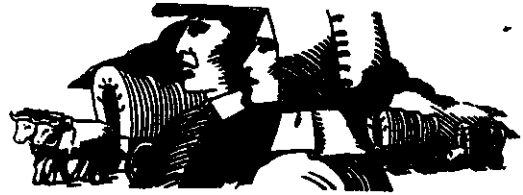


## CITY OF OREGON CITY

### PLANNING COMMISSION

320 WARNER MILNE ROAD  
TEL 657-0891

OREGON CITY, OREGON 97045  
FAX 657-7892



## AGENDA

City Commission Chambers - City Hall  
January 10, 2000 at 7:00 P.M.

### PLANNING COMMISSION MEETING

- 7:00 p.m. 1. **CALL TO ORDER**
- 7:05 p.m. 2. **PUBLIC COMMENT ON ITEMS NOT LISTED ON AGENDA**
- 7:10 p.m. 3. **APPROVAL OF MINUTES:** December 13, 1999
- 7:15 p.m. 4. **ZC 99-07**
- 8:00 p.m. 5. **WORKSESSION: PZ 99-03 Transportation System Plan**
- 9:15 p.m. 6. **WORKSESSION: Planning Commission Work Program**
- 9:45 p.m. 7. **OLD BUSINESS**
- 9:50 p.m. 8. **NEW BUSINESS**
- A. **Staff Communications to the Commission**
- B. **Comments by Commissioners**
- 10:00 p.m. 9. **ADJOURN**

NOTE: HEARING TIMES AS NOTED ABOVE ARE TENTATIVE. FOR SPECIAL ASSISTANCE DUE TO DISABILITY, PLEASE CALL CITY HALL, 657-0891, 48 HOURS PRIOR TO MEETING DATE.

**CITY OF OREGON CITY  
PLANNING COMMISSION MINUTES  
December 13, 1999**

**COMMISSIONERS PRESENT**

Chairperson Hewitt  
Commissioner Carter  
Commissioner Olson  
Commissioner Surratt  
Commissioner Vergun

**STAFF PRESENT**

Maggie Collins, Planning Manager  
Barbara Shields, Senior Planner  
Sidaro Sin, Associate Planner

**1. CALL TO ORDER**

**Chairperson Hewitt** called the meeting to order. He first asked if there was public comment on anything not listed on the agenda.

**2. PUBLIC COMMENT ON ITEMS NOT LISTED ON AGENDA**

None.

**3. APPROVAL OF MINUTES: November 22, 1999**

**Commissioner Olson** moved to approve the minutes of November 22, 1999 with no corrections. **Commissioner Carter** seconded.

Ayes: Carter, Olson, Surratt, Hewitt; Nays: None.

**4. WORKSESSION: PLANNED UNIT DEVELOPMENT**

**Sidaro Sin** stated that staff took the comments made by the Commissioners at the November 22<sup>nd</sup> Planning Commission meeting and incorporated them into the six proposed changes listed on the first page of the staff report. Staff would like to get a motion from the Commission at this meeting to move this to a public hearing item at the January 24<sup>th</sup> Planning Commission meeting.

**Commissioner Hewitt** asked that staff recap the six changes that they have incorporated into the document.

**Sidaro Sin** reviewed the staff memorandum dated December 13, 1999. He asked for some clarification on proposed change number three. He was not sure what the additional five percent density bonus was for.

**Commissioner Carter** stated that there is one clean up item. Page two, under "D," the sentence should read, "to provide flexibility for dimensional requirements of underlying zones or overlay districts to better achieve the purposes of a PUD."

**Sidaro Sin** introduced Ken Sandblast, a development consultant.

**Ken Sandblast** began to use a piece of property within the City as an example, but **Chairperson Hewitt** stated that they should not move forward in a discussion where a particular piece of property may come before the Planning Commission.

**Maggie Collins** stated that it should be entered into the record that Mr. Sandblast has looked at the PUD Ordinance regulations and has found them to be doable.

**Chairperson Hewitt** asked Mr. Sandblast what portion of the ordinance is not "doable."

**Ken Sandblast** asked if there is a limit to four units on an attached building.

**Chairperson Hewitt** replied that page six should be reworded to state that "no more than four common wall units shall be allowed."

**Ken Sandblast** stated that there could be confusion about whether an attached common wall unit could be considered on a "single family residential lot" and whether the lot could be smaller than 5,000 square feet. **Chairperson Hewitt** stated that page six should be changed to read, "In no cases, shall a detached single family residential lot be smaller than 5,000 square feet." That way "single family residential lots" clearly do not include common wall units.

**Ken Sandblast** asked what the setbacks are for a common wall unit. **Chairperson Hewitt** stated that there will be a minimum on one side and a maximum on the other. A 25 foot setback is required in addition to those setbacks required for the four common wall units.

**Commissioner Olson** stated that there should be some clarification in the statement about the number of common wall units allowed. **Chairperson Hewitt** suggested that "H" read, "If common wall units are proposed, a minimum of 13,000 square feet is required for up to, but not more than four common wall units; and a minimum of a 7000 square foot lot is required for up to, but not more than two common wall units."

**Ken Sandblast** stated that the portion of the document that addresses the setbacks is under "D" on page five. He stated that he would prefer the language to be specific if it is in fact a requirement. **Chairperson Hewitt** suggested that "D" should be changed to read, "A portion of the required open space may be used as a buffer between different uses."

**Ken Sandblast** asked how to determine what should be done on-site and what should be done off-site. Is there a sort of ratio? **Maggie Collins** stated that they could borrow from Title 3 requirements. She is not sure if they want to encourage mitigation off-site unless it is very connected to the development.

**Chairperson Hewitt** stated that they are looking for something within a quarter of a mile. In the Parks Master Plan they are looking for schools that are underdeveloped. If it is over a quarter of a mile, the development will not have access to the off-site improvement.

**Commissioner Surratt** stated that the children within a particular school district would have daily access to a school improvement even if the school was outside a quarter mile from the development. It would be a way to work with the school problem. There are parks out there that are not used. **Chairperson Hewitt** replied that many parks are not large enough to have the facilities on them that people will use.

**Commissioner Vergun** asked what the downside would be in having an exception to the quarter mile rule for schools. It provides benefits to those who live closest to the school.

**Commissioner Carter** stated that there are only two situations where an off-site scenario would have any benefit, either to the nearest school or the nearest park.

**Maggie Collins** replied that good PUD design should not be compromised for open space and amenities off-site. If the first impulse is not the preservation of the topography and the natural resources, then perhaps the project has deviated from the purpose of the PUD.

**Chairperson Hewitt** stated that they do not want to shortchange the community because of the development. Each PUD will be a case-by-case review by the Planning Commission.

**Ken Sandblast** thanked the Commission for allowing him to comment on the proposed ordinance and stated that the ordinance has improved greatly.

**Sidaro Sin** stated that there are two clarifications he would like to make. He asked if between a four common wall unit and a single family lot, a 25 foot setback plus the underlying zone setback is required. **Chairperson Hewitt** replied that yes, it is 25 feet in addition to the underlying setback. An example to justify the reasoning for this large of a setback might be a commercial use next door to a single family home.

**Sidaro Sin** asked where this language might fit in within the ordinance. **Chairperson Hewitt** stated that it should be included on page five as mentioned earlier.

**Sidaro Sin** stated, in reference to design review, on page 12, that usually a project has the option to go through separate design review, as a Type II, without coming to the Planning

Planning Commission. **Commissioner Hewitt** stated that if it is an outright allowed use, he realizes there is not much he can do about a project as a Planning Commissioner unless there is some type of design review.

**Commissioner Carter** then stated that there is a need for the Commissioners to have an idea of what is going on in the City. There may be a disconnect between what staff reviews and is allowed to approve and what the Planning Commission envisions for the City.

**Commissioner Vergun** stated that significant projects would in theory come before the Planning Commission for other preliminary matters. **Commissioner Carter** gave the example of the Court House which has no need to come before the Planning Commission. It is an allowed use and the whole project would be managed by staff without any input, design review, or any other visionary application from the Commission. As long as it meets the criteria, the applicant can do whatever they are proposing.

**Chairperson Hewitt** stated that if the project does meet the criteria, it meets the Planning Commission's vision, because the Commission has created and approved the criteria in the first place. The whole purpose of a planning ordinance is for staff to know what the Planning Commission would or would not allow within the City.

**Commissioner Carter** stated that right now there is a new PUD Ordinance which sets out parameters of what criteria the Planning Commission would like to see, but previous criteria did not exist. **Chairperson Hewitt** replied that staff had not been given clear direction from the Planning Commission about what they should or should not do. The new PUD Ordinance states what "shall" or "shall not" be done.

**Commissioner Vergun** stated that if the Planning Commission is to be noticed about a project, it will be assumed that they have discretion in the design review process to approve or disapprove the project. It would change the process in which projects are reviewed. Instead of delegating the process to the staff, projects of "significant size" would be heard before the Planning Commission and the Commission would approve or disapprove the project.

**Chairperson Hewitt** stated that the Commission could direct staff to review the design review criteria just like they did for the PUD. The Commission does not want to micro-manage.

**Maggie Collins** stated the only way to legitimately use the City code would be to give notice of upcoming project reviews to the Commissioners.

**Commissioner Carter** stated that at the beginning of the review process, there could be a conceptual review of new projects before the Planning Commission.

**Chairperson Hewitt** stated that they are trying to reinvent the wheel. People need to belong to organizations to know what is happening in the community. The public needs to take responsibility for their own interests.

**Maggie Collins** stated that it would be a fair request of staff to provide a list of upcoming projects for the commissioners.

**Commissioner Surratt** stated that she uses the News Trail that comes with the water bill as a tool for information. She reads it thoroughly and knows about all the meetings and upcoming events and issues. The application log could be placed in the News Trail.

**Commissioner Carter** stated that she is beginning to understand the process, but there is a perception in the community that the Planning Commissioners should be informed about what is occurring in the community. **Commissioner Olson** stated that when people ask her why a particular project was approved by the City but was never seen by the Planning Commission, she informs them that it fell within the existing parameters of what is permitted in an area and therefore the Commission did not need to review it. There is no reason to have to explain beyond that.

**Commissioner Vergun** stated that if the perception is that the Planning Commission does not have control of the community, that causes a problem. An Oregon City Website is needed to post all the applications and agendas. It web site would not be any additional work, just cutting and pasting.

**Chairperson Hewitt** stated that questions will always come that he cannot answer. If a person wants to know what is happening in a neighborhood, he or she should belong to their neighborhood association.

**Maggie Collins** stated that the bigger issue should be addressed in the goals and objectives.

**Chairperson Hewitt** then stated that there will be a joint work session on January 12, 2000 to review public improvements required for partitioning, and a proposed ordinance for information of a reimbursement district. He asked that Ms. Collins review the additional staff comments.

#### **ADDITIONAL STAFF COMMUNICATIONS**

**Maggie Collins** reviewed four additional items with the Planning Commission. First, due to changes in the annexation procedure, the three annexation applications that were originally scheduled for Planning Commission review will go straight to the City Commission in January. All new application will come under the new annexation procedures. Ken Martin at Metro will serve as adjunct staff for all annexation requests under the new procedures.

**Chairperson Hewitt** asked if there were any additional comments by the Commissioners. He asked Ms. Collins what the January 10<sup>th</sup> Planning Commission agenda will look like. **Maggie Collins** replied that there will be a worksession of TSP and one legislative hearing for housekeeping amendments to the municipal code.

**Chairperson Hewitt** asked if there is anything else the Commission would like to bring up at the first meeting in January or at a possible worksession to discuss the goals and objectives. **Maggie Collins** stated that there is a worksession scheduled for goals and objectives and to identify the ones that seem adequate and relevant.

**Commissioner Carter** volunteered to read the Mission Statement during the meetings, either at the end or the beginning.

**Chairperson Hewitt** asked staff to remind the Commission at the January 10<sup>th</sup> meeting about the election of officers at the second meeting in January and also review the possibility of a web-site. Whoever is in charge of the web page should come and explain the possibilities to the Commission. Something about the mission statement should be included on the web page as well.

The Commissioners then reviewed the 1999 Planning Commission Work Program Goals and Objectives.

**Commissioner Olson** suggested simplifying the goals and objectives by eliminating one layer since the mission statement encompasses all of the existing "goals."

The following changes and suggestions were made to the goals and objectives:

- Goal #1: Enhance public knowledge.
  - 1) Web page
  - 2) Best design award
- Goal#2: Promote coordination between Commissions.
  - 1) Promote a shared vision
- Goal#3: Promote, enhance, and restore the City's natural resources.
- Goal#4: Evaluate performance standards for livability.
  - 1) Design review

**Chairperson Hewitt** asked that staff review the 1999 Planning Commission Work Program, highlight those items that are still outstanding, and determine what goals the items fit under.

# CITY OF OREGON CITY

## Planning Commission

320 WARNER MILNE ROAD  
TEL 657-0891

OREGON CITY, OREGON 97045  
FAX 657-7892



### Staff Report

January 10, 2000

**FILE NO:** ZC 99-07/Minor Amendments to the Oregon City  
Municipal Code

**FILE TYPE:** Legislative

**HEARING DATE:** January 10, 2000

**LOCATION:** City Hall  
320 Warner Milne Road  
Oregon City, OR 97045  
7:00 pm

**APPLICANT:** City of Oregon City  
PO Box 3040  
Oregon City, OR 97045

**REQUEST:** Amendments to the Oregon City Municipal Code:  
(1) Minor edits;  
(2) Deletions of inaccurate code references and outdated  
language;  
(3) New language that clarifies existing policies.

**LOCATION:** City of Oregon City

**REVIEWER:** Barbara Shields, Senior Planner



This group includes minor edits to the Code text and includes revisions of typographical errors. Five minor edits are identified in this group.

**Group 2**      Deletions of inaccurate and outdated code language.

This group includes changes that eliminate old and outdated language of the Code and inaccurate references that are confusing in interpretations of the Code. Nine sections are identified in this group.

**Group 3**      New language that clarifies the existing policies.

This group includes new sections that clarify and refine better the existing policies. Four amendments are identified in this group.

## **BASIC FACTS**

1. The proposed language changes affect eleven chapters of the Oregon City Municipal Code: Chapters: 2.24 Planning Commission; Section 2.40 Public Contracts; 9.12 Offences Against Public Peace and Decency; 16.12 Minimum Improvements and Design Standards for Land Division; 16.16 Partitions; 17.06 Zoning District Classifications; 17.13 R-6/MH Single-Family Dwelling District; 17.14 RC-4 McLoughlin Conditional Residential District; 17.36 M-1 Light Industrial District; 17.56 Conditional Uses; 17.60 Variances; 17.62 Site Plan and Design Review; 17.68 Zoning Changes and Amendments.
2. This request was initiated by the Assistant City Manager of Oregon City, as provided by OCMC 17.68.010(C) and OCMC 17.50.060.
3. Transmittals on the proposed development were sent to various City Departments, affected agencies, the Community Involvement Committee Chair, all neighborhood associations in Oregon City, Metro, ODOT, DLCD, Tri-Met, and Clackamas County.
4. Comments were received from the Engineering Division. The received comments are incorporated into Exhibit B, List of Minor Amendments to the Oregon City Municipal Code.

## **APPLICABLE OREGON CITY MUNICIPAL CODE (OCMC) CRITERIA**

This proposed text amendment is reviewed below for compliance with the pertinent Comprehensive Plan Goals and Policies and Municipal Code sections.

### **Chapter 17.50.060 Application requirements**

**Staff's finding:** This proposed text amendment was initiated by the Assistant City Manager in July 1999. A permit application was filed on a form provided by the City,

- Short description or quotation of the existing section to be amended. Short sections are quoted in the matrix. Long sections are described to enable quick reference.
- Reasons for amendments. The scope of analysis is based on the type of amendments. Group 1 amendments are self-explanatory and, therefore, there is no need for detailed analysis. The analysis for Group 1 explains which section is not accurate or outdated. The Group 3 analysis provides a brief explanation to justify the addition of the new section.
- Amended sections. Short amended sections are quoted in the matrix. Long amended sections are identified by reference. All amended sections, including the existing language and the proposed deletion and additions are contained in Exhibit B.

## **STAFF RECOMMENDATION**

Staff recommends that the Planning Commission recommend approval of the of the proposed text amendment, shown as **Exhibit B**, to the City Commission for their consideration.

## **EXHIBITS**

- A. Summary of Proposed Minor Amendments to the Oregon City Municipal Code,
- B. List of Proposed Amendments.

## SUMMARY OF PROPOSED MINOR AMENDMENTS

<p><b>Section 13.20.040(C).</b> First sentence in this section... "Credit Carry-Forward. Where the amount of an SDC credit approved under this section exceeds the amount of an SDC credit approved under this section exceeds the amount of SDC assessed on a development for a particular capital improvement system, the excess credit may be carded forward pursuant to the s section..."</p>	<ul style="list-style-type: none"> <li>• Replace misspelled word "earded" with <u>carried</u>.</li> </ul> <p>C. Credit Carry-Forward. Where the amount of an SDC credit approved under this section exceeds the amount of an SDC credit approved under this section exceeds the amount of SDC assessed on a development for a particular capital improvement system, the excess credit may be <del>earded</del> <u>carried</u> forward pursuant to the following rules: ....</p>	<p><b>Section 13.20.040(C)</b> Credit Carry-Forward. Where the amount of an SDC credit approved under this section exceeds the amount of an SDC credit approved under this section exceeds the amount of SDC assessed on a development for a particular capital improvement system, the excess credit may be <i>carried</i> forward pursuant to the following rules:</p>
<p><b>Section 17.62.050(11)</b> Second sentence in this section:</p> <p>11. Site planning, including the siting of structures, roadways and utility easements, shall provide for the protection of tree resources. Trees of six-inch caliper or greater measured four feet from ground level shall, whenever practicable, be preserved outside buildable area. Where the principal <del>planner</del> determines that it is impractical or unsafe to preserve such trees, the trees shall be replaced in accordance....</p>	<ul style="list-style-type: none"> <li>• There is no "principal planner" position in the City of Oregon City Planning Division. The principal planer position was replaced by the "planning manager" position.</li> </ul> <p>11. Site planning, including the siting of structures, roadways and utility easements, shall provide for the protection of tree resources. Trees of six-inch caliper or greater measured four feet from ground level shall, whenever practicable, be preserved outside buildable area. Where the <del>principal planner</del>-planning <u>manager</u> determines that it is impractical or unsafe to preserve such trees, the trees shall be replaced in accordance...</p>	<p><b>Section 17.62.050(1)</b> Site planning, including the siting of structures, roadways and utility easements, shall provide for the protection of tree resources. Trees of six-inch caliper or greater measured four feet from ground level shall, whenever practicable, be preserved outside buildable area. Where the <i>planning manager</i> determines that it is impractical or unsafe to preserve such trees, the trees shall be replaced in accordance...</p>

## SUMMARY OF PROPOSED MINOR AMENDMENTS

<b>GROUP 3 NEW LANGUAGE</b>		
<p><b>9.12.020. Disturbing the peace.</b> It is unlawful for any person, intentionally, knowingly, recklessly or with criminal negligence, to disturb the peace and quiet of another person, group of people, neighborhood, family, religious or other lawful assemble by: A...</p>	<p>Add item (F) to this section to identify construction noise as one of the elements disturbing the peace. City's practice has been to regulate this activity through conditions of approval for specific land use permits. New Section 9.12.020 (F) will regulate all noise related construction activities, including new, recently approved developments and other construction activities that are not subject to specific land use permits.</p>	<p><b>9.12.020(E).</b> <i>Construction activity before 7:00 a.m. and after 6:00 p.m. on Monday through Friday: before 9:00 a.m. and after 6:00 p.m. on Saturday. No site improvement construction activity is allowed on Sunday. Construction activity includes all field maintenance of equipment, refueling, and pick up and delivery of equipment as well as actual construction activity.</i></p>
<p><b>Section 16.12.145. Street Design – Non-Vehicular Access Strips.</b></p>	<p>Add new section that identifies additional design standards for land divisions. The proposed standards require non-vehicular access strips at all intersections to improve traffic safety in the intersection areas.</p>	<p><b>Section 16.12.145. Street Design – Intersection Access Control.</b></p> <p><i>Intersection access control shall be required at all intersection corners, returns, tangents, and street sections as required by the City Engineer. Intersection access control shall comply with the following requirements:</i></p>

## SUMMARY OF PROPOSED MINOR AMENDMENTS

<p><b>Section 17.06.050</b>  <b><u>17.06.050 Zoning of annexed areas.</u></b> All lands within the urban growth boundary of Oregon City have been classified...</p>	<p>Proposed amendment to <b>Table 17.06.050</b>, City Land Use Classification, provides only for one residential zone (R-10) in assigning City zoning for newly annexed areas with the Low-density Residential Comprehensive Plan designation. The existing language provides for three zoning alternatives: R-10, R-8, and R-6.</p> <p>Proposed <del>deletions</del> include the following:  1) Change in Table 17.06.050; eliminates R-8 and R-6 zoning as options for newly annexed areas designated "Low -Density Residential" in the Comprehensive Plan:</p> <p><b><u>17.06.050 Zoning of annexed areas.</u></b> All lands within the urban growth boundary of Oregon City have been classified...</p> <p style="text-align: center;">Table 17.06.050  CITY LAND USE CLASSIFICATION  <u>Residential</u>                      <u>City Zone</u></p> <p style="text-align: center;">Low-density residential  R-10, <del>R-8, R-6</del></p> <p style="text-align: center;">(...).</p> <p>2) Deletion of the selected sections of 17.06.050(C) to reflect the proposed non-discretionary zone change for newly annexed areas designated Low Density by the Comprehensive Plan. —</p>	<p><b><u>17.06.050 Zoning of annexed areas.</u></b> All lands within the urban growth boundary of Oregon City have been classified...</p> <p style="text-align: center;">Table 17.06.050  CITY LAND USE CLASSIFICATION  <u>Residential</u>                      <u>City Zone</u></p> <p style="text-align: center;">Low-density residential  R-10 ...</p> <p>In those cases where only a single city zoning designation corresponds to the comprehensive plan designation and thus the rezoning decision does not require the exercise of legal or policy judgment on the part of the decisionmaker, Section 17.68.025 shall control. The decision in these cases shall be a ministerial decision of the planning <i>manager</i>, made without notice or any opportunity for a hearing.</p>
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# **LIST OF MINOR AMENDMENTS TO OREGON CITY MUNICIPAL CODE (OCMC)**

**FILE L-ZC 99-07**

The proposed minor amendments to the Oregon City Municipal Code (OCMC)  
are presented in **THREE GROUPS**

## **EDITS**

Corrections of misspelled words or redundant phrases.

Five amendments to OCMC are proposed in this group.

## **DELETIONS**

Deletions of inaccurate code references and old, outdated  
language that should be deleted.

Nine amendments to OCMC are proposed in this group.

## **LANGUAGE CHANGES**

New language that clarifies existing policies.

Four amendments to OCMC are proposed in this  
group.

accordance with an approved landscape plan that includes new plantings of similar character at least two inches to two and one-half inches in caliper. Specimen trees shall be preserved where practicable. Where these requirements would cause an undue hardship, the review authority may modify the requirements in a manner which, in its judgement, reasonably satisfies the purposes and intent of this paragraph. The review authority may impose conditions to avoid disturbance to tree roots by grading activities and to protect trees and other significant vegetation identified for retention from harm. Such conditions may include, if deemed necessary by the review authority, the advisory expertise of a qualified consulting arborist or horticulturist both during and after site preparation, and a special maintenance and management program to provide protection to the resources as recommended by the arborist or horticulturist.

## **Section 17.62.080 (A)**

A. Purpose. This section is intended to provide direct and convenient pedestrian access to retail, office and institutional buildings ~~from~~ **from** public sidewalks and transit facilities and to promote pedestrian and transit travel to commercial and institutional facilities.

## **GROUP II                      DELETIONS**

## **Section 12.24.030 (B)**

B. Accessways shall be provided in new subdivisions and planned developments as required in Title 16, Chapter ~~16.20~~ **16.08 and 16.12** and in Title 17, Chapter 17.64.

## **Section 17.13.010**

Section 17.13.010. Designated. This R-6 / MH residential district allows for single-family site-built and manufactured homes on lot sizes of ~~eight thousand~~ **six thousand eight hundred** square feet minimum.

## **Section 17.14.050**

Section 17.14.050. Dimensional standards. Dimensional standards in the ~~R-6~~ **RC-4** district are:

- A. Density. Minimum lot area:
  - 1. Single family dwellings, six thousand square feet;
  - 2. Two-family dwellings, eight thousand square feet.
- B. Reconstruction of Buildings. A building containing an existing residential use in excess of this density standard which is damaged by fire, other calamity, act of God, or the public enemy may be reconstructed to its original condition provided that reconstruction be started within one year following the damage and reconstruction be completed within eighteen months of the time reconstruction is commenced.

B. The following uses may occupy a building or yard space other than required setbacks and such occupied yard space shall be enclosed by a sight-obscuring wall or fence of sturdy construction and uniform color or an evergreen hedge not less than six feet in height located outside the required yard; further provided that such wall or fence shall not be used for advertising purposes:

Contractor's equipment yard

Draying, trucking and automobile freighting yard

Retail feed or fuel yard

Retail lumber yard and building material yard, excluding concrete mixing

Small boat yard for the building or repair of boats not exceeding sixty-five feet in length.

## Section 17.56.050

~~17.56.050 — Expiration of conditional use approvals. Conditional use approvals shall expire automatically in two years unless there has been substantial implementation thereof. Upon application, the planning commission may grant an extension of approval for an additional period not to exceed two years without the necessity of formal hearing procedures.~~

## Section 17.60.030

~~D. — Minor variances as defined in subsection E of this section shall be reviewed according to the following procedure:~~

~~1. — Within forty five days following submission of an application for a minor variance, the planning director shall review the application and shall make a proposed final order approving or denying the request. The planning director shall make written findings supporting the final order and shall keep a permanent record of the action.~~

~~2. — Notice of the proposed final order shall be mailed to the following persons:~~

~~a. — The applicant;~~

~~b. — All owners of property abutting or adjacent to the property which is subject of the application. Adjacent properties shall include those properties that are located across a public street, right of way or intersection and lie within one hundred feet of the subject property;~~

~~c. — A recognized neighborhood organization and a citizen involvement committee representative, if the property which is the subject of the application lies wholly or partially within the boundaries of such organization.~~

~~3. — The failure of the property owner to receive notice shall not invalidate the action if a good faith attempt was made to notify all persons entitled to personal notice.~~

~~4. — Notice shall also be given by publication in a newspaper of general circulation in the area affected.~~

~~5. — Within ten days of the issuance of notice of the proposed final order, any person who has received personal notice pursuant to subsection (D) (2) of this section, or who demonstrates sufficient interest in the outcome to participate in such proceedings, as determined by the planning commission,~~



Site plan and design review		X			
Subdivision		X			X
Variance				X	
<b>Minor Variance</b>		X			
Zone change & plan amendment				X	
Zone change upon annexation with no discretion	X			X	
Zone change upon annexation with discretion				X	

## Section 17.68.025

~~B. Applications for these rezonings shall be processed administratively, and the decision shall be a ministerial decision rendered by the planning director. The only criteria which shall apply are that the property must bear one of the above plan designations and that is being annexed into the city from the dual interest area. If both criteria are met, then the application shall be approved, and the property shall be rezoned to the corresponding city zoning classification. The procedures of Sections 17.50.210 through 17.50.260 shall not apply to these applications. (Ord. 92-1025 §11-12-2)~~

**B. Applications for these rezonings shall be reviewed pursuant to the requirements in Section 17.50.030(A) and (D).**

## GROUP III NEW LANGUAGE

### Section 9.12.020

**Section 9.12.020 Disturbing the peace.** It is unlawful for any person, intentionally, knowingly, recklessly or with criminal negligence, to disturb the peace and quiet or another person, group of people, neighborhood, family, religious or other lawful assemble by:

- A. Engaging in fighting, violent, tumultuous or threatening behavior;
- B. Making unreasonable noise, commotion or other disturbance;
- C. Obstructing vehicular or pedestrian traffic on a public way;
- D. Congregating with other persons in a public place and refusing to comply with a lawful order of the police to disperse;
- E. Creating a hazardous or physically offensive condition by any act which the person is not licensed or privileged to do;
- F. **Conduction construction activity before 7:00 a.m. and after 6:00 p.m. on Monday through Friday; before 9:00 a.m. and after 6:00 p.m. on Saturday; anytime on Sunday.**

**"Construction" means any and all activity necessary or incidental to the erection, demolition, assembling, altering, installing, repair or equipment of buildings, roadways, or utilities, including**

## CITY LAND USE CLASSIFICATION

### Residential

### City Zone

Low-density residential  
Low-density residential/MD  
Medium-density residential  
Medium-density residential/MD  
High-density residential

R-10, ~~R-8, R-6~~  
R-6/MH  
RD-4  
RD-4  
RA-2

### Commercial

### City Zone

General commercial  
Tourist commercial  
Limited commercial

C  
TC  
LOC, LO, NC, LC

### Industrial

### City Zone

Industrial/Campus  
Industrial/Light  
Industrial/Heavy

M-1, Campus  
M-1  
M-2

A. A public hearing shall be held by both the planning commission and city commission in accordance with the procedures outlined in Chapter 17.68.

B. Lands within the urban growth boundary and designated low-density residential on the comprehensive plan map shall, upon annexation, be eligible for manufactured homes (infill of individual lots and subdivisions).

~~C. Lands designated low-density residential may receive a designation consistent with Table 17.16.050. The hearings body shall review the proposed zoning designations and consider the following factors:~~

- ~~1. Any applicable comprehensive plan goals and policies of the dual interest area agreement;~~
- ~~2. Lotting patterns in the immediate surrounding area;~~
- ~~3. Character of the surrounding area. If the land is constrained by steep slopes or natural features (wetlands, vegetation, etc.), R-10 shall be designated.~~

In those cases where only a single city zoning designation corresponds to the comprehensive plan designation and thus the rezoning decision does not require the exercise of legal or policy judgment on the part of the decisionmaker, Section 17.68.025 shall control. The decision in these cases shall be a ministerial decision of the planning ~~director~~ manager, made without notice or any opportunity for a hearing.

~~At any time of filing a petition for annexation, the filing fee listed in Section 17.50.480 shall be paid to the city recorder to defray the costs of publication, investigation, and processing.~~



## MEMORANDUM

To: Planning Commission  
From: Nancy J.T. Kraushaar, P.E.  
Date: December 30, 1999  
Subject: Transportation System Plan (TSP), PZ 99-03  
January 10, 2000 Planning Commission Meeting  
Discussion Items

The TSP project team appreciates the opportunity to further work with the Planning Commission on issues linked to the TSP. At the January 10, 2000 meeting, we will present information and request Planning Commission discussion and feed back on the following two topics that relate to Oregon City parking standards:

1. **Landscaping Standards for Parking Lots - materials enclosed for this discussion are found on green paper**

The need to revise Oregon City's landscaping standards for parking lots is driven by the following two goals:

- a) raise the level of aesthetic value that can be achieved through new development and redevelopment in Oregon City; and
- b) increase the potential to enhance the water quality (temperature and pollutants) of surface water runoff from a development site.

Staff researched landscaping standards for parking lots, reviewing those being implemented by many other jurisdictions. We found that the Cities of West Linn and Milwaukie are using standards that appear to be applicable relative to the above goals. These are enclosed for your review and discussion. Also attached is a comparative summary of these standards relative to current Oregon City standards.

The West Linn standards provide more detailed guidelines for designing internal and perimeter parking lot landscaping (for example, perimeter shade tree spacing, bark dust limitations, and landscaping species), while the Milwaukie standards are less specific.

*Staff is particularly interested in what elements of these examples the Planning Commissioners DO and DO NOT like. We also plan to discuss: a) conflicts of screening versus public safety; b) parking lot landscaping link to other applicable*

## COMPARISON OF PARKING LOT LANDSCAPING REQUIREMENTS

		West Linn	Milwaukie	Oregon City
<b>Required Parking Lot Landscaping</b>		Yes	Yes	No
<b>Amount of Perimeter Landscaping</b>		Not Specified (part of 20% or 25% site total)	Not Specified	Not Specified (part of 15% site total)
	<b>Width of Perimeter Landscaping Along Right-of-Way</b>	15 feet along arterial; 10 feet on other streets	8 feet	5 feet or 30 inch high wall
	<b>Width of Perimeter Landscaping Along Property Line</b>	5 feet	6 feet	Not Specified
	<b>Spacing of Perimeter Shade Trees</b>	1 per 50 feet maximum	1 per 40 feet maximum	Not Specified
	<b>Spacing of Perimeter Shrubbery</b>	1 per 5 feet maximum	Not Specified	Not Specified
	<b>Perimeter Screening Required?</b>	Yes	Yes	Yes; 6-foot high landscaping or wall abutting residential district
<b>Amount of Internal Landscaping</b>		10% for 21+ spaces; 5% for 10-20 spaces; Min. 2 Shade Trees for up to 9 spaces	One 6-foot wide landscape island per 8 spaces	Not Specified
	<b>Minimum Width of Internal Landscape Areas</b>	5 feet	6 feet	Not Specified
	<b>Number of Internal Shade Trees</b>	1 per 8 spaces	1 per 8 Spaces	Not Specified
<b>Specific Landscape Species?</b>		Species used must meet 9 criteria	Not Specified	Not Specified

## **54.000 LANDSCAPING**

### **54.010 PURPOSE**

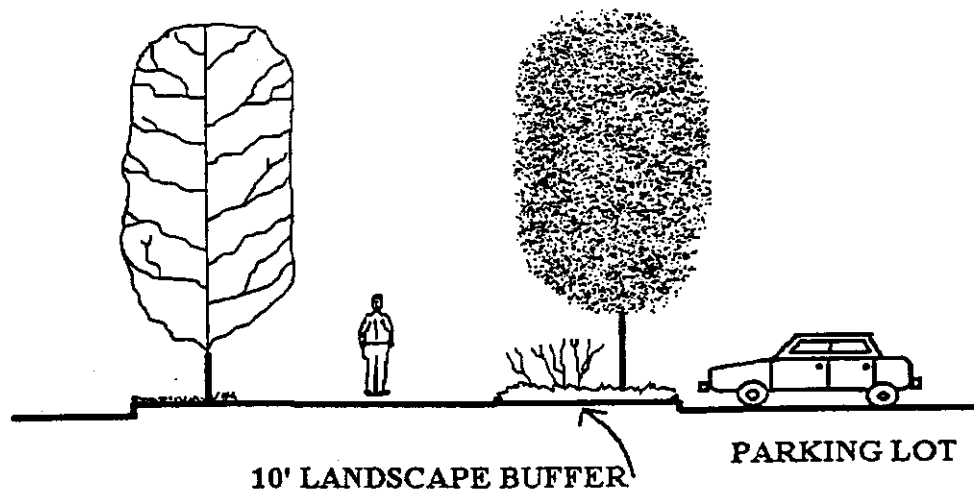
The purpose of this section is to provide for the design, selection, installation, and maintenance of landscaping. The landscaping is intended to provide an attractive natural balance to built areas, to reduce runoff, to provide shade, to screen or buffer uses, and to frame or compliment views. The chapter also encourages the selection of plant materials that will provide long term growth, a balance of year-round coverage and greenery, and a variety of species for a more healthy disease-resistant plant inventory.

### **54.020 APPROVAL CRITERIA**

- A. Every development proposal requires inventorying existing site conditions which include trees and landscaping. In designing the new project, every reasonable attempt should be made to preserve and protect existing trees and to incorporate them into the new landscape plan. Similarly, significant landscaping (e.g., bushes, shrubs) should be integrated. The rationale is that saving a 30-foot tall mature tree helps maintain the continuity of the site, they are qualitatively superior to two or three 2-inch caliper street trees, they provide immediate micro-climate benefits (e.g., shade), they soften views of the street, and they can increase the attractiveness, marketability, and value of the development.
- B. To encourage tree preservation, the parking requirement may be reduced by one space for every significant tree that is preserved in the parking lot area for a maximum reduction of 10 percent of the required parking. The City Parks supervisor or arborist shall determine the significance of the tree and/or landscaping to determine eligibility for these reductions.
- C. Developers must also comply with the Municipal Code chapter on tree protection.
- D. **Heritage trees.** Heritage trees are trees which, because of their age, type, notability, or historical association are of special importance. Heritage

landscaping, as explained above, shall not be included in the 5 percent. Parking lots with fewer than 10 spaces shall have the standard perimeter landscaping and at least two shade trees.

- b. The landscaped areas shall not have a width of less than five feet.
- c. The soils, site, proposed soil amendments, and proposed irrigation system shall be appropriate for the healthy and long term maintenance of the proposed plant species.
- d. A parking, loading, or service area which abuts a street shall be set back from the right-of-way line by perimeter landscaping in the form of a landscaped strip at least 10 feet in width. When a parking, loading, or service area, or driveway is contiguous to an adjoining parcel, there shall be an intervening five-foot wide landscape strip. The landscaped area shall contain:



- 1) Street trees spaced as appropriate to the species, not to exceed 50 feet apart on the average;

acceptable levels at the property line. The adequacy of the buffer and screening shall be determined by the criteria set forth in Section 55.100(C)(1).

- j. Crime prevention shall be considered and plant materials shall not be located in a manner which prohibits surveillance of public and semi-public areas (shared or common areas).
- k. Irrigation facilities shall be located so that landscaped areas can be properly maintained and so that the facilities do not interfere with vehicular or pedestrian circulation.
- l. For commercial, office, multi-family, and other sites, the developer shall select trees that possess the following characteristics:
  - 1) Provide generous "spreading" canopy for shade.
  - 2) Roots do not break up adjacent paving.
  - 3) Tree canopy spread starts at least six feet up from grade in, or adjacent to, parking lots, roads, or sidewalks unless the tree is columnar in nature.
  - 4) No sticky leaves or sap dripping trees (no honey dew excretion).
  - 5) No seed pods or fruit bearing trees (flowering trees are acceptable).
  - 6) Disease resistant.
  - 7) Compatible to planter size.
  - 8) Drought tolerant unless irrigation is provided.
  - 9) Attractive foliage or form all seasons.

*m* *n.* Plant materials (shrubs, ground cover, etc.) shall be selected for their appropriateness to the site, drought tolerance, year-round greenery and coverage, staggered flowering periods, and avoidance of nuisance plants (Scotch broom, etc.).

**54.040**

**INSTALLATION**

- A. All landscaping shall be installed according to accepted planting procedures.
- B. The soil and plant materials shall be of good quality.
- C. Landscaping shall be installed in accordance with the provisions of this code.
- D. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or other arrangements have been made and approved by the City such as the posting of a bond.

**54.050**

**PROTECTION OF STREET TREES**

Street trees may not be topped or trimmed unless approval is granted by the Parks Supervisor or, in emergency cases, when a tree imminently threatens power lines.

**54.060**

**MAINTENANCE**

- A. The owner, tenant and their agent, if any, shall be jointly and severally responsible for the maintenance of all landscaping which shall be maintained in good condition so as to present a healthy, neat, and orderly appearance and shall be kept free from refuse and debris.
- B. All plant growth in interior landscaped areas shall be controlled by pruning, trimming, or otherwise so that:
  - 1. It will not interfere with the maintenance or repair of any public utility;
  - 2. It will not restrict pedestrian or vehicular access; and,
  - 3. It will not constitute a traffic hazard because of reduced visibility.



## SECTION 500—OFF-STREET PARKING AND LOADING

Last Rev. Ord. #1854 4/6/99

weather use, and shall be striped to show delineation of parking spaces and directional markings for driveways and accessways.

**503.12 Curb cuts**

Curb cuts to parking areas shall be the minimum number necessary to provide access while not inhibiting the safe circulation and carrying capacity of the street.

**503.13 Aisles**

Aisles shall be required in parking areas greater than 3 spaces. Parking spaces shall be provided with adequate aisles or turnaround areas so that all vehicles may enter the street in a forward manner.

**503.14 Connections**

Parking areas shall be designed to connect with parking areas on adjacent sites to eliminate the use of the street for cross movements.

**503.15 Lighting**

Lighting of a parking area shall be required and shall be designed to enhance safe access for vehicles and pedestrians on the site. Parking area lighting shall be situated to avoid glare and be deflected so as not to shine on adjacent property.

**503.16 Drainage**

All areas used for circulation and parking shall meet City standards for surface water runoff.

**503.17 Pedestrian access**

Pedestrian access through parking areas shall be attractive, separated from vehicular circulation and parking, lighted, and provide direct access. Walkways shall be required in parking areas over 20 spaces and shall be buffered by landscaping or a curb.

**503.18 Park-and-ride facilities**

Park-and-ride facilities may be encouraged or required as part of development review for uses along transit routes. These uses have days and hours not in conflict with weekday use (e.g., churches, fraternal organizations) and may be encouraged or required to allow a portion of their parking area to be used for a park-and-ride lot.

**X 503.19 Landscaping**

Parking area landscaping shall be required in all districts and for all uses other than single-family and duplex residences. Landscaping shall be based on the following standards.

- A. Perimeter landscaping of parking areas may be considered as part of site landscaping already required. Perimeter landscaping shall meet the following standards which are illustrated in Figures 503.19.A.1 and 503.19.A.2.

## SECTION 500—OFF-STREET PARKING AND LOADING

Last Rev. Ord. #1854 4/6/99

3. A row of parking spaces shall be terminated on each end by a terminal island, of a minimum 6 feet in width from inside of curb to inside of curb. This shall be provided that 1 tree is planted every 40 feet and the remainder of the buffer area shall be landscaped as identified in subsection 503.19.A.6 above.
- C. Parking bumpers or wheel stops, of a minimum of 4 inches in height, shall be provided at parking spaces to prevent vehicles from encroaching on the street right-of-way, adjacent landscaped areas, or pedestrian walkways.
- D. Preservation of existing trees is encouraged in the off-street parking area and may be credited toward the total number of trees required, based on staff's review.
- E. Installation of parking area landscaping shall be required before a certificate of occupancy is issued, unless a performance bond is posted with the City. Then landscaping shall be installed within 6 months thereafter or else the bond will be foreclosed and plant materials installed by the City.
- F. Parking area landscaping shall be maintained in good and healthy condition by the property owner, owner's agent, or the holder of the certificate of occupancy, as determined by the City.
- G. An applicant may propose an alternative landscaping plan as part of undergoing an alternative parking plan, as required in subsection 503.6.
- H. A landscaping plan shall be required. It shall be drawn to scale and shall accompany development permit applications for all developments, excluding single-family and two-family dwelling structures. The plan shall show the information required for the parking plan in subsection 503.20, and the following additional information:
  1. a list of existing vegetation by type, including number, size, and species of trees;
  2. a proposal to protect existing trees;
  3. a list of existing natural features;
  4. the location and space of existing and proposed plant materials;
  5. a list of plant material types by botanical and common names;
  6. notation of trees to be removed;
  7. size and quantity of plant materials;
  8. irrigation plan; and
  9. method for maintenance of landscaping.

## **TITLE 2: REGIONAL PARKING POLICY**

### **Section 1. Intent**

The State's Transportation Planning Rule calls for reductions in vehicle miles traveled per capita and restrictions on construction of new parking spaces as a means of responding to transportation and land use impacts of growth. The Metro 2040 Growth Concept calls for more compact development as a means to encourage more efficient use of land, promote non-auto trips and protect air quality. In addition, the federally mandated air quality plan adopted by the state relies on the 2040 Growth Concept fully achieving its transportation objectives. Notably, the air quality plan relies upon reducing vehicle trips per capita and related parking spaces through minimum and maximum parking ratios. This title addresses these state and federal requirements and preserves the quality of life of the region.

A compact urban form requires that each use of land is carefully considered and that more efficient forms are favored over less efficient ones. Parking, especially that provided in new developments, can result in a less efficient land usage and lower floor to area ratios. Parking also has implications for transportation. In areas where transit is provided or other non-auto modes (walking, biking) are convenient, less parking can be provided and still allow accessibility and mobility for all modes, including autos. Reductions in auto trips when substituted by non-auto modes can reduce congestion and increase air quality.

### **Section 2. Performance Standard**

A. Cities and counties are hereby required to amend their comprehensive plans and implementing regulations, if necessary, to meet or exceed the following minimum standards:

1. Cities and counties shall require no more parking than the minimum as shown on Regional Parking Ratios Table, attached hereto; and
2. Cities and counties shall establish parking maximums at ratios no greater than those listed in the Regional Parking Ratios Table and as illustrated in the Parking Maximum Map.. The designation of A and B zones on the Parking Maximum Map should be reviewed after the completion of the Regional Transportation Plan and every three years thereafter. If 20-minute peak hour transit service has become available to an area within a one-quarter mile walking distance for bus transit or one-half mile walking distance for light rail transit, that area shall be added to Zone A. If 20-minute peak hour transit service is no longer available to an area within a one-quarter mile walking distance for bus transit or one-half mile walking distance for light rail transit, that area shall be removed from Zone A. Cities and counties should designate Zone A parking ratios in areas with good pedestrian access to commercial or employment areas (within 1/3 mile walk) from adjacent residential areas.

<b>Table 2 - Regional Parking Ratios</b> (parking ratios are based on spaces per 1,000 sq ft of gross leasable area unless otherwise stated)			
Land Use	Minimum Parking Requirements (See) Central City Transportation Management Plan for downtown Portland stds)	Maximum Permitted Parking - Zone A:	Maximum Permitted Parking Ratios - Zone B:
	Requirements may Not Exceed	Transit and Pedestrian Accessible Areas <sup>1</sup>	Rest of Region
General Office (includes Office Park, "Flex-Space", Government Office & misc. Services) (gsf)	2.7	3.4	4.1
Light Industrial Industrial Park Manufacturing (gsf)	1.6	None	None
Warehouse (gross square feet; parking ratios apply to warehouses 150,000 gsf or greater)	0.3	0.4	0.5
Schools: College/ University & High School (spaces/# of students and staff)	0.2	0.3	0.3
Tennis Racquetball Court	1.0	1.3	1.5
Sports Club/Recreation Facilities	4.3	5.4	6.5
Retail/Commercial, including shopping centers	4.1	5.1	6.2
Bank with Drive-In	4.3	5.4	6.5
Movie Theater (spaces/number of seats)	0.3	0.4	0.5
Fast Food with Drive Thru	9.9	12.4	14.9
Other Restaurants	15.3	19.1	23
Place of Worship (spaces/seats)	0.5	0.6	0.8
Medical/Dental Clinic	3.9	4.9	5.9
<b>Residential Uses</b>			
Hotel/Motel	1	none	none
Single Family Detached	1	none	none
Residential unit, less than 500 square feet per unit, one bedroom	1	none	none
Multi-family, townhouse, one bedroom	1.25	none	none
Multi-family, townhouse, two bedroom	1.5	none	none
Multi-family, townhouse, three bedroom	1.75	none	none

<sup>1</sup> Ratios for uses not included in this table would be determined by cities and counties. In the event that a local government proposes a different measure, for example, spaces per seating area for a restaurant instead of gross leasable area, Metro may grant approval upon a demonstration by the local government that the parking space requirement is substantially similar to the regional standard.

# Vehicle Parking Requirements

Land Use	Parking Requirements*			
	Existing	Minimum Requirements	Title 2	
			Maximum Requirements	
			Zone A	Zone B
<b>Residential</b>				
Single Family Dwelling	2 $\frac{1}{2}$ space/unit	1.00	None	None
Residential Unit (<500 sq-ft)	2 $\frac{1}{2}$ space/unit	1.00	None	None
Multi-family - 1 bedroom	2 $\frac{1}{2}$ space/unit	1.25	None	None
Multi-family - 2 bedroom	2 $\frac{1}{2}$ space/unit	1.50	None	None
Multi-family - 3 bedroom	2 $\frac{1}{2}$ space/unit	1.75	None	None
Boarding/Lodging House	Case Specific	N/A	N/A	N/A
Mobile Homes	2 spaces/home	N/A	N/A	N/A
<b>Commercial Residential</b>				
Hotel/Motel	1 space/guest room	1.00	None	None
Club/Lodge	To meet requirements of the combined uses	N/A	N/A	N/A
<b>Institutional</b>				
Welfare/Correctional Institution	1 space/5 beds	N/A	N/A	N/A
Nursing Home/Rest Home	1 space/5 beds	N/A	N/A	N/A
Hospital	1 space/1.5 beds	N/A	N/A	N/A
<b>Place of Public Assembly</b>				
Religious Assembly Building (spaces/seat)	0.25	0.50	0.60	0.80
Library/Reading Room	2.50	N/A	N/A	N/A
Preschool	2 spaces/teacher	N/A	N/A	N/A
Nursery/Kindergarten				
Elementary/Junior High School	1 space/classroom + 1 space/administrative employee + 1 space/4 seats in auditorium/assembly room/stadium	N/A	N/A	N/A
High School	1 space/classroom + 1 space/administrative employee + 1 space/4 seats in auditorium/assembly room/stadium	0.20 spaces/# staff and students	0.30/# staff and students	0.30/# staff and students
College/Commercial School for Adults	1 space/5 class seats	0.20 spaces/# staff and students	0.30/# staff and students	0.30/# staff and students
Auditorium/Meeting Room	1 space/4 seats	N/A	N/A	N/A

\*Parking ratios are based on spaces per 1,000 sq-ft gross leasable area unless otherwise stated.



# Vehicle Parking Requirements

Land Use	Parking Requirements*			
	Existing	Title 2		
		Minimum Requirements	Maximum Requirements	
			Zone A	Zone B
Commercial Amusement				
Stadium/Arena/Theater	1 space/4 seats	N/A	N/A	N/A
Bowling Alley	2 spaces/alley	N/A	N/A	N/A
Dance Hall/Skating Rink	5.00	N/A	N/A	N/A
Moorages	1 space/boat berth	N/A	N/A	N/A
Commercial				
Retail Store/Shopping Center	5.00	4.10	5.10	6.20
Service/Repair Shop/Automotive or Furniture Store	1.67			
Bank	3.33	4.30	5.40	6.50
Office	3.33	2.70	3.40	4.10
Medical or Dental Clinic	3.33	3.90	4.90	5.90
Fast Food with Drive Thru	5.00	9.90	12.4	14.9
Other Eating Establishments	5.00	15.3	19.1	23.0
Drinking Establishment/Pool Hall	5.00	N/A	N/A	N/A
Mortuaries	1 space/4 seats	N/A	N/A	N/A
Swimming Pool/Gymnasium	5.00	N/A	N/A	N/A
Sports Club/Recreation Facilities	N/A	4.30	5.40	6.50
Tennis/Racquet Ball Courts	2 spaces/court	1.00	1.30	1.50
Movie Theater	N/A	0.30 spaces/seat	0.40 spaces/seat	0.50 spaces/seat
Industrial				
Storage Warehouse/Freight Terminal	0.67	0.30	0.40	0.50
Manufacturing/Wholesale Establishment	1.67	1.60	None	None
Light Industrial/Industrial Park	N/A	1.60	None	None

\*Parking ratios are based on spaces per 1,000 sq-ft gross leasable area unless otherwise stated.



**Oregon City Community  
Development Department  
Planning Division**

## **Memo**

**To:** Oregon City Planning Commission  
**From:** *MC* Maggie Collins, Planning Manager  
**Date:** 12/29/99  
**Re:** Material for Worksession on Planning Commission Work Program

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### **A. Planning Commission Worksession Material.**

Draft I: Current version of the Commission's Mission Statement.

Draft II: Commission Work Program Goals and Objectives as revised at the December 13, 1999 Planning Commission meeting.

Draft III: Staff revision of remaining 1999 projects work program, as requested by the Commission at the December 13, 1999 meeting.

Draft IV: Model planning commission bylaws, as okayed as a review item on December 13, 1999. The version attached here was adopted by the Milwaukie Planning Commission.

**Action Requested.** Review, revise, and adopt, if possible.

### **B. List of New Applications Received by Planning.**

This was talked about as a possibility at the December 13<sup>th</sup> meeting. Staff needs more time to consider how to get the most efficiency out of monthly compilations of this sort.

cc: Planning Division Staff

mc12/29/99

## DRAFT II

### OREGON CITY PLANNING COMMISSION YEAR 2000

#### GOALS AND OBJECTIVES

*GOAL I: ENHANCE PUBLIC KNOWLEDGE*

~~OBJECTIVE: Explore ways to enhance public understanding of land use review process.~~

*ACTION/TASKS:* 1. Initiate a comprehensive City website.  
2. Develop a "best design" award program.

*GOAL II: PROMOTE COORDINATION BETWEEN COMMISSIONS.*

~~OBJECTIVE: Develop Inter-Commission Coordination.~~

*ACTION/TASKS:* 1. Promote a shared vision.

*GOAL III. PROMOTE, ENHANCE AND RESTORE THE CITY'S NATURAL RESOURCES*

~~OBJECTIVE: Establish mechanisms to maintain, enhance, and restore the City's  
natural resources.~~

*ACTION/TASKS:* 1. Build on past success, such as adopted Title 3 requirements, Parks and Recreation Master Plan, stormwater management regulations.

*GOAL IV: EVALUATE PERFORMANCE STANDARDS FOR LIVABILITY.*

~~OBJECTIVE: Develop performance standards for design elements.~~

*ACTION/TASKS:* 1. Promote mixed-use developments with design review that promotes livability.



<b>Project</b>	<b>Status</b>	<b>Planning or City Staff Assigned</b>	<b>Projected Completion</b>
<b>7. Sign Code Review and Update</b>	<b>Added to Planning Division Workprogram.</b>	Not yet assigned.	No date set.
<b>8. Metro Functional Plan Compliance</b>	<b>Work Extension Request Submitted.</b> Staff is developing a work program for remaining compliance items.	Barbara Shields, Senior Planner; Jessica Schriever, GIS Coordinator; Maggie Collins, Planning Manager; Planning Division staff.	Plan Compliance prior to December, 2000.
<b>9. Update of Chapter B (Citizen Involvement) of the Comprehensive Plan</b>	<b>Still in Working Draft Stage.</b> The neighborhood association representatives on the Citizen Involvement Committee are meeting regularly.	Mary Palmer, Public Affairs Manager.	Working draft will be available after January, 2000. Anticipated adoption by the end of 99-00 fiscal year.

#### **Article IV. Officers and Staffing**

- A. Officers. The officers consist of a chair and a vice chair who shall be selected by the membership and who shall serve at the pleasure of the membership for one year. Nominations and election of new officers shall be taken from the floor at the Committee's first meeting of the year. Officers may be re-elected. In the event that an officer is unable to complete the specified term, a special election shall be held for the completion of the term.
- B. Chair. The chair shall have general supervisory and directional powers over the Commission. The chair shall preside at all commission meetings and review Commission agendas with the staff liaison. The chair shall also be an Ex-officio member of all subcommittees and shall be the sole spokesperson for the Commission unless this responsibility is delegated in writing.
- C. Vice Chair. The chair shall have general supervisory and directional powers over the Commission. The chair shall preside at all Commission meetings and review Commission agendas with the staff liaison. The chair shall also be an Ex-officio member of all subcommittees and shall be the sole spokesperson for the Commission unless this responsibility is delegated in writing.
- D. Staff. The City of Milwaukie will provide staff support to the Commission for meeting notification, word processing, minutes preparation, copying, and information gathering to the extent the budget permits.

#### **Article V. Organizational Procedures**

- A. The Commission shall hold meetings as necessary at a time and place designated by staff consistent with Oregon Public Meetings Law.
- B. Fifty-one percent of the voting membership of the Commission shall constitute a quorum. The concurrence of a majority of the Commission members present shall be required to decide any matter. If a quorum is not attained fifteen minutes following the scheduled time of call to order, the meeting shall be cancelled.
- C. All members who are present at Commission Meeting, including the Chair and Vice Chair, are allotted one vote each on all motions.

- E. The Chair or Vice-Chair shall confer with the Community Development Director on a regular basis outside scheduled meetings concerning the direction each expects of the Commission.
- F. The Chair, in conjunction with the Community Development Director, shall orient new members.

#### **Article VII. Duties of the Commission**

- A. Planning Commission members are encouraged to address all those who come before the Commission by the last name only, and common title (e.g. Mr., Mrs., Miss, Ms., etc.), not by first name.
- B. If a member is unable to attend a meeting, it is that member's responsibility to inform the Community Development staff and/or the Planning Commission Chair of that fact prior to the meeting to be missed.
- C. Prior to planning Commission meetings, Commissioners are encouraged to visit sites that are subjects for land use actions.

#### **Article VIII. Goals and Objectives**

- A. The Planning Commission shall review the City Council goals annually for establishment of Planning Commission goals which enhance and augment those of the City Council.
- B. The Planning Commission shall establish goals, at a minimum, annually.