



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Agenda Planning Commission

Monday, June 27, 2016

7:00 PM

Commission Chambers

1. Call to Order

2. Public Comments

3. Public Hearing

- 3a.** Proposed Amendments to the Site Plan and Design Review chapter of the Oregon City Municipal Code to Create a Type I Site Plan and Design Review Process for Minor Modifications to Commercial, Institutional and Office Development (File LE 16-02)

Attachments: [Commission Report](#)

[Staff Report](#)

[Exhibit 1: Public Comment](#)

[Exhibit 2: Proposed Amendments to the Oregon City Municipal Code](#)

[Draft Type I Site Plan Application Form](#)

4. Approval of the Minutes

- 4a.** Approval of Planning Commission meeting minutes for December 14th, 2015 and January 25th, 2016.

Attachments: [Draft Minutes January 25, 2016](#)

[Draft Minutes December 14, 2015](#)

5. Work Session

- 5a.** Willamette Falls Legacy Project: Update on the Riverwalk Design Process and the Development Strategy as well as Upcoming Community Engagement Opportunities

Attachments: [Commission Report](#)

[Project Fact Sheet](#)

[Willamette Falls Legacy Project Website](#)

6. Adjournment

Public Comments: The following guidelines are given for citizens presenting information or raising issues relevant to the City but not listed on the agenda.

- Complete a Comment Card prior to the meeting and submit it to the staff member.
- When the Chair calls your name, proceed to the speaker table and state your name and city of residence into the microphone.
- Each speaker is given 3 minutes to speak. To assist in tracking your speaking time, refer to the timer at the dais.
- As a general practice, Oregon City Officers do not engage in discussion with those making comments.

Agenda Posted at City Hall, Pioneer Community Center, Library, and City Web site(oregon-city.legistar.com).

Video Streaming & Broadcasts: The meeting is streamed live on Oregon City's Web site at www.orcity.org and is available on demand following the meeting.

ADA: City Hall is wheelchair accessible with entry ramps and handicapped parking located on the east side of the building. Hearing devices may be requested from the City staff member prior to the meeting. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: PC 16-070

Agenda Date: 6/27/2016

Status: Agenda Ready

To: Planning Commission

Agenda #: 3a.

From: Assistant Planner Kelly Reid

File Type: Land Use Item

SUBJECT:

Proposed Amendments to the Site Plan and Design Review chapter of the Oregon City Municipal Code to Create a Type I Site Plan and Design Review Process for Minor Modifications to Commercial, Institutional and Office Development (File LE 16-02)

RECOMMENDED ACTION (Motion): Staff recommends the Planning Commission recommend approval Planning file LE 16-02 to the City Commission.

BACKGROUND:

Site Plan and Design Review is required for exterior alterations to commercial, office, multi-family, and industrial properties to verify compliance with applicable standards in the Oregon City Municipal Code. The Planning Department utilizes a Minor Site Plan and Design Review process to review minor commercial projects, such as building additions, storefront changes, or parking lot changes. The Type II process requires a minimum 14-day public comment period and a written staff report and notice of decision, usually taking six to twelve weeks, and sometimes longer.

The proposed amendments to the Oregon City Municipal Code would create a more efficient review process for smaller projects which do not involve discretionary criteria. The proposed amendments contain a list of improvements that may be reviewed under a Type I process. Examples include projects such as the installation of new windows and doors, changes to building materials, changes to landscaping, minor parking lot modifications, or small additions. The code amendments allow these small projects to be reviewed at a Type I level, which reduces the review time and associated fees. A separate resolution for associated fees will be proposed before the City Commission.

BUDGET IMPACT:

Amount:

FY(s):

Funding Source:



STAFF REPORT AND RECOMMENDATION

FILE NO.: Legislative File: L 16-02 – Adoption of Type I Site Plan Review Process

HEARING DATES: Planning Commission
Monday, July 27, 2016
7:00 p.m., City Hall - Commission Chambers
625 Center Street, Oregon City, OR 97045

City Commission
Wednesday, July 20th, 2016
7:00 p.m., City Hall - Commission Chambers
625 Center Street, Oregon City, OR 97045

APPLICANT: Oregon City Community Development Department
Laura Terway, AICP, Planning Manager
625 Center Street, Oregon City, Oregon 97045

REVIEWER: Kelly Reid, AICP, Assistant Planner
Laura Terway, ACIP, Interim Planning Manager

REQUEST: Amendments to Oregon City Municipal Code Chapter 17.62, Site Plan and Design Review, and 17.50, Administration and Procedures, to amend the review process for certain types of development applications.

LOCATION: City-wide.

RECOMMENDATION: Staff recommends approval of the proposed amendments to OCMC 17.62 and 17.50.

Legislative actions involve the adoption or amendment of the city's land use regulations, comprehensive plan, maps, inventories and other policy documents that affect the entire city or large portions of it. Legislative actions which affect land use must begin with a public hearing before the planning commission.

The planning commission shall hold at least one public hearing before recommending action on a legislative proposal. Any interested person may appear and provide written or oral testimony on the proposal at or prior to the hearing. The community development director shall notify the Oregon Department of Land Conservation and Development (DLCD) as required by the post-acknowledgment procedures of ORS 197.610 to 197.625, as applicable. Once the planning commission hearing has been scheduled and noticed in accordance with Section 17.50.090(C) and any other applicable laws, the community development director shall prepare and make available a report on the legislative proposal at least seven days prior to the hearing. At the conclusion of the hearing, the planning commission shall adopt a recommendation on the proposal to the city commission. The planning commission shall make a report and recommendation to the city commission on all legislative proposals. If the planning commission recommends adoption of some form of the proposal, the planning commission shall prepare and forward to the city commission a report and recommendation to that effect.

Upon a recommendation from the planning commission on a legislative action, the city commission shall hold at least one public hearing on the proposal. Any interested person may provide written or oral testimony on the proposal at or prior to the hearing. At the conclusion of the hearing, the city commission may adopt, modify or reject the legislative proposal, or it may remand the matter to the planning commission for further consideration. If the decision is to adopt at least some form of the proposal, and thereby amend the city's land use regulations, comprehensive plan, official zoning maps or some component of any of these documents, the city

commission decision shall be enacted as an ordinance. Not later than five days following the city commission final decision, the community development director shall mail notice of the decision to DLCD in accordance with ORS 197.615(2).

IF YOU HAVE ANY QUESTIONS ABOUT THIS APPLICATION, PLEASE CONTACT THE PLANNING DIVISION OFFICE AT (503) 657-0891.

Proposed Amendment

The proposal is to amend the site plan and design review chapter of the municipal code (Chapter 17.62) to allow a streamlined review process for projects of a smaller scope. The amendments allow some types of minor site plan applications to be reviewed as a Type I process, which involves no discretion.

Site Plan and Design Review is required for exterior alterations to commercial, office, multi-family, and industrial properties to verify compliance with applicable standards in the Oregon City Municipal Code. The Planning Department has four levels at which development is reviewed; Type I, Type II, Type III, and Type IV, and at each level the amount of discretion escalates and decision-making authority changes. The Planning Department utilizes a minor site plan and design review process to review smaller commercial projects, such as building additions, storefront changes, or parking lot changes. The minor site plan and design review process is a Type II process that includes a minimum 14-day public comment period and a written staff report and notice of decision, usually taking six to twelve weeks. The notice allows public input on discretionary criteria in which the proposal is being reviewed.

The code requires site plan and design review for any new non single or two family development or development within commercial, industrial, or institutional zoning designations, which can include improvements as small as adding a window or door to a building façade, changing building materials, or a small addition on a commercial property. The level of review is the same for the addition of a new entrance door on a retail building as it would be for a new office or condominium complex. Over the past several years, projects have been reviewed at the minor site plan level which do not have discretion in the decision making process, such as:

- Addition of a transparent roll up garage door to a building on Main Street;
- Addition of 93 square feet of storage space to a gas station building at Main and 14th; and
- Storefront changes and new exterior lighting at the office building at 615 High Street,

Both staff and the development community have identified an opportunity for a more efficient review process for smaller projects that do not involve discretionary criteria. Examples include projects such as the installation of new windows and doors, changes to building materials, changes to landscaping, minor parking lot modifications, or small additions. The Planning Department has drafted code amendments that will simplify the review process and reduce the review time needed for review of these smaller development projects, which do not include any discretionary criteria. The proposed amendments contain a list of improvements that may be reviewed under a Type I process.

The amendments contain a list of projects that can be reviewed through a Type I process, along with the application materials needed. In order to maintain public notice processes and the public's ability to comment on Site Plan and Design Review applications that have greater impacts to the surrounding properties, the following types of projects are NOT proposed to be reviewed as Type I and will remain at the Type II or above level:

- Projects which that involve any discretionary criteria;
- Projects within the Natural Resource, Historic, or Geologic Hazard overlay that require Type II or higher review;
- Projects that involve conditional uses;
- Projects that involve existing legal nonconforming uses;
- Projects that trigger stormwater management requirements;
- Projects that request design modifications;

- Projects that require nonconforming upgrades; and
- Changes in use (for example, a single family home becoming a retail or office building)

The amendments also outline the application requirements for the Type I process. In addition to the code amendments, staff has prepared a Type I application packet to meet these new requirements. Customers will fill out the Type I application packet instead of preparing a traditional land use application package.

Planning Process and Public Involvement

The City's consideration of this amendment update included public involvement through work sessions with the Planning Commission, the Citizen Involvement Committee, the Community Development Department Stakeholders Group, and a focus group of local business representatives. The legislative decision making process includes a project website, public hearings process, and newspaper and email noticing.

Public Notice

Notice of the first evidentiary Planning Commission and City Commission public hearings for the proposal was published in the Clackamas Review on June 1, 2016.

In accordance with ORS 197.610 and OAR 660-018-000, a Post Acknowledgement Plan Amendment notice will be provided to the Oregon Department of Land Conservation and Development within 20 days of the City's final decision.

Copies of the applicable notices are provided in the Exhibits.

Public Comment

Public comments provided throughout the planning process have been incorporated by Planning Staff into the document as needed.

Planning staff has received one public comment from William Gifford of the Hillendale Neighborhood Association that endorsed the proposed changes. The full email can be found in Exhibit 1.

No other public comments were received.

DECISION-MAKING CRITERIA:

Chapter 17.68 - ZONING CHANGES AND AMENDMENTS

17.68.010 - Initiation of the amendment.

A text amendment to this title or the comprehensive plan, or an amendment to the zoning map or the comprehensive plan map, may be initiated by:

- A. A resolution request by the city commission;*
- B. An official proposal by the planning commission;*
- C. An application to the planning division presented on forms and accompanied by information prescribed by the planning commission.*
- D. A Legislative request by the Planning Division.*

All requests for amendment or change in this title shall be referred to the planning commission.

Finding: The text amendment has been initiated as a Legislative request by the Planning Division.

17.68.020 - Criteria.

The criteria for a zone change are set forth as follows:

- A. The proposal shall be consistent with the goals and policies of the comprehensive plan.*

Finding: Complies as Proposed. The proposal amends section 17.62 and Table 17.50.030 of the municipal code to modify the land use review process for certain types of projects. Affected properties include all commercial, multifamily, industrial, or institutionally zoned properties that apply for minor site plan and design review. The Comprehensive Plan addresses design review within the Land Use Chapter, stating:

“Design Review. Site plan and design review provisions are intended to promote design integrity and neighborhood livability. New design guidelines were added to the zoning ordinance in 2001. It is expected that the guidelines will continue to be refined to strike the right balance of predictability for developers and neighborhood protection and livability. The City hopes to develop a design overlay for the Downtown.”

This proposal is consistent with the comprehensive plan’s forethought that the guidelines would be refined over time to strike a balance between predictability for developers and neighborhood protection and livability. The proposed amendments do not change any standards, they only change the process in which the planning staff reviews proposed developments against those standards.

The Type I review process involves decisions that require no exercise of discretion and these applications are reviewed at the staff level.

Chapter 17.50 of the Oregon City Municipal code states:

“Type I decisions do not require interpretation or the exercise of policy or legal judgment in evaluating approval criteria. Because no discretion is involved, Type I decisions do not qualify as a land use, or limited land use, decision. The decision making process requires no notice to any party other than the applicant. The community development director’s decision is final and not appealable by any party through the normal city land use process.”

These decisions involve application of the existing development code’s clear and objective criteria. Examples of development that are processed under the Type I review process include new single family homes or duplexes, lot line adjustments, and sign permits. In most instances, planning approval takes place over the counter upon submittal of an application. However, planning staff may take about a week to review Type I applications that require further review of materials or apply code standards.

The development standards that apply to small improvements such as new windows, façade changes, and fencing are clear and objective and involve no discretionary decision making by staff. Further, the most common projects proposed for review under the minor site plan process are similar to projects that are already reviewed at a Type I level.

The proposed code amendments will simplify and reduce the review time needed for small development projects. The proposed amendments contain a list of types of improvements that would be reviewed under a Type I process. The adoption of this new process could also encourage site improvements by removing barriers to development.

With the proposed changes, costs for small development projects will be reduced, property owners will be able to obtain permits in a more timely manner, and the efficiency of the Planning Division will improve. The Planning Division estimates that at least half of all minor site plan projects would fall within the Type I category.

For all of these reasons, the proposed amendments meet the Comprehensive Plan’s intention to update site plan and design review guidelines and processes as envisioned by the City when the Comprehensive Plan was acknowledged.

The amendment also complies with the following applicable goals and policies of the Comprehensive Plan:

Goal 1.2 Community and Comprehensive Planning

Ensure that citizens, neighborhood groups, and affected property owners are involved in all phases of the comprehensive planning program.

Policy 1.2.1

Encourage citizens to participate in appropriate government functions and land-use planning.

Finding: Complies as Proposed. The proposal amends section 17.62 and Table 17.50.030 of the municipal code to allow non-discretionary decisions to be made by staff. These changes would not affect the public's ability to comment and participate in discretionary decisions for Type II, III, and IV processes.

Goal 1.4 Community Involvement

Provide complete information for individuals, groups, and communities to participate in public policy planning and implementation of policies.

Policy 1.4.1

Notify citizens about community involvement opportunities when they occur.

Finding: Complies as Proposed. The proposed changes would not affect the public's ability to comment and participate in discretionary decisions for Type II, III, and IV processes. In order to maintain public notice processes and the public's ability to comment on Site Plan and Design Review applications that have greater impacts to the surrounding properties, the following types of projects are NOT proposed to be reviewed as Type I and will remain at the Type II or above level:

- Projects which that involve any discretionary criteria;
- Projects within the Natural Resource, Historic, or Geologic Hazard overlay that require Type II or higher review;
- Projects that involve conditional uses;
- Projects that involve existing legal nonconforming uses;
- Projects that trigger stormwater management requirements;
- Projects that request design modifications;
- Projects that require nonconforming upgrades; and
- Changes in use (for example, a single family home becoming a retail or office building)

B. That public facilities and services (water, sewer, storm drainage, transportation, schools, police and fire protection) are presently capable of supporting the uses allowed by the zone, or can be made available prior to issuing a certificate of occupancy. Service shall be sufficient to support the range of uses and development allowed by the zone.

Finding: Not applicable. No development or zone change is proposed.

C. The land uses authorized by the proposal are consistent with the existing or planned function, capacity and level of service of the transportation system serving the proposed zoning district.

Finding: Not applicable. No development or zone change is proposed.

D. Statewide planning goals shall be addressed if the comprehensive plan does not contain specific policies or provisions which control the amendment.

Finding: The acknowledged Comprehensive Plan contains specific provisions regarding design review, thus, the Statewide Planning Goals do not need to be addressed.

17.68.025 - Zoning changes for land annexed into the city.

Finding: Not Applicable. No zone change for annexed land is proposed.

17.68.030 - Public hearing.

A public hearing shall be held pursuant to standards set forth in Chapter 17.50.

A. Quasi-judicial reviews shall be subject to the requirements in Chapter 17.50.

B. *Legislative reviews shall be subject to the requirements in Chapter 17.50.*

Finding: Complies. Public hearings are scheduled as required by Chapter 17.50.

17.68.040 - Approval by the commission.

If the planning commission approves such request or application for an amendment, or change, it shall forward its findings and recommendation to the city commission for action thereon by that body.

Finding: Complies. The Planning Commission will forward recommendations and findings to the City Commission.

17.68.050 - Conditions.

In granting a change in zoning classification to any property, the commission may attach such conditions and requirements to the zone change as the commission deems necessary in the public interest, in the nature of, but not limited to those listed in Section 17.56.010:

A. *Such conditions and restrictions shall thereafter apply to the zone change;*

B. *Where such conditions are attached, no zone change shall become effective until the written acceptance of the terms of the zone change ordinance as per Chapter 17.50.*

Finding: Not Applicable. No zone change is proposed.

17.68.060 - Filing of an Application.

Applications for amendment, or change in this title shall be filed with the planning division on forms available at the planning division office. At the time of filing an application, the applicant shall pay the sum listed in the community development department fee schedule.

Finding: Complies as Proposed. The Planning Division initiated this legislative amendment.

RECOMMENDATION

The Planning Commission may recommend that the City Commission adopt the proposed amendments to Chapter 17.62 and table 17.50.030 of the municipal code finding that they are consistent with the City's Comprehensive Plan.

Staff recommends approval of the proposed amendments to OCMC 17.62 and 17.50 (Exhibit 2) to the City Commission.

EXHIBITS

1. Public Comment
2. Proposed Amendments to the Oregon City Municipal Code

From: [Laura Terway](#)
To: [Kelly Reid](#)
Subject: FW: Land Use Transmittal for LE 16-02 - Text Amendment to chapter 17.62 of the Municipal Code
Date: Thursday, June 16, 2016 11:31:32 AM

From: Katie Durfee
Sent: Monday, June 13, 2016 9:28 AM
To: Katie Durfee
Subject: FW: Land Use Transmittal for LE 16-02 - Text Amendment to chapter 17.62 of the Municipal Code

To the members of the Hillendale and Tower Vista Neighborhood Associations:

The City is trying to clean up some of the red tape involved in processing requests for approval of minor projects and they're asking for our input. This may look like a lot of gobbledygook, but it's important stuff. If you're so inclined, feel free to take a peek at the proposed Code changes and let me know if you'd like your comments forwarded to the City as your Land Use Chair. Of course you can comment directly to the City as well; it's just that if you send them to me, I may be able to consolidate some things.

It's perfectly OK not to have any comments on the subject – I personally have no objections to the plan and in fact endorse the changes.

William Gifford 503.723.3456
Land Use Chair
Hillendale Neighborhood Association



Subject: Land Use Transmittal for LE 16-02 - Text Amendment to chapter 17.62 of the Municipal Code

Good Afternoon,

This is an electronic land use transmittal from Oregon City Planning Division. The application below is referred to you for your information, study and official comments. For inclusion in the staff report, please provide written comments to the reviewing planner by June 17th, 2016.

The complete Application Materials can be downloaded from the Planning Division Website at the following web address:

<http://www.orcity.org/planning/project/le-16-02>

FILE NUMBER: LE16-02

APPLICANT: City of Oregon City Community Development Dept., 625 Center Street, Oregon City, OR 97045

PROPOSAL DESCRIPTION: The proposal from the City of Oregon City is an amendment to Chapter 17.62.035 of the Municipal Code, to revise the land use review process for certain types of land use proposals. The amendment would create a Type I review process for minor site plan proposals that meet specific criteria, in an attempt to streamline review.

LOCATION: City-wide.

CONTACT PERSON: Kelly Reid, AICP, Planner (503) 496-1540

NEIGHBORHOOD ASSN: Citizen Involvement Committee

CRITERIA: Administration and Procedures set forth in OCMC 17.50 for legislative proposals and 17.68 Zone Changes and Amendments.

PLANNING COMMISSION HEARING DATE:

On June 27, 2016 the City of Oregon City - Planning Commission will conduct a public hearing at 7:00 p.m. in the City Hall Commission Chambers at City Hall, 625 Center Street, Oregon City 97045 to consider a legislative action.

CITY COMMISSION HEARING DATE:

On July 20, 2016 the City of Oregon City - City Commission will conduct a public hearing at 7:00 p.m. in the City Hall Commission Chambers at City Hall, 625 Center Street, Oregon City 97045 to consider a legislative action.

Kelly Reid (Moosbrugger), AICP
Assistant Planner, City of Oregon City
kreid@orc.org



Proposed DRAFT Code Amendment to Chapter 17.62.035:

Note: Code additions have underlines, extractions have ~~strike-through~~.

17.62.035 Minor Site Plan and Design Review.

This section provides for a minor site plan and design review process. Minor Site Plan Review is a Type I or Type II decision, as described in OCMC Section 17.62.035.A, subject to administrative proceedings described in OCMC section 17.50 and may be utilized as the appropriate review process only when authorized by the Community Development Director. The purpose of this type of review is to expedite design review standards for uses and activities that require only a minimal amount of review, typical of minor modifications and/or changes to existing uses or buildings.

A. Type I Minor Site Plan and Design Review.

1. Applicability. Type I applications involve no discretion.

The Type I process is not applicable for:

- a. Any activity which is included with or initiates actions that require Type II-IV review.
- b. Any use which is not permitted outright, unless otherwise noted.
- c. Any proposal in which nonconforming upgrades are required under Chapter 17.58.
- d. Any proposal in which modifications are proposed under Chapter 17.62.015.

2. The following projects may be processed as a Type I application.

- a. Replacement of exterior building materials.
- b. Addition of windows and doors, relocation of windows and doors in which transparency levels remain unchanged, or removal of windows and doors provided minimum transparency requirements are still met.
- c. Removal, replacement or addition of awnings, or architectural projections to existing structures.
- d. Addition or alteration of parapets or rooflines.
- e. Modification of building entrances.
- f. Addition or removal of up to 200 square feet to a commercial, institutional, or multifamily structure in which no increases are required to off-street parking. This includes a new ancillary structure, addition to an existing structure, or new interior space (excluding new drive thru). Increases of more than 200 square feet in a 12-month period shall be processed as Type II.
- g. Addition or removal of up to 1,000 square feet to an industrial use in which no increases are required to off-street parking. This includes a new ancillary structure, addition to an existing structure, or new interior space (excluding ancillary retail and office). Increases of more than 1000 square feet in a 12-month period shall be processed as Type II.
- h. Addition to or alteration of a legal nonconforming single or two-family dwelling.
- i. Repaving of previously approved parking lots with no change to striping.
- j. Change to parking lot circulation or layout, excluding driveway modifications.

- k. Removal or relocation of vehicle parking stalls provided total parking remains between approved minimum and maximum with no new reductions other than through the downtown parking district.
- l. Adoption of shared parking agreements.
- m. Changes to amount, location, or design of bicycle parking.
- n. Changes to landscaping that do not require stormwater quality and quantity treatment under OCMC Section 13.12.
- o. New or changes to existing pedestrian accessways, walkways or plazas.
- p. Installation of mechanical equipment.
- q. Installation of or alterations to ADA accessibility site elements.
- r. Modification of a fence, hedge, or wall, or addition of a fence, hedge or wall at least 20 feet away from a public right-of-way.
- s. Addition of or alterations to outdoor lighting.
- t. Addition, modification, or relocation of refuse enclosure.

3. Submittal requirements. A Type I application shall include:

- a. A narrative describing the project.
- b. Site plan drawings showing existing conditions/uses and proposed conditions/uses.
- c. Architectural drawings, including building elevations and envelopes, if architectural work is proposed.
- d. A completed application form.
- e. Any other information determined necessary by the Community Development Director.

BA. Generally. Type II Minor Site Plan and Design Review

1. Type II Minor site plan and design review applies to the following uses and activities unless those uses and activities qualify for Type I review per 17.62.035.A:

- a) Modification of an office, commercial, industrial, institutional, public or multi-family structure for the purpose of enhancing the aesthetics of the building and not increasing the interior usable space (for example covered walkways or entryways, addition of unoccupied features such as clock tower, etc.).
- b) Modification to parking lot layout and landscaping, or the addition of up to 5 parking spaces.
- c) A maximum addition of up to one thousand square feet to a commercial, office, institutional, public, multi-family, or industrial building provided that the addition is not more than thirty-five percent of the original building square footage.
- d) Other land uses and activities may be added if the Community Development Director makes written findings that the activity/use will not increase off-site impacts and is consistent with the type and/or scale of activities/uses listed above.

2B. Application. The application for the Type II minor site plan and design review shall contain the following elements:

- a) The submittal requirements of Chapter 17.50.
- b) A narrative explaining all aspects of the proposal in detail and addressing each of the criteria listed in Section 17.62.035(C) below.
- c) Site plan drawings showing existing conditions/uses and proposed conditions/uses.
- d) Architectural drawings, including building elevations and envelopes, if architectural work is proposed.
- e) Additional submittal material may be required by the Community Development Director on a case-by-case basis.

3C. Development Standards for Type II Minor Site Plan and Design Review.

1. All development shall comply with Section 17.62.050(1-7 and 8-15 and 20-22) when deemed applicable by the Community Development Director. Other sections may apply, as directed by the Community Development Director when applicable, in order to show compliance with this chapter, such as the commercial and institutional standards of section 17.62.055.

Proposed DRAFT Code Amendment to Chapter 17.50.030:

Note: Code additions have underlines, extractions have ~~strike-through~~.

17.50.030 Summary of the City's Decision-Making Processes.

The following decision-making processes chart shall control the City's review of the indicated permits:

Table 17.50.030
PERMIT APPROVAL PROCESS

PERMIT TYPE	I	II	III	IV	Expedited Land Division
Compatibility Review	X				
Code Interpretation			X		
General Development Plan			X		
Conditional Use			X		
Detailed Development Plan ¹	<u>X</u>	X	X		
Extension		X			
Final Plat	X				
Geologic Hazards		X			
Historic Review			X		
Lot Line Adjustment and Abandonment	X				
Major Modification to a Prior Approval ²	X	X	X	X	X
Minor Modification to a prior Approval	X				
Minor Partition		X			
Nonconforming Use, Structure and Lots Review	X	X			
Reconsideration	X				
Revocation				X	
Site Plan and Design Review	<u>X</u>	X			
Subdivision		X			X
Variance		X	X		
Zone Change & Plan Amendment				X	

¹ If any provision or element of the master plan requires a deferred Type III procedure, the detailed development plan shall be processed through a Type III procedure.

² A major modification to a prior approval shall be considered using the same process as would be applicable to the initial approval.

Zone Change Upon Annexation with No Discretion	X			X	
Zone Change Upon Annexation with Discretion				X	
Natural Resource Exemption	X				
Natural Resource Review		X			

- A. Type I decisions do not require interpretation or the exercise of policy or legal judgment in evaluating approval criteria. . Because no discretion is involved, Type I decisions do not qualify as a land use, or limited land use, decision. The decision-making process requires no notice to any party other than the applicant. The Community Development Director's decision is final and not appealable by any party through the normal City land use process.
- B. Type II decisions involve the exercise of limited interpretation and discretion in evaluating approval criteria, similar to the limited land use decision-making process under state law. Applications evaluated through this process are assumed to be allowable in the underlying zone, and the inquiry typically focuses on what form the use will take or how it will look. Notice of application and an invitation to comment is mailed to the applicant, recognized active neighborhood association(s) and property owners within three hundred feet. The Community Development Director accepts comments for a minimum of fourteen days and renders a decision. The Community Development Director's decision is appealable to the City Commission with notice to the Planning Commission, by any party with standing (i.e., applicant and any party who submitted comments during the commentperiod). The City Commission decision is the City's final decision and is appealable to the Land Use Board of Appeals (LUBA) within twenty-one days of when it becomes final.
- C. Type III decisions involve the greatest amount of discretion and evaluation of subjective approval standards, yet are not required to be heard by the City Commission, except upon appeal. In the event that any decision is not classified, it shall be treated as a Type III decision. The process for these land use decisions is controlled by ORS 197.763. Notice of the application and the Planning Commission or the Historic Review Board hearing is published and mailed to the applicant, recognized neighborhood association(s) and property owners within three hundred feet. Notice must be issued at least twenty days pre-hearing, and the staff report must be available at least seven days pre-hearing. At the evidentiary hearing held before the Planning Commission or the Historic Review Board, all issues are addressed. The decision of the Planning Commission or Historic Review Board is appealable to the City Commission, on the record. The City Commission decision on appeal from the Historic Review Board or the Planning Commission is the City's final decision and is appealable to LUBA within twenty-one days of when it becomes final.
- D. Type IV decisions include only quasi-judicial plan amendments and zone changes. These applications involve the greatest amount of discretion and evaluation of subjective approval standards and must be heard by the City Commission for final action. The process for these land use decisions is controlled by ORS 197.763. Notice of the application and Planning Commission hearing is published and mailed to the applicant, recognized neighborhood association(s) and property owners within three hundred feet. Notice must be issued at least twenty days pre-hearing, and the staff report must be available at least seven days pre-hearing. At the evidentiary hearing held before the Planning Commission, all issues are addressed. If the Planning Commission denies the application, any party with standing (i.e., anyone who appeared before the Planning Commission either in person or in writing within the comment period) may appeal the Planning Commission denial to the City Commission. If the Planning Commission denies the application and no appeal has been received within ten days of the issuance of the final decision then the action of the Planning Commission becomes the final decision of the City. If the Planning Commission votes to approve the application, that decision is forwarded as a recommendation to the City Commission for final consideration. In either case, any review by the City

Commission is on the record and only issues raised before the Planning Commission may be raised before the City Commission. The City Commission decision is the City's final decision and is appealable to the Land Use Board of Appeals (LUBA) within twenty-one days of when it becomes final.

- E. The expedited land division (ELD) process is set forth in ORS 197.360 to 197.380. To qualify for this type of process, the development must meet the basic criteria in ORS 197.360(1)(a) or (b). While the decision-making process is controlled by state law, the approval criteria are found in this code. The Community Development Director has twenty-one days within which to determine whether an application is complete. Once deemed complete, the Community Development Director has sixty-three days within which to issue a decision. Notice of application and opportunity to comment is mailed to the applicant, recognized neighborhood association and property owners within one hundred feet of the subject site. The Community Development Director will accept written comments on the application for fourteen days and then issues a decision. State law prohibits a hearing. Any party who submitted comments may call for an appeal of the Community Development Director's decision before a hearings referee. The referee need not hold a hearing; the only requirement is that the determination be based on the evidentiary record established by the Community Development Director and that the process be "fair." The referee applies the city's approval standards, and has forty-two days within which to issue a decision on the appeal. The referee is charged with the general objective to identify means by which the application can satisfy the applicable requirements without reducing density. The referee's decision is appealable only to the court of appeals pursuant to ORS 197.375(8) and 36.355(1).

GSB:7832214.1 [34758.00400]



Type I Site Plan and Design Review

Office/Mixed Use/Commercial Uses

Please complete this packet prior to submittal of building permits and attach a site plan drawn to scale. If any section of the application is incomplete, the application will be returned.

Staff use:

Approved By: _____

Date: _____

CONDITIONS OF APPROVAL

Prior to Issuance of Building Permit: _____

Prior to Issuance of Certificate of Occupancy: _____

Applicant: _____

Phone: _____ Email Address: _____

Site Address or Clackamas County Map and Tax Lot: _____

Zoning: _____ Use: _____ Project Valuation (excluding interior TI): _____

Project Description: _____

Check all that apply and fill out the applicable sections in the packet:

- | | | |
|---|---|---|
| <input type="checkbox"/> Replacement of Exterior Building Materials | <input type="checkbox"/> Addition to an Industrial Use | <input type="checkbox"/> Shared Parking Agreement |
| <input type="checkbox"/> Modifications to Windows/Doors | <input type="checkbox"/> Addition to a Legal Non-Conforming Single or Two-Family Dwelling | <input type="checkbox"/> Changes to Bicycle Parking |
| <input type="checkbox"/> Modifications to Awnings/Projections | <input type="checkbox"/> Parking Lot Repaving | <input type="checkbox"/> Tree Removal |
| <input type="checkbox"/> Modifications to Parapets or Rooflines | <input type="checkbox"/> Change to Parking Lot Circulation or Layout | <input type="checkbox"/> Changes to Landscaping |
| <input type="checkbox"/> Building Entrance Alterations | <input type="checkbox"/> Removal/Relocation of Parking Stalls | <input type="checkbox"/> Installation of Mechanical Equipment |
| <input type="checkbox"/> Building Addition | | <input type="checkbox"/> ADA Upgrades |
| | | <input type="checkbox"/> Modification to Fence, Hedge or Wall |

☐ Outdoor Lighting Alterations

☐ Refuse Enclosure Alterations

Applicable Overlay Zones, Plans or Fees

Please identify all overlay districts identified on your Property Zoning Report. Contact the Planning Division for additional processes, fees and restrictions.

☐ Individually Designated Historic Structure

☐ Historic Overlay District

☐ Barlow Trail Corridor

☐ Willamette River Greenway Overlay District

☐ High Water Table

☐ Geologic Hazards Overlay District

☐ Flood Management Overlay District

☐ Sewer Moratorium Area

☐ Natural Resources Overlay District

☐ Not Applicable

Staff Only

Additional Review Required? ☐ Yes ☐ No Initial _____ Is the project eligible for Type I Site Plan and Design Review? ☐ Yes ☐ No Initial _____

Note _____

Replacement of Exterior Building Materials

Exterior building materials must be in compliance with Oregon City Municipal Code Section 17.62.050.A.21.

Preferred Building Materials	Prohibited Building Materials
<ul style="list-style-type: none">▪ Brick▪ Basalt stone or basalt veneer▪ Narrow horizontal wood or composite siding▪ Board and baton siding▪ Plywood with battens or fiber/composite panels▪ Stucco shall be trimmed in wood, masonry, or other approved materials▪ Other materials subject to approval by the Community Development Director	<ul style="list-style-type: none">▪ Corrugated fiber glass▪ Chain link fencing (except for temporary purposes)▪ Crushed colored rock/crushed tumbled glass▪ Non-corrugated and highly reflective sheet metal▪ Glass block or highly tinted, reflected, translucent or mirrored glass (except stained glass)▪ Vinyl or plywood siding (including T-111 or similar plywood)

Existing Building Materials: _____

Proposed Building Materials: _____

Are any prohibited building materials (listed above) being used?

☐ Yes

☐ No

Staff Only

Standards met? ☐ Yes ☐ No ☐ Not Applicable Initial _____

Modifications to Windows and/or Doors

Additions, relocation, or removal of windows and/or must be in compliance with Oregon City Municipal Code Sections 17.62.055.I, 17.62.055.H.1, and 17.62.055.H.3.

Are any windows or doors being added?

☐ Yes

☐ No

Are any windows or doors being removed?

☐ Yes

☐ No

Are any windows or doors being relocated?

☐ Yes

☐ No

Please describe the proposed window and/or door modifications in detail:

Transparent windows or doors facing the street are required. The main front elevation shall provide at least 60% windows or transparency at the pedestrian level. Facades on corner lots shall provide at least 60% windows or transparency on all corner-side facades. All other side elevations shall provide at least 30% transparency.

Are the proposed window/door modifications being done on a street facing side of the building? ☐ Yes ☐ No

1. Length of building wall where the window/door modifications are being proposed? _____

2. Total length of all proposed and existing windows and doors? _____

Divide line 1 by line 2 to determine the transparency. _____

No wall that faces a street or connecting walkway shall have a blank uninterrupted length exceeding 30 feet without including at least two of the following:

- Change in plane
- Change in texture or masonry pattern or color
- Windows, treillage with landscaping appropriate for establishment on a trellis
- An equivalent element that subdivides the wall into human scale proportions

Would the proposed modifications of windows/doors result in a blank, uninterrupted façade that exceeds 30 feet in length? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications to Awnings or Projections

Removal, replacement, or addition of approved awnings, structural awnings, or architectural projections to existing structures must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.21, 17.62.055.D.2, 17.62.055.D.3, 17.62.055.D.5, 17.62.055.E, and 17.62.055.H.3.

Are any awnings or projections being added? ☐ Yes ☐ No

Are any awnings or projections being removed? ☐ Yes ☐ No

Are any awnings or projections being relocated? ☐ Yes ☐ No

Please describe the proposed awning and/or projection modifications in detail:

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Is the building located on a corner lot? ☐ Yes ☐ No

Would the proposed project make the primary building entrance less architecturally significant? ☐ Yes ☐ No

If yes, please explain: _____

If constructing a new awning, trellis, or canopy, please complete the following:

Projection into front setback or public right-of-way: _____

Height of proposed awning at base (lowest point): _____

Length of tenant space or storefront: _____

Length of proposed awning: _____

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications to Parapets or Rooflines

Additions or alterations or parapets or rooflines must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.21, 17.62.055.J, 17.62.056.D.1.

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Do the proposed modifications include any of the following roof treatments (mark all that apply)?

- ☐ Cornice treatments, other than just colored “stripes” or “bands”, with integrally textured materials such as stone or other masonry or differently colored materials.
- ☐ Sloping roof with overhangs or brackets
- ☐ Stepped parapets
- ☐ Special architectural features such as bay windows, decorative roofs, and entry features.
Please describe: _____
- ☐ Other: _____
- ☐ None of the above

If the proposed project includes roof or parapet modifications to a large retail establishment (defined as retail buildings occupying more than ten thousand gross square feet of floor area), please complete the Additional Standards for Large Retail Establishments section.

☐ Not Applicable, the proposed project does not include a large retail establishment.

Additional Standards for Large Retail Establishments

Large retail establishments are defined as retail buildings occupying more than ten thousand gross square feet of floor area.

Roofs of large retail establishments must include at least two of the following features (mark all that apply).

- ☐ Parapets concealing flat roofs and rooftop equipment from public view.
 - ☐ The parapet features a three-dimensional cornice treatment.
 - ☐ The average height of the parapet does not exceed 15% of the height of the supporting wall.
 - ☐ The parapet does not at any point exceed one-third of the height of the supporting wall.

Height of supporting wall _____ Average height of parapet _____ Highest point of parapet _____

- ☐ Overhanging eaves, extending no less than three feet past the supporting walls.

Length of overhang _____

- ☐ Sloping roof that does not exceed the average height of the supporting walls.
 - ☐ Average slope is greater than equal to one foot of vertical rise for every three feet of horizontal run.
 - ☐ Average slope is less than or equal to one foot of vertical rise for every one foot of horizontal run.
- ☐ Three or more roof slope planes. Number of roof slope planes _____

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications to Building Entrances

Building entrance alterations must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.9, 17.62.050.A.21, 17.62.055.D.2, 17.62.055.D.3, 17.62.055.D.4, 17.62.055.D.5, 17.62.055.E, and 17.62.080.C.

Please describe the proposed building entrance modifications in detail:

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Are there pedestrian connections or pathways connecting the proposed building entrance to the street? ☐ Yes ☐ No

Are there pedestrian connections or pathways connecting the proposed building entrance to other main entrances on the same site? ☐ Yes ☐ No ☐ Not Applicable

Are there pedestrian connections or pathways connecting the proposed building entrance to primary entrances of buildings on adjacent sites where practicable? ☐ Yes ☐ No ☐ Not Applicable

If the proposed project includes modifications to the primary or most architecturally significant entrance of the building, please complete the Additional Standards for Primary Building Entrances section.

☐ Not Applicable, no modifications to the primary entrance are proposed

Additional Standards for Primary Building Entrances

Is the proposed building entrance oriented towards the street? ☐ Yes ☐ No

The primary entrance must include at least four of the elements listed below. Mark all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Canopies or porticos | <input type="checkbox"/> Peaked roof forms |
| <input type="checkbox"/> Overhangs | <input type="checkbox"/> Arches |
| <input type="checkbox"/> Arcades | <input type="checkbox"/> Outdoor patio |
| <input type="checkbox"/> Raised corniced parapets over the door | <input type="checkbox"/> Recesses or projections |
| <input type="checkbox"/> Architectural details, such as tile work and moldings which are integrated into the building structure | <input type="checkbox"/> Display windows |
| <input type="checkbox"/> Integral planters or wing walls that incorporate landscaped areas and/or places for sitting | <input type="checkbox"/> Planter boxes and street furniture placed in the right-of-way (approved for use depending on materials, scale and type) |

If the proposed project includes modifications to the primary entrance of a building located on a corner lot, please complete the Additional Standards for Corner Lots section.

☐ Not Applicable, the proposed project does not include modifications to the primary entrance of a building located on a corner lot

Additional Standards for Corner Lots

Is the primary building entrance located within 25 feet of the corner of the lot? ☐ Yes ☐ No

One of the following treatments is required for main entrances of buildings on corner lots. Mark all that apply.

- ☐ Prominent architectural elements, such as increased building height of massing, cupola turrets, or pitched roof, at the corner of the building, or within twenty-five feet of the corner of the building.
- ☐ Chamfer the corner of the building (i.e. cut the corner at a forty-five-degree angle and a minimum of ten feet from the corner) and incorporate extended weather protection (arcade or awning), special paving materials, street furnishings, or plantings in the chamfered area.

If the proposed project includes modifications to the primary entrance of a building located on a transit street, please complete the Additional Standards along Transit Streets section.

☐ Not Applicable, the proposed project does not include modifications to the primary entrance of a building located on a transit street

Additional Standards along Transit Streets

Is the primary building entrance oriented towards the transit street? ☐ Yes ☐ No

Is the building façade that faces the transit street more than 300 feet in length? ☐ Yes ☐ No

Length of building façade facing the transit street _____

Is the building entrance facing the transit street well lighted and visible from the transit street? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Building Additions

Building additions must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.9, 17.62.050.A.21, 17.62.055.G, 17.62.055.H, 17.62.055.I, and applicable base zone dimensional standards.

Would the proposed project include the use of any prohibited building materials? ☐ Yes ☐ No

Square footage of existing building: _____ Square footage of proposed addition: _____

Building Height and Setbacks

Identify the addition height and the setbacks (distance between proposed addition and property lines). The minimum distances may be found in the dimensional standards of the applicable zoning designation in Title 17 of the Oregon City Municipal Code. Please provide the associated building plans with all of the dimensions below.

Zoning Designation: _____

Closest Left Setback: _____

Addition Height: _____

Closest Right Setback: _____

Number of Stories: _____

Closest Rear Setback: _____

Closest Front Setback: _____

Maximum Projection into Setback: _____

Lot Coverage

Parking lots and structures 200 square feet or greater (excluding decks, covered and uncovered porches, and eave overhangs), are limited to the following lot coverage:

MUC-1 and MUE Districts: 80% Maximum Lot Coverage

MUC-2 District: 90% Maximum Lot Coverage

C District: 85% Maximum Lot Coverage

MUD District: 100% Maximum Lot Coverage

1. Square footage of existing parking lot: _____
2. Square footage of existing building: _____
3. Square footage of proposed addition: _____
4. Total square footage of parking lots and existing and proposed structures (lines 1+2+3): _____
5. Total square footage of property: _____
6. Line 4 divided by line 5 and multiplied by 100: _____

Would the proposed building addition disrupt pedestrian connections or pathways connecting primary building entrances to the street? ☐ Yes ☐ No

Would the proposed building addition disrupt pedestrian connections or pathways connecting primary building entrances to other main entrances on the same site? ☐ Yes ☐ No ☐ Not Applicable

Would the proposed building addition disrupt pedestrian connections or pathways connecting primary building entrances to main entrances of buildings on adjacent sites? ☐ Yes ☐ No ☐ Not Applicable

Transparent windows or doors facing the street are required. The main front elevation shall provide at least 60% windows or transparency at the pedestrian level. Facades on corner lots shall provide at least 60% windows or transparency on all corner-side facades. All other side elevations shall provide at least 30% transparency.

Would any part of the proposed addition be facing the street?

☐ Yes ☐ No

1. Total length of building wall where the addition is being proposed? _____

2. Total length of all proposed and existing windows and doors? _____

Divide line 1 by line 2 to determine the transparency. _____

No wall that faces a street or connecting walkway shall have a blank uninterrupted length exceeding 30 feet without including at least two of the following:

- Change in plane
- Change in texture or masonry pattern or color
- Windows, trellage with landscaping appropriate for establishment on a trellis
- An equivalent element that subdivides the wall into human scale proportions

Would the proposed addition result in a blank, uninterrupted façade that exceeds 30 feet in length?

☐ Yes ☐ No

Horizontal masses shall not exceed a height-to-width ratio of one-to-three without substantial variation in massing that includes a change in height and projecting or recessed elements.

Would the proposed addition result in a height-to-width ratio greater than one-to-three?

☐ Yes ☐ No

If yes, please explain how the building is providing variation in massing: _____

Facades greater than one hundred feet in length shall incorporate wall plane projections or recesses having a depth of at least three percent of the length of the façade and extending at least twenty percent of the length of the façade. No interrupted length of any façade shall exceed one hundred horizontal feet.

Would the proposed addition result in a blank, uninterrupted façade with no projections or recesses for more than 100 linear feet?

☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Building Additions to Industrial Uses

Building additions must be in compliance with Oregon City Municipal Code Sections 17.62.050.A.9, 17.62.050.A.21, and applicable base zone dimensional standards.

Would the proposed project include the use of any prohibited building materials?

☐ Yes ☐ No

Square footage of existing building: _____

Square footage of proposed addition: _____

Does the site abut or face a residential or commercial use?

☐ Yes ☐ No

If the site abuts or faces a residential or commercial use, a yard of at least twenty-five feet is required on the side abutting or facing the adjacent residential/commercial uses in order to provide a buffer area.

Is a buffer of at least twenty-five feet provided on the side abutting/facing a residential or commercial use?

☐ Yes ☐ No ☐ Not Applicable

Building Height and Setbacks

Identify the addition height and the setbacks (distance between proposed addition and property lines). The minimum distances may be found in the dimensional standards of the applicable zoning designation in Title 17 of the Oregon City Municipal Code. Please provide the associated building plans with all of the dimensions below.

Zoning Designation: _____

Addition Height: _____

Number of Stories: _____

Closest Front Setback: _____

Closest Left Setback: _____

Closest Right Setback: _____

Closest Rear Setback: _____

Maximum Projection into Setback: _____

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Parking Lot Repaving

Parking lot repaving must be in compliance with Oregon City Municipal Code Sections 17.52.030 and 17.62.050.A.9.

Number of Existing Parking Stalls _____

Number of Proposed Parking Stalls _____

Would the repaving of the parking lot result in an increase or loss of parking stalls?

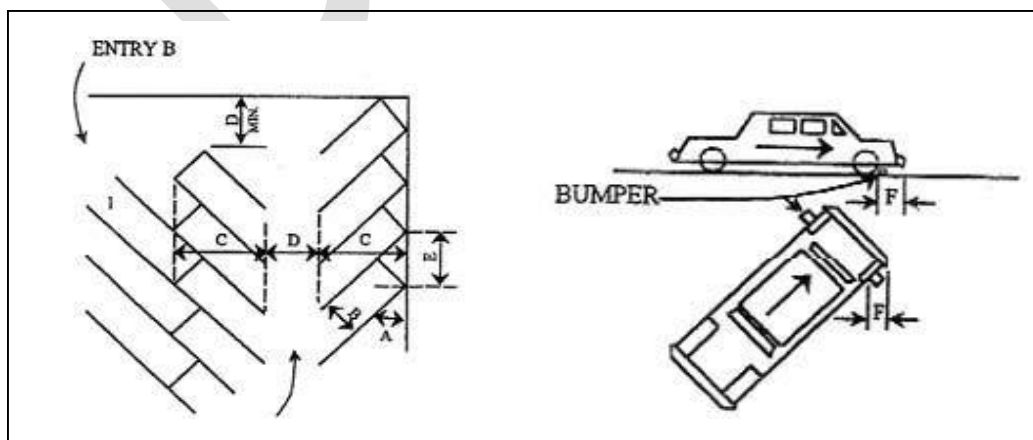
☐ Yes ☐ No

Is parking lot layout or circulation changing?

☐ Yes ☐ No

Parking Standards

A Parking Angle	Standard Compact	B Stall Width	C Stall to Curb	D Aisle Width	E Curb Length	F Overhang
0 Degrees		8.5'	9.0'	12'	20'	0'
30 Degrees	Standard Compact	9' 8'	17.3' 14.9'	11' 11'	18' 16'	
45 Degrees	Standard Compact	8.5' 8.5'	19.8' 17.0'	13' 13'	12.7' 11.3'	1.4'
60 Degrees	Standard Compact	9' 8'	21' 17.9'	18' 16'	10.4' 9.2'	1.7'
90 Degrees	Standard Compact	9' 8'	19.0' 16.0'	24' 22'	9' 8'	1.5'



Parking Lot Dimensions

☐ Standard ☐ Compact

Parking Angle: _____

Stall Width: _____

Aisle Width: _____

Curb Length: _____

Stall to Curb Length: _____

Overhang: _____

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Change to Parking Lot Circulation and/or Layout

Building additions must be in compliance with Oregon City Municipal Code Sections 12.04.025, 12.04.195, 17.52.030, 17.62.050.A.2, 17.62.050.A.9, and 17.62.057.F.

Number of Existing Parking Stalls _____

Number of Proposed Parking Stalls _____

Would the proposed changes result in an increase or loss of parking stalls?

☐ Yes ☐ No

Parking Lot Dimensions

☐ Standard ☐ Compact

Parking Angle: _____

Stall Width: _____

Aisle Width: _____

Curb Length: _____

Stall to Curb Length: _____

Overhang: _____

Does the proposed parking lot configuration provide for adequate pedestrian circulation, including:

Connections between all building entrances and the street?

☐ Yes ☐ No

Connections between main entrances of buildings on the same site?

☐ Yes ☐ No

Connections between main building entrances of buildings on adjacent commercial and residential sites where practicable?

☐ Yes ☐ No

Are onsite pedestrian walkways:

Hard surfaced?

☐ Yes ☐ No

Well drained?

☐ Yes ☐ No

At least five feet wide?

☐ Yes ☐ No

Visually contrasting to adjoining surfaces?

☐ Yes ☐ No

Are curb stops proposed?

☐ Yes ☐ No

If curb stops are not proposed, pedestrian walkways bordering park spaces must be a minimum of seven feet in width.

Width of pedestrian walkways bordering parking spaces _____

Driveways

Is a new driveway being proposed?

☐ Yes ☐ No

Width of proposed driveway at sidewalk of property line _____

Pursuant with Oregon City Municipal Code Section 12.04.025.D.1, each new or redeveloped curb cut shall have an approved concrete approach or asphalted street connection where there is no concrete curb and a minimum hard surface for at least ten

feet and preferably twenty feet back into the lot as measured from the current edge of street pavement to provide for controlling gravel tracking onto the public street.

Proposed driveway surface: ☐ Concrete ☐ Asphalt ☐ Other _____

Is any gravel being proposed as part of this project? ☐ Yes ☐ No

Street Functional Classification	Minimum Driveway Spacing Standards	Distance
Major Arterial Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	175 ft.
Minor Arterial Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	175 ft.
Collector Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	100 ft.
Local Streets	Minimum distance from a street corner to a driveway for all uses and Minimum distance between driveways for uses other than single and two-family dwellings	25 ft.

Street Functional Classification: ☐ Major Arterial ☐ Minor Arterial ☐ Collector ☐ Local

Distance between driveway and street corner or between driveways: _____

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Removal/Relocation of Parking Stalls

Building additions must be in compliance with Oregon City Municipal Code Sections 17.52.020 and 17.52.030.

Number of Existing Parking Stalls _____

Number of Proposed Parking Stalls _____

Parking Stalls Being Removed _____

Parking Stalls Being Relocated _____

Parking Lot Dimensions

☐ Standard ☐ Compact

Parking Angle: _____

Curb Length: _____

Stall Width: _____

Stall to Curb Length: _____

Aisle Width: _____

Overhang: _____

The number of parking spaces shall comply with the minimum and maximum standards listed in Table [17.52.020](#). The parking requirements are based on spaces per one thousand square feet net leasable area unless otherwise stated.

Number of automobile spaces required. <u>LAND USE</u>	Table 17.52.020 <u>PARKING REQUIREMENTS</u>	
	<u>MINIMUM</u>	<u>MAXIMUM</u>

Hotel, Motel	1.0 per guest room	1.25 per guest room
Correctional Institution	1 per 7 beds	1 per 5 beds
Senior housing, including congregate care, residential care and assisted living facilities; nursing homes and other types of group homes;	1 per 7 beds	1 per 5 beds
Hospital	2.00	4.00
Preschool Nursery/ Kindergarten	2.00	3.00
Elementary/Middle School	1 per classroom	1 per classroom + 1 per administrative employee + 0.25 per seat in auditorium/assembly room/stadium
High School, College, Commercial School for Adults	0.20 per # staff and students	0.30 per # staff and students
Auditorium, Meeting Room, Stadium, Religious Assembly Building, Movie Theater	.25 per seat	0.5 per seat
Retail Store, Shopping Center, Restaurants	4.10	5.00
Office	2.70	3.33
Medical or Dental Clinic	2.70	3.33
Sports Club, Recreation Facilities	Case Specific	5.40
Storage Warehouse, Freight Terminal	0.30	0.40
Manufacturing, Wholesale Establishment	1.60	1.67
Light Industrial, Industrial Park	1.3	1.60

Land Use _____

Net Leasable Area _____

Number of Spaces Required _____

Number of Spaces Proposed _____

<i>Staff Only</i>				
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____

Adoption of Shared Parking Agreements

Adoption of shared parking agreements must be in compliance with Oregon City Municipal Code Sections 17.52.020.B.2.

Please describe the proposed shared parking agreement in detail _____

How many parties are involved in the proposed shared parking agreement? _____

List all parties involved below: _____

Is the proposed shared parking facility within 1,000 feet of the potential uses?

☐ Yes ☐ No

Distance between shared parking and proposed uses? _____

Copy of recorded deed, lease, contract, or other similar document authorizing the joint use provided? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Changes to Bicycle Parking

Changes to bicycle parking must be in compliance with Oregon City Municipal Code Section 17.52.040.

Please describe the proposed bicycle parking modifications in detail _____

Use	Bicycle Parking Required	Covered Bicycle Parking Required
Correctional institution	1 per 15 auto spaces (minimum of 2)	30% (minimum of 1)
Nursing home or care facility	1 per 30 auto spaces (minimum of 2)	30% (minimum of 1)
Hospital	1 per 20 auto spaces (minimum of 2)	30% (minimum of 1)
Park-and-ride lot	1 per 5 auto spaces (minimum of 2)	50% (minimum of 1)
Transit center	1 per 5 auto spaces (minimum of 2)	50% (minimum of 1)
Parks and open space	1 per 10 auto spaces (minimum of 2)	0%
Public parking lots	1 per 10 auto spaces (minimum of 2)	50% (minimum of 1)
Automobile parking structures	1 per 10 auto spaces (minimum of 4)	80% (minimum of 2)
Religious institutions, movie theater, auditorium or meeting room	1 per 10 auto spaces (minimum of 2)	30% (minimum of 1)
Libraries, museums	1 per 5 auto spaces (minimum of 2)	30% (minimum of 1)
Preschool, nursery, kindergarten	2 per classroom (minimum of 2)	50% (minimum of 1)
Elementary	4 per classroom (minimum of 2)	50% (minimum of 1)
Junior high and High school	2 per classroom (minimum of 2)	50% (minimum of 2)
College, business/commercial schools	2 per classroom (minimum of 2)	50% (minimum of 1)
Swimming pools, gymnasiums, ball courts	1 per 10 auto spaces (minimum of 2)	30% (minimum of 1)

Retail stores and shopping centers	1 per 20 auto spaces (minimum of 2)	50% (minimum of 2)
Retail stores handling exclusively bulky merchandise such as automobile, boat or trailer sales or rental	1 per 40 auto spaces (minimum of 2)	0%
Bank, office	1 per 20 auto spaces (minimum of 2)	50% (minimum of 1)
Medical and dental clinic	1 per 20 auto spaces (minimum of 2)	50% (minimum of 1)
Eating and drinking establishment	1 per 20 auto spaces (minimum of 2)	0%
Gasoline service station	1 per 10 auto spaces (minimum of 2)	0%

Use of Site _____

Number of Automobile Spaces _____ **Number of Existing Bicycle Spaces** _____

Number of Bicycle Spaces Proposed _____ **Number of Covered Bicycle Spaces** _____

Security of bicycle parking (mark all that apply):

- ☐ Lockable enclosure onsite
- ☐ Secure room in a building onsite
- ☐ A covered or uncovered bicycle rack onsite
- ☐ Bicycle parking within the adjacent right-of-way
- ☐ Other _____

Is proposed bicycle parking securely anchored to the ground or a structure? ☐ Yes ☐ No

Is proposed bicycle parking located in a secure, accessible, and convenient location? ☐ Yes ☐ No

Is proposed bicycle parking clearly marked and visible from the street or main building entrance? ☐ Yes ☐ No

Would proposed bicycle parking area impact pedestrian or motor vehicle movement? ☐ Yes ☐ No

Bicycle areas must be separated from motor vehicle parking and maneuvering areas and arterial streets by a buffer or minimum of five feet.

Distance from proposed bicycle parking to closest motor vehicle parking/maneuvering area or arterial street? _____

<i>Staff Only</i>			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
	Initial _____		

Tree Removal on Private Property

Tree removal must be in compliance with Oregon City Municipal Code Section 17.41.060.

Has the tree been determined to be dead, diseased, or hazardous by a certified arborist? ☐ Yes ☐ No

Letter from certified arborist provided? ☐ Yes ☐ No

DBH of tree being removed (*DBH is the trunk diameter as measured at 4 ½ feet above ground level*) _____ inches

Staff Only

Standards met? ☐ Yes ☐ No ☐ Not Applicable Initial _____

Changes to Landscaping

Changes to landscaping must be in compliance with Oregon City Municipal Code Section 17.62.050.A.1, 17.62.050.A.9, 17.62.056.A.2, 17.52.

Please describe the proposed landscaping changes in detail _____

Changes proposed to:

☐ Perimeter Parking Lot Landscaping ☐ Building Buffer Landscaping ☐ Interior Parking Lot Landscaping

Square footage of landscaping being added? _____

Square footage of landscaping being removed? _____

Lot size _____ Percentage of lot that is landscaped _____

Has a landscaping plan prepared by a certified arborist or other qualified professional been provided? ☐ Yes ☐ No

Does the proposed landscaping include a mix of deciduous shade trees and coniferous trees? ☐ Yes ☐ No

Are proposed landscaping trees a minimum two-inch caliper size? ☐ Yes ☐ No

Does the proposed landscaping obstruct lines of sight for safe traffic operation? ☐ Yes ☐ No

Would the proposed landscaping changes disrupt pedestrian connections or pathways connecting primary building entrances to the street? ☐ Yes ☐ No

Would the proposed landscaping changes disrupt pedestrian connections or pathways connecting primary building entrances to other main entrances on the same site? ☐ Yes ☐ No ☐ Not Applicable

Would the proposed landscaping changes disrupt pedestrian connections or pathways connecting primary building entrances to main entrances of buildings on adjacent sites? ☐ Yes ☐ No ☐ Not Applicable

Perimeter Parking Lot Landscaping and Parking Lot Entryway/Right-of-Way Screening

Parking lots shall include a five-foot wide landscaped buffer where the parking lot abuts the right-of-way and/or adjoining properties. Shared driveways and parking aisles that straddle a lot line do not need to meet perimeter landscaping requirements.

Width of landscaping buffer where the parking lot abuts the right-of-way and/or adjoining properties

Trees: Trees must be spaced a maximum of thirty-five feet apart and a minimum of one tree in either side of the entryway is required. When the parking lot is adjacent to the public right-of-way, the parking lot trees shall be offset from the street trees.

Are trees spaced a no more than thirty-five (35) feet apart? ☐ Yes ☐ No

Maximum distance between trees in the perimeter landscaping buffer: _____

Are parking lot trees offset from street trees (if adjacent to the right-of-way)? ☐ Yes ☐ No ☐ Not Applicable

Number of trees in the parking lot entryway?

Ground Cover: Ground cover, such as wildflowers, must be spaced a maximum of 16-inches on center covering one hundred percent of the exposed ground within three years. No bark mulch shall be allowed except under the canopy of shrubs and within two feet of the base of trees.

Spacing between groundcover _____ inches

Is any bark mulch being proposed with the exception of bark mulch under the canopy of shrubs and within two feet of the base of trees? ☐ Yes ☐ No

Hedges and Shrubs: An evergreen hedge screen of thirty to forty-two inches high spaced no more than four feet apart on average is required. The hedge/shrubs shall be parallel to and not nearer than two feet from the right-of-way line. The required screening shall be designed to allow for free access to the site and sidewalk by pedestrians. Visual breaks, no more than five feet in width, shall be provided every thirty feet within evergreen hedges abutting the public right-of-ways.

Average spacing between shrubs and/or hedges _____ feet Height of hedge screen _____ inches

Are the proposed hedges/shrubs parallel to the right-of-way line? ☐ Yes ☐ No

Distance between hedges/shrubs and the right-of-way line? _____

Width of visual breaks _____ feet Distance between visual breaks _____ feet

Does the screening provide for free access to the site and sidewalk by pedestrians? ☐ Yes ☐ No

Parking Area/Building Buffer

Parking areas shall be separated from the exterior wall of a structure, exclusive of pedestrian entranceways or loading areas, by one of the following:

☐ Minimum five-foot wide landscaped planter strip (excluding areas for pedestrian connection) abutting either side of a parking lot sidewalk

☐ Seven-foot sidewalks with shade trees spaced a maximum of thirty-five feet apart in three-foot by five-foot wells.

Landscaped Planter Strips

Width of landscaped planter strip? _____ feet

Maximum spacing between trees? _____ feet

Spacing between groundcover _____ inches

Is any bark mulch being proposed with the exception of bark mulch under the canopy of shrubs and within two feet of the base of trees? ☐ Yes ☐ No

Average spacing between shrubs _____ feet Height of evergreen hedge _____ inches

Sidewalks with Shade Trees

Width of sidewalk? _____ feet Maximum spacing between trees? _____ feet

Size of tree wells: _____

Interior Parking Lot Landscaping

Surface parking lots shall have a minimum ten percent of the interior gross area of the parking lot devoted to landscaping to improve the water quality, reduce stormwater runoff, and provide pavement shade. Interior parking lot landscaping shall not be counted toward the fifteen percent minimum total site landscaping required, unless otherwise permitted by the underlying zoning district. Pedestrian walkways or impervious surface in the landscaped areas are not to be counted in the percentage.

Is there a minimum of one tree per six parking spaces? ☐ Yes ☐ No

What is the maximum number of parking spaces without a tree? _____

Are shrubs spaced no more than four feet apart? ☐ Yes ☐ No

Maximum spacing between shrubs? _____

Is there a landscape strip for every eight parking spaces? ☐ Yes ☐ No

What is the maximum number of contiguous parking spaces without an interior landscape strip between them? _____

Width of interior landscaping strip (if applicable)? _____

Length of interior landscaping strip (if applicable)? _____

Pedestrian walkways must have shade trees spaced a maximum of every thirty-five feet in a minimum three-foot by five-foot tree wells, or trees spaced every thirty-five feet, shrubs spaced no more than four feet apart on average, and ground cover covering one hundred percent of the exposed ground. No bark mulch shall be allowed except under the canopy of shrubs and within two feet of the base of trees.

Maximum distance between shade trees along pedestrian walkways? _____ feet ☐ Not Applicable

Size of tree wells in tree wells along pedestrian walkways? _____ ☐ Not Applicable

Are shrubs along pedestrian walkways spaced no more than four feet apart? ☐ Yes ☐ No ☐ Not Applicable

Maximum spacing between shrubs along pedestrian walkways? _____ ☐ Not Applicable

Maximum spacing between trees in pedestrian walkways? _____ feet ☐ Not Applicable

Percentage of ground cover in pedestrian walkways: _____ ☐ Not Applicable

Is any bark mulch being proposed along pedestrian walkways with the exception of bark mulch under the canopy of shrubs and within two feet of the base of trees? ☐ Yes ☐ No ☐ Not Applicable

Staff Only

Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	Initial _____
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Installation of Mechanical Equipment

Changes to mechanical equipment must be in compliance with Oregon City Municipal Code Section 17.62.050.A.20.

Where is the proposed mechanical equipment being installed?

☐ Rooftop ☐ Ground-mounted ☐ Wall-mounted ☐ Other _____

Is proposed mechanical equipment screened? ☐ Yes ☐ No

Please describe the proposed screening _____

Rooftop Equipment

Is the screening enclosure or parapet constructed of one of the building materials used on the primary façade of the building? ☐ Yes ☐ No

Proposed building material of enclosure _____

Is the mechanical equipment completely enclosed by the screening enclosure or parapet? ☐ Yes ☐ No

Height of mechanical equipment _____ Height of parapet or screen _____

Wall-mounted Equipment

Is the equipment mounted to the front façade of the building? ☐ Yes ☐ No

Is the equipment mounted to a façade facing the right-of-way? ☐ Yes ☐ No

Ground-mounted Equipment

Is any screening of the equipment proposed? ☐ Yes ☐ No

Type of screening proposed?

☐ Fence ☐ Screening Enclosure ☐ Trees ☐ Shrubs ☐ Other _____

Is at least 80% of the mechanical equipment visually screened? ☐ Yes ☐ No

Percentage of equipment that is visually screened: _____

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

ADA Upgrades

ADA Upgrades must be in compliance with Oregon City Municipal Code Section 17.62.050.A.9.

Please describe the proposed ADA upgrades in detail _____

Would the proposed ADA upgrades result in a loss of:

Parking? ☐ Yes ☐ No

Landscaping? ☐ Yes ☐ No

Other: _____

Do the proposed upgrades provide adequate pedestrian circulation, including:

Connections between all building entrances and the street? ☐ Yes ☐ No

Connections between main entrances of buildings on the same site? ☐ Yes ☐ No

Connections between main building entrances of buildings on adjacent commercial and residential sites where practicable? ☐ Yes ☐ No

Are onsite pedestrian walkways:

Hard surfaced? ☐ Yes ☐ No

Well drained? ☐ Yes ☐ No

At least five feet wide? ☐ Yes ☐ No

Visually contrasting to adjoining surfaces? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications to Fence, Hedge, or Wall

Changes to fences, walls, and hedges must be in compliance with Oregon City Municipal Code Section 17.54.100 and 17.62.050.A.21.

Where is the proposed structure?

☐ Fence ☐ Wall ☐ Hedge ☐ Other _____

Is the proposed fence, hedge, or wall adjacent to the right-of-way? ☐ Yes ☐ No

Total height of proposed structure _____

Proposed Building Materials: _____

Are any prohibited building materials being used? ☐ Yes ☐ No

Staff Only			
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Addition or Alteration of Outdoor Lighting

Changes to outdoor lighting must be in compliance with Oregon City Municipal Code Section 17.62.065.

Location	Minimum Foot-candle Level	Maximum Foot-candle Level	Average
Pedestrian Walkways	0.5	7:1 max/min ratio	1.5
Pedestrian Walkways in Parking Lots		10:1 max/min ratio	0.5
Pedestrian Accessways	0.5	7:1 max/min ratio	1.5
Building Entrances	3		
Bicycle Parking Areas	3		
Abutting Property	N/A	.05	

Location of Lighting _____ Foot-candle Level _____

Has an exterior lighting plan been provided? ☐ Yes ☐ No

Would the proposed lighting cause an illumination on other properties in excess of 0.5 footcandle at the property line? ☐ Yes ☐ No

Does the proposed lighting emit more than nine-hundred lumens (thirteen watt compact fluorescent or sixty watt incandescent)? ☐ Yes ☐ No

If proposed lighting emits more than nine-hundred lumens, is it concealed or shielded with a full cut-off style fixture in order to minimize the potential for glare and unnecessary diffusion on adjacent property? ☐ Yes ☐ No

Bulb type?

☐ Metal halide ☐ Induction Lamp ☐ Compact Fluorescent ☐ Incandescent
☐ High Pressure Sodium with a Color Rendering Index above 70 ☐ Other _____

What is the height of the proposed light pole or lighting fixture? _____

Is the site a parking lot larger than five acres, where the light pole is located at least one hundred feet from any residential use? ☐ Yes ☐ No

Are parking lots and other background spaces illuminated as unobtrusively as possible while meeting the functional needs of safe circulation and protection of people and property? ☐ Yes ☐ No ☐ Not Applicable

Is pedestrian scale lighting utilized for foreground spaces, such as building entrances and outside seating areas? ☐ Yes ☐ No ☐ Not Applicable

Are on-site pedestrian circulation systems lighted to enhance pedestrian safety and allow people to use the walkways at night? ☐ Yes ☐ No ☐ Not Applicable

Are pedestrian accessways to enhance pedestrian and bicycle safety lighted with pedestrian scale lighting? ☐ Yes ☐ No ☐ Not Applicable

Are floodlights proposed to be utilized to light any portion of a building façade between the hours of 10 PM and 6 AM? ☐ Yes ☐ No ☐ Not Applicable

Is lighting on outdoor canopies (convenience store, automobile service station, other canopies), fully recessed into the canopy and not protruding downwards beyond the ceiling of the canopy? ☐ Yes ☐ No ☐ Not Applicable

Is the style of light standards and fixtures consistent with the style and character of architecture on the site? ☐ Yes ☐ No ☐ Not Applicable

Does the proposed lighting add more than one foot-candle to illumination levels at any point off site? ☐ Yes ☐ No

Is outdoor light not necessary for security purposes reduced, activated by motion sensor detectors, or turned off during non-operating hours? ☐ Yes ☐ No

Do light fixtures used to illuminate flags, statues, or any other objects mounted on a pole pedestal or platform use a narrow cone beam of light that will not extend beyond the illuminated object? ☐ Yes ☐ No ☐ Not Applicable

Are direct emissions from upward directed architectural, landscape, and decorative lighting visible above the building roofline? Yes ☐ No ☐ Not Applicable

Except for temporary decorative seasonal lighting, are any flickering or flashing lights proposed? ☐ Yes ☐ No

Wireless Sites

Is the proposed lighting required by the Federal Aviation Administration or the Oregon Aeronautics Division? ☐ Yes ☐ No

Does the proposed lighting include artificial lighting of a wireless communication tower or antenna? ☐ Yes ☐ No

Does the proposed lighting include strobe lighting of wireless communication facilities? ☐ Yes ☐ No

Is security lighting for equipment shelters or cabinets and other on-the-ground auxiliary equipment on wireless communication facilities initiated by motion detecting lighting? ☐ Yes ☐ No ☐ Not Applicable

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____

Modifications of Refuse Enclosure

Changes to outdoor lighting must be in compliance with Oregon City Municipal Code Section 17.62.085.

Total size of proposed enclosure _____

Is the enclosure sized appropriately to meet the needs of current and expected tenants? ☐ Yes ☐ No

Is the area fully enclosed and visually screened? ☐ Yes ☐ No

Is the enclosure easily and safely accessible by collection vehicles? ☐ Yes ☐ No

Would the proposed enclosure affect:

Travel lanes? ☐ Yes ☐ No

Walkways? ☐ Yes ☐ No

Streets? ☐ Yes ☐ No

Adjacent properties? ☐ Yes ☐ No

Staff Only			
Standards met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable Initial _____



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 16-386

Agenda Date: 6/27/2016

Status: Agenda Ready

To: Planning Commission

Agenda #: 4a.

From:

File Type: Minutes

Approval of Planning Commission meeting minutes for December 14th, 2015 and January 25th, 2016.

RECOMMENDED ACTION (Motion):

Review, revise if needed, and approve.

BACKGROUND:

See attached draft minutes.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft

Planning Commission

Monday, January 25, 2016

7:00 PM

Commission Chambers

1. Call to Order

The meeting was called to order by Chair Kidwell at 7:00 p.m.

Present: 6 - Charles Kidwell, Robert Mahoney, Zachary Henkin, Paul Espe, Denyse McGriff and Damon Mabee

Absent: 1 - Tom Geil

Staffers: 4 - Pete Walter, Carrie Richter, Laura Terway and Tony Konkol

1a. Public Comments

Chair Kidwell added the Public Comment agenda item to the agenda and invited the public to speak.

Betty Mumm, Oregon City, stated that her comments at the previous Planning Commission meeting were not intended to be threatening, and she wanted to express her deepest appreciation and respect for the efforts of the Planning Commission. She apologized for any misconceptions that may have occurred.

Dan Holladay, Mayor, stated that at the previous Planning Commission meeting, Jim Nicita stated that he felt that Mayor Holladay had sent Betty Mumm to speak at the last meeting in his stead. He pointed out that he had never acted in that way in the past. He respected the separation of the Planning Commission's responsibilities and the decision-making responsibility of the City Commission, and he understood the importance of seeing each agenda item on the City Commission agenda without having heard any of the Planning Commission's deliberations. He was offended by Mr. Nicita's comments, and he commended the Planning Commission for their work and efforts.

2. Public Hearing

2a. [PC 16-015](#)

ZC 15-03: Zone Change and PZ 15-01: Comprehensive Plan Amendment for Property Located near Beaver Creek Road, Highway 213 and Maple Lane Road

Chair Kidwell introduced agenda item 2a and asked the Commissioners if there had been ex parte contacts or any biases to declare. There were none. Commissioner Mabee, who was absent at the last meeting, had reviewed the discussion and felt prepared to address tonight's item.

Carrie Richter, Assistant City Attorney, noted that the public testimony was closed at the January 11th meeting and tonight's meeting was for deliberation only. An exception was made to allow the applicant to submit their final written argument,

which was submitted on January 18, 2016. This is the last document the Commission received for the record. She stated that a request by Mr. Nicita was received today to reopen the record to receive a Metro Code provision related to corridors and the 20/40 growth concept map. After review of the request, Ms. Richter believed Mr. Nicita's claim was without merit and Mr. Nicita had an opportunity before the January 11th meeting to raise the issue. Ms. Richter explained to the Commission that they could decide to reopen the record or not. There were two other requests received to reopen the record. One from Mr. Robinson and one from Ms. Graser-Lindsey. Ms. Richter's recommendation was to reject the requests, but if the Commission decided to reopen the record, the hearing would need to be re-noticed and held at a later date.

Chair Kidwell opened the discussion to the Commission. Commissioner McGriff preferred to reopen the record only to obtain the information on the Metro Code provision. Commissioner Espe felt that the opportunity to present the information had already passed, noticing was proper, and the last-minute attempt to delay the process was not necessary. He preferred to move forward without reopening the record. Chair Kidwell and Commissioners Henkin, Mahoney, and Mabee agreed with Commissioner Espe. Ms. Richter confirmed that the City Commission's review of the project is on the record.

Motion by Commissioner Zachary Henkin, second by Commissioner Bob Mahoney, to maintain the record as closed and reject the four e-mails received on January 25, 2016 to reopen the record.

Aye: 5 - Charles Kidwell, Robert Mahoney, Zachary Henkin, Paul Espe and Damon Mabee

Nay: 1 - Denyse McGriff

Chair Kidwell opened the discussion to the Commission.

Commissioner Mahoney supported the application due to its proximity to a major intersection and the probability of resolution to the transportation issues, drainage, and water issues. The application meets general values of the comprehensive plan.

Commissioner Henkin stated that the intersection was the linchpin of the application, and he noted that staff had identified how to address the issues through the mobility study. He felt it was good use of the property and liked the variety that it would bring to that area of the city.

Commissioner Espe stated he was on the fence because the mitigation of the traffic issue was unclear to him. He felt there may be fewer vehicles due to the potential of non-driving residents at the assisted care facility. He stated he was still undecided, and felt his two choices were between a full subdivision plat and buildout or this project.

Commissioner Mabee said the recent landslide concerns in the City near this project caused him to review mapping of the area. He felt that retention walls would be necessary. He drove down the highway and stopped to notice slide evidence from ancient slides. He felt better about proceeding with the project, but emphasized that the City needs to seriously monitor the trip counts.

Commissioner McGriff stated that she had concerns about any kind of development on the property. Her two main concerns were: 1) Traffic. She preferred that there was more certainty that the future traffic fix would occur. The mobility study should be done now, not later. 2) The moderate hazard that the headslope slope poses to the development. She is not convinced that the conditions of approval are strong

enough to help with her two concerns.

Commissioner Mabee felt that over time, the roadway would be more stable due to the anticipated reduction of heavy equipment and vehicles on the road.

Commissioner Henkin added that the management of the water infiltration would add to the stability of the project.

Chair Kidwell stated that no development was not an option because the developer could go in there and build something that meets zoning and not require the Commission's approval. He liked that the developers agreed to a trip cap where the City could limit how much traffic would contribute to the intersection. He felt that would mitigate the potential for growth in traffic. He stated that traffic would not come from the project site, but the traffic was coming from south of Oregon City. He's satisfied that as the applicant moves into the permitting process, they need to show they have met all the City requirements including storm drain mitigation. He liked that the developers included a list of prohibited development on the site and that gives some confidence that the traffic will be limited.

Laura Terway, Planner, distributed the recommended conditions of approval that were revised from the January 4th staff report and entered into the record at the January 11, 2016 Planning Commission hearing. She described the changes to the conditions. She noted that tracking of the trips was also a priority for staff. She identified how that would be accomplished and that the applicant would be required to give a full account at each stage.

Chair Kidwell stated he was fine with the language on revised condition #2 if the first sentence remained.

Commissioner McGriff asked for clarification on when the alternative mobility study would take place. Ms. Terway replied that the first permitted use in the Code allows a significant amount of trips through this intersection or else a traffic study is required. The Code includes reference to the TSP (Transportation System Plan) that lists required improvements. The TSP identifies three projects for this intersection: 1) Lengthening of a left turn lane; 2) Signage; 3) Alternate Mobility Study. Ms. Richter added that when the applicant comes forward through the site plan review, they will need to contribute some part of those three items identified in the TSP. Commissioner McGriff asked that these requirements be included in the conditions, and Chair Kidwell suggested adding language to condition #4 such as, A new development would trigger the compliance with TSP projects that are identified for that intersection, as per City Code.

Ms. Richter offered the following sentence to be added to the conditions of approval: Prior to any future development of the site where a Traffic Impact Study is required, the applicant shall provide for the improvements identified in the TSP.

Pete Walter, Planner, stated there are two levels of traffic impact studies in the guidelines, so both could be specified - the Traffic Analysis Letter and the Traffic Impact Study.

Ms. Terway re-read the revised sentence for #2 conditions of approval: Future development of the site shall be limited to the uses in the aggregate that produce no more than 128 trips during the AM peak hour and no more than 168 trips during the PM peak hour. No development shall be permitted that exceeds either value. All applicants seeking to develop new or alter existing uses on the property shall submit an accounting of trips generated through previously approved land use actions and business licenses for the entire subject site associated with the proposal and

demonstrate that the proposal complies with both maximum AM and PM peak hour trip caps. In order to keep an accurate tally of trips over time, the City will review this accounting either, 1) as part of the land use review required in cases where no business license is required; 2) as part of reviewing an application for business license in cases where no land use is required; 3) or both, where land use approval and business license are required.

Taking into consideration Mr. Walter's comments, Ms. Richter re-read condition #4 into the record: Prior to approval of any development of the site where a Traffic Impact Study or a Traffic Analysis Letter is required, the applicant shall provide for the improvements identified in the TSP to offset the impacts or resulting from development.

Commissioner McGriff asked to address her concern of the moderate hazard that the headslope slope poses to the development. Ms. Terway replied that the applicant is not proposed to turn any dirt at this time or proposing any construction. When construction is proposed, they will go through a public review process to verify that they demonstrate compliance with the City's standards, including the adopted Geologic Standards Code, Chapter 17.44 that requires studies to be vetted. There is no condition of approval provided because there is no impact at this time.

Motion by Commissioner Damon Mabee, second by Commissioner Bob Mahoney, to approve Planning Commission file ZC 15-03 and PZ 15-01, with four conditions of approval as modified.

Aye: 6 - Charles Kidwell, Robert Mahoney, Zachary Henkin, Paul Espe, Denyse McGriff and Damon Mabee

Commissioner McGriff stated her support the motion, but for the record expressed her concerns for slope, hazard and potential.

Ms. Terway announced the application would move forward to the City Commission on February 17, 2016.

2b. [PC 16-017](#)

Re-adoption of the Beavercreek Road Concept Plan (Planning File LE 15-03)

Pete Walter, Planner, provided the staff report to the Planning Commission. He stated that staff recommends approval of the Beavercreek Road Concept Plan and its appendices. Findings have been provided that meet the statewide land use goals, Metro Title I, Metro Title 4, and applicable Comprehensive Plan criteria based on the record and findings. He addressed the issues related to TriMet, Holly Lane, alternative mobility, open space, cottage manufacturing and employment, and home occupation. Mr. Walter referred to a letter to TriMet from John Lewis, Public Works Director, addressing its service enhancement plan. The letter included recommendations from Mr Lewis to request further planning for service from Meyers Road to Clackamas Community College and the Beavercreek Road Concept Plan area. The service would increase safety and efficiency by routing busses through the college and spur development of sites to foster family wage jobs and support economic growth. In addition, the letter addressed other matters. Mr. Walter stated that the draft Southeast Service Enhancement Plan had not yet been received.

Commissioner Kidwell stated he would like to see tangible evidence that TriMet is being responsive to the City's concerns, and he suggested they provide a plan of action if a full response was not yet available. Mr. Walter explained that a response to Mr. Lewis' letter has not been received from TriMet, but he was confident that one would be received at the City Commission level during the hearing process.

Commissioner Espe stated that he did not expect to have a full plan from TriMet, but he was not able to make a decision tonight because he felt some key components were missing.

The Commission discussed how to proceed in obtaining TriMet's plan.

Carrie Richter, Assistant City Attorney, stated that no development can happen until the alternative mobility standards are adopted. Those standards will come before the Planning Commission and the City Commission as an amendment to the Transportation System Plan.

Chair Kidwell responded that the Commission was not asking for the alternative mobility standards to be adopted first, but for a commitment from TriMet to improve service in Oregon City. Commissioner McGriff added that TriMet should be told that Oregon City was delaying its approval of the Beavercreek Road Concept Plan until a commitment for improved service was received from TriMet.

Mr. Walter continued his discussion of the issues and distributed a functional cross section of Holly Lane to the Commissioners. He stated staff does not think it should be removed from the TSP. Regarding alternative mobility targets, the City will work with ODOT, the college, and other stakeholders to develop the refinement plan in the short term, as it's the only way to accommodate further growth within the existing city limits and the Urban Growth Boundary. Mr. Walter addressed the open space issue, stating that the standard of 16 acres per 1,000 population was amended to a standard of 6 to 10 acres per 1,000 population. PRAC (Parks & Recreation Advisory Committee) was involved in the determination, and on October 22, 2015, PRAC voted unanimously to support the parks, open space, and recreation elements of the Beavercreek Road Concept Plan. Mr. Walter addressed the cottage manufacturing and employment and home occupations issues related to testimony from James Nicita that the City Commission directed staff on July 20, 2011 to include greater cottage manufacturing in the yellow zones. Staff reviewed the testimony from that time period and did not find a specific determination by the Commission that the plan document must be modified to include the provision of greater cottage manufacturing in the yellow areas. Staff believed it was a zoning issue to be addressed when the city adopts zoning to implement the plan through a separate process. Ms. Richter clarified that staff would first study cottage manufacturing during the implementation of the zoning. Mr. Walter added that the findings state that the study will be addressed at a later time.

Mr. Walter summarized that the concept plan provides a good mix for today's needs, includes elements of sustainability, is supportive of campus industrial zoning and the college relationships and Oregon City High School, and the potential of increased public transportation via TriMet. The area is a corridor and will bring about rezoning, providing the public with opportunities to walk and live closer to where they work.

Commissioner McGriff referred to page 15 of the findings, and stated she preferred to revert back to the tracked changes version of this section related to the Goal 5 inventory. The Commission agreed to reverting back to the tracked changes version, and Mr. Walter agreed. Commissioner McGriff referenced page 17 of the findings specific to the geologic hazard zone and asked if development would happen in those areas. Mr. Walter said the Plan does not envision development in the geologic hazard zone, except for stormwater outlet areas and non-habitable structures.

Commissioner Mahoney asked if the City was on track with the instructions on the remand and Ms. Richter replied, yes, the purpose was to revisit this service and facility component, although she was unsure of TriMet's status at this point in time.

Commissioner Mahoney was concerned whether the Planning Commission had done its due diligence prior to sending the plan to the City Commission. Chair Kidwell reiterated that the motion could include that the TriMet issue would be brought to the City Commission's attention to specifically include as part of their review via a cover letter. Commissioner Mahoney suggested Chair Kidwell give testimony on this subject to the City Commission. Chair Kidwell preferred to have a more tangible memorandum to present, but he agreed to go with Commissioner McGriff to make a presentation. The Commission agreed that staff would create the memo, bring it to the Planning Commission at the next meeting for review, and then move it forward to the City Commission. The memo would address four main points: 1) Specific response from TriMet with respect to the southeast corner service; 2) Mobility standards; 3) Clarification on cottage manufacturing and implementing zoning; 4) Status of Holly Lane inside the UGB in terms of it being reconsidered in the TSP as far as its classification.

Motion by Commissioner Denyse McGriff, second by Commissioner Zachary Henkin, to recommend approval and final adoption of the Beavercreek Road Concept Plan, modifying the findings related to Goal 5 resources, and for staff to create a memorandum addressing the four topics discussed, including an attempt to contact TriMet, and bring the memo back to the Planning Commission for review on February 22, 2016.

Aye: 6 - Charles Kidwell, Robert Mahoney, Zachary Henkin, Paul Espe, Denyse McGriff and Damon Mabee

3. Communications

Ms. Terway invited the Commission to a Meet-and-Greet event this evening for the city manager candidates. She announced she has been named Interim Planning Manager. The Planning Division is hiring for a half-time planner and full-time assistant planner for a two-year period using grant funds while Christina Robertson-Gardiner and Kelly Reid are focusing on the Willamette Falls Legacy Project. She stated that the February 8, 2016 Planning Commission meeting will likely be cancelled.

Commissioner McGriff reported that communication had been received from a resident of Park Place Neighborhood regarding continued and ongoing flooding on their property allegedly due to the new development adjacent to the elementary school. She asked how the City would respond. Mr. Walter responded that the developer had installed extensive piping around the property, and staff believed the flooding was not related to the Sunnybrook II development. Oregon City Public Works is reviewing the data and analyzing the area to determine the cause. He agreed to report back to the Commission on the findings. Commissioner Mabee added that the connector road to the school property is experiencing traffic issues for the busses in conjunction with the development activity. Mr. Walter said he would look into the concern.

4. Adjournment

Chair Kidwell adjourned the meeting at 9:16 p.m.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Meeting Minutes - Draft

Planning Commission

Monday, December 14, 2015

7:00 PM

Commission Chambers

1. Call to Order

Chair Kidwell called the meeting to order at 7:00 p.m.

Present: 7 - Charles Kidwell, Tom Geil, Robert Mahoney, Zachary Henkin, Paul Espe, Denyse McGriff and Damon Mabee

Staffers: 3 - Tony Konkol, Laura Terway and Wendy Marshall

2. Public Comments

3. Public Hearing

3a. Re-adoption of the Beavercreek Road Concept Plan - Request for Continuance (Planning File LE 15-03)

Tony Konkol, Community Development Director, requested continuance of the public hearing to January 11, 2016 to allow staff time to complete responses to questions asked at the last meeting on the Beavercreek Road Concept Plan. He entered into the record Exhibit A, written comments submitted tonight from Christine Kosinski.

Motion by Denyse McGriff, second by Robert Mahoney, to continue the review of the Beavercreek Road Concept Plan, File LE 15-03, to January 11, 2016.

Aye: 7 - Charles Kidwell, Tom Geil, Robert Mahoney, Zachary Henkin, Paul Espe, Denyse McGriff and Damon Mabee

3b. The Cove Phase I: CP 15-01: Concept (Master) Plan Amendment, DP 15-01: Detailed Development Plan, NR 15-05: Natural Resources Overlay District Review and US 15-06: Geologic Hazards Overlay District Review

Chair Kidwell read the standard hearing procedures for the quasi-judicial hearing for agenda item 3b, The Cove, Phase I. He asked if Commission members had any ex parte contacts, conflicts of interest, statements to declare, and he asked if Commissioners had visited the site since the last meeting. Ms. McGriff stated she had been in and around the site for the past 25 years and had been near the site yesterday afternoon. Commissioner Mabee stated he drives by the site regularly. Commissioner Mahoney stated he was familiar with the site. Commissioner Henkin stated he was familiar with the site and had no ex parte contacts. Commissioner Espe stated he had no ex parte contacts and uses the Cove in a variety of ways for recreation. Chair Kidwell said he had no ex parte contacts to declare and was familiar with the site but had not visited the area recently. The audience did not have any comments on these declarations.

Laura Terway, Planner, presented the application including a PowerPoint presentation. The primary purpose for the application was to construct multi-family dwelling units on Lot 2, directly adjacent to the Oregon City Shopping Center. She reported that the application had been reviewed by the Urban Renewal Commission of Oregon City, and clarified that the Planning Commission would only be considering what was before them this evening. There was no recommendation from the Urban Renewal Commission to consider. She stated tonight's review would ensure that the application complied with the previously approved master plans and current City Code. Ms. Terway stated the original approval of the Cove project occurred in 2008, followed by a master plan amendment in 2009. Since that time, the City sold Lot 2, and she explained the proposed amendments to the master plan. The first amendment included a permanent trail head parking lot facility; an increase of dwelling units on Lot 2 from 220 to 244; added 5,500 square feet of office space and 1,000 square feet for office or restaurant; a temporary trail head parking lot during Phase I; increase the number of dwelling units along the waterfront from 180 to 195; amend the design for Main St. and Agnes Ave. and Agnes extension; adjustments from the City Code identified in the staff report; and an amended phasing plan. The phasing plan would extend to 2019, with five phases beginning in 2015.

Wendy Marshall, Development Projects Manager, reviewed the public improvements for streets, sidewalks, public accessways, and emergency access associated with the project. Highlights include: Phase I would include the completion of Main St. and the roundabout, which includes sidewalk on both sides and crossings to include connection to the trails. Phase II included the completion of sidewalk extending through the trail loop and Agnes Ave., including a short half street, 20 feet of pavement with a sidewalk for emergency vehicles, pedestrians, and bicycles.

Ms. Terway explained a condition of approval in Phase I required implementation of a pedestrian sidewalk connection to McLoughlin Blvd. to allow for foot traffic generated by the multi-family dwelling units on Lot 2. She explained another condition of approval that required areas undesignated for development should be assigned a Phase for completion, potentially for plantings rather than active use. She stated there were conditions of approval associated with landscaping, and there were required City Code standards for street trees, onsite landscaping, and buffer requirements. Commissioner McGriff noted that junipers were not native to the area and felt they were a nuisance. She preferred the juniper not be used in the landscaping plan, and Chair Kidwell concurred.

Ms. Marshall discussed the detailed development plan including the overall earthwork cutting/filling plan. She addressed grading in Phase I and stated the project could not fill into the floodplain any more than what was removed. The water volume must remain stable, and homes would be built above the floodplain.

Ms. Terway stated the project would work within the City's Natural Resource Overlay District, a buffer that protects natural features and wildlife. She explained the project's activity in the area and the mitigation required. She described the building layout during Phase II for residential and commercial use.

Commissioner Mahoney asked if the fire district had provided comment on the project and who had jurisdiction regarding the placement of fire hydrants. Ms. Terway replied there was a condition of approval requiring approval from the fire district and the City was awaiting its response. Ms. Marshall responded that the City had spacing standards for the placement of the fire hydrants consistent with the fire district. The fire district has other standards for onsite installations.

Ms. Terway stated that, due to grading near the north park, the applicant would

construct a temporary 8' wide asphalt trail for 920' to replace the existing trail in Phase I, and build a permanent trail to replace the temporary trail in Phase II.

Ms. Terway stated that staff recommended approval with conditions. She explained there were minor tweaks to the conditions, none of which the essence of the conditions, but provide greater specificity of the condition.

Ms. Marshall pointed out that proposed condition #28 stated the sidewalk was eliminated from the required cross-section gap in front of the apartments. The developer could choose to build the sidewalk, but a tweak in the condition language would be required to allow the developer to opt to build the sidewalk.

Chair Kidwell invited the applicant forward for their presentation.

Ed Darrow, Principal for Pacific Property, gave a brief history of 2006 of the Cove project's master planning progress. He described the development details of Phases I - V using a visual presentation. He pointed out the economic value of the project to the City for Phase I and II and noted the 250 construction jobs and other new jobs created through the commercial opportunities designed into the site. He explained the public amenities created in the project such as an outdoor amphitheater, water sport activity opportunities, trails, swimming, and connectivity from the site to the Oregon City Shopping Center. He explained the esplanade planned for Phase II including a sidewalk along the water for walking and biking. He felt the project would change the environment, eliminate invasive species, and enhance the habitat. Mr. Darrow introduced Paul Herskowitz to further describe the project.

Paul Herskowitz, Grand Cove, LLC, gave a brief description of housing projects he formerly developed. He stated the proposed Cove project would develop a conventional, market-rate apartment community and his team would manage the property. He asked for the Commission to approve the proposed amendments to the master plan tonight, as development was planned to begin in April 2016.

Commissioner Espe noted that 220 trees would be removed and asked if the plan was to replace those trees. Mr. Herskowitz replied yes, the trees would be replaced, per Code.

Commissioner Mahoney asked how pedestrians would walk to the Oregon City Shopping Center. Reed Stapleton, with the developer's civil engineering firm, replied there was a condition of approval to provide a sidewalk down Main St. to Firestone on this public thoroughfare. There was an easement that would allow for a future public connection to that property, although it was not currently developed.

Commissioner McGriff asked where delivery trucks, moving trucks, and other. Mr. Herskowitz replied that most deliveries are done during the day, and like other apartment communities, the trucks approach the complex and make the deliveries. There will not be loading zones at the garden-style apartments.

Mr. Stapleton presented a slide showing the cross-section on Main St. and the potential of providing a sidewalk in that area, and he pointed out that the cross-section had been approved with the original approval seven years ago. The shed section and swale on the apartment site was part of the original DDP approval, Condition #20, and the project would develop this area as approved. Commissioner Mabee noted that the slide presented showed a sidewalk and he asked about the discrepancy. Lloyd Hill, architect, confirmed there was not a sidewalk in the slide, but what looked like a sidewalk was a stormwater swale.

Chair Kidwell opened the public hearing.

Jerry Herrmann, Gladstone, was present representing Rivers of Life, a youth and training organization. He did not intend to inhibit the project moving forward. He presented several points he asked the Commission to consider: 1) Clackamette Cove is 48 acres of open water, and its water quality is important to consider. He said the current water quality was poor and presented the Commission with his comments for improvement. He emphasized it was time to exercise the permit granted from the Corp of Engineers and the Division of State Lands eight years ago to put a water quality channel in place that would also serve as a safety access for marine patrol. 2) He suggested a signage campaign to educate the public on the upcoming changes at the Cove, such as "future beaver habitat" and "future trail access." 3) He suggested employing an alternative workforce in the project such as the youth in the City and especially at-risk youth. 4) He suggested the Commission invite the Lower Harbor Trust Fund to give a presentation on cleaning up the Willamette Falls area.

Bryon Boyce, Oregon City, was present speaking on behalf of the Clackamas River Basin Council as a longtime board member. He presented the Council's comments and questions: 1) the gravel at the mouth of the Cove is a concern, and the extent of the dredging needs to be defined once the water lowers. 2) Funding is available for restoration projects, and the City, in conjunction with government agencies and non-profit partners, could develop a plan to access the available funds. 3) He suggested a study in the north spit area that is hazardous with steep sides and steady erosion during high water and vertical drop-offs. He felt the City should consider its liability in the area. He stated he agreed with Commissioner McGriff's preference to increase the use of native plants at the Cove.

The Commission recessed for a break and reconvened at 9:00 p.m.

Heidi Bezzerides, resident of unincorporated Clackamas County, stated she utilizes the Cove for swimming and the area for recreation regularly and she spoke on the importance of water quality and non-motorized uses of the Cove when considering the Cove development. Her greatest concern with the development was that runoff from roofs and parking lots was designated to drain directly into the Cove with minimal filtration. She feared that the water quality would be dramatically compromised for the fish, wildlife, and people who swim in the Cove.

Justin Iverson, Oregon City, expressed concern for lack of boat access to the Cove. He was concerned that property values would skyrocket and create a market that was no longer affordable. Commissioner Mabee responded that the boat ramps at Clackamette Park would remain open for boat access, and the entire Cove would remain open for swimming.

Dorothy Dahlsrud expressed safety concerns for bicyclists and persons walking with dogs on the esplanade, and she suggested a sign with safety guidelines or a colored path. She stated with an additional 400 units, there would be more dogs to navigate the sidewalks. She preferred to see native Oregon trees and tall mixed conifers and star-gazing magnolias, especially due to the eagles and osprey in the area requiring large trees for nesting. She preferred sidewalks on both sides of the street and more off-street parking.

William Gifford, Oregon City, stated that after observing the progression of the Cove project for the past nine years, he felt pleased with the current project and the amendments and appreciated the vision of the developers for the project. He encouraged the Commission to support the application tonight.

Karen Sorbel, incorporated Clackamas County, a regular walker in the Cove area, stated the ospreys were protected by the migratory bird laws. She stated a higher nesting platform or two should be built before construction so the new location was available for the birds. She expressed a concern over the impact of the additional sewer use with the new development as it relates to the current sewer moratorium. John Lewis, Public Works Director, assured her that the sewer moratorium was limited only to the affected areas which did not include the Cove area.

Nick Bezzerides, resident of unincorporated Clackamas County, and a user of the Cove waters and recreation area, stated that he supported the development and was supportive of the non-motorized boating activity for a quieter Cove and better water quality. He noted the City codes which required bio swells and trapping in storm water systems. He encouraged the residents and users of the Cove to respect the City's efforts to ensure water quality through their behavioral activities. As a river scientist, he echoed Bryon Boyce's comments that the channel may get dredged, but the river may fill it back in the next year and he hoped the developers would consider this in their planning. He recognized the building was out of the floodplain, but noted that nature does not always follow those rules.

Chair Kidwell closed the public testimony.

Ed Darrow stated he appreciated all the thoughtful citizen comments and assured the Commission the project would be exceptional. He stated that it's a project objective to create a swimmable, healthy water environment, and he was working with a consultant to learn how to enhance the water and to develop an approach to keep it continually clean.

Reed Stapleton added that an alternative to the juniper would be found and addressed in the final landscape plans.

Commissioner McGriff asked how the animals and birds would be affected during construction. Mr. Darrow replied that the intent was to modify the plan as the development occurred to address the concerns. He stated there were many tall trees on the peninsula for the birds to nest and would consider installing platforms.

Ed Darrow stated the area behind Agnes St. near I-205 would be a great area for off-leash dogs.

Commissioner McGriff asked John Replinger, traffic consultant for the City, to update the traffic impact as it related to the current plan. Mr. Replinger stated the traffic analysis was used as a basis for original approval in 2008, and the current approval included a few more units causing a fairly small change in the net increment and a slightly greater impact. The applicant analyzed the 5-6 frequently used intersections and the traffic analysis was updated. The traffic criteria met the operations at the intersections. He summarized that the amount of traffic added to the system at the buildout year would meet the performance standards adopted as a City.

Chair Kidwell closed the public hearing.

Motion by Paul Espe, second by Tom Geil, to recommend approval of the Cove Concept Development Plan: CP 15-01; DP 15-01; NR 15-05; and US 15-06 as amended.

Aye: 7 - Charles Kidwell, Tom Geil, Robert Mahoney, Zachary Henkin, Paul Espe, Denyse McGriff and Damon Mabee

3c.

Revised Heritage Tree Ordinance.

Tony Konkol, Community Development Director, noted the changes to the revised heritage tree ordinance that had been recommended for approval by the Natural Resources Committee.

The Commission asked to receive the final draft of the ordinance from staff prior to it going before the City Commission.

Motion by Tom Geil, second by Damon Mabee, to recommend approval of the Revised Heritage Tree Ordinance and to include a cover letter of the Planning Commission's approval of the ordinance with the staff report to the City Commission for final approval.

Aye: 6 - Charles Kidwell, Tom Geil, Robert Mahoney, Zachary Henkin, Denyse McGriff and Damon Mabee

Abstain: 1 - Paul Espe

4. Communications

Commissioner McGriff reported that the heritage tree at 5th & Jefferson was lost in a storm. She stated that the entire congressional delegation, except for Congressman Walden, sent a letter to the President asking for an appropriation in the budget for the work needing to be done at the Willamette Falls Locks.

5. Adjourn

Chair Kidwell adjourned the meeting at 10:07 p.m.



City of Oregon City

625 Center Street
Oregon City, OR 97045
503-657-0891

Staff Report

File Number: 16-390

Agenda Date: 6/27/2016

Status: Agenda Ready

To: Planning Commission

Agenda #: 5a.

From: Christina Robertson-Gardiner

File Type: Presentation

SUBJECT:

Willamette Falls Legacy Project: Update on the Riverwalk Design Process and the Development Strategy as well as Upcoming Community Engagement Opportunities

RECOMMENDED ACTION (Motion):

No action is required at this time.

BACKGROUND:

This is the first of many work sessions planned to ensure that the Planning Commission stays fully up to date with the Development Strategy and the Riverwalk design process. As the Willamette Falls Legacy Project (www.rediscoverthefalls.com) enters its fourth year, a growing cascade of stakeholders, supporters and interested residents have much to be enthusiastic about. Design is now underway for a public **Riverwalk** that will allow visitors to experience the falls for themselves, while acting as a catalyst to transform the former paper mill site. In addition, the public is embarking on a shared **Development Strategy** for the site with the property owner, Falls Legacy LLC.

The riverwalk is being designed by Snøhetta, Mayer/Reed and DIALOG, the world-class design collective chosen last year from among more than a dozen highly competitive proposals. The same design collective is also working with the development strategy team, because it is so important for riverwalk design and the development strategy to be considered in tandem. The projects [four core values](#) will continue to be the foundation for all work on the riverwalk and development strategy. Designers will also consider the ideas and aspirations of thousands of people who have shared them over the course of many community events and surveys. This community input will help guide the design collective as it explores design opportunities that respect the diverse context and unique history of the site, and capture authentic and meaningful experiences that are true to this special place. It will also help us identify the main points of interest, concerns that may need to be addressed, and areas where the community may have conflicting points of view. This will allow the team to actively resolve contradiction as part of the process.

The development strategy for the overall 22-acre project site is a public-private effort. Falls Legacy LLC and the Willamette Falls Legacy Project partners have agreed that work on the development strategy should be completed concurrently and carefully integrated with the riverwalk design. While we believe Willamette Falls is poised to emerge as a national landmark, there are significant challenges to overcome at the site, including inadequate

infrastructure and local market conditions. The next necessary step to spur private investment at Willamette Falls is eliminating some of these challenges. The goal is to take a multitude of factors into consideration in producing a strategy for development, streets, utilities, parking, open spaces and interim uses - with the construction of a world-class public riverwalk as a catalyst for private development.

Continued opportunities for public involvement are being planned this summer and fall, including a booth at Oregon City's First City Celebration <https://downtownoregoncity.org/firstcity/> on Saturday, July 23, 2016.

BUDGET IMPACT:

Amount:

FY(s):

Funding Source:



City of Oregon City

625 Center Street
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Staff Report

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Amount:

FY(s):

Funding Source:

Willamette Falls

LEGACY PROJECT

What is the Willamette Falls Legacy Project?



One of Oregon's most spectacular wonders is about to be rediscovered. Willamette Falls is the second most powerful waterfall in North America and an important Oregon historical and cultural treasure.

Oregon City, Clackamas County, Metro, the State of Oregon and the site's private owner, Falls Legacy LLC, along with a dedicated team of community advocates, businesspeople and interested members of the public, are working to bring the Falls back to the people. Long-term plans include a public riverwalk along the edge of the Willamette River and a thriving, connected, downtown Oregon City with room for housing, public spaces, habitat restoration, education and employment. Four core values underpin the entire Willamette Falls Legacy Project:



OTHER KEY PARTNERS:

Portland General Electric
Confederated Tribes of the Grand Ronde
Confederated Tribes of the Siletz Indians
Confederated Tribes of the Umatilla Indian Reservation
Confederated Tribes of Warm Springs
Confederated Tribes and Bands of the Yakama Nation
Rediscover the Falls (new and growing non-profit, volunteer organization)

Many businesses and organizations—as well as thousands of everyday Oregonians—are helping to open up the Falls to the people. Your input and assistance are essential as we move forward.



Willamette Falls

LEGACY PROJECT

What is the riverwalk?



For the next two years, the project will engage in the design of the riverwalk. This includes determining the character and the public access alignment of the riverwalk, placement of viewing overlooks, selection of materials, areas of habitat enhancement and development of an overall design before we move into detailed design and eventual construction. The riverwalk will catalyze and integrate with future development.

In addition, the design of the riverwalk will incorporate the following:

PROGRAMMING PLAN

Programming ensures a complete visitor experience and will keep the riverwalk active and lively. The programming plan will identify opportunities to “activate” the site’s public spaces in ways that create a unique visitor experience and encourage healthy economic development and investment in the area.

INTERPRETIVE OPPORTUNITIES PLAN

Interpretive opportunities planning will identify how and where the site’s history and culture can be highlighted on the riverwalk and surrounding area. This could include artwork, digital storytelling, programming, and interim access during construction.

PHASING PLAN

The phasing plan will allow the riverwalk to be built over time as funds become available. (Funds are secured for the first phase.)

PARKING AND TRANSPORTATION PLAN

This plan will ensure that visitors to the area can access the site and that the impacts of traffic and parking to the surrounding commercial and residential areas will be mitigated where possible.

