon.gov >; Nielsen, Ryan <Ryan.Nielsen@portlandoregon.gov >; Sipin, Maria <Maria.Sipin2@portlandoregon.gov >; Beyer, Megan <Megan.Beyer@portlandoregon.gov >; Koyama Lane, Tiffany <councilor.koyamalane@portlandoregon.gov >; Mort, Emory <Emory.Mort@portlandoregon.gov >; Novick, Steve <councilor.novick@portlandoregon.gov >; Knowles, Spencer <Spencer.Knowles@portlandoregon.gov >; Morillo Bejarano, Angelita <councilor.morillo@portlandoregon.gov >; Miller, Andre <Andre.Miller3@portlandoregon.gov >; Ryan, Dan <Councilor.Ryan@portlandoregon.gov >; Pirtle-Guiney, Elana <councilor.pirtle-guiney@portlandoregon.gov >; Kanal, Sameer <councilor.kanal@portlandoregon.gov >; Wanner, Kezia <Kezia.V.Wanner@portlandoregon.gov >; Sept, Natalie <Natalie.Sept2@portlandoregon.gov >; Freeman, Lisa <Lisa.Freeman@portlandoregon.gov >; Avalos, Candace <councilor.avalos@portlandoregon.gov >; Smith, Loretta <councilor.smith@portlandoregon.gov >; Dunphy, Jamie <councilor.dunphy@portlandoregon.gov >; Kelekele, Amani <Amani.Kelekele@portlandoregon.gov >; Crawford, Elijah <Elijah.Crawford@portlandoregon.gov >; Evenstar, Jamey <Jamey.Evenstar@portlandoregon.gov >; Stanganelli, Eva <Eva.Stanganelli@portlandoregon.gov >; Stewart, Jennifer <Jennifer.Stewart@portlandoregon.gov >; Browne, Alex <Alexander.Browne@portlandoregon.gov >; McKenzie, Ashley <Ashley.McKenzie@portlandoregon.gov >; Hernandez, Ashley <Ashley.Hernandez2@portlandoregon.gov >; Bocker, Lori <Lori.Bocker@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >; BFF Facilities Dispatch <facilitiesdispatch@portlandoregon.gov >; Dering, Steve <Steven.Dering@portlandoregon.gov >; Scherzinger, Paul <Paul.Scherzinger@portlandoregon.gov >
Subject: Suite Access

All,

Robert Taylor approved allowing badge access across district/suite boundaries at City Hall. We're making this change right now and it should be in effect by the end of the day if not sooner.

Thanks,
Maty

Get [Outlook for iOS](#)

Date: Mon, 6 Jan 2025 7:26:00 PM (UTC)
Sent: Mon, 6 Jan 2025 7:26:44 PM (UTC)
Subject: City Council Work Session on Zenith Energy Terminal
From: Oliveira, Donnie
To: Pirtle-Guiney, Elana <councilor.pirtle-guiney@portlandoregon.gov>;
CC: Jordan, Michael <Michael.Jordan@portlandoregon.gov>; Bocker, Lori <Lori.Bocker@portlandoregon.gov>;
Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Sept, Natalie <Natalie.Sept2@portlandoregon.gov>;

Hello Council President Pirtle-Guiney,

Following up on last week's council session, I am looking to schedule a council work session on Zenith. I know the council calendar is quickly filling up, but we are hoping to hold that work session next week given the State's Feb 4th deadline. Per our conversation, we would like to focus on Zenith's operations, the land use compatibility statement and the City's role in the state's permit process and hold off on broader CEI discussions for a later work session.

Thank you for your consideration,

Donnie Oliveira, he/him/his
Deputy City Administrator
Community and Economic Development
Phone: 503.593.1869
portland.gov/transition

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Date: Mon, 6 Jan 2025 10:35:44 PM (UTC)
Sent: Mon, 6 Jan 2025 10:35:41 PM (UTC)
Subject: RE: URGENT ISSUE FW: Delegation Authority (DA) regarding Multi-Family loan closings meeting
From: DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov >
Shiplet, Diana <Diana.Shiplet@portlandoregon.gov >; Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov >; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov >; Taylor, Robert <Robert.Taylor@portlandoregon.gov >; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov >;
To: Ocken, Julie <Julie.Ocken@portlandoregon.gov >; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov >; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov >;
CC: Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov >; Roper, Josh <Josh.Roper@portlandoregon.gov >; Norby, Danell <Danell.Norby@portlandoregon.gov >; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov >;
Attachments: Mayor Wilson Delegation of Authority January 2025.pdf; City Administrator Delegations - MJ Signed 12-21-24.pdf

Thanks, Diana,

I will work with PHB to determine which transactional documents fall into the following categories:

1. "PHB financing documents" (CA- authority to approve all; DCA- not to exceed \$3 million, BD- not to exceed \$2 million). "Financing documents" is defined by [30.10.180](#), as recently adopted.
2. Transactions that involve the disposition or acquisition of real property by the City, and associated documents (CA authority to approve all in consultation with the Mayor); and
3. Transactions that involve the lease of City owned real property (CA authority to approve all, DCA not to exceed \$ 5 million, BD not to exceed 10 years of 1 million in rental costs).

The projects and documents that PHB is sending this month do not include the acquisition, disposition or lease of City owned real property. They are loans to fund the acquisition of property by a third-party developer for affordable housing and loans for affordable housing development.

Danell will follow up later today with memorandum describing the projects and requesting the CA's approval and one time delegation of authority to the BD to execute the financing documents.

Please don't hesitate to reach out if you have questions.

Best,

Adrienne

Adrienne Delcotto | Senior Deputy Attorney (She/Her)

Portland Office of the City Attorney

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Voice: 503-823-4942

Adrienne.delcotto@portlandoregon.gov

Equal Access Notice: The City will provide translation, interpretation, and reasonable disability access. Please ask me, call 311, or email cityattorneysoffice@portlandoregon.gov for assistance.

From: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov >

Sent: Monday, January 6, 2025 10:40 AM

To: Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Cc: Ocken, Julie <Julie.Ocken@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov>; Roper, Josh <Josh.Roper@portlandoregon.gov>; Norby, Danell <Danell.Norby@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>

Subject: RE: URGENT ISSUE FW: Delegation Authority (DA) regarding Multi-Family loan closings meeting

Angel – this is probably a question better suited to whomever is your city attorney. In my personal opinion (for whatever that's worth), if they city is not on the property title, then these also would not fall into the real property transaction category. If they city IS on the property title, then these transactions would fall into that category. Not sure if this helps or causes more confusion. -Diana

Diana Shiplet (she/her)

Charter Transition Team

Strategic Policy Analyst

City of Portland, Office of Management and Finance

d: (503) 823-5160 c: (503) 865-6879

From: Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>

Sent: Friday, December 20, 2024 2:51 PM

To: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>; Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Cc: Ocken, Julie <Julie.Ocken@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov>; Roper, Josh <Josh.Roper@portlandoregon.gov>; Norby, Danell <Danell.Norby@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>

Subject: RE: URGENT ISSUE FW: Delegation Authority (DA) regarding Multi-Family loan closings meeting

Hi Diana,

Most of PBH's financial transactions involve financing affordable housing projects as part of their capital stack (multiple funders in a project). In other words, PHB acts as one of the financiers for specific affordable housing projects. PHB does not acquire any property as part of these transactions. Could we get clarification on whether such transactions are included in or excluded from the definition of 'real property'?

Thanks,

Angel Landrón-González

(he/him)

Deputy Director

Portland Housing Bureau

angel.landrongonzalez@portlandoregon.gov

Phone: 503-823-4176

Cell: 503-823-8739

"Life's most persistent and urgent question is, What are you doing for others?" MLK Jr.

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accommodations, alternative formats, auxiliary aids and services. To request these services, contact Housing Bureau (503-823-2375) or 311 (503-823-4000), for Relay Service & TTY: 711.

[503-823-2375](tel:503-823-2375) Traducción e Interpretación | Biên Dịch và Thông Dịch | 口笔译服务 | Устный и письменный перевод | Turjumaad iyo Fasiraad | Письмовий і усний переклад | Traducere și interpretariat | Chiaku me Awewen Kapas | अनुवादन तथा व्याख्या

From: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Sent: Friday, December 20, 2024 8:47 AM

To: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>; Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Cc: Ocken, Julie <Julie.Ocken@portlandoregon.gov>; Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov>

Subject: RE: URGENT ISSUE FW: Delegation Authority (DA) regarding Multi-Family loan closings meeting

So, not to cause more chaos, but the Mayor-elect has determined they want all real property transactions to be approved only by Mike in consultation with the Mayor. This means you will need to work with Mike's team (Lisa Marolf?) and the Mayor-elect's team (Aisling Coghlan?) to develop a process for allowing the Mayor time to review and Mike's team time to obtain a signature or give one-time authority for someone else to sign at the closing after approved by the Mayor and himself. I presume that this isn't too different time-wise than going to Council for approval – it's just internally approvals rather than public meeting approvals. Sorry I can't provide more advice, but I don't know yet how what processes the Mayor and Mike's teams are developing for routing items between themselves.

Diana Shiplet (she/her)

Charter Transition Team

Strategic Policy Analyst

City of Portland, Office of Management and Finance

d: (503) 823-5160 c: (503) 865-6879

From: Oliveira, Donnie <Donald.Oliveira@portlandoregon.gov>

Sent: Thursday, December 19, 2024 5:12 PM

To: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Cc: Ocken, Julie <Julie.Ocken@portlandoregon.gov>; Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Ocken, Julie <Julie.Ocken@portlandoregon.gov>; Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>

Subject: Re: URGENT ISSUE FW: Delegation Authority (DA) regarding Multi-Family loan closings meeting

Delegation of Authority Team,

Please see thread below. I am hoping you can assist solving for the below.

Thanks,

Donnie Oliveira | he/him

Deputy City Administrator

Community and Economic Development

On Dec 19, 2024, at 3:20 PM, Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov> wrote:

Hi Donnie

PHB has an urgent concern about delegation authority for loan closings that we need to resolve before January 2nd to make our loan closing process run smoothly. FYI - the affordable loan closing process occurs when all funders (Banks, OHCS, Foundations, City of Portland, etc.) close their loans and fund a project. Typically, all the lenders get approvals completed by their respective loan committees, and the final loan closing and document signing is an administrative process.

Previously, PHB took all housing loans exceeding the Director's authority to City Council long before the loan closing date. City Council approval authorized the Housing Director and Commissioner in Charge to sign the loans. The Council action gave all the other lenders comfort PHB would follow through and sign the loan documents, and there would be no delay in the closing.

The new process does not have this "authorization" step, and most of the loans are above my authority to sign. So the DCA and the CA are required to approve and sign the housing loans. Waiting for the last minute for the DCA and CA to review and sign the loans is simply not going to work for the lenders. So, we need to develop a process that authorizes the signing of loans, prior to the actual signing date.

The Deputy Director and City Attorney can make a recommendation on a new loan closing process, but we need your assistance in getting the DCA/CA to agree to a new review/approval process. We have some big loans closing right after the first of the year, including a \$37M loan for Broadway Corridor and folks are very concerned about delays.

Who can Angel work with at the City Administrator's office to create a process that works for loan closings?

Thanks,

Helmi

From: Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>

Sent: Tuesday, December 17, 2024 8:18 PM

To: Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Ori, Jennifer <Jennifer.Ori@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Norby, Danell <Danell.Norby@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>

Cc: Roper, Josh <Josh.Roper@portlandoregon.gov>

Subject: RE: Delegation Authority (DA) regarding Multi-Family loan closings meeting

Hi Helmi,

Even if the Director and DCA authority limits for these transactions are raised, it would likely not be high enough to capture many projects. For example, Hollywood HUB was **\$37M** in PHB funding. The M. Carter Commons closing at the end of January is over **\$8M**.

We think that we have to develop a process with the City Administrator similar to the current funding ordinance. For example, to be reviewed and approved by the City Administrator (CA) according to the thresholds, instead of City Council. What would be the best approach: scheduling briefings with the CA on these requests that ensure timely approvals?

Until 12/31, the process in place is as follows:

Per City Ordinance 183836 :

- HIC is authorized to review and recommend approval or rejection to the Director of all financial assistance under the guidelines, including multi-family loans and grants
- PHB director or PHB commissioner-in-charge is authorized to approve or reject financing, per guidelines
- Approved financing amounts of up to **\$2M** for the bureau director
- Approved financing amounts of up to **\$3M** for commissioner-in-charge
- Approved financing amounts over **\$3M** will be forwarded by the bureau director or commissioner-in-charge to the **Council for review and approval**

Effective January 1st, 2025:

1. All delegations/authority roll up to the City Administrator
2. DCA-PHB financing documents not exceeding **\$3M**
3. PHB Director- PHB financing documents not exceeding **\$2M**

@DelCotto, Adrienne/@Norby, Danell/@Pietka, Antoinette please, feel free to add or clarify any other element that maybe I left behind.

Regards!

From: Landron Gonzalez, Angel <Angel.LandronGonzalez@portlandoregon.gov>

Sent: Monday, December 16, 2024 1:10 PM

To: Ori, Jennifer <Jennifer.Ori@portlandoregon.gov>

Cc: Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; DelCotto, Adrienne <Adrienne.DelCotto@portlandoregon.gov>; Norby, Danell <Danell.Norby@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>; Roper, Josh <Josh.Roper@portlandoregon.gov>

Subject: Delegation Authority (DA) regarding Multi-Family loan closings meeting

Importance: High

Hi Jennifer,

Please, schedule a meeting between Donnie, Helmi, Adrienne, and Danell regarding the multi-family loan closing signature authority below. Preferably this week.

Service Area: Community Development						
Last Name	First Name	Working Title	HR Classification	Authorities and Delegation	Source of Delegation	Delegation Administrator
Hisserich	Helmi	Bureau Director	Bureau Director	Multi-Family Loans/Grants	Per City Ordinance 183836: •Housing Investment Committee (HIC) is authorized to review and recommend approval or rejection to the Director of all financial assistance under the guidelines, including multi-family loans and grants •The PHB bureau director or PHB commissioner-in-charge is authorized to approve or reject financing, in accordance with guidelines •Approved financing amounts of up to \$2 million for bureau director •Approved financing amounts of up to \$3 million for commissioner-in-charge •Approved financing amounts over \$3 million will be forwarded by the bureau director or commissioner-in-charge to the Council for review and approval	Overall

Based on the proposed Delegation Authority starting in January, the multi-family loans over \$2M and \$3M will have to be signed on by the DCA and CA, respectively. PHB loans are higher than \$3M. Because it will impact closings' logistics, it's important to walk Donnie through the process, its implications, and PHB recommendations.

Thanks,

Angel Landrón-González

(he/him)

Deputy Director

Portland Housing Bureau

angel.landrongonzalez@portlandoregon.gov

Phone: 503-823-4176

Cell: 503-823-8739

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MAYOR KEITH WILSON
DELEGATION OF AUTHORITY

This Delegation of Authority is made pursuant to the Mayor's executive and administrative authority over bureaus under Charter Section 2-301, and those applicable Charter and Code provisions pertaining to executive and administrative functions.

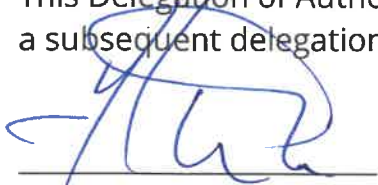
The City Administrator (including Interim City Administrator) is hereby delegated the following authorities and powers:

1. **Agreements and Contracts:** Negotiate and execute contracts, legally binding agreements and intergovernmental agreements, consistent with budget appropriation, up to the following thresholds:
 - a. Intergovernmental Agreements – authority for all after consultation with the Mayor; approval of the Mayor may be required when identified during consultation.
 - b. Procurement contracts - authority for all; require pre-consultation with the Mayor if exceeding \$2.5M.
 - c. Grants, grant application, PHB financing documents - authority for all.
 - d. Agreements for donations/gifts - authority for all.
 - e. Donation or Transfer of Surplus Personal Property - authority for all.
 - f. Real Property Disposition or Acquisition Agreements (including associated documents) – authority for all after consultation with the Mayor.
 - g. Real Property (including public right-of-way) Leases - authority for all.
 - h. Real Property Permits (non-regulatory) - authority for all.
 - i. Real Property Easements - authority for all.
 - j. Regulatory Permits, Regulatory Agreements and Application Approvals - authority for all.
2. **Finance and Spending:** Exercise approval of the expenditure of moneys appropriated in the budget, including signing warrants or checks, preparing municipal bond or financing documents, signing other financial documents requiring city official signature for application or certification, or other fiscal duties in the Charter or Code, subject to budget appropriation.
3. **Residual Commissioner-in Charge or Mayor Tasks:** Carry out administrative or executive functions previously identified in any legal agreements, administrative rules or

policies as tasks of "Commissioners-in-Charge" or "Mayor", after consultation with the Mayor.

4. **Sub-Delegation:** May sub-delegate authority to the Assistant City Administrator, Deputy City Administrators, Bureau Directors, including any interims in these positions, or to any other subordinate employees.

This Delegation of Authority is effective on January 1, 2025, unless revoked or amended by a subsequent delegation.



Keith Wilson, Mayor

1/3/25
Date

Copy to:

- City Council
- City Administrator
- Auditor
- City Attorney
- Assistant City Administrator
- Deputy City Administrators
- Bureau Directors

Delegations of City Administrator Authority

Effective Date: January 1, 2025

Unless otherwise provided by Charter, City Code, Administrative Rule, more specific written delegation, or other law, the following authorities are hereby delegated by the City Administrator:

Authority		City Administrator (CA)	Deputy City Administrators (DCAs) or the Assistant City Administrator (ACA)	Directors	Program Managers ¹	Notes
Supervision And Management	Manage and supervise employees assigned to a specific bureau:	Supervise all City employees. Mayor supervises CA. CA may exercise authority where existing 2024 HRARs reference “commissioner in charge” or “mayor.”	Supervise employees in bureaus and programs within their service area. CA supervises DCAs and ACA. DCAs and ACA must consult CA before taking any personnel action over a director.	Supervise bureau or program employees. DCAS or ACA supervise director. Must consult with their DCA or ACA before taking negative personnel action or discipline or putting employee on administrative leave associated with discipline or termination.	Program Managers with HRAR supervisory responsibility can supervise their program subordinates. Directors supervise Program Managers assigned to a bureau. Program Managers must consult with their director, DCA or ACA before taking any personnel action.	All “personnel actions” must comply with HRARs and all Human Resources Policies.
	Manage and supervise employees not assigned to a specific bureau:	Supervise all City employees. Mayor supervises CA. CA may exercise authority where existing 2024 HRARs reference “commissioner in charge” or “mayor.”	Supervises managers of programs not assigned to a bureau but within their service area.		Program Managers of programs within a service area but not assigned to a bureau have the responsibilities of supervisors and managers over their program’s assigned subordinates. DCAs or ACA supervise Program Managers not assigned to a bureau. Program Managers of programs not assigned to a bureau must consult with their DCA or ACA before taking negative personnel action or discipline or putting employee on administrative leave associated with discipline or termination.	All personnel actions must comply with HRARs and all Human Resources Policies. Examples of non-bureau programs include, but are not limited to, Portland Solutions; Communications; Revenue and Financial Services; Business Operations; Special Appropriations; Integrated Security; 311 Program; Strategic Projects & Opportunities Team; Procurement Services; Spectator Venues; Community Safety Division; and Office of Arts & Culture.

Authority		City Administrator (CA)	Deputy City Administrators (DCAs) or the Assistant City Administrator (ACA)	Directors	Program Managers ¹	Notes
Administrative Rulemaking	Adopt, amend, and repeal administrative rules	All rules. Overall authority per Charter 2-406(I) (2025); PCC Chapter 1.05 (2025).	Oversee rulemaking by bureaus and programs within their Service Area.	Rules pertaining to their bureau, subject to DCA or ACA approval.		CA may delegate administrative rulemaking authority per PCC Chapter 1.05.100 (2025).

Authority		City Administrator (CA)	Deputy City Administrators (DCAs) or the Assistant City Administrator (ACA)	Directors	Program Managers ¹	Notes
Enforcement	Enforce the Code and administrative rules, including issuance and enforcement of permits and other authorizations ²	Overall authority per Charter 2-406(e).	Oversee enforcement by bureaus and programs within their Service Area.	Enforcement pertaining to their bureau, subject to DCA or ACA supervision.	Program managers can enforce regulations pertaining to their program, subject to their director, DCA or ACA supervision.	Subordinate officers may be delegated authority for technical approvals for specific subject matters. Matters involving more than one bureau may require coordination via administrative rule.
	Person-in-Charge for Property Controls	Authority over all City of Portland properties; may issue exclusions.	All City of Portland property within their Service Area; may issue exclusions.		Security Manager of Integrated Security for citywide security contracts and all properties not otherwise managed by a bureau. ACA and Portland Solutions Manager for TASS and SRV properties. IRP Program Manager and coordinators for any area subject to clean up and removal notices. Mayoral Security Detail for any property where mayor is present, with valid contract for security services.	Property controls are subject to ORS 164.205(5) and PCC Chapter 3.18

Authority		City Administrator (CA)	Deputy City Administrators (DCAs) or the Assistant City Administrator (ACA)	Directors	Program Managers ¹	Notes
Contracting <i>Note: Authority to execute all contracts and agreements is subject to budget appropriation, City Charter, City Code, administrative rules, and approval as to form by the City Attorney's Office.</i>	Intergovernmental agreements (IGAs)	All with Mayoral approval.				Per ORS 190.085, an ordinance adopted by Council is required to ratify certain IGAs.
	Procurement contracts under PCC Chapter 5.10 (2025).	Overall authority to approve all but any exceeding \$2.5M in consultation with the Mayor.	Not exceeding \$2.5M.	Not exceeding \$250K.	Chief Procurement Officer: not exceeding \$10M. Program Managers not exceeding \$10K	Contracts must comply with all Public Contracting Code and Administrative Rules.
	Grants, incoming and outgoing, grant applications, and PHB financing documents	Overall authority to approve all.	Grants not exceeding \$1M PHB financing documents not exceeding \$3M	Grants not exceeding \$500K PHB financing documents not exceeding \$2M	Grants Manager: grants not exceeding \$100K Program Managers: grants not exceeding \$10K	Grants must comply with Grants Management Office Administrative Rules and Federal policies.
	Agreement for gift/ donation to the City	Overall authority to approve all.	Not exceeding \$100K	Not exceeding \$50K		
	Agreement for donation/ transfer of useable City surplus personal property	Overall authority to approve all.	Not exceeding \$100K in value	Not exceeding \$50K in value	Chief Procurement Officer: not exceeding \$100K in value Program Managers: not exceeding \$5K in value	Must comply with PCC Chapter 5.20, Surplus Property Disposition, and any administrative rules.
	Real property disposition agreement and associated documents	Overall authority to approve all in consultation with the Mayor.				Require an ordinance and compliance with Charter 1-104, and ADM 13.02 and administrative rules.
	Real property acquisition agreements and all associated documents	Overall authority to approve all in consultation with the Mayor.				Must comply with administrative rules.
	Real property (including the public right-of-way) leases to or from the City	Overall authority to approve all.	Not exceeding \$5M in total rental costs	Not exceeding 10 years or \$1M in total rental costs	Not exceeding 10 years or \$1M in total rental costs	Must comply with administrative rules.
	Real property (including the public right-of-way) permits for use of City property or use of non-City property	Overall authority to approve all.	Not exceeding 10 years	Not exceeding 5 years or \$100k in permit fees	Not exceeding 5 years or \$50K in permit fees	
	Easements	Overall authority to approve all.	Temporary easements to or from the City, and permanent easements to the City	Temporary easements to or from the City, and permanent easements to the City, not exceeding \$100K in total costs	Temporary easements to or from the City, and permanent easements to the City, not exceeding 5 years or \$50k in total costs	
	Regulatory permits, regulatory agreements, and application approvals	Overall authority to approve all.	May act as CA for document execution related to programs within their Service Area	May execute documents related to programs within their bureaus, subject to regulatory program administrative rules	Program Managers may execute documents related to programs within their bureau or program, subject to regulatory program administrative rules	

Authority		City Administrator (CA)	Deputy City Administrators (DCAs) or the Assistant City Administrator (ACA)	Directors	Program Managers ¹	Notes
Financial	Expenditure requests and approvals	Requests from all subordinates and where existing 2024 financial policies (FINs) referencing “commissioner-in-charge” or “mayor”. Must obtain Mayor’s approval for requests by CA.	Requests from subordinates within their Service Area.	Requests from bureau subordinates not exceeding \$10k.	Managers of programs not in a bureau: requests from program subordinates not to exceed \$10k. Managers of programs in a bureau: directors may subdelegate authority to program managers within their own delegated limits.	All approvals must comply with all administrative rules, such as FIN 6.14.
	Overnight and Out-of-Town Travel	Authority to approve travel requests for all subordinates. Must obtain Mayor’s approval for travel requests by CA.	Approve travel requests for subordinates within assigned Service Area, pursuant to administrative rules.			All overnight and out of town travel approvals must comply with all administrative rules, such as FIN 6.13.
	Settlement Authority from Mayor	Not exceeding \$50k or as authorized by Council.	For settlements within their Service Areas up to the CA’s threshold.	BHR Director per Chapter PCC 3.14. City Attorney per PCC Chapter 3.10	Risk Manager per PCC 3.06.030 (2025)	An ordinance adopted by City Council is required for settlements above \$50k, per Charter 1-106.

Approval:

Michael Jordan

Digitally signed by Michael Jordan
Date: 2024.12.21 12:53:24 -08'00'

Michael Jordan, City Administrator

Date

¹ Unless otherwise indicated, “Program Manager” includes managers of individual programs, but because the term, “program” is meant to be read broadly, “Program Managers” also include:

- The Chief Procurement Officer
- The City Engineer
- The City Traffic Engineer
- The Chief Engineers of the Portland Water Bureau and the Bureau of Environmental Services
- The City Forester
- Grants Manager
- The City Right-of-way Manager
- The City Risk Manager
- Real property managers

² For assistance in determining whether rules or enforcement pertain to a bureau, see the bureau-specific chapters in PPC Title 3.

Date: Mon, 6 Jan 2025 11:37:00 PM (UTC)
Sent: Mon, 6 Jan 2025 11:37:51 PM (UTC)
Subject: RE: FINAL Delegations of Authorities
From: Law, Linda
To: Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Sauter, Maty
<Maty.Sauter@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>;
Jordan, Michael <Michael.Jordan@portlandoregon.gov>;
Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Goble, Pauline
CC: <Pauline.Goble@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>;
Von Burg, Annie <Annie.VonBurg@portlandoregon.gov>; Oppenheim, Shoshanah
<Shoshanah.Oppenheim@portlandoregon.gov>;
Attachments: SubDelegation_01062025 - draftfrombureau(comments).docx

Attorney-Client Privileged

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**LINDA LAW | Chief Deputy City Attorney
PORTLAND OFFICE OF THE CITY ATTORNEY**

1221 SW Fourth Avenue, Room 430

Portland, OR 97204

Main: 503-823-4047 | Fax: 503-823-3089

linda.law@portlandoregon.gov

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From: Goble, Pauline <Pauline.Goble@portlandoregon.gov>

Sent: Monday, January 6, 2025 2:56 PM

To: Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Sauter, Maty <Maty.Sauter@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>; Law, Linda <Linda.Law@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov>; Jordan, Michael <Michael.Jordan@portlandoregon.gov>

Subject: RE: FINAL Delegations of Authorities

Attorney-Client Privileged

From: Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>

Sent: Monday, January 6, 2025 2:49 PM

To: Sauter, Maty <Maty.Sauter@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>; Law, Linda <Linda.Law@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Goble, Pauline <Pauline.Goble@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov>; Jordan, Michael <Michael.Jordan@portlandoregon.gov>

Subject: RE: FINAL Delegations of Authorities

Importance: High

Attorney-Client Privileged

From: Sauter, Maty <Maty.Sauter@portlandoregon.gov>

Sent: Monday, January 6, 2025 11:48 AM

To: Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>; Law, Linda <Linda.Law@portlandoregon.gov>;

PRR_376618_000139

Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>
Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Goble, Pauline <Pauline.Goble@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov>; Jordan, Michael <Michael.Jordan@portlandoregon.gov>
Subject: RE: FINAL Delegations of Authorities
Importance: High

Attorney-Client Privileged

Maty Sauter (she/her)

Director, Bureau of Fleet & Facilities

Bureau of Fleet & Facilities

maty.sauter@portlandoregon.gov

Phone: 503-823-6962; **New Cell: 971-469-3749**

www.portland.gov

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From: Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Sent: Monday, January 6, 2025 11:33 AM

To: Sauter, Maty <Maty.Sauter@portlandoregon.gov>; Law, Linda <Linda.Law@portlandoregon.gov>; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Goble, Pauline <Pauline.Goble@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov>; Jordan, Michael <Michael.Jordan@portlandoregon.gov>

Subject: RE: FINAL Delegations of Authorities

Importance: High

Attorney-Client Privileged

Shoshanah Oppenheim (She/They)

Charter Transition Project Manager

Senior Strategic Advisor | Policy and Innovation

City Administrator's Office

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From: Sauter, Maty <Maty.Sauter@portlandoregon.gov>

Sent: Monday, January 6, 2025 10:15 AM

To: Law, Linda <Linda.Law@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>;

Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Goble, Pauline <Pauline.Goble@portlandoregon.gov>

Subject: RE: FINAL Delegations of Authorities

Attorney-Client Privileged

Maty Sauter (she/her)

Director, Bureau of Fleet & Facilities

Bureau of Fleet & Facilities

maty.sauter@portlandoregon.gov

Phone: 503-823-6962; **New Cell: 971-469-3749**

www.portland.gov

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[Request Portal](#)

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linda.law@portlandoregon.gov

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Sent: Monday, January 6, 2025 9:43 AM

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Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>

Subject: RE: FINAL Delegations of Authorities

I am looping in Linda Law, who I have been speaking with on this



Pauline Goble

Real Property Services, Planning & Portfolio Mgmt

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Subject: RE: FINAL Delegations of Authorities

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Shoshanah Oppenheim (She/They)

Charter Transition Project Manager

Senior Strategic Advisor | Policy and Innovation

City Administrator's Office

shoshanah.oppenheim@portlandoregon.gov | 503.865.6055

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Subject: RE: FINAL Delegations of Authorities

Attorney-Client Privileged

Sara

From: Sauter, Maty <Maty.Sauter@portlandoregon.gov>
Sent: Monday, January 6, 2025 9:25 AM
To: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>
Cc: Goble, Pauline <Pauline.Goble@portlandoregon.gov>
Subject: Re: FINAL Delegations of Authorities

All,

Since it's closing today, I've asked Pauline to write a very brief paragraph on who is selling it, who it's being sold to, what is being sold, and how much it's being sold for.

I think we are fine with the delegation written as it is, but I do want to ensure that we follow the delegation since we all missed in transit that the real property element changed in the delegation, prior to me meeting with the notary.

Maty

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Subject: RE: FINAL Delegations of Authorities

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Did I follow the actual delegation?? I'm heading into meetings, but is this something someone can track down and affirm was done correctly?

Cc'ing Pauline so she is in the loop.

Maty Sauter (she/her)

PRR_376618_000144



Director, Bureau of Fleet & Facilities
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From: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Sent: Monday, January 6, 2025 8:28 AM

To: Selby, Jeff <Jeff.Selby@portlandoregon.gov>; Warren, Tracy <Tracy.Warren@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Baer, Jeff <Jeff.Baer@portlandoregon.gov>; Sauter, Maty <Maty.Sauter@portlandoregon.gov>; Uchiyama, Dawn <Dawn.Uchiyama@portlandoregon.gov>; Campbell, Edward <Edward.Campbell@portlandoregon.gov>; Williams, Millicent <Millicent.Williams@portlandoregon.gov>; Gillespie, Ryan <Ryan.Gillespie@portlandoregon.gov>; Cozzie, Bob <Robert.Cozzie@portlandoregon.gov>; Ahmed, Shad <Shad.Ahmed@portlandoregon.gov>; Long, Adena <Adena.Long@portlandoregon.gov>; Day, Robert <Robert.Day@police.portlandoregon.gov>; Suto, Paul <Paul.Suto@portlandoregon.gov>; Inman, Jodie <Jodie.Inman@portlandoregon.gov>; Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>; Cawley, Wendy <Wendy.Cawley@portlandoregon.gov>; Caron, Ross <Ross.Caron@portlandoregon.gov>; Berkow, Mathew <Mathew.Berkow@portlandoregon.gov>; Aiona, Adrienne <Adrienne.Aiona@portlandoregon.gov>; Landoe, Brian <Brian.Landoe@portlandoregon.gov>; O'Longaigh, David <David.OLongaigh@portlandoregon.gov>; Tracy, Morgan <Morgan.Tracy@portlandoregon.gov>; Wood, Sandra <Sandra.Wood@portlandoregon.gov>; Hellyer, Dory <Dory.Hellyer@portlandoregon.gov>; Barnes, Taylor <Taylor.Barnes@portlandoregon.gov>; Goldenrod, Clark <Clark.Goldenrod@portlandoregon.gov>; Keenan, Mieke <Mieke.Keenan@portlandoregon.gov>; Roper, Josh <Josh.Roper@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>; Grumm, Matt <Matt.A.Grumm@portlandoregon.gov>; Theisen, Terri <Terri.Theisen@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Buono, Shannon <Shannon.Buono@portlandoregon.gov>; Lucchin, Franco <Franco.Lucchin@portlandoregon.gov>; Ocken, Julie <Julie.Ocken@portlandoregon.gov>; Craig, Sheila <Sheila.Black-Craig@portlandoregon.gov>; Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov>; Bilyeu, Diane <Diane.Bilyeu@portlandoregon.gov>; Li, Kelvin <Kelvin.Li@portlandoregon.gov>; Ramus, Aria <Aria.Ramus@portlandoregon.gov>

Subject: FINAL Delegations of Authorities

Hello all, please see below and attached for the final signed delegations of authority. Please note that Mayor Wilson decided to not delegate all of the authorities we initially anticipated, so some of the final delegations are different than what you saw on December 13th. The changes are mostly to the IGA section and the real property sections. The short versions of which are that Mayor Wilson wants to be informed on all these decisions before they are signed by the City Administrator.

If changes are made to any of these delegations, you'll be able to find them on the City's employee intranet page, here: [BHR Documents & Forms | Portland Employees](#). Thanks. -Diana

Diana Shiplet (she/her)
Charter Transition Team
Strategic Policy Analyst
City of Portland, Office of Management and Finance
d: (503) 823-5160 c: (503) 865-6879

From: Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Sent: Saturday, January 4, 2025 11:49 AM

To: Citywide Leadership Team <CitywideLeadershipTeam@portlandoregon.gov>; City Bureau Directors <CitywideBurDirDistList@portlandoregon.gov>

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>; Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov>; Kris Taft <Kris@keithwilsonformayor.com>; Galvez Mora, Grace <Grace.GalvezMora4@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>

Subject: Delegations of Authorities

Hello all:

To ensure you have the documentation of the Mayor's delegation of authorities, I am sharing the attached:

- Mayor Wilson's Delegation of Authority – this document delegates authorities as outlined in the charter from the Mayor to the City Administrator and provides for sub-delegation.
- Delegation of Authority admin rule 3.01- this document delegates signature authority from the Mayor to the City Administrator and the Deputy City Administrators matters covered by HRAR 3.01.
- This is a link to administrative rule [ADM 2.02](#), which aligns with the City Administrators ability to sub-delegate authority.
- City Administrator Delegations – this is a detailed table that outlines the sub-delegations provided in ADM 2.02.

Please let us know if you have any question about the delegations outlined in these documents and the link or if you have any concerns about continuity of operations or performance of our business practices.

Many thanks to everyone who contributed to the development of these documents and a special thank you to the many City Attorneys and Diana Shiplet for their work, managing, coordinating and delivering this essential project.

Very truly,
Shoshanah

Shoshanah Oppenheim (She/They)

Charter Transition Project Manager
Senior Strategic Advisor | Policy and Innovation
City Administrator's Office



Office of the Chief Administrative Officer, OMF
shoshanah.oppenheim@portlandoregon.gov |
503.865.6055

www.portland.gov

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Michael Jordan
City Administrator

I delegate to Fleet & Facilities Director, Maty Sauter, as it pertains to her work, the authority to sign on my behalf for the disposition of real property – two tax parcels – located at 1099 SW Blane Court, Gresham, Oregon.

Project Background: BTS is under contract to sell two adjacent lots in Gresham, that were acquired as part of three-lot package with BTS' intent of siting a radio tower on the third lot. Since at the time the owner would not sell the lots separately, BTS acquired all three lots with authority from Ordinance 184248 – which also noted that 2 of the parcels were not needed and would be disposed of in the future.

Both the Mayor and I were briefed on the disposition of real property, authorized through Ordinance 184248, by Sara Morrissey, Deputy City Administrator of City Operations on January 6, 2025.

This delegation shall be effect until revoked by me in writing.

Date:

Signed:

Date: Mon, 6 Jan 2025 11:38:00 PM (UTC)
Sent: Mon, 6 Jan 2025 11:38:56 PM (UTC)
Subject: RE: FINAL Delegations of Authorities
From: Law, Linda
To: Goble, Pauline <Pauline.Goble@portlandoregon.gov >;
Taylor, Robert <Robert.Taylor@portlandoregon.gov >; Marolf, Lisa
<Lisa.Marolf@portlandoregon.gov >; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov >;
CC: Jordan, Michael <Michael.Jordan@portlandoregon.gov >; Morrissey, Sara
<Sara.Morrissey@portlandoregon.gov >; Sauter, Maty <Maty.Sauter@portlandoregon.gov >;
Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov >; Shiplet, Diana
<Diana.Shiplet@portlandoregon.gov >;

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linda.law@portlandoregon.gov

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From: Goble, Pauline <Pauline.Goble@portlandoregon.gov >

Sent: Monday, January 6, 2025 2:56 PM

To: Morrissey, Sara <Sara.Morrissey@portlandoregon.gov >; Sauter, Maty <Maty.Sauter@portlandoregon.gov >; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov >; Law, Linda <Linda.Law@portlandoregon.gov >; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov >

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov >; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov >; Von Burg, Annie <Annie.VonBurg@portlandoregon.gov >; Jordan, Michael <Michael.Jordan@portlandoregon.gov >

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Attorney-Client Privileged

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Sent: Monday, January 6, 2025 2:49 PM

To: Sauter, Maty <Maty.Sauter@portlandoregon.gov >; Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov >; Law, Linda <Linda.Law@portlandoregon.gov >; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov >

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Subject: RE: FINAL Delegations of Authorities

Importance: High

Attorney-Client Privileged

From: Sauter, Maty <Maty.Sauter@portlandoregon.gov>

Sent: Monday, January 6, 2025 11:48 AM

To: Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>; Law, Linda <Linda.Law@portlandoregon.gov>; Morrissey, Sara <Sara.Morrissey@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

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Bureau of Fleet & Facilities

maty.sauter@portlandoregon.gov

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Michael.Jordan@portlandoregon.gov >

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Senior Strategic Advisor | Policy and Innovation

City Administrator's Office

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Cc: Goble, Pauline <Pauline.Goble@portlandoregon.gov>
Subject: RE: FINAL Delegations of Authorities

Here's what I know related to delegations:

- Mayor signed the delegated authority document to Mike Jordan and he has the authority / power for real property disposition – however, it does note that he needs consultation with the Mayor.
- I am with the Mayor today from 10AM – 12PM – I can brief both him and Mike if you send me the overview and I can speak to it in the meeting this morning.

What I'm not sure about is delegation from Mike to DCAs / Directors? On page 3 of 4 (attached) it states that the CA has authority for real property disposition but then no transfer of authority to DCA or Director... Can someone please check in with legal on this?

Best,

Sara

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From: Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>

Sent: Monday, January 6, 2025 8:28 AM

To: Selby, Jeff <Jeff.Selby@portlandoregon.gov>; Warren, Tracy <Tracy.Warren@portlandoregon.gov>; Engstrom, Eric <Eric.Engstrom@portlandoregon.gov>; Hisserich, Helmi <Helmi.Hisserich@portlandoregon.gov>; Kuhnhausen, David <David.Kuhnhausen@portlandoregon.gov>; Baer, Jeff <Jeff.Baer@portlandoregon.gov>; Sauter, Maty <Maty.Sauter@portlandoregon.gov>; Uchiyama, Dawn <Dawn.Uchiyama@portlandoregon.gov>; Campbell, Edward <Edward.Campbell@portlandoregon.gov>; Williams, Millicent <Millicent.Williams@portlandoregon.gov>; Gillespie, Ryan <Ryan.Gillespie@portlandoregon.gov>; Cozzie, Bob <Robert.Cozzie@portlandoregon.gov>; Ahmed, Shad <Shad.Ahmed@portlandoregon.gov>; Long, Adena <Adena.Long@portlandoregon.gov>; Day, Robert <Robert.Day@police.portlandoregon.gov>; Suto, Paul <Paul.Suto@portlandoregon.gov>; Inman, Jodie <Jodie.Inman@portlandoregon.gov>; Bejarano, Alex <Alex.Bejarano@portlandoregon.gov>; Cawley, Wendy <Wendy.Cawley@portlandoregon.gov>; Caron, Ross <Ross.Caron@portlandoregon.gov>; Berkow, Mathew <Mathew.Berkow@portlandoregon.gov>; Aiona, Adrienne <Adrienne.Aiona@portlandoregon.gov>; Landoe, Brian <Brian.Landoe@portlandoregon.gov>; O'Longaigh, David <David.OLongaigh@portlandoregon.gov>; Tracy, Morgan <Morgan.Tracy@portlandoregon.gov>; Wood, Sandra <Sandra.Wood@portlandoregon.gov>; Hellyer, Dory <Dory.Hellyer@portlandoregon.gov>; Barnes, Taylor <Taylor.Barnes@portlandoregon.gov>; Goldenrod, Clark <Clark.Goldenrod@portlandoregon.gov>; Keenan, Mieke <Mieke.Keenan@portlandoregon.gov>; Roper, Josh <Josh.Roper@portlandoregon.gov>; Pietka, Antoinette <Antoinette.Pietka@portlandoregon.gov>; Grumm, Matt <Matt.A.Grumm@portlandoregon.gov>; Theisen, Terri <Terri.Theisen@portlandoregon.gov>; Tallant, Kimberly <Kimberly.Tallant@portlandoregon.gov>; Bueno, Shannon <Shannon.Bueno@portlandoregon.gov>; Lucchin, Franco <Franco.Lucchin@portlandoregon.gov>; Ocken, Julie <Julie.Ocken@portlandoregon.gov>; Craig, Sheila <Sheila.Black-Craig@portlandoregon.gov>; Donelson, Sylvester <Sylvester.Donelson@portlandoregon.gov>; Bilyeu, Diane <Diane.Bilyeu@portlandoregon.gov>; Li, Kelvin <Kelvin.Li@portlandoregon.gov>; Ramus, Aria <Aria.Ramus@portlandoregon.gov>

Subject: FINAL Delegations of Authorities

Hello all, please see below and attached for the final signed delegations of authority. Please note that Mayor Wilson decided to not delegate all of the authorities we initially anticipated, so some of the final delegations are different than what you saw on December 13th. The changes are mostly to the IGA section and the real property sections. The short versions of which are that Mayor Wilson wants to be informed on all these decisions before they are signed by the City Administrator.

If changes are made to any of these delegations, you'll be able to find them on the City's employee intranet page, here: [BHR Documents & Forms | Portland Employees](#). Thanks. -Diana

Diana Shiplet (she/her)

Charter Transition Team

Strategic Policy Analyst

City of Portland, Office of Management and Finance

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From: Oppenheim, Shoshanah <Shoshanah.Oppenheim@portlandoregon.gov>

Sent: Saturday, January 4, 2025 11:49 AM

To: Citywide Leadership Team <CitywideLeadershipTeam@portlandoregon.gov>; City Bureau Directors <CitywideBurDirDistList@portlandoregon.gov>

Cc: Taylor, Robert <Robert.Taylor@portlandoregon.gov>; Shiplet, Diana <Diana.Shiplet@portlandoregon.gov>; Coghlan, Aisling <Aisling.S.Coghlan@portlandoregon.gov>; Kris Taft <Kris@keithwilsonformayor.com>; Galvez Mora, Grace <Grace.GalvezMora4@portlandoregon.gov>; Marolf, Lisa <Lisa.Marolf@portlandoregon.gov>

Subject: Delegations of Authorities

Hello all:

To ensure you have the documentation of the Mayor's delegation of authorities, I am sharing the attached:

- Mayor Wilson's Delegation of Authority – this document delegates authorities as outlined in the charter from the Mayor to the City Administrator and provides for sub-delegation.
- Delegation of Authority admin rule 3.01- this document delegates signature authority from the Mayor to the City Administrator and the Deputy City Administrators matters covered by HRAR 3.01.
- This is a link to administrative rule [ADM 2.02](#), which aligns with the City Administrators ability to sub-delegate authority.
- City Administrator Delegations – this is a detailed table that outlines the sub-delegations provided in ADM 2.02.

Please let us know if you have any question about the delegations outlined in these documents and the link or if you have any concerns about continuity of operations or performance of our business practices.

Many thanks to everyone who contributed to the development of these documents and a special thank you to the many City Attorneys and Diana Shiplet for their work, managing, coordinating and delivering this essential project.

Very truly,
Shoshanah

Shoshanah Oppenheim (She/They)

Charter Transition Project Manager

Senior Strategic Advisor | Policy and Innovation

City Administrator's Office



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