CITY OF CASCADE LOCKS
PLANNING COMMISSION
AGENDA

Thursday, June 12, 2014 at 7:00 PM
City Hall

I. Call Meeting to Order.

II. Approval of May 8, 2014 Minutes.

III. Citizen Comments.

IV. New Business:
   a. Review of Conditions of Approval for Jumpin' Jax Java.
   b. Review of Landscape Plan for Brigham Fish Market Additional Parcel.
   c. Summary of Architectural Review Committee Regarding Bike Racks.

V. Adjournment.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

CITY OF CASCADE LOCKS
PLANNING DEPARTMENT
Staff Report on Conditions of Approval
May 27, 2014

Background Information

Applicant: Jackson Vanderpool

Address: P.O. Box 403, Stevenson, Washington 98648
Phone: (360) 600-6997

Requested Action: Review conditions of approval and extend time for completion.

Property Information

Property Address: 651 NW WaNaPa Street, Cascade Locks, Oregon

Legal Description: Township 2N Range 7E Section 12CD Tax lot 1500

Current Zoning: Downtown Zone (D)

Property Size: TL#1500 = 7,750 square feet or 0.19 acres

A public hearing was held to review the site plan for Jumpin' Jax Java on October 11, 2012. The final order, listing the conditions of approval, was signed and mailed to the applicant on October 15, 2012.

Hood River County Building and the City allowed the coffee shop to open with temporary occupancy with the expectation that conditions of approval continue to be worked on.

Mr. VanVoast, Hood River County Building Inspector, met with City Staff regarding final occupancy for the coffee shop. This meeting prompted a letter with a list of unmet conditions to be mailed to Mr. Vanderpool on May 5, 2014. Mr. Vanderpool has responded via email with a request for extension of time to complete conditions.

Staff has determined that the back-in parking could be postponed until the driveway goes through to the adjacent Port property. Mr. Vanderpool is also working with the County and the Port regarding the pedestrian walkway to the coffee shop. City Staff has determined that the coffee shop would not require a dumpster, but there is an ordinance requiring garbage service that will allow Mr. Vanderpool to have a 32 gallon can. Mr. Vanderpool said he will store the recycling bins and garbage can inside building when not open for business.

Kathy Woosley

From: Jackson Vanderpool <jacksondv@hotmail.com>
Sent: Saturday, May 24, 2014 2:59 PM
To: Kathy Woosley
Subject: Planning

Hey Kathy, Here is the plan!

1) Back in only parking: I'm currently looking for a sign that I can post for this. If I cannot find one, then I will have one made at the point and time the neighboring lot begin development.

2) Handicap parking is in the closest space to the building that it can be.

3) I don't have deliveries other then UPS & they park on the street.

4) I now have garbage service, but will keep can & recycling in my building.

5) The Stop sign will be up this next week.

6) Landscaping design is being done now and actual landscaping will start ASAP.

7) Patio in front of the building will be done as soon as is financially possible. I am currently looking for ways to fund this project to have it done by your deadline of the 10th, but if I can't do it by then I will have it done before the end of June.

The side walk from the Handicap parking to the building is a little tricky and I am trying to figure it out with the county and the port. I will update you on it this next week.

8) The directional marking will be done this next week.

9) I am trying to figure out a way to get these ASAP, under the same financially constraints as with the patio.

10) The rock work on the pilers will be done as soon as the patio is done. As for the building, at this point I would prefer not to put rock on the building as I believe that just having it on the pilers will be a much better look.

If you have any questions or need anything explained in further detail please let me know.

Thank you

Jackson

"The Heart of the Columbia River Gorge"

CASCADE LOCKS

City of Cascade Locks
PO Box 308 140 SW WaNaPa St.
Cascade Locks, OR 97014

(541) 374-8484 Fax: (541) 374-8752
TTY 711

May 5, 2014

Jackson Vanderpool
Jumpin' Jax Java
PO Box 403
Cascade Locks, OR 97014

Dear Jackson,

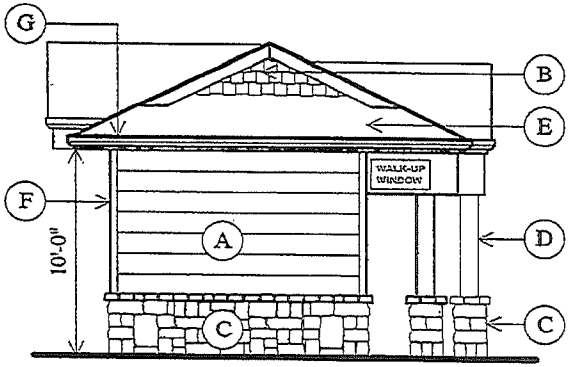
Mark VanVoast, Hood River County Building Inspector, has contacted the City regarding final occupancy for Jumpin' Jax Java. We have reviewed the file and find that several conditions of approval and downtown design standards have not yet been completed.

Stan Foster, the City's Planning Consultant, will be in Cascade Locks on May 20th to also review the file and may have additional comments.

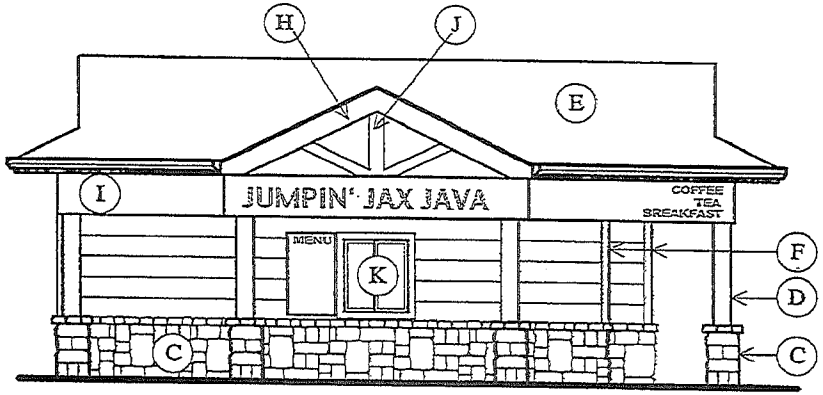
Please call the City when you have completed the required conditions of approval for your business. The City will inspect and forward the approval to Hood River County so that you can receive the final occupancy permit from Hood River County.

Respectfully,

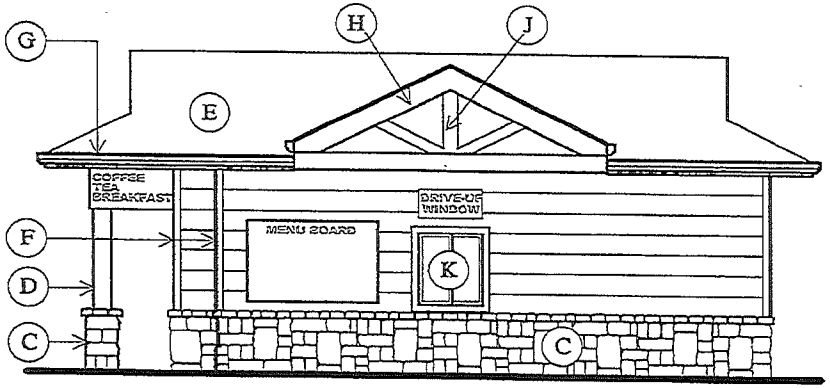
Gordon Zimmerman
City Administrator



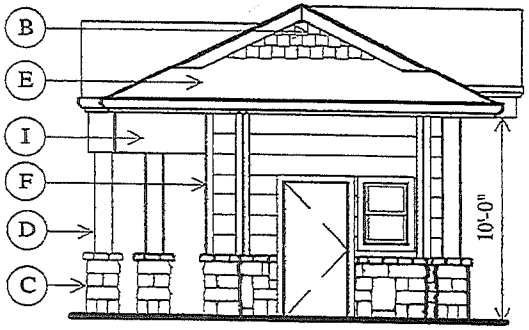
WEST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

1/8" = 1'-0"

- (A) HORIZONTAL LAP SIDING, PAINTED
- (B) SHAKE SIDING, STAINED
- (C) STONE BASE
- (D) PAINTED WOODEN COLUMN
- (E) COMPOSITION ROOFING
- (F) 1x4 CORNER BOARDS
- (G) 8" FACIA BOARD
- (H) 12" FACIA BOARD
- (I) 24" TALL PANEL FOR SIGNANGE
- (J) HEAVY TIMBER TRUSS
- (K) WOOD WINDOWS WITH METAL CLADDING

ALLUSA ARCHITECTURE
2118 SE Division street Portland, OR 97202
Phone (503) 235-8585 Fax (503) 235-0835

JUMPIN JAX JAVA

630 SW WANAPA STREET
CASCADE LOCKS 97014

3/5/14

APPROVAL CRITERA

A. The applicable provisions of this chapter are
   1. The main provisions are as follows; 8-6.104 Landscaping, 8-6.148 Development Review, 8-6.144 Signs, 8-6.70 Downtown Zone.
   2. Relationship to the Natural and Physical Environment Buildings shall be:
      a. Located to preserve existing trees, topography and natural drainage as much as possible
      b. The building is located in an area not subject to slumping or sliding.
   3. All trees having 6" diameter or greater are being preserved.

B. Exterior Elevations
   1. N/A. This part only applies to single and multifamily structures.

C. Buffering, Screening and Compatibility between Abutting or neighboring uses
   1. It is understood that in addition to the standards in Chapter 8-6.104 a buffer may be required.

D. Privacy and Noise
   1. N/A. There are no dwelling units in this structure

E. Private outdoor areas
   1. N/A. Not a residential use

F. Shared Outdoor Recreation Areas
   1. N/A Not a residential use

G. Demarcation of public, semipublic and Private Spaces
   1. The public space is considered the sidewalk; the covered outdoor eating area mark the semi-public space.

H. Landscaping
   6. Minimum 5% of this site is to be landscaped
   7. A parking area which abuts a street shall be set back from the right of way line by a landscaped strip at least 10' feet in width and shall comply with Ch.8-6.104.

I. Drainage
   1. All drainage plans will comply with the city public facilities standards and ODOT requirements

J. Natural Features
   1. N/A. The site is not in a riparian wetland or wildlife area.

K. Mail Boxes
   1. The mailbox will not be located in the right of way.

allusaarchitecture.com
2118 SE Division Street Portland OR 97202

phone 503.235.8585
fax 503.235.0835

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ALLUSA ARCHITECTURE

Jumpin Jax Coffee

Design narrative

Roofing:
The roofing shall be an Architectural Grade composition. The color will be a dark brown

Trim at eaves:
There will be 1x4 corner boards and 8" fascia boards. In order to draw attention to the two places for ordering, a heavy timber truss will be constructed and include larger, 12" eaves.

Siding:
The siding will be horizontal lap siding on the main body of the building and shake siding on the gable ends.

Windows:
The windows will be wood framed with metal cladding. The finish color outside will be dark bronze.

Parking:
The Port of Cascade locks have agreed to have a shared driveway entering the back of the property. This will allow one driveway to be used instead of several. Our site will have 5 parking spots at the rear of the property, one of which will be handicapped.

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JUMPIN' JAX JAVA

Conditions of Approval and Downtown Design Requirements	Met	Unmet	Complete by:
Align parking on north side to be back-in only		x	Can be postponed until development of adjacent Port property
Handicap parking space closest to the structure	x		
Restrict service and delivery truck access to the parcel to hours of low business or restrict truck parking to the street			
Screened trash and recycling area for waste management on-site. Garbage service required.		x	Immediately
Erect a stop sign where drive through lane re-enters the shared driveway		x	Immediately
5% of lot area to be landscaped/City waived street tree requirement.		x	June 10, 2014
Parking area to be landscaped		x	June 10, 2014
Sidewalk/concrete work from handicap parking space to and in front of business		x	June 10, 2014
Direction of traffic flow clearly marked		x	June 10, 2014
Wheel stops for parking		x	June 10, 2014
Rock work on building according to site plan		X	June 10, 2014

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Staff Recommendation: Approval with the following Findings of Fact and Conditions of Approval.

Staff recommends that the Planning Commission approve this request as a land-use action, subject to the following conditions and criteria being met by the applicant prior to issuing this permit.

1. The Planning Commission adopts the findings contained within the staff report in its entirety as part of its motion to approve the application.

2. The Planning Commission approves the request subject to the following conditions of approval:
   a. Applicant will align the parking on the north side of the property so that parking will be back-in only.
   b. The applicant will adjust the handicapped parking space so that it is closest to the building structure.
   c. The applicant will restrict service and delivery truck access to the parcel to those hours of low business and/or restrict truck parking to the street.
   d. The applicant will include a screened trash and recycling area for waste management on-site or attached to the building.
   e. Applicant will erect a stop sign where the drive through lane re-enters the shared driveway between the Brigham property and the coffee shop property.
   f. Applicant understands that should a future use of the property change in its entirety or if the building is increased more than 25%, then the applicant or his/her successor shall be required to re-apply for a new permit for this site.

3. This report is mailed to the applicant and property owners within one hundred feet (100') of the subject parcel. The Planning Commission accepts comments and public inquires from any interested party for a period not less than fourteen (14) days from the date of this decision.

4. Applicant agrees to comply with all design standards as described within the code and as enumerated within this staff report. No modifications to this design can be made without the concurrence of the City Planning Commission. The proposed design and design narrative is incorporated into this staff report and by this reference made a part hereof.

5. No residential use shall occur on the property without a new application being submitted to the Planning Commission for review and approval prior to such a use occurring.

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6. The applicant agrees to provide a permanent irrevocable easement be granted to the City of Cascade Locks for location of the city electrical utility lines as well as sewer and water lines on the subject parcel prior to commencing construction.

7. The applicant agrees to maintain all landscaping on the subject parcel including the placement of trees consistent with the downtown plan.

8. The applicant affirms a commitment to meeting the terms and conditions outlined in this planning report and any additional land-use requirements appropriately applied by the Planning Commission. These conditions include all the requirements stated herein as well as all applicable code requirements of the downtown zone. A transfer of ownership does not relieve the subsequent owner from the responsibilities described herein and cannot be voided except with the approval of the City of Cascade Locks.

9. The applicant agrees that all terms and conditions of approval shall apply to the entire parcel.

10. The applicant agrees to pay the required fees to the City of Cascade Locks, Oregon before issuance of the final permit.

The City of Cascade Locks has relied on the representations of the applicant in evaluating their application for land-use approval. Any misrepresentations or prevarication on the part of the applicant shall render the staff findings incorrect and may invalidate these findings of facts and summary of conclusions and could result in a requirement that the applicant withdraw the previous application and reapply for land-use approval under the codes of the City of Cascade Locks.

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Chapter 8-6.104

LANDSCAPING AND BEAUTIFICATION

Sections

8-6.104.010 Purpose
8-6.104.020 Administration
8-6.104.030 Submittal Requirements for Landscape plans
8-6.104.040 General Provisions
8-6.104.050 Street Trees
8-6.104.060 Location of Street Trees
8-6.104.070 Cut and Fill Around Existing Trees
8-6.104.080 Replacement of Street Trees
8-6.104.090 Exemptions
8-6.104.100 Buffering and Screening - General Provisions
8-6.104.110 Buffering/Screening Requirements
8-6.104.120 Fences and Walls
8-6.104.130 Parking and Loading Areas
8-6.104.140 Re-vegetation

8-6.104.010 Purpose

The purpose of this chapter is to establish standards for landscaping, buffering, and screening of land uses within the city in order to enhance the aesthetic and environmental quality of the city by:

A. Protecting existing vegetation and street trees;

B. Promoting compatibility between land uses by reducing the visual, noise, and lighting impacts;

C. Using planting materials to define spaces and articulate the uses of specific areas; and

D. Establishing and enhancing a pleasant visual character which recognizes safety issues.

8-6.104.020 Administration

A. When a land use application is subject to one or more of the chapters in Article V, Development Review, the standards in this chapter shall be applied as required by the applicable development review chapter(s) in Article V.

B. When the provisions of Article V do not apply, the City Administrator shall review revisions to landscaping as an administrative decision in accordance with Article II, Procedures, of this title.

8-6.104.030 Submittal Requirements for Landscape plans

A. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit a site landscaping plan which includes:

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1. Location of underground irrigation system sprinkler heads where applicable;

2. Location and height of fences, buffers, and screenings;

3. Location of terraces, decks, shelters, play areas, and common open spaces;

4. Location, type, size, and species of existing and proposed plant materials with delineation of which trees and plant materials will be retained; and

5. A narrative or notes on the site landscaping plan which addresses:

   a. Soil conditions;

   b. Erosion control measures that will be used;

   c. Methods to be employed by the owner or the owner's agents to provide above and below ground protection for existing trees and plant materials identified to remain; and

   d. The approval standards contained in this chapter.

B. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.

C. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

8-6.104.040 General Provisions

A. The standards set forth in the code are minimum standards for landscaping.

B. Unless otherwise provided by a lease agreement, the owner, tenant, and their agent, if any, shall be jointly responsible for the maintenance of all landscaping. Landscaping materials shall be maintained in good condition so as to present a healthy, neat, and orderly appearance and shall be kept free from refuse and debris.

C. All plant growth in landscaped areas of developments shall be maintained by pruning or other means so that it will not:

   1. Interfere with the maintenance or repair of any public utility;

   2. Restrict pedestrian or vehicular access; or

   3. Constitute a traffic hazard because of reduced visibility.

D. The installation of all landscaping shall be as follows:

   1. All landscaping shall be installed according to accepted planting procedures in accordance with the provisions of this title and generally following the provisions of Sunset New Western Garden Book, latest edition, Lane Publishing Company, Menlo Park, California.

   2. The plant materials shall be of high grade and be healthy, disease free, well branched stock characteristic of the species; and

   3. Any required landscaped area shall be designed, constructed, installed and

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maintained so that the ground shall be covered by living grass or other plant materials within 3 years.

E. Single family and duplex residential lots shall be landscaped with lawn, shrubs, living ground cover, mulch, or similar material.

F. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or other arrangements have been made and approved by the city such as the posting of a bond.

G. Existing plant materials on a site shall be protected as much as possible:

1. The tree and plant materials to be saved shall be noted on the landscape plans;

2. The developer shall provide methods for the protection of existing trees and plant materials identified for preservation, including use of chain link or other sturdy fence placed around the tree at the drip line; and

3. Neither topsoil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.

H. After completion of site grading, topsoil shall be restored to exposed cut and fill areas to provide a suitable base for seeding and planting. All planted areas shall be graded to provide positive drainage.

I. Appropriate methods for the care and maintenance of street trees and landscaping materials shall be provided by the owner of the property abutting the rights-of-way unless otherwise required for emergency conditions and the safety of the general public.

J. The review procedures and standards for required landscaping and screening shall be specified in the conditions of approval during development review and in no instance shall be less than what is required by this chapter.

K. With the exception of street trees, no trees, shrubs, or plantings more than 18 inches in height shall be planted in the public right-of-way abutting roadways having no established curb and gutter.

L. Trees and plant materials required as a condition of development approval shall conform with the following specifications:

1. Deciduous shade and ornamental trees shall be a minimum of 1-1/2 inches caliper measured 6 inches above ground, balled and burlapped. Bare root trees will be acceptable to plant during their dormant season. Trees shall conform to a characteristically shaped specimen.

2. Coniferous trees shall be a minimum 5 feet in height above ground, balled and burlapped. Trees shall be well branched and represent a characteristically shaped specimen.

3. Evergreen and deciduous shrubs shall be at least 1 to 5 gallon size. Shrubs shall be characteristically branched. The side of the shrub with the best foliage shall be oriented to public view.

4. Groundcover shall be fully rooted and shall be well branched or leafed. English Ivy (Hedera Helix) is considered a high maintenance material which is detrimental to other landscape materials and buildings and is therefore prohibited.

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5. Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscaped industry.

M. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one outlet located within 150 feet of all plant materials to be maintained.

8-6.104.050 Street Trees WAIVED

A. All development projects fronting on a public or private street approved through a site plan review, conditional use, or subdivision review process, after the adoption of this title, shall be required to plant street trees in accordance with the standards in this chapter.

B. Certain trees can severely damage utilities, streets, and sidewalks or can cause personal injury. Approval of any planting list shall be subject to review by the City Administrator.

8-6.104.060 Location of Street Trees

A. Landscaping in the front and exterior side yard shall include trees with a minimum caliper of 2 inches at 6 inches above ground as specified in the requirements stated in Subsection 8-6.104.060 B.

B. The specific spacing of street trees by size of tree shall be as follows:

1. Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) shall be spaced no greater than 20 feet apart;

2. Medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) shall be spaced no greater than 30 feet apart;

3. Large trees (over 40 feet tall and more than 35 feet wide branching) shall be spaced no greater than 40 feet apart;

4. Trees shall not be planted closer than 20 feet from a street intersection, nor closer than 2 feet from private driveways (measured at the back edge of the sidewalk), fire hydrants, or utility poles in order to maintain visual clearance;

5. No new utility pole location shall be established closer than 5 feet to any existing street tree;

6. Tree wells shall be located so as not to interfere with utility services (water and gas meters, etc.);

7. On-premises services (water and gas meters, etc.) shall not be installed within existing tree well areas;

8. Street trees shall not be planted closer than 20 feet to a public light standard;

9. New light public standards shall not be positioned closer than 20 feet to existing street trees except when public safety dictates;

10. Where there are overhead power lines, the street tree species selected shall be of a type which, at full maturity, will not interfere with the lines;

11. Trees shall not be planted within 2 feet of any permanent hard surface, paving, curb, or walkway; and

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12. The space between the tree and the hard surface may be covered by a nonpermanent hard surface such as grates, bricks on sand, paver blocks, and cobblestones.

C. Trees, as they grow, shall be pruned to provide at least 8 feet of clearance above sidewalks and 13 feet above local street, 15 feet above collector street, and 18 feet above arterial street roadway surfaces.

8-6.104.070 Cut and Fill Around Existing Trees

A. Existing trees may be used as street trees if no cutting or filling takes place within the drip line of the tree unless an exception is approved by the City Administrator.

B. An exception will be approved if:

1. The ground within the drip line is altered merely for drainage purposes; and

2. A plan is submitted by a qualified arborist showing that the cut or fill will not damage the tree or cause it to die.

8-6.104.080 Replacement of Street Trees

A. Existing street trees removed by development projects or other construction shall be replaced by the developer with those types of trees approved by the City Administrator.

B. The replacement trees shall be of a size and species similar to the trees that are being removed unless alternative sizes or species are approved by the City Administrator.

8-6.104.090 Exemptions waived

A. Exemptions from the street tree requirements may be granted by the City Administrator on a case-by-case basis.

B. Exemptions shall be granted if:

1. The location of a proposed tree would cause potential problems with existing utility lines;

2. The tree would cause visual clearance problems; or

3. There is not adequate space in which to plant street trees.

8-6.104.100 Buffering and Screening - General Provisions

A. It is the intent that these requirements shall provide for privacy and protection and reduce or eliminate the adverse impacts of visual or noise pollution at a development site, without unduly interfering with the view from neighboring properties or jeopardizing the safety of pedestrians and vehicles.

B. A buffer/screening area shall be provided between different types of land uses, as indicated in the following table:

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Chapter 8-6.108

PARKING AND LOADING

Sections

8-6.108.010 Purpose
8-6.108.020 General Provisions
8-6.108.030 Minimum Off-Street Parking Requirements
8-6.108.040 Parking Dimension Standards
8-6.108.050 Parking Design Standards
8-6.108.060 Minimum Bicycle Parking Requirements
8-6.108.070 Bicycle Parking Design Standards
8-6.108.080 Loading Area Standards

8-6.108.010 Purpose

The purpose of these regulations is to establish parking areas having adequate capacity and which are appropriately located and designed to accommodate the majority of traffic generated by the range of uses which may locate on a site over time. The required parking numbers correspond to broad use categories, not specific uses, in response to this long term emphasis.

8-6.108.020 General Provisions

A. Applicability

The provisions of this chapter shall apply to all development regulated by this title and to any change of use or expansion which increases the on-site parking or loading requirements.

B. Landscaping

All required parking areas must be completed and landscaped prior to occupancy of any structure except as provided in Chapter 8-6.104, Landscaping and Beautification.

C. Availability

Required parking spaces must be available for the use of residents, customers, or employees of the use. Required parking spaces may not be assigned in any way to a use on another site, except for shared parking situations. Required parking spaces may not be used for the parking of equipment or storage of goods or inoperable vehicles.

D. Location

Required parking spaces for residential uses must be located on the site of the use. Required parking spaces for nonresidential uses must be located on the site of the use or in parking areas whose closest point is within 300 feet of the site.

E. Shared Parking

Shared parking between two or more nonresidential uses is permitted when all the following criteria are satisfied:

1. The hours of operation of the uses do not overlap;

2. Satisfactory legal evidence is presented to the City Administrator in the form of deeds, leases, or contracts to establish the shared use;

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3. The other standards of this title can be met; and

4. If a joint use arrangement is subsequently terminated, the requirements of this title shall then apply separately to each use.

F. Change in Use

1. When an existing structure is changed in use from one use to another use as listed in Section 8-6.108.030, and the parking requirements for each use are the same, no additional parking shall be required.

2. Where a change in use results in an intensification of use in terms of the number of parking spaces required, additional parking spaces shall be provided in an amount equal to the difference between the number of spaces required for the existing use and the number of spaces required for the new, more intensive use.

G. Calculation of Required Parking

1. Where building square footage is specified, the area measured shall be the gross floor area within the exterior walls of the structure, excluding only space devoted to covered off-street parking or loading.

2. Where several uses occupy a single structure or lot or a combination of uses are included in one business, the total off-street parking spaces and loading area shall be the sum of the separately computed requirements for each use.

3. When a building is planned or constructed in such a manner that a variety of uses is possible and a choice of parking requirements could be made, the use(s) which requires the greater number of parking spaces shall govern.

H. Parking Space Markings

1. Except for single-family and two-family residences, any parking spaces that are intended to be used to meet the off-street parking requirements contained in this chapter shall have all parking spaces clearly marked using a permanent paint; and

2. All interior drives and access aisles shall be clearly marked and signed to show direction of flow and maintain vehicular and pedestrian safety.

I. Short Term Parking Spaces

When deemed appropriate by the approval authority, short-term parking spaces shall be provided that they enhance convenience and accessibility of the business for patrons. Said spaces shall be identified with signs and time limits.

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2. Except for single-family and two-family residences, off-street parking and loading facilities shall be drained to avoid flow of water across public sidewalks and streets.

E. Wheel Stops

1. Parking spaces along the boundaries of a parking lot or adjacent to interior landscaped areas or sidewalks shall be provided with a wheel stop that is at least 4 inches high located three feet back from the front of the parking space.

2. The front 3 feet of the parking stall may be concrete, asphalt or low lying landscape material that does not exceed the height of the wheel stop. This area cannot be calculated to meet landscaping or sidewalk requirements.

F. Maintenance of Parking Areas

All parking lots shall be kept clean and in good repair at all times. Breaks in paved surfaces shall be repaired promptly and broken or splintered wheel stops shall be replaced so that their function will not be impaired.

8-6.108.060 Minimum Bicycle Parking Requirements

A. Residential Categories

Use Categories	Specific Uses	Minimum Required Bicycle Parking
1. Single Family	Single family attached/detached, manufactured home, mobile home, duplex, houseboat, residential care	None
2. Multi-Family/Group Living	Multi-family, triplex and fourplex, studio/1 bedroom	1 space per unit
	Multi-family, triplex and fourplex, 2 or more bedrooms	1 space per unit
3. Residential facility and residential home		1 space per unit

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a. A level, circular, paved surface having a minimum turn radius measured from center point to outside edge of 40 feet; or

b. A level, hammerhead-configured, paved surface with each leg of the hammerhead having a minimum depth of 40 feet and a minimum width of 20 feet

B. One-Way Vehicular Access

1. Where a proposed parking facility is served by one-way traffic flow on the site, it shall be accommodated by a driveway system approved by the city, and the entrance drive shall be situated closest to oncoming traffic and the exit drive shall be situated farthest from oncoming traffic.

2. The direction of traffic flow shall be clearly marked for motorists on the property and the adjoining public street.

C. On-Site Bicycle and Pedestrian Circulation

1. Walkways and driveways shall provide a direct connection to existing and planned walkways and driveways on adjacent developments.

2. Sidewalks and walkways must connect the pedestrian circulation system to other areas of the site such as buildings, vehicle and bicycle parking, children's play areas, required outdoor areas, and any pedestrian amenities, such as open space, plazas resting areas, and viewpoints.

3. Walkways shall be located so that pedestrians have a short distance to walk between a public sidewalk and building entrances.

4. Pedestrian and bicycle connections shall be direct and circuitous routes shall be avoided.

5. Where pedestrian or bicycle routes cross driveways, parking area, or loading areas, the connection must be clearly identifiable through the use of striping, elevation changes, speed bumps, a different paving material, or other similar method.

6. Where pedestrian or bicycle routes are parallel and adjacent to an auto travel lane, the connection must be safely separated from the auto travel lane through the use of raised path, a raised curb, bollards, landscaping, or other similar technique.

[SECTION 8-6.112.050 GENERAL PROVISIONS AMENDED BY ORDINANCE NO. 368, ADOPTED BY CITY COUNCIL ON AUGUST 9, 2004]

8-6.112.060 Reservoir Areas Required for Drive-In Use

A. All uses providing drive-in services as defined by this title shall provide on the same site a reservoir for inbound vehicles as follows:

Use	Reservoir Requirement
Drive-in banks	5 spaces/service window
Drive-in restaurants	5 spaces/service window
Gasoline service stations	3 spaces/pump
Mechanical car washes	3 spaces/washing unit
Parking facilities	1 space/entry driveway

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C. Outdoor Dining Areas – Outdoor dining areas are permitted providing all applicable Fire and Building Codes are met, and all OLCC regulations are met. Amplified music shall be limited to 12:00 PM to 10:00 PM and shall meet all other applicable noise standards. All furniture will meet the standards for Street Furniture.

D. Pedestrian Walkways – For any outdoor use of a sidewalk, walkway, or parking lot, a minimum 60 inch wide pedestrian walkway will be maintained along any sidewalk or internal walkway. This area shall be free from any impediments to walking or use of a wheelchair and allow for the free movement of pedestrian traffic.

8.6.070.110 Off-Street Parking and Loading

A. All uses shall conform to all standards of Chapter 8-6.108.

B. In lieu of providing some or all of the required parking spaces for a building, the developer or owner of that building may pay to the City a fee for each forgone parking space. The City shall, by resolution, set that fee based on the projected cost of creating a parking space within a municipally owned parking lot within the Downtown area. In addition, an annual fee may be charged for the operation and maintenance of the applicable municipal parking lot.

C. No off-street parking and loading shall be required for residential units located in mixed-use buildings.

8-6.070.120 Downtown Zone Design Standards

A. All development and use of land shall be subject to the provisions of the Site Plan and Design Review Chapter (8-6.148).

B. Once a site plan or building design has been approved and developed in accordance with Section 8-6.148, no revisions to the site or building shall take place unless approved as an amendment to the original approval.

C. No existing building within the zone shall be altered by construction, painting, remodeling, or other means in a manner inconsistent with these design standards.

D. The Planning Commission, as part of the site design review process, may allow modification to the site design requirements in the Downtown Zone when both of the following criteria are satisfied:

1. The modification is necessary to provide design flexibility where:

   a. Conditions unique to the site require such modification; or,

   b. Parcel shape or configuration precludes compliance with provisions; or,

   c. A modification is necessary to preserve trees, other natural features or visual amenities determined by the Planning Commission to be significant to the aesthetic character of the area.

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2. Modification of the standards in this Section shall only be approved if the Planning Commission finds that the specific design proposed is substantially in compliance with the intent and purpose of the Downtown Zone design provisions.

E. The following standards shall be used for reviewing proposed site and building designs:

1. Buildings, landscaping, and site design, shall be consistent with the goals and objectives of the Cascade Locks Downtown Development Plan and Strategy.

2. All buildings shall be of an architectural style consistent with the historical character of the Community. Acceptable styles include Classic Revival, Craftsman, Cascadian, and Arts and Crafts. Unacceptable architectural styles include any modern style that was not commonly used in the 1920's and 1930's.

3. To maintain and enhance the pedestrian scale, buildings shall be oriented to the street. By orientation, this includes the building entrance, window treatment, sign orientation and other architectural improvements that create an entrance onto the street.

4. Building entries must comply with the accessibility requirements of the Oregon State Structural Specialty Code.

5. Buildings located at the intersection of two streets shall consider the use of a corner entrance to the building.

6. Pedestrian environment may be enhanced by street furniture, landscaping, awnings, and movable planters of seasonal flowers.

7. New buildings shall be within 25% of the average height of existing buildings located on the same street side within the zone.

F. Building Materials and Colors

1. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger projects, variations in facades, floor levels, architectural features, and exterior finishes shall create the appearance of several smaller buildings.

2. Where masonry is used for exterior finish, decorative patterns must be incorporated. Examples of these decorative patterns include multicolored masonry units such as brick, stone, or cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction.

3. Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern. T1-11 style siding is not permitted.

4. Preferred colors for exterior building finishes are earth tones, creams, and pastels of earth tones. High-intensity primary colors, metallic colors, and black may be utilized as trim and detail colors but shall not be used as primary wall colors.

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G. Roof Materials, Parapets, and Roof Pitch

1. Pitched roof structures shall have a minimum roof pitch of 6:12.

2. Roof Designs – Rooflines shall establish a distinctive "top" to a building. Except where impractical due solely to the size of the building, all roofs shall be of a peak roof style. No flat, mansard, or shed roof styles are allowed. On larger buildings were peak roofs cannot be used, architectural features shall be used that exhibit a peak roof style with facades, partial roofs, and other techniques that meet the intent of these provisions. In building areas without a peak roof, a flat or shed roof shall be used. When flat roof areas are proposed, a cornice or frieze molding a minimum 12 inches high projecting a minimum 6 inches from the wall at the top of the wall or parapet shall be provided.

3. Parapet corners must be stepped or the parapet must be designed to emphasize the center or primary entrance(s), unless the primary entrance is at the corner of the building.

4. Visible sloped roofs must be dark gray, black, or dark brown.

5. Visible roof materials must be wood or architectural grade composition shingle or sheet metal with standing or batten seam.

6. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes and vent pipes, must be screened from public view by parapets, walls, or by other approved means.

H. Building Orientation and Entrance Standards

1. All buildings shall have their primary entrance(s) facing the street. Alternatively, a building may have its entrance facing a side yard when a direct pedestrian walkway not exceeding 20 feet in length is provided between the building entrance and the street right-of-way.

2. Building entrances must be visible from the street. This may be accomplished through architectural design, color schemes or similar design elements.

3. Due to the elevation difference between WaNaPa, and the rear portion of the properties on the north side of the street, daylight basement type of construction is preferred. This method of construction has the benefit of causing all materials stored below WaNaPa to be screened and secured behind sight-obscuring walls, adding to the attractiveness of the downtown area.

4. Buildings are required to be located at the corner of corner lots. No parking is allowed in these areas.

I. Parking Lots

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1. For new development, the parking lots shall be located at the rear of all lots. For corner lots, this shall be identified as being opposite, and furthest from, the primary building access.

2. If it is determined that parking is to front on WaNaPa in a particular situation, it shall be limited to a maximum of one drive aisle with parallel parking spaces on one side.

3. If it is determined that a parking lot is to be appropriately located fronting on WaNaPa, it does not mean that the lot is to have access to the street. All access standards still apply.

J. Building Facades

1. Ornamental devices, such as molding, entablature, and friezes, are required at the roofline. Where such ornamentation is present in the form of a linear molding or board, the band must be at least eight inches wide.

2. Alcoves, Porches, Arcades, etc. Buildings must incorporate features such as arcades, roofs, porches, alcoves, porticoes, and awnings to protect pedestrians from the rain, wind, and sun. Awnings and entrances may be designed to be shared between two structures. If the building abuts the WaNaPa right-of-way, then the weather protection feature must be extended at least five feet over the sidewalk with appropriate easements or agreements with the City to allow placement within the right-of-way. If the building does not front on the right-of-way, the weather protection feature must be extended at least five feet along any pedestrian area between the building and street. The weather protection device shall be designed, through the use of gutters, downspouts, catchments, channelizations, or other means, to prevent the dripping or running of water onto the public sidewalk, including water falling as rain, or water resulting from melting snow or ice.

3. Traditional Storefront Elements. For buildings designed to house retail, service, or office businesses, traditional storefront elements are required. These elements include:

    a. Front and side building walls placed within 10 feet of abutting street right-of-way boundaries.

    b. Clearly delineated upper and lower facades.

    c. A lower facade dominated by large display windows and a recessed entry or entries.

    d. Smaller, regularly spaced windows in the upper floor.

    e. Decorative trims, such as window hoods, surrounding upper floor windows.

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f. A decorative cornice near the top of the facade.

g. Change in Relief of Building. Buildings must include changes in relief on 10 percent of their WaNaPa facades. Relief changes include cornices, bases, fenestration, fluted masonry, or other treatments for pedestrian interest and scale.

K. Windows

1. Windows which allow views to the interior activity or display areas are required. Windows shall include sills at the bottom and pediments at the top. Glass curtain walls, reflective glass, and painted or darkly tinted glass shall not be used.

2. Ground Floor Windows. All new buildings must provide ground floor windows along WaNaPa.

3. Required window areas must be either windows that allow views into working areas or lobbies, pedestrian entrances, or display windows.

4. Required windows must have a sill no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.

5. Glass curtain windows are not permitted fronting WaNaPa.

6. Darkly tinted windows and mirrored windows that block two-way visibility are prohibited as ground floor windows along street facades.

7. Any wall that faces WaNaPa must contain at least 50% of the total square footage of the ground floor wall area in display areas, windows, or doorways. Blank walls are prohibited.

8. Ground floor windows are also required on facades facing any public parking lot. The minimum requirement is 16 square feet per story, or, six percent of the total square footage of the facade, whichever is greater.

L. Upper Floor Window Standards

1. Glass area dimensions shall not exceed 5'x7'. (The longest dimension may be taken either horizontally or vertically.)

2. Windows must have trim or molding at least two inches wide around their perimeters.

3. At least half of all the window area in upper floors must be made up of glass panes with dimensions no greater than 2'x3'. Windows that have 1'x1' grid inside double-pane glass are appropriate and are encouraged.

M. Streetscape/Street Furniture

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1. All street furniture on either private property or within the right-of-way, including tables, chairs, walls, benches, kiosks, trash receptacles, garbage enclosures, signs, and other permanent or temporary fixtures not part of a building, shall conform with the Street Furniture design standards identified in the "Cascade Locks Downtown Plan and Strategy" adopted in 2004.

2. Benches and other streetscape items may be placed within the public right-of-way, but must not block free movement of pedestrians. A minimum pedestrian walkway width of five feet must be maintained at all times.

N. Lighting

1. All building entrances and exits must be well lighted.

2. Exterior lighting must be an integral part of the architectural design, and in keeping with the architectural standards contained in Section E.2.

3. The minimum lighting level for building entries is four-foot candles and the source light must be shielded to reduce glare.

4. All lighting shall be directed downwards and shall not shine into the sky.

O. Trash and Recycling Storage

1. Each structure shall provide for collection of its trash and recyclable materials within the boundaries of each parcel

2. All trash collection areas must be located within the structure, or behind the building in an enclosure.

P. Signage

1. All standards of Chapter 8-6.144 of this Code shall apply in the D zone except for the following standards:

   a. Freestanding pole signs are prohibited.

   b. Internally illuminated signs are prohibited.

   c. Pedestrian-oriented sign bonus. The City Administrator shall have authority to grant additional pedestrian oriented signs up to a total of 12 square feet for all such signs. The maximum size for any one pedestrian sign shall be 6 square feet. Pedestrian oriented signs include: window signs, small wall mounted or projecting signs located not more than 10 feet above grade, signs placed on awning valances, and signs suspended under canopies and awnings. Signs that are suspended above pedestrian walkways shall provide a minimum of 7.5 feet of vertical clearance.

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I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
Chairman Bob Walker called the meeting to order at 7:09 p.m. Planning Commissioner Chair Bob Walker, Planning Commission Members Nancy Renault, Rob Brostoff and Deanna Busdieker were present. Planning Commissioner Larry Cramblett was absent. Also present were City Planner Stan Foster, Deputy City Recorder Megan Webb, Camera Operator Betty Rush, Jackson Vanderpool and Holly Howell.

II. COMMISSIONERS NOTES AND OBJECTIONS - none

III. DECLARATION OF CONFLICT OF INTEREST AND EX-PARTE - none

IV. Approval of September 13, 2012 Planning Commission minutes
MOTION: PCM Renault moved, seconded by PCM Brostoff, to approve the Planning Commission minutes for September 13, 2012. The motion was passed unanimously by PCM Renault, PCM Brostoff, PCM Busdieker and PCC Walker.

PCM Cramblett arrived at 7:15.

V. OLD BUSINESS

A. Report on Grant for Code Amendments Progress
PC Foster asked for the Commission to consider setting the next meeting to be a public hearing to address three topics. He said the three topics the Commission would be making a decision on are to adopt the trail plan into the City's Comprehensive Plan, to modify the CDC regarding an applicant holding a pre-application public meeting and to have the first hearing for revising the Architectural Review Process. He said each item requires two public hearings with the first hearing to review the changes and hear from the public. He said after the changes were made to the CDC, a second hearing would take place to review those changes. **Motion:** PCM Brostoff moved, seconded by PCM Renault, to hold a public hearing on November 8, 2012 to discuss the adoption of the trail plan, the changing of the CDC regarding the pre-application public meeting and the Architectural Review process. The motion passed unanimously.

PCC Walker said the architectural review committee sounds reasonable, as we have very broad criteria that is sometimes hard to comprehend. PC Foster said this would allow an applicant to go through a design review process to help them make a decision to be able to move forward with the application based on the findings of whether or not they meet the downtown design requirements. He said he would recommend there be a representative from the Planning Commission, a representative from the Downtown Revitalization Committee, and a design expert possibly from the community, on the review panel.

B. Disscussion of Ford Institute Grant Opportunity. - PC Foster said he received a response back from the Ford Institute. He said they have invited the City to submit a grant application for public process. PC Foster said he will be meeting with ICA Koch in the morning to ask the Council to move forward with the application.

C. Discuss recommendation on Adopting the Trail Plan - This was discussed earlier in the meeting.

VI. NEW BUSINESS

A. Public Hearing LU 12-003 - Jumpin' Jax Java
PCC Walker opened the Public Hearing at 7:19. He asked for any conflicts of interest or ex-parte, there was none. PC Foster addressed some questions regarding the staff report that were asked by PCM Brostoff prior to

the meeting. PC Foster addressed the concern about the signs on the building. He said the maximum combined sign square footage can not exceed 50 sq ft. He said staff concludes this standard is met. He said all of the applicants signs do not exceed an amount greater than the required maximum 50 sq ft.

PC Foster said staff found the application met all requirements with one exception. He said he has spoke with the applicant about having a screened area for trash and recycling receptacles. He said this will be a condition of approval. He said another question was regarding the drive-thru lane requirements. He said the code is not exactly crystal clear, but what is clear is that there has to be clearly marked directional signs showing the route and the surface needs to be at least 18 feet. PC Foster recommends that the Planning Commission approve the application with the noted conditions of approval.

PCM Cramblett asked about the plan of sharing the driveway. Mr. Vanderpool said he will be sharing an access point and a driveway with the Brigham Fish Market. He drew a diagram on the white board and explained his plans of how the traffic flow would work. Mr. Vanderpool said his proposed hours of operation will be 6am to 6pm but he will base it on the communities needs and wants. He said the other reason for the design of the driveway was because of the future development on Port property to the east of him. He said his structure will be built on site with a deck on the west end of the building.

PCM Brostoff said he welcomed the idea of putting in a coffee shop. He said when the commission approved Brigham Fish Market, it was approved with the idea that delivery trucks would have room to move around. He said now seeing the plans for the coffee shop, it looks like there will no room for that. PCM Brostoff said he would like to see more detail in the drawing of the plans. He said he can't tell if the existing bike lane is still there and he couldn't tell how big the building was. He said he couldn't tell how big the parking spaces were. PC Foster said Bob Shautz, who drew the Brigham Fish Market plans, also drew Mr. Vanderpool's site plans and planned for the parking spaces to be the standard size. PCM Brostoff said he is concerned with the location of the ADA parking space being the farthest space from the building. He said he would be concerned with how far a person had to walk and that they would be walking through traffic. PCM Renault said she also had concerns with the location of the ADA parking space. She said she would like to see it as close to the building as possible.

Mr. Vanderpool addressed PCM Brostoff's and Renault's concerns. He said the overall length of the building is 28 feet with a 6 foot overhang on the east end making it a total of 34 feet. He said the width of the building is 12 feet plus an additional 6 feet of covered decking area for a total of 18 feet. He said in terms of the parking layout and drive-thru, he referred to the professionals. He said with ODOT allowing only one access point, it made it a little more difficult. He said all of the commissioners concerns were valid points and he would be more then happy to address them all. Mr. Vanderpool suggested he could move the ADA space to the proposed number five parking space and add a sidewalk for easier access to the building. PC Foster said that it may be appropriate to suggest that one spot of street parking could be designated as an ADA spot.

PCM Busdieker asked about finding four on the staff report. She said it does not include the setback of the building from the street. PC Foster said the sidewalk is six feet and there is a ten foot utility easement for a total of a 16 foot setback from the street. PCM Busdieker asked about the landscaping in finding six. She said she can not tell where the landscaping will be. Mr. Vanderpool said he plans to landscape the area of the ten foot utility set back, the island in the drive-thru and the area to the east behind the order board. PCM Busdieker asked about the traffic flow in finding seven. She said the staff report says there will be seven off street parking spots. PC Foster said he made a mistake and said he will correct the report to read five off street parking spaces. She also asked about the screened area that is mentioned in the staff report. PC Foster said that will be the paved patio for the ADA access point for the walk up window. PCM Busdieker asked why the curb on the east side of the plan is at an angle. Mr. Vanderpool said he if the ADA space is moved to space

number five he will make that curb straight. He said he agrees with everyone's concerns with more detail in the drawings.

PCM Cramblett asked about the possibility of putting in a yield sign to help take care of any traffic problems. He asked if it was possible to change the shape of the island in the middle of the drive-thru. Mr. Vanderpool said he wasn't sure what other shape would be better but he would be more then happy to look at any other ideas.

PCC Walker asked if there were any other proponents. Holly Howell said she was with the Port and was here to address any concerns regarding their conversations with ODOT.

PCC Walker said that even though he is employed with ODOT, he is not acting as an employee. He said he is acting as Bob Walker and as a member of the Planning Commission. He said he wanted to answer some of the ODOT related questions because he does have experience with access management. He said he is also concerned with the truck traffic and site circulation. He said he would like to also see the ADA parking space closer to the building.

PCM Brostoff asked if it was possible to move the ADA parking space directly next to the building. Mr. Vanderpool said that could be a possibility however it could create more of a problem with traffic flow. PCM Renault suggested that the parking spaces be back-in parking only. PCC Walker said he felt that Mr. Vanderpool's business plan is to focus on the drive-thru aspect of his business. He said that parking could be a concern but that Mr. Vanderpool expects most of his business to be drive-thru.

PCC Walker asked for any other proponents to speak. Miss Howell introduced herself and explained the process the Port took to obtain the access points from ODOT. She said that ODOT asked the Port to apply for only one access point at this time. She said ODOT suggested some things to be done including adding a stop sign at the point where the drive-thru traffic would be re-entering into the driveway, closing any other curb cuts in the sidewalk within the proposed property and moving the building back away from the driveway for better visibility. She said ODOT said they do not have jurisdiction over the driveway and parking lot, however they felt bringing up those suggestions would help the applicant.

PCC Walker asked for any opponents. There were none.

Mr. Vanderpool said he found trouble locating the building on the property because of the required setbacks of the City. He said that was an issue when figuring out the design and flow of the drive-thru. He said this was the best option he could come up with because of those restrictions.

PC Foster said with any business there are busy times and there are slack times. He said between the two businesses, the fish market and the coffee shop, they could schedule their deliveries. PCM Brostoff asked what would happen to traffic if a different business went in five years from now.

PCC Walker closed the Public Hearing LU 12-003 at 8:16.

PCM Cramblett asked if a variance would solve some of the problems with the setbacks and allow for a better configuration of the traffic flow.

PCM Busdieker said she thought that the Coffee Shop was a great idea and feels it would be a great addition to the town as long as all of the concerns that were raised are addressed.

PCC Walker said it is good to see a person wanting to build in Cascade Locks doing their homework. He said he agrees with PCM Cramblett regarding the variances. He said this could be a time when our present requirements don't necessarily fit what's best for the City or someone who wants to start a business. He said he thinks that a variance could be something worth discussing.

PCM Renault said she is always excited to see new businesses come into town.

PCM Brostoff said this is a beautiful building and it will fit in well with the vision we have for our town. He asked if there was a reason the coffee shop was locked into the space that it is intended to be in. Mr. Vanderpool said he didn't have a reason other then the shared access point.

PC Foster reminded the commission that they will either have to approve the application with conditions or deny the application. He said it can not be converted to a variance without Mr. Vanderpool restarting the whole process. He said there are ways to address the commissioners' concerns with conditions of approval. He said the Commission could make it a condition of approval that if the use of the property changes in either size or scope, it would require the subsequent owner to reapply. He said the Commission could also include the condition that the applicant finds an ADA spot closer to the building. PCM Brostoff suggested that the hearing be reopen to discuss these conditions. **Motion:** PCM Cramblett moved, seconded by PCM Brostoff, to reopen the public hearing for LU 12-003. The motion was passed unanimously. PCC Walker reopened the hearing at 8:27.

Mr. Vanderpool said he would like to plan to move the ADA parking space to the proposed space number 5 and change all parking to back-in parking. He said he plans to put in a yield and/or stop sign where the drive-thru traffic reenters the driveway. He said he will put in a sidewalk for the ADA access to the building. Mr. Brostoff asked the applicant if he was planning to have a bike rack. Mr. Vanderpool said yes he was planning to add it into the landscape on the east end of the building.

PCC Walker closed the Public Hearing for LU 12-003 at 8:35.

PCM Brostoff said he is still concerned with truck traffic of both the Fish Market and the Coffee shop. PC Foster reminded the commissioners they had already approved the Fish Market and could not make any changes to the Fish Market. PCC Walker suggested that the applicant restrict truck traffic to only during a specific time period. PC Foster said the commission could stipulate, as a condition of approval, that deliveries be made at specific times. He also said the condition could say that all delivery trucks park in the designated parking spot in the rear. Mr. Vanderpool said he does not plan to have any large delivery trucks and he will be doing most of the maintenance himself. He said he could also ask trucks to park on the street.

PC Foster said the suggested conditions of approval he has heard so far are to require back-in parking on the rear parking spaces, to move the ADA parking space nearer to the coffee shop in a safe location, large service truck traffic should be restricted to low volume hours or requested to park on the street, and a stop sign shall be established at the access point to the driveway. PCM Busdieker reminded PC Foster about the screened in trash area. **Motion:** PCM Busdieker moved, seconded by PCM Cramblett, to approve the application with the above conditions of approval. PCM Brostoff reminded PC Foster to add the condition requiring any new owners to reapply for any new business. The motion was passed unanimously.

B. Recommend Grant Action to City Council
This was discussed earlier in the meeting.

C. Set Hearing Date for Administrative Hearing on Code Changes
This was discussed earlier in the meeting and will be held November 8, 2012.

Motion: PCM Brostoff moved, seconded by PCM Busdieker, to adjourn. The motion was passed unanimously. PCC Walker adjourned the meeting at 8:50pm.

Prepared by:

Megan Webb
Deputy City Recorder

Approved:

Bob Walker
Planning Commission Chairman

CITY OF CASCADE LOCKS
PLANNING DEPARTMENT

Final Order

The following information is based on representations and materials provided by the applicant. Any falsification, misrepresentation or inaccurate information may result in this application being rejected, overturned or denied due to inaccurate information. Staff has reviewed the application in light of applicable code requirements and makes the following findings and recommended conclusions for approval of the Planning Commission.

Background Information

Applicant: Jackson Vanderpool

Address: P.O. Box 403, Stevenson, Washington 98648
Phone: (360) 600-6997

Owner of the land (if different): Port of Cascade Locks (see letter from Port)

Requested Action: Approval of Site Review and placement permit for a new building in the downtown zone.

Application deemed complete: September 9, 2012

Decision Action Required by: January 8, 2013 (unless extended by official action)

Property Information

Property Address: ??? SW Wanapa Street, Cascade Locks, Oregon

Legal Description: Township 2N ; Range 7E; Section 12CD; Tax lot 1500

Current Zoning: Downtown Zone (D)

Property Size: TL#1500 = 7,750 square feet or 0.19 acres

Details of the Proposed Project

Specific Development Request:

The applicant has requested authorization to construct a new commercial building on the subject parcels which would be 332 square feet and house a retail coffee shop for the sale of fresh brewed coffee and other beverages with a drive through access for consumers. This market is a permitted use under the Downtown Zone 8-6.70.020 (G.) "Retail stores with 15,000 square feet

or less of gross floor area". The application is subject to all the requirements of the Downtown Zone (D) and must meet the design standards established in the code 8-6.070.010 to 8-6.070.120.

Proposed Business Operation:

The applicant will be selling freshly brewed coffee and some other consumables as desired by the customers of the coffee stand. Specific hours of operation have not been finalized, but it is anticipated that daily hours of operation will be between 6:00am and 7:00 pm.

Downtown Zone Design Requirements:

The applicant has retained, Allusa Architecture to provide detailed site plans, preliminary design of all exterior features and a floor plan for the review of the Planning Commission. Furthermore, the applicant has provided a detailed parking plan, access and egress for connection to WANAPA Street and a narrative describing some of the key design features.
Some of the key elements proposed are:

Roofing:	Architectural Composition Shingles –Dark Brown.
Eave Trim:	Timber Truss will be located on the south side of the building and a 8" fascia board of wood reflecting a craftsman style of 1920.
Siding:	Horizontal lap siding painted
Siding Trim:	Custom belly bands and trim pieces to reflect craftsman style.
Street view:	Heavy Timber truss, stone base and lap siding will face the street.
Gable Ends:	Shake stained dark
Windows:	Wood Framed – with dark bronze metal
Parking:	Shared driveway with five parking spots in the rear of building.
Drive-thur:	The Drive through window will be located on the north side of the building and the south side will have a "walk-up" window emphasizing the pedestrian friendly nature of the downtown area.

The site plans and preliminary drawings are incorporated into this staff report as part of the findings of this report and by this reference made a part hereof.

Pre-Application Meeting:

The applicant met with City planning staff, public works personnel and the City Utility manager to ensure that utility connections were identified and that seating considerations were fully discussed prior to receiving this application. The applicants have cooperated with the city to ensure that all utility connections would serve the proposed property, but at the same time allow for future development. The Port of Cascades has contacted Oregon Department of Transportation personnel to discuss access from Wanapa Street and a location for this access has been identified and this driveway will be partially located on tax lot 1700 and partially located on tax lot 1500 with a twenty foot right away resulting. There will be ten feet designated on the east side of TL #1700 and ten feet designated on the west side TL#1500. This driveway will serve the remaining parcels as either a circle drive or as an in and out access.

SUMMARY OF STAFF FINDINGS

The following goals were established to govern decisions related to development in the Downtown Zone (D).

Finding One -GOALS:

Article III, Page 18 "The Downtown Plan's Project Goals are:

1. Strengthen the downtown core as the economic and cultural center of the City.
2. Make the downtown an extraordinary place, such that travelers will be drawn to the downtown as a destination, not just a stop-over spot.
3. Provide the design standards, regulations, and capital projects necessary to guide new development in a manner consistent with and supportive of these goals.
4. Create a stronger presence of the natural environment in the downtown area.
5. Create and/or enhance views of the surrounding area from downtown for motorists and pedestrians.
6. Establish a more "friendly" pedestrian/bicycling environment that will reduce the necessity for and impact of automobiles.
7. Manage traffic flows for safety and convenience of both the vehicle passengers and pedestrians.
8. Accommodate parking needs for autos, trucks, recreational vehicles, and buses in a manner that is consistent with the adopted design theme.
9. Create stronger visual, vehicular, and pedestrian links between Downtown and Marine Park working to blend the two activity areas into one experience.
10. Develop architectural standards for all new construction and remodeling relating to the history of Cascade Locks.
11. Develop a downtown plan that identifies and plans for common physical elements throughout the area such as landscaping, signage, pedestrian facilities, and parking lots.
12. Create pedestrian/bicycle linkages to all major points in community.
13. Create attractive and inviting entry features.
14. Increase the presence of street trees in a manner consistent with the Design Plan."

Staff Findings:

Staff has reviewed the proposed development in light of these goals and has determined that the project meets these objectives. It is important to understand that each project addresses these goals in different manners and no single project will meet all the goals in exactly the same way.

Staff feels the inclusion of a coffee shop will strengthen the downtown core by bringing more customers to the primary commercial district. The inclusion of a drive through coffee shop will provide another reason for the traveling public to stop off of the Interstate and visit the commercial district of Cascade Locks. By offering a convenient sale of coffee, tea and breakfast products this project will increase our retail sector and serve those commuters using the Bridge

of the Gods and the travelling public who will soon become aware of this resource in Cascade Locks.

The location of the proposed development and proposed site plan will result in a more pedestrian friendly downtown, nice view of the Bridge of the Gods and the River and help to create a diversity of use downtown which assists in drawing the traveler to the downtown area. Located near the proposed downtown bike hub, this development will help fill in the key commercial property owned by the Port of Cascade Locks and hopefully will be the catalyst to foster additional development on the adjacent properties.

The addition of this type of business is not unique to the Columbia Gorge and will make Cascade Locks a competitive venue for those folks who often seek out convenient coffee sources which do not impede their ability to continue their trip, commute or destination travel in the Columbia Gorge.

Finding Two - PLANNING PRINCIPLES:

The following planning principles shall guide development in the Downtown Zone.

Article III, Page 19 "The Downtown Plan's Planning Principles are:

1. A primary economic principle is to get people to shop in downtown Cascade Locks by attracting them off the freeway, by providing adequate commercial services for a growing local population, by creating downtown employment, and by channeling Industrial Park employees and visitors to the downtown for shopping and services.
2. Another primary economic principle is that the City will expand its presence as a tourist destination by actively developing facilities and programs oriented to the river, the mountains, the Gorge experience, recreation, and an extraordinary downtown.
3. The Downtown Plan is based on preserving and re-creating the historical character of the Community as it was in the 1920's and 1930's, the time the Columbia River Highway was built and first opened.
4. A principal of diversity within a framework of design standards rather than conformity will guide design decisions.
5. The Downtown Plan is based on creating a pedestrian friendly environment where citizens and visitors can enjoy a variety of shopping, cultural, and recreational experiences as pedestrians in a safe, inviting, and comfortable place.
6. Administration of the Historic Columbia River Highway historic designation calls for preserving the historic width and centerline of the street and to make improvements only when they are consistent with the design of the street in the early part of the 20th century. A principal of this plan will be to respect that position where ever possible."

Staff Findings:

The staff has reviewed the proposed development in light of the controlling planning principles and makes the following findings.

The application meets the standards of the planning principles by encouraging more downtown business activity, expands its presence as a tourist destination and emphasizes the natural environment in the design of the building. The proposed business and building design brings attention to the uniqueness of Cascade Locks and helps with the preservation of the historic character of the community by offering a high demand product which caters to the "coffee culture" of the Northwest consuming public. Staff concludes that the principles have been met by this application.

Finding Three - 8-6.70.020 Permitted Uses

"The following uses are permitted in the Downtown Zone:

G. Retail stores with 15,000 square feet or less of gross floor area."

Staff Findings:

The proposed use is a permitted use under the code. Staff concludes that the use requirement has been met.

Finding Four - 8-6.70.050 Dimensional Standards

"A maximum setback of 10 feet is required along the WaNaPa Street frontage. The setback area shall be used exclusively for street furniture, outdoor dining areas, sidewalk to the front door, or landscaping."

Staff Findings:
The applicant has proposed a ten foot setback from Wanapa Street and therefore the proposed development meets the requirements.

Finding Five - 8-6.070.070 Height Limitation

Staff Findings: The proposed height is less than the 35 foot maximum. The proposal meets this requirement.

Finding Six - 8-6.070.080 Landscaping Requirements

Staff Findings: "A minimum of five percent of the lot area shall be landscaped in accordance with Chapter 8-6.104." The proposed development meets this requirement.

Finding Seven - 8-6.070.090 Access and Circulation

Staff Findings: "Adequate provisions for access and internal circulation of vehicles shall be provided for all uses allowed in the Downtown Zone in accordance with the requirements of this code and in compliance of ODOT Access Management Standards for State Highways." Staff concludes that this standard has been met.

Finding Eight - 8.6.070.110 Off-Street Parking and Loading

Staff Findings: "All uses shall conform to all standards of Chapter 8-6.108." The applicant has proposed five off-street parking spaces behind the building. The proposal exceeds the parking standards of the City, therefore this requirement is met.

Finding Nine - 8-6.070.120 Downtown Zone Design Standards

Staff Findings: "All development and use of land shall be subject to the provisions of the Site Plan and Design Review Chapter (8-6.148)." No changes are allowed after the site design review process has been complete by the City Planning Commission. Staff finds that the proposed development meets all design standards for the zone as enumerated below.

8-6.070.120 E: Standards for Building designs
Staff has reviewed the proposed design and believes that it meets or exceeds the building designs of the Downtown Zone.

8-6.070.120 F: Building Material and Colors
Staff has reviewed the proposed development and notes that design features are consistent with the 1920-30s character. The building will be painted earth tone colors and features wood, metal and specialized textures to match the time period. Staff concludes that this standard is met.

8-6.070.120 G: Roof Materials, Parapets, and Roof Pitch
Staff has reviewed the proposed development and notes that design features are consistent with the requirements. Staff concludes that this standard is met.

8-6.070.120 H: Building Orientation and Entrance Standards
Staff has reviewed the proposed development and notes that design features are consistent with the requirements. Staff concludes that this standard is met.

8-6.070.120 I: Parking Lots
Staff has reviewed the proposal and notes that the parking is in the back, provides for seven off-street parking spaces and access has been identified acceptable to ODOT and the City. Staff concludes that this standard has been met.

8-6.070.120 J: Building Facades
Staff has reviewed the proposed development in light of all requirements for this code section and believes that the proposal meets the requirements as delineated in this section of the code.

"Traditional Storefront Elements" for buildings designed to house retail, service, or office businesses, traditional storefront elements are required. These elements include:

a. Front and side building walls placed within 10 feet of abutting street right-of-way boundaries.

b. Clearly delineated upper and lower facades.

c. A lower facade dominated by large display windows and a recessed entry or entries.

d. Smaller, regularly spaced windows in the upper floor.

e. Decorative trims, such as window hoods, surrounding upper floor windows.

f. A decorative cornice near the top of the facade.

g. Change in Relief of Building. Buildings must include changes in relief on 10 percent of their WaNaPa facades. Relief changes include cornices, bases, fenestration, fluted masonry, or other treatments for pedestrian interest and scale."

Staff concludes that this standard has been met.

8-6.070.120 K : Windows
Staff has reviewed the proposal and concludes that the proposal meets the requirements.

8-6.070.120 L: Upper Windows
This is not applicable to this development.

8-6.070.120 M: Streetscape/Street Furniture
The applicant has provided for a walk-up window front porch area in their building which could be utilized for seating in the front of the building. Staff has determined that this meets the requirements of the code.

8-6.070.120 N: Lighting
The applicant has not specified a lighting strategy for the proposed development, but it is noted that the entrance shall be well-lighted per our code and that all lighting will be shielded from glare and directed downward to protect the night skies of Cascade Locks. This shall be a condition of approval.

8-6.070.120 O: Trash and Recycling Storage
Staff has reviewed the proposal and the applicant has not proposed a screened area for waste disposal and recycling on the parcel. The proposal does not meet the criteria and the applicant will need to provide for screened waste disposal management as a condition of approval for this application. Applicant should indicate a location and the type of trash screening which will be part of this staff report and by reference incorporated into this finding of facts.

8-6.070.120 P: Signage
Staff finds the sign requirements have been met by affixing the sign to the front of the building as part of the design. The applicant has shown signs affixed to the building with the standard being that each face of the building may have a sign equal to 20 square feet with a total square footage of signage equal to 50 square feet for all faces of the building.

Finding Four: 8-6.70.030 (H) CONDITIONAL USES

"Drive up windows or other drive-up facilities involving an installation where a driver or passenger accesses services and products without leaving his or her automobile."
Staff has reviewed the proposed development and finds the proposed drive up window to be in compliance with the goals, standards and principles of the Cascade Locks Comprehensive Plan and governing ordinances. The applicant has met the reservoir area requirements of 5 spaces for a service window. All driveways will be at least 18 feet wide and paved.
Staff believes that the addition of a coffee shop in the downtown zone in an attractive complimentary designed building will support the overall economic diversity of our downtown and help all businesses by providing one more reason to do business in downtown Cascade Locks. The absence of the coffee shop in Cascade Locks in the past has encouraged the coffee consuming public to look for other opportunities in adjacent communities denying our town the opportunity to secure primary and secondary retail sales which are critical in a tourist based economy to sustaining all downtown businesses.

SUMMARY OF FINDINGS AND RECOMMENDED ACTION

Staff has determined that this proposal meets the criteria of the Cascade Lakes Downtown Zone code and recommends that the Planning Commission approve this application with the following conditions of approval.

Staff Recommendation: Approval with the following Findings of Fact and Conditions of Approval.

Staff recommends that the Planning Commission approve this request as a land-use action, subject to the following conditions and criteria being met by the applicant prior to issuing this permit.

1. The Planning Commission adopts the findings contained within the staff report in its entirety as part of its motion to approve the application.

2. The Planning Commission approves the request subject to the following conditions of approval:
    a. Applicant will align the parking on the north side of the property so that parking will be back-in only.
    b. The applicant will adjust the handicapped parking space so that it is closest to the building structure.
    c. The applicant will restrict service and delivery truck access to the parcel to those hours of low business and/or restrict truck parking to the street.
    d. The applicant will include a screened trash and recycling area for waste management on-site or attached to the building.

e. Applicant will erect a stop sign where the drive through lane re-enters the shared driveway between the Brigham property and the coffee shop property.
f. Applicant understands that should a future use of the property change in its entirety or if the building is increased more than 25%, then the applicant or his/her successor shall be required to re-apply for a new permit for this site.

3. This report is mailed to the applicant and property owners within one hundred feet (100') of the subject parcel. The Planning Commission accepts comments and public inquires from any interested party for a period not less than fourteen (14) days from the date of this decision.

4. Applicant agrees to comply with all design standards as described within the code and as enumerated within this staff report. No modifications to this design can be made without the concurrence of the City Planning Commission. The proposed design and design narrative is incorporated into this staff report and by this reference made a part hereof.

5. No residential use shall occur on the property without a new application being submitted to the Planning Commission for review and approval prior to such a use occurring.

6. The applicant agrees to provide a permanent irrevocable easement be granted to the City of Cascade Locks for location of the city electrical utility lines as well as sewer and water lines on the subject parcel prior to commencing construction.

7. The applicant agrees to maintain all landscaping on the subject parcel including the placement of trees consistent with the downtown plan.

8. The applicant affirms a commitment to meeting the terms and conditions outlined in this planning report and any additional land-use requirements appropriately applied by the Planning Commission. These conditions include all the requirements stated herein as well as all applicable code requirements of the downtown zone. A transfer of ownership does not relieve the subsequent owner from the responsibilities described herein and cannot be voided except with the approval of the City of Cascade Locks.

9. The applicant agrees that all terms and conditions of approval shall apply to the entire parcel.

10. The applicant agrees to pay the required fees to the City of Cascade Locks, Oregon before issuance of the final permit.

The City of Cascade Locks has relied on the representations of the applicant in evaluating their application for land-use approval. Any misrepresentations or prevarication on the part

of the applicant shall render the staff findings incorrect and may invalidate these findings of facts and summary of conclusions and could result in a requirement that the applicant withdraw the previous application and reapply for land-use approval under the codes of the City of Cascade Locks.

Approved this 11th day of October, 2012

CITY OF CASCADE LOCKS
PLANNING DEPARTMENT
Staff Report on Conditions of Approval
May 27, 2014

Background Information

Applicant: Kim Campbell – Brigham Fish Market

Address: P.O. Box 37, Cascade Locks, OR 97014
Phone: 541-490-3313

Requested Action: Review conditions of approval and extend time for completion.

Property Information

Property Address: 630 NW WaNaPa Street, Cascade Locks, Oregon

Legal Description: Township 2N Range 7E Section 12CD Tax lot 1700 and 1800

Current Zoning: Downtown Zone (D)

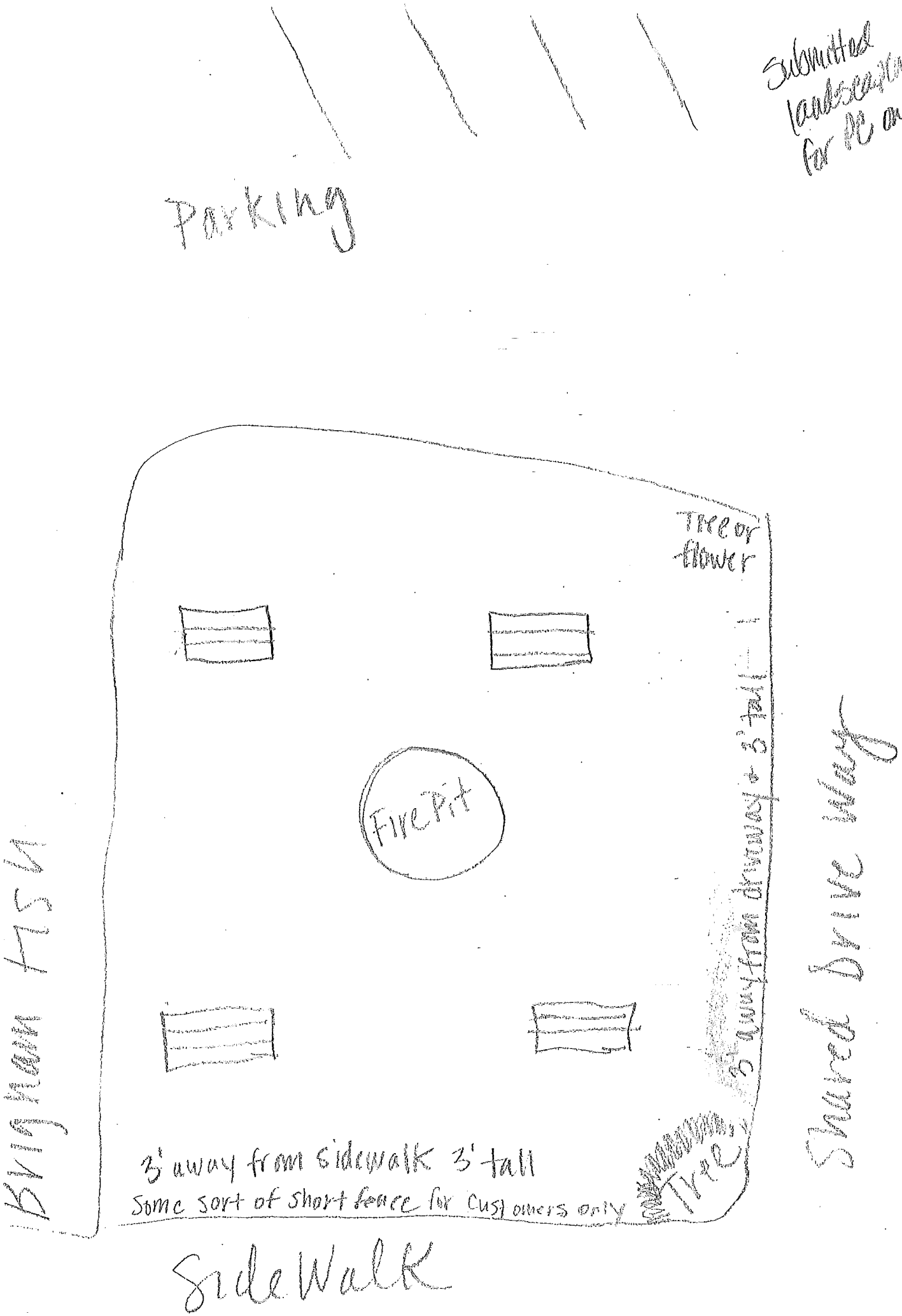
Property Size: TL#1700 = 15,104 square feet or 0.35 acres
TL#1800 = 8,154 square feet or 0.19 acres

A public hearing was held to review the site plan for Brigham Fish Market on July 26, 2012. The final order, listing the conditions of approval, was signed and mailed to the applicant on July 26, 2012.

Hood River County Building and the City allowed the Fish Market to open with temporary occupancy with the expectation that conditions of approval continue to be worked on.

A letter was mailed to Kim Brigham, along with another copy of the final order, detailing unmet conditions on May 6, 2014. Kim has submitted a landscape plan to be reviewed and approved by the Planning Commission.

Submitted landscaping plan for PC on 6/12/14



"The Heart of the Columbia River Gorge"

CASCADE LOCKS

City of Cascade Locks
PO Box 308 140 SW WaNaPa St.
Cascade Locks, OR 97014

(541) 374-8484 Fax: (541) 374-8752
TTY 711

May 6, 2014

Brigham Fish Market
Kim Brigham-Campbell
PO Box 37
Cascade Locks, OR 97014

Dear Kim,

The City has been contacted by Hood River Building Inspector Mark VanVoast regarding the final occupancy permit for Brigham Fish Market. The City has reviewed the planning file and find that there are conditions of approval that need completed.

1. The undeveloped gravel area to the east of the building needs to be landscaped per the submitted site plan.
2. The developed lot requires 5% of the area to be landscaped per the submitted site plan.
3. The trash area needs to be screened.

Please let the City know when you have completed these three items and we will contact the County for approval of the final occupancy permit.

Thank you for your prompt attention to this matter.

Respectfully,

Gordon Zimmerman
City Administrator

CITY OF CASCADE LOCKS
PLANNING DEPARTMENT

FINAL ORDER

The following information is based on representations and materials provided by the applicant. Any falsification, misrepresentation or inaccurate information may result in this application being rejected, overturned or denied due to inaccurate information. Staff has reviewed the application in light of applicable code requirements and makes the following findings and recommended conclusions for approval of the Planning Commission.

Background Information

Applicant: Kim Brigham and family

Address: P.O. Box 37, Cascade Locks, Oregon 97014

Phone: (541) 490-3313

Agent Representing Applicant: Bob Schatz, Architect
Allusa Architecture
2118 SE Division Street
Portland, Oregon 97202
(503) 235-8585

Owner of the land (if different): Port of Cascade Locks (see letter from Port)

Requested Action: Approval of Site Review and placement permit for a new building in the downtown zone.

Application deemed complete: June 20, 2012

Decision Action Required by: October 8, 2012 (unless extended by official action)

Property Information

Property Address: 630 SW Wanapa Street, Cascade Locks, Oregon

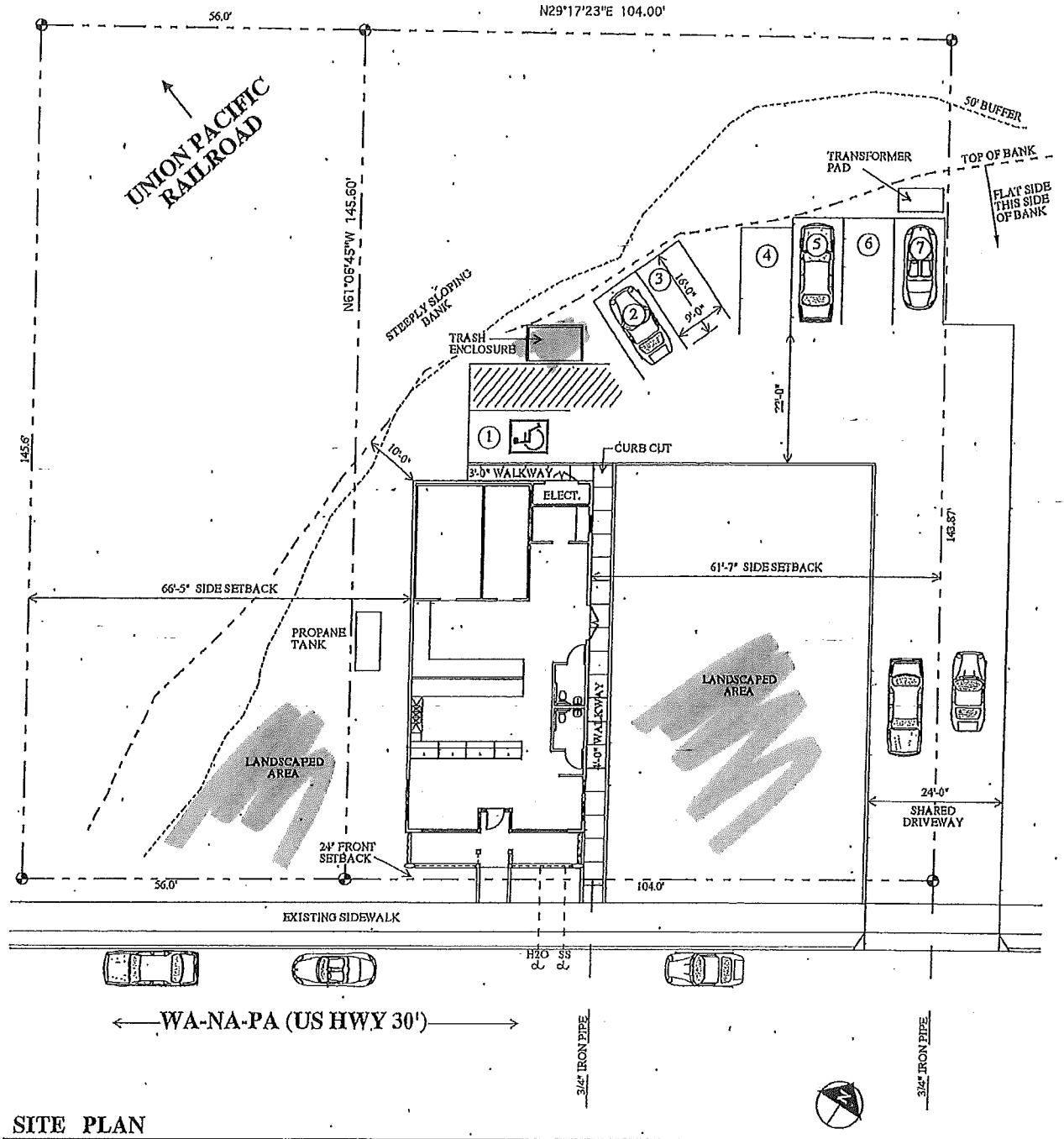
Legal Description: Township 2N ; Range 7E; Section 12; Tax lot(s) 1800 and 1700

Current Zoning: Downtown Zone (D)

Property Size: TL#1800 = 8,154 square feet or 0.19 acres
TL#1700 = 15,104 square feet or 0.35 acres
TOTAL = 23,258 square feet or 0.54 acres

Details of the Proposed Project

5/6/14



SITE PLAN

1/16" = 1'-0"

ALLUSA ARCHITECTURE

Brigham Fish Market
630 SW WANAPA STREET
CASCADE LOCKS 97014

5/6/14

Brigham Fish Market
Design narrative

Roofing:
The roofing shall be an Architectural Grade composition. The color will be a dark brown

Trim at eaves:
The trim at the eaves will be a custom cut design from 4x8 pieces of wood. It is a craftsman type detail but the parts will have more of a modern style.

Siding:
The siding will be a cement board material and cut to a fishscale pattern. It will be painted a brown color to resemble a wood finish.

Trim at siding;
This trim will be painted wood and placed to resemble a craftsman style. There will be belly band trim and corner trim.

Front arch;
The front arch will be 1.5" x 1.5" angle and 1/5" flat steel bolted or welded together and painted black. This look is similar to the look of the structure of the nearby bridge.

Fish Sculptures:
The fish sculptures will be made of plate steel, sculpted to the fish shape including adding depth to the plate steel to give the curve of the fish body. The steel will be patina'd to give it a bronze look. The sculptures will be mounted to a stone clad wall.

Windows:
The windows will be wood framed with metal cladding. The finish color outside will be dark bronze.

Parking:
The Port of Cascade locks has agreed to have a shared driveway entering the back of the property. This will allow one driveway to be used instead of several. Our site will have 7 parking spots at the rear of the property.

allusaarchitecture.com
2118 SE Division Street Portland OR 97202
phone 503.235.8585
fax 503.235.0835

5/6/14

Specific Development Request:

The applicant has requested authorization to construct a new commercial building on the subject parcels which would be 1,920 square feet and house a retail market for the sale of fresh and processed fish. This market is a permitted use under the Downtown Zone 8-6.70.020 (G.) "Retail stores with 15,000 square feet or less of gross floor area". The application is subject to all the requirements of the Downtown Zone (D) and must meet the design standards established in the code 8-6.070.010 to 8-6.070.120.

Proposed Business Operation:

The applicant will be selling locally caught fish (salmon and steelhead primarily) as fresh, frozen and smoked products. Some finishing and packaging will be done on site, such as vacuum sealing, finished cuts and smoking of fish. These activities will take place during regular working hours and be associated with the sale of these products to the public as retail items. In addition, some wholesale sales will occur to area restaurants, area sellers, and distribution companies. In addition to the local fish products, the owner intends to offer Native American arts and crafts to the public celebrating the long-time presence of Native people in the Cascade Locks region. Specific hours of operation have not been finalized, but it is anticipated that daily hours of operation will be between 9:00am and 7:00 pm.

Downtown Zone Design Requirements:

The applicant's representative, Allusa Architecture principle: Bob Schatz has provided detailed site plans, preliminary design of all exterior features and a floor plan for the review of the Planning Commission. Furthermore, the applicant's representative has provided a detailed parking plan, access and egress for connection to Wanapa Street and a narrative describing some of the key design features.

Some of the key elements proposed are:

Roofing:	Architectural Composition Shingles –Dark Brown.
Eave Trim:	Custom cut braces from 4x8 wood reflecting a craftsman style of 1920.
Siding:	Cement board cut to fish scale patterns- Painted brown.
Siding Trim:	Custom belly bands and trim pieces to reflect craftsman style.
Front Arch:	Steel custom design to reflect the nearby bridge structure.
Fish Sculptures:	Bronze looking steel fish sculptures mounted on stone
Windows:	Wood Framed –dark bronze
Parking:	Shared driveway with seven parking spots in the rear of building.

The site plans and preliminary drawings are incorporated into this staff report as part of the findings of this report and by this reference made a part hereof.

Pre-Application Meeting:

5/6/14

The applicant met with City planning staff, public works personnel and the City Utility manager to ensure that utilities connections were identified and that siting considerations were fully discussed prior to receiving this application. The applicants have cooperated with the city to ensure that all utility connections would serve the proposed property, but at the same time allow for future development. The Port of Cascades has contacted Oregon Department of Transportation personnel to discuss access from Wanapa Street and a location for this access has been identified and this driveway will be partially located on tax lot 1700 and partially located on tax lot 1500 with a twenty foot right away resulting. There will be ten feet designated on the east side of TL #1700 and ten feet designated on the west side TL#1800. This driveway will serve the remaining parcels as either a circle drive or as an in and out access.

SUMMARY OF STAFF FINDINGS

The following goals were established to govern decisions related to development in the Downtown Zone (D).

Finding One -GOALS:

Article III, Page 18 "The Downtown Plan's Project Goals are:

1. Strengthen the downtown core as the economic and cultural center of the City.
2. Make the downtown an extraordinary place, such that travelers will be drawn to the downtown as a destination, not just a stop-over spot.
3. Provide the design standards, regulations, and capital projects necessary to guide new development in a manner consistent with and supportive of these goals.
4. Create a stronger presence of the natural environment in the downtown area.
5. Create and/or enhance views of the surrounding area from downtown for motorists and pedestrians.
6. Establish a more "friendly" pedestrian/bicycling environment that will reduce the necessity for and impact of automobiles.
7. Manage traffic flows for safety and convenience of both the vehicle passengers and pedestrians.
8. Accommodate parking needs for autos, trucks, recreational vehicles, and busses in a manner that is consistent with the adopted design theme.
9. Create stronger visual, vehicular, and pedestrian links between Downtown and Marine Park working to blend the two activity areas into one experience.
10. Develop architectural standards for all new construction and remodeling relating to the history of Cascade Locks.
11. Develop a downtown plan that identifies and plans for common physical elements throughout the area such as landscaping, signage, pedestrian facilities, and parking lots.
12. Create pedestrian/bicycle linkages to all major points in community.
13. Create attractive and inviting entry features.
14. Increase the presence of street trees in a manner consistent with the Design Plan."

Staff Findings:

Staff has reviewed the proposed development in light of these goals and has determined that the project meets these objectives. It is important to understand that each project addresses these goals in different manners and no single project will meet all the goals in exactly the same way.

Staff feels the inclusion of a fish retail store will strengthen the downtown core by bringing more customers to the primary commercial district. The inclusion of a fresh fish market will tie the historic uses of this area (pre-europeon contact) to modern times. Native fishers have been harvesting salmon and other fish for thousands of years in the area and continue to exercise their treaty rights to harvest this northwest resource. By offering sale of these natural resources in Cascade Locks, the applicant is linking the history and culture of the area with the modern visitor.

The location of the proposed development and proposed site plan will result in a more pedestrian friendly downtown, nice views of the Bridge of the Gods and the River and help to create a diversity of use downtown which assist in drawing the traveler to the downtown area. Located near the proposed downtown bike hub, this development will fill in the western edge of a key commercial property owned by the Port of Cascade Locks and hopefully will be the catalyst to foster additional development on the adjacent properties.

The addition of this type of business is unique to the Columbia Gorge and will offer a product which is still harvested annually from the Columbia River, but rarely sold in a customary retail environment, which this proposed development will do. Furthermore, because this service and retail business is so well connected to the history of the community and yet not represented in the Columbia Gorge market place, it will be that unique draw which can strengthen all businesses in the downtown core.

Finding Two - PLANNING PRINCIPLES:

The following planning principles shall guide development in the Downtown Zone.

Article III, Page 19 "The Downtown Plan's Planning Principles are:

1. A primary economic principle is to get people to shop in downtown Cascade Locks by attracting them off the freeway, by providing adequate commercial services for a growing local population, by creating downtown employment, and by channeling Industrial Park employees and visitors to the downtown for shopping and services.
2. Another primary economic principle is that the City will expand its presence as a tourist destination by actively developing facilities and programs oriented to the river, the mountains, the Gorge experience, recreation, and an extraordinary downtown.
3. The Downtown Plan is based on preserving and re-creating the historical character of the Community as it was in the 1920's and 1930's, the time the Columbia River Highway was built and first opened.
4. A principal of diversity within a framework of design standards rather than conformity will guide design decisions.

5/6/14

5. The Downtown Plan is based on creating a pedestrian friendly environment where citizens and visitors can enjoy a variety of shopping, cultural, and recreational experiences as pedestrians in a safe, inviting, and comfortable place.
6. Administration of the Historic Columbia River Highway historic designation calls for preserving the historic width and centerline of the street and to make improvements only when they are consistent with the design of the street in the early part of the 20th century. A principal of this plan will be to respect that position where ever possible."

Staff Findings:

The staff has reviewed the proposed development in light of the controlling planning principles and makes the following findings.

The application meets the standards of the planning principles by encouraging more downtown business activity, expands its presence as a tourist destination and emphasizes the natural environment in both the product sold and design of the building. The proposed business and building design brings attention to the uniqueness of Cascade Locks and helps with the preservation of the historic character of the community by offering a local natural resource product to the consuming public. Staff concludes that the principles have been met by this application.

Finding Three - 8-6.70.020 Permitted Uses

"The following uses are permitted in the Downtown Zone:

G. Retail stores with 15,000 square feet or less of gross floor area."

Staff Findings:

The proposed use is a permitted use under the code. Staff concludes that the use requirement has been met.

Finding Four - 8-6.70.050 Dimensional Standards

"A maximum setback of 10 feet is required along the WaNaPa Street frontage. The setback area shall be used exclusively for street furniture, outdoor dining areas, sidewalk to the front door, or landscaping."

Staff Findings:
The applicant has proposed a ten foot setback from Wanapa Street and therefore the proposed development meets the requirements.

Finding Five - 8-6.070.070 Height Limitation

Staff Findings: The proposed height is less than the 35 foot maximum. The proposal meets this requirement.

Finding Six - 8-6.070.080 Landscaping Requirements

Staff Findings: "A minimum of five percent of the lot area shall be landscaped in accordance with Chapter 8-6.104." The proposed development meets this requirement.

Finding Seven - 8-6.070.090 Access and Circulation

Staff Findings: "Adequate provisions for access and internal circulation of vehicles shall be provided for all uses allowed in the Downtown Zone in accordance with the requirements of this code and in compliance of ODOT Access Management Standards for State Highways." Staff concludes that this standard has been met.

Finding Eight - 8.6.070.110 Off-Street Parking and Loading

Staff Findings: " All uses shall conform to all standards of Chapter 8-6.108." The applicant has proposed seven off-street parking spaces behind the building. The proposal meets the parking standards of the City, therefore this requirement is met.

Finding Nine - 8-6.070.120 Downtown Zone Design Standards

Staff Findings: "All development and use of land shall be subject to the provisions of the Site Plan and Design Review Chapter (8-6.148)." No changes are allowed after the site design review process has been complete by the City Planning Commission. Staff finds that the proposed development meets all design standards for the zone as enumerated below.

8-6.070.120 E: Standards for Building designs
Staff has reviewed the proposed design and believes that it meets or exceeds the building designs of the Downtown Zone.

8-6.070.120 F: Building Material and Colors
Staff has reviewed the proposed development and notes that design features are consistent with the 1920-30s character. The building will be painted earth tone colors and features wood, metal and specialized textures to match the time period. Staff concludes that this standard is met.

8-6.070.120 G: Roof Materials, Parapets, and Roof Pitch
Staff has reviewed the proposed development and notes that design features are consistent with the requirements. Staff concludes that this standard is met.

8-6.070.120 H: Building Orientation and Entrance Standards
Staff has reviewed the proposed development and notes that design features are consistent with the requirements. Staff concludes that this standard is met.

5/6/14

8-6.070.120 I: Parking Lots
Staff has reviewed the proposal and notes that the parking is in the back, provides for seven off-street parking spaces and access has been identified acceptable to ODOT and the City. Staff concludes that this standard has been met.

8-6.070.120 J : Building Facades
Staff has reviewed the proposed development in light of all requirements for this code section and believe that the proposal meets the requirements as delineated in this section of the code.

"Traditional Storefront Elements. For buildings designed to house retail, service, or office businesses, traditional storefront elements are required. These elements include:

a. Front and side building walls placed within 10 feet of abutting street right-of-way boundaries.

b. Clearly delineated upper and lower facades.

c. A lower facade dominated by large display windows and a recessed entry or entries.

d. Smaller, regularly spaced windows in the upper floor.

e. Decorative trims, such as window hoods, surrounding upper floor windows.

f. A decorative cornice near the top of the facade.

g. Change in Relief of Building. Buildings must include changes in relief on 10 percent of their WaNaPa facades. Relief changes include cornices, bases, fenestration, fluted masonry, or other treatments for pedestrian interest and scale."

Staff concludes that this standard has been met.

8-6.070.120 K : Windows
Staff has reviewed the proposal and concludes that the proposal meets the requirements.

8-6.070.120 L: Upper Windows
This is not applicable to this development.

8-6.070.120 M: Streetscape/Street Furniture
The applicant has provided for a screened front porch area in their building which could be utilized for seating in the front of the building. Staff has determined that this meets the requirements of the code.

8-6.070.120 N: Lighting
The applicant has not specified a lighting strategy for the proposed development, but it is noted that the entrance shall be well-lighted per our code and that all lighting will be shielded from glare and directed downward to protect the night skies of Cascade Locks. This shall be a condition of approval.

5/6/19

8-6.070.120 O: Trash and Recycling Storage
Staff has reviewed the proposal and the applicant has proposed a screened area for waste disposal and recycling behind the building. This proposal meets the standard of the code and therefore this requirement is met.

8-6.070.120 P: Signage
Staff finds the sign requirements have been met by affixing the sign to the front of the building as part of the design.

SUMMARY OF FINDINGS AND RECOMMENDED ACTION

Staff has determined that this proposal meets the criteria of the Cascade Lakes Downtown Zone code and recommends that the Planning Commission approve this application with the following conditions of approval.

Staff Recommendation: Approval with the following Findings of Fact and Conditions of Approval.

Staff recommends that the Planning Commission approve this request as a land-use action, subject to the following conditions and criteria being met by the applicant prior to issuing this permit.

1. This report is mailed to the applicant and property owners within one hundred feet (100') of the subject parcel. The Planning Commission accepts comments and public inquires from any interested party for a period not less than fourteen (14) days from the date of this decision.

2. Applicant agrees to comply with all design standards as described within the code and as enumerated within this staff report. No modifications to this design can be made without the concurrence of the City Planning Commission. The proposed design and design narrative is incorporated into this staff report and by this reference made a part hereof.

3. No residential use shall occur on the property without a new application being submitted to the Planning Commission for review and approval prior to such a use occurring.

4. The applicant agrees to provide a permanent irrevocable easement be granted to the City of Cascade Locks for location of the city electrical utility lines as well as sewer and water lines on the subject parcel prior to commencing construction.

5. The applicant agrees to maintain all landscaping on the subject parcel including the placement of trees consistent with the downtown plan.

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6. The applicant affirms a commitment to meeting the terms and conditions outlined in this planning report and any additional land-use requirement appropriately applied by the Planning Commission. These conditions include all the requirements stated herein as well as all applicable code requirements of the downtown zone. A transfer of ownership does not relieve the subsequent owner from the responsibilities described herein and cannot be voided except with the approval of the City of Cascade Locks.

7. The applicant agrees that all terms and conditions of approval shall apply to the entire parcel.

8. The applicant agrees to pay the required fees to the City of Cascade Locks, Oregon before issuance of the final permit.

Approved on this 26th day of July, 2012.

_____

Paul Koch, Interim City Administrator

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Chapter 8-6.104

LANDSCAPING AND BEAUTIFICATION

Sections

8-6.104.010 Purpose
8-6.104.020 Administration
8-6.104.030 Submittal Requirements for Landscape plans
8-6.104.040 General Provisions
8-6.104.050 Street Trees
8-6.104.060 Location of Street Trees
8-6.104.070 Cut and Fill Around Existing Trees
8-6.104.080 Replacement of Street Trees
8-6.104.090 Exemptions
8-6.104.100 Buffering and Screening - General Provisions
8-6.104.110 Buffering/Screening Requirements
8-6.104.120 Fences and Walls
8-6.104.130 Parking and Loading Areas
8-6.104.140 Re-vegetation

8-6.104.010 Purpose

The purpose of this chapter is to establish standards for landscaping, buffering, and screening of land uses within the city in order to enhance the aesthetic and environmental quality of the city by:

A. Protecting existing vegetation and street trees;

B. Promoting compatibility between land uses by reducing the visual, noise, and lighting impacts;

C. Using planting materials to define spaces and articulate the uses of specific areas; and

D. Establishing and enhancing a pleasant visual character which recognizes safety issues.

8-6.104.020 Administration

A. When a land use application is subject to one or more of the chapters in Article V, Development Review, the standards in this chapter shall be applied as required by the applicable development review chapter(s) in Article V.

B. When the provisions of Article V do not apply, the City Administrator shall review revisions to landscaping as an administrative decision in accordance with Article II, Procedures, of this title.

8-6.104.030 Submittal Requirements for Landscape plans

A. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit a site landscaping plan which includes:

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1. Location of underground irrigation system sprinkler heads where applicable;

2. Location and height of fences, buffers, and screenings;

3. Location of terraces, decks, shelters, play areas, and common open spaces;

4. Location, type, size, and species of existing and proposed plant materials with delineation of which trees and plant materials will be retained; and

5. A narrative or notes on the site landscaping plan which addresses:

   a. Soil conditions;

   b. Erosion control measures that will be used;

   c. Methods to be employed by the owner or the owner's agents to provide above and below ground protection for existing trees and plant materials identified to remain; and

   d. The approval standards contained in this chapter.

B. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.

C. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

8-6.104.040 General Provisions

A. The standards set forth in the code are minimum standards for landscaping.

B. Unless otherwise provided by a lease agreement, the owner, tenant, and their agent, if any, shall be jointly responsible for the maintenance of all landscaping. Landscaping materials shall be maintained in good condition so as to present a healthy, neat, and orderly appearance and shall be kept free from refuse and debris.

C. All plant growth in landscaped areas of developments shall be maintained by pruning or other means so that it will not:

   1. Interfere with the maintenance or repair of any public utility;

   2. Restrict pedestrian or vehicular access; or

   3. Constitute a traffic hazard because of reduced visibility.

D. The installation of all landscaping shall be as follows:

   1. All landscaping shall be installed according to accepted planting procedures in accordance with the provisions of this title and generally following the provisions of Sunset New Western Garden Book, latest edition, Lane Publishing Company, Menlo Park, California.

   2. The plant materials shall be of high grade and be healthy, disease free, well branched stock characteristic of the species; and

   3. Any required landscaped area shall be designed, constructed, installed and

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maintained so that the ground shall be covered by living grass or other plant materials within 3 years.

E. Single family and duplex residential lots shall be landscaped with lawn, shrubs, living ground cover, mulch, or similar material.

F. Certificates of occupancy shall not be issued unless the landscaping requirements have been met or other arrangements have been made and approved by the city such as the posting of a bond.

G. Existing plant materials on a site shall be protected as much as possible:

1. The tree and plant materials to be saved shall be noted on the landscape plans;

2. The developer shall provide methods for the protection of existing trees and plant materials identified for preservation, including use of chain link or other sturdy fence placed around the tree at the drip line; and

3. Neither topsoil storage nor construction material storage shall be located within the drip line of trees designated to be preserved.

H. After completion of site grading, topsoil shall be restored to exposed cut and fill areas to provide a suitable base for seeding and planting. All planted areas shall be graded to provide positive drainage.

I. Appropriate methods for the care and maintenance of street trees and landscaping materials shall be provided by the owner of the property abutting the rights-of-way unless otherwise required for emergency conditions and the safety of the general public.

J. The review procedures and standards for required landscaping and screening shall be specified in the conditions of approval during development review and in no instance shall be less than what is required by this chapter.

K. With the exception of street trees, no trees, shrubs, or plantings more than 18 inches in height shall be planted in the public right-of-way abutting roadways having no established curb and gutter.

L. Trees and plant materials required as a condition of development approval shall conform with the following specifications:

1. Deciduous shade and ornamental trees shall be a minimum of 1-1/2 inches caliper measured 6 inches above ground, balled and burlapped. Bare root trees will be acceptable to plant during their dormant season. Trees shall conform to a characteristically shaped specimen.

2. Coniferous trees shall be a minimum 5 feet in height above ground, balled and burlapped. Trees shall be well branched and represent a characteristically shaped specimen.

3. Evergreen and deciduous shrubs shall be at least 1 to 5 gallon size. Shrubs shall be characteristically branched. The side of the shrub with the best foliage shall be oriented to public view.

4. Groundcover shall be fully rooted and shall be well branched or leafed. English Ivy (Hedera Helix) is considered a high maintenance material which is detrimental to other landscape materials and buildings and is therefore prohibited.

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5. Lawns shall consist of grasses, including sod, or seeds of acceptable mix within the local landscaped industry.

M. Landscaped areas shall be provided with automatic irrigation systems or a readily available water supply with at least one outlet located within 150 feet of all plant materials to be maintained.

8-6.104.050 Street Trees waived

A. All development projects fronting on a public or private street approved through a site plan review, conditional use, or subdivision review process, after the adoption of this title, shall be required to plant street trees in accordance with the standards in this chapter.

B. Certain trees can severely damage utilities, streets, and sidewalks or can cause personal injury. Approval of any planting list shall be subject to review by the City Administrator.

8-6.104.060 Location of Street Trees

A. Landscaping in the front and exterior side yard shall include trees with a minimum caliper of 2 inches at 6 inches above ground as specified in the requirements stated in Subsection 8-6.104.060 B.

B. The specific spacing of street trees by size of tree shall be as follows:

1. Small or narrow stature trees (under 25 feet tall and less than 16 feet wide branching) shall be spaced no greater than 20 feet apart;

2. Medium sized trees (25 feet to 40 feet tall, 16 feet to 35 feet wide branching) shall be spaced no greater than 30 feet apart;

3. Large trees (over 40 feet tall and more than 35 feet wide branching) shall be spaced no greater than 40 feet apart;

4. Trees shall not be planted closer than 20 feet from a street intersection, nor closer than 2 feet from private driveways (measured at the back edge of the sidewalk), fire hydrants, or utility poles in order to maintain visual clearance;

5. No new utility pole location shall be established closer than 5 feet to any existing street tree;

6. Tree wells shall be located so as not to interfere with utility services (water and gas meters, etc.);

7. On-premises services (water and gas meters, etc.) shall not be installed within existing tree well areas;

8. Street trees shall not be planted closer than 20 feet to a public light standard;

9. New light public standards shall not be positioned closer than 20 feet to existing street trees except when public safety dictates;

10. Where there are overhead power lines, the street tree species selected shall be of a type which, at full maturity, will not interfere with the lines;

11. Trees shall not be planted within 2 feet of any permanent hard surface, paving, curb, or walkway; and

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12. The space between the tree and the hard surface may be covered by a nonpermanent hard surface such as grates, bricks on sand, paver blocks, and cobblestones.

C. Trees, as they grow, shall be pruned to provide at least 8 feet of clearance above sidewalks and 13 feet above local street, 15 feet above collector street, and 18 feet above arterial street roadway surfaces.

8-6.104.070 Cut and Fill Around Existing Trees

A. Existing trees may be used as street trees if no cutting or filling takes place within the drip line of the tree unless an exception is approved by the City Administrator.

B. An exception will be approved if:

1. The ground within the drip line is altered merely for drainage purposes; and

2. A plan is submitted by a qualified arborist showing that the cut or fill will not damage the tree or cause it to die.

8-6.104.080 Replacement of Street Trees

A. Existing street trees removed by development projects or other construction shall be replaced by the developer with those types of trees approved by the City Administrator.

B. The replacement trees shall be of a size and species similar to the trees that are being removed unless alternative sizes or species are approved by the City Administrator.

8-6.104.090 Exemptions

A. Exemptions from the street tree requirements may be granted by the City Administrator on a case-by-case basis.

B. Exemptions shall be granted if:

1. The location of a proposed tree would cause potential problems with existing utility lines;

2. The tree would cause visual clearance problems; or

3. There is not adequate space in which to plant street trees.

8-6.104.100 Buffering and Screening - General Provisions

A. It is the intent that these requirements shall provide for privacy and protection and reduce or eliminate the adverse impacts of visual or noise pollution at a development site, without unduly interfering with the view from neighboring properties or jeopardizing the safety of pedestrians and vehicles.

B. A buffer/screening area shall be provided between different types of land uses, as indicated in the following table:

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1. All street furniture on either private property or within the right-of-way, including tables, chairs, walls, benches, kiosks, trash receptacles, garbage enclosures, signs, and other permanent or temporary fixtures not part of a building, shall conform with the Street Furniture design standards identified in the "Cascade Locks Downtown Plan and Strategy" adopted in 2004.

2. Benches and other streetscape items may be placed within the public right-of-way, but must not block free movement of pedestrians. A minimum pedestrian walkway width of five feet must be maintained at all times.

N. Lighting

1. All building entrances and exits must be well lighted.

2. Exterior lighting must be an integral part of the architectural design, and in keeping with the architectural standards contained in Section E.2.

3. The minimum lighting level for building entries is four-foot candles and the source light must be shielded to reduce glare.

4. All lighting shall be directed downwards and shall not shine into the sky.

O. Trash and Recycling Storage

1. Each structure shall provide for collection of its trash and recyclable materials within the boundaries of each parcel

2. All trash collection areas must be located within the structure, or behind the building in an enclosure.

P. Signage

1. All standards of Chapter 8-6.144 of this Code shall apply in the D zone except for the following standards:

   a. Freestanding pole signs are prohibited.

   b. Internally illuminated signs are prohibited.

   c. Pedestrian-oriented sign bonus. The City Administrator shall have authority to grant additional pedestrian oriented signs up to a total of 12 square feet for all such signs. The maximum size for any one pedestrian sign shall be 6 square feet. Pedestrian oriented signs include: window signs, small wall mounted or projecting signs located not more than 10 feet above grade, signs placed on awning valances, and signs suspended under canopies and awnings. Signs that are suspended above pedestrian walkways shall provide a minimum of 7.5 feet of vertical clearance.

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Chapter 8-6.144

SIGNS

Sections

8-6.144.010 Purpose
8-6.144.020 Applicability of Provisions
8-6.144.030 Administration
8-6.144.040 Submittal Requirements
8-6.144.050 Sign Requirements
8-6.144.060 Nonconforming Signs
8-6.144.070 Sign Permit Approval Criteria
8-6.144.080 Sign Code Exceptions
8-6.144.090 Sign Design, Construction, and Maintenance
8-6.144.100 Inspection

8-6.144.010 Purpose

The purpose of this chapter is to:

A. Promote traffic and pedestrian safety;

B. Protect property and public welfare;

C. Increase the aesthetic value and economic viability of the city;

D. Provide for safe construction, location, erection, and maintenance of signs;

E. Provide equitable signage rights and reduce signage conflicts; and

F. Prevent proliferation of signs and sign clutter.

8-6.144.020 Applicability of Provisions

A. Exempt Signs

The following signs do not require sign permits:

1. Legally established conforming or nonconforming signs existing as of June 30, 1998;

2. Painted murals, wall decorations, or wall highlights;

3. Up to two lawn signs not exceeding 6 square feet per sign face or 3 feet in height;

4. Signs posted by or under governmental authority including, but not limited to, legal notices, traffic, danger, no trespassing, emergency, and signs related to public services or safety;

5. National, state, or other government agency flags on permanent flag poles which are designed to allow raising and lowering of the flags;

6. Flags (other than national, state, or other government agency flags), banners, balloons, or similar types of tethered objects approved as a temporary sign;

7. Signs inside a building, including interior window signs, except for strobe lights visible from a right-of-way, other property, or from the air; and

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8. Residential name and/or address plates that do not exceed 2 square feet. Only one such sign shall be permitted upon the premises and may only be indirectly illuminated.

B. Prohibited Signs

The following signs are prohibited:

1. Unsafe signs or improperly maintained signs, unless the sign and sign structure is so constructed, erected, and maintained as to be able to withstand the wind, seismic, and other requirements as specified in the Uniform Building Code or this title;

2. Traffic obstructing signs that:

   a. Obstruct a required vision clearance area or obstruct a vehicle driver's view of official traffic control signs and approaching or merging traffic, or which present a traffic hazard;

   b. Interfere with, imitate, obstruct the view of, or resemble any official traffic control sign, signal, device, or emergency light;

   c. Make use of the word "stop", "look", "danger" or any other similar word, phrase, symbol, or character in such a manner as is reasonably likely to interfere with, mislead, or confuse motorists;

3. Signs that emit odor, visible matter, or sound, however an intercom system for customers remaining in their vehicles, such as used in banks and "drive through" restaurants, may be allowed;

4. Signs that use or employ side guy wires in pedestrian or vehicular areas;

5. Signs that obstruct any fire escape, required exit, window, or door opening used as a means of egress;

6. Signs closer than 24 inches horizontally or vertically from any overhead power line or public utility guy wire;

7. Rotating/revolving signs;

8. Flashing signs;

9. Message signs over 8 square feet in area;

10. Signs in a public right-of-way in whole or in part, except signs legally erected for informational purposes by or on behalf of a government agency. No vehicle or trailer shall be parked on a public right-of-way or public property, or on private property so as to be visible from a public right-of-way which has attached thereto or located thereon any sign or advertising device for the basic purpose of providing advertisement of products or directing people to a business or activity. This provision applies where the primary purpose of a vehicle is for advertising purposes and is not intended to prohibit any form of vehicular sign, such as a sign attached to a motor vehicle which is primarily used for business purposes; and

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11. Nothing in this title shall prevent the erection, location or construction of signs on private property where such erection, construction or location is required by any law or ordinance, nor shall any public agency or utility be prohibited from erecting signs on private property when otherwise permitted.

8-6.144.030 Administration

Signs, which are not exempted in Subsection 8-6.144.020, shall be reviewed according to the following provisions:

A. Administrative Review - Sign Permits

Permit applications for signs which comply with the requirements of this chapter shall be administered and reviewed as an Administrative review in accordance with Article II, Procedures of this title.

B. Planning Commission Review - Sign Code Exceptions

Permit applications for signs which do not fully comply with the requirements of this chapter shall be administered and reviewed as a Planning Commission review in accordance with Article II, Procedures of this title.

8-6.144.040 Submittal Requirements

A. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit the following for a sign permit or sign code exception application:

1. A site plan (two copies unless additional copies are requested) and necessary data or narrative which explains how the application to the standards in the following format:

   a. The site plans and required drawings shall be drawn on sheets preferably not exceeding 18 inches by 24 inches;

   b. The site plan shall be drawn using an engineering scale;

   c. All sign drawings shall use a standard architectural scale of 1/4 inch or 1/8 inch equals 1 foot; and

   d. The location of all existing and proposed signs on the property.

2. A sign drawing which illustrates:

   a. The sign area dimensions;

   b. The materials and colors to be used and graphic design;

   c. The height of the sign above the ground;

   d. The source and intensity of any illumination;

   e. The structural and mechanical design and any engineering data, i.e., size of footings, anchorages, and welds; and

   f. For those cases where an existing sign is to be modified, the applicant for a sign permit shall provide documentation or verifiable proof of when a sign was erected and, whenever possible, shall submit a copy of the original sign permit.

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B. A sign code exception application shall include a narrative which addresses the relevant approval criteria in Section 8-6.144.080 B.

C. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.

D. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

8-6.144.050 Sign Requirements

Signs which are subject to the provisions of this chapter shall satisfy the standards in this section. Signs which do not meet all of the requirements of this chapter may only be approved as provided in Section 8-6.144.080 Sign Code Exceptions or Chapter 8-6.160, Variance.

A. General Sign Requirements

Sign Type	Residential, Public, and Open Space Zones	Commercial and Industrial Zones
Freestanding		
Maximum:		
• Number	• 1	• 1
• Height	• 4 feet	• 20 feet
• Sign area per face	• 16 square feet	• 50 square feet
• Total sign area - all faces	• 32 square feet	• 100 square feet
Location:	• At entry point(s) to housing complex or subdivision	• Outside of the public right-of-way

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A. General Sign Requirements, continued.

Sign Type	Residential, Public, and Open Space Zones	Commercial and Industrial Zones
Wall, Projecting and Roof		
Maximum:		
• Number	• 1	• No limit
• Height	• Up to 4 feet above highest point of the roof; or maximum building height of the base zone - whichever is lower; Lowest part at least 8 feet above underlying grade for projecting signs	• Up to 4 feet above highest point of the roof; or maximum building height of the base zone - whichever is lower; Lowest part at least 8 feet above underlying grade for projecting signs
• Sign area per face	• 4 square feet	• 1-1/2 square feet per lineal foot of building frontage with a maximum of 50 square feet
• Total sign area - all faces	• 8 square feet	• 50 square feet
Location:	• Signs shall not project more than 4 feet from a building wall unless attached to a canopy	• Signs shall not project more than 4 feet from a building wall unless attached to a canopy
Temporary		
Maximum:		
• Number	• A maximum of 2 lawn signs are permitted. All other temporary signs are not permitted.	• 4
• Height		• 4 feet for freestanding signs and up to parapet or roof eaves for wall signs
• Sign area per face		• 32 square feet
• Total sign area - all faces		• 64 square feet
Location:		• Outside of the street right-of-way
Time limit:		• 120 days

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Sign Type	Residential, Public, and Open Space Zones	Commercial and Industrial Zones
Directional		
Maximum:		
• Number	• 1 sign per driveway	• 2 signs per driveway
• Height	• 3 feet	• 3 feet
• Sign area per face	• 6 square feet	• 6 square feet
• Total sign area - all faces	• 24 square feet	• 32 square feet
Location:	• Adjacent to private driveway or sidewalk	• Adjacent to private driveway or sidewalk
Total Sign Area Per Lot All sign faces	• **32 square feet**	• **100 square feet**

B. Illumination

Illumination for the purpose of providing readability of sign during hours of darkness is allowed. Any flashing, moving, animated, blinking, or rotating sign in which illumination changes with time or which is designed in a manner to simulate motion, or produces glare for adjacent properties or a public street is prohibited. Message signs less than 8 square feet in area in commercial and industrial zones are not included in this prohibition.

C. Sign Location

1. Except for signs posted by government authority as described in Section 8-6.144.020, no sign shall be located within or project into a public right-of-way.

2. All signs shall comply with the vision clearance requirements in Chapter 8-6.116.

D. Temporary Signs - Additional Requirements

1. No permit shall be issued for a period longer than 120 days, but a permit may be renewed by the City Administrator upon a showing of good cause for the continuation of the temporary permit;

2. Banners may be allowed as temporary wall signs provided they meet the dimensional requirements in Section 8-6.144.050 A.;

3. A maximum of 10 balloons with a maximum volume of 5 cubic feet each shall be permitted as part of a temporary sign permit; and

4. Temporary signs may not be permanently attached to the ground, buildings, or other structures.

8-6.144.060 Nonconforming Signs

A. Damaged or Destroyed Nonconforming Signs

When a nonconforming sign face is damaged or destroyed by fire, flood, wind, or similar circumstance, such sign face may be restored to its original condition provided the repair is completed within sixty (60) days of being damaged or destroyed. However, a sign structure or support mechanisms so damaged shall not be replaced except in conformity with the provisions of Chapter 8-6.156, Nonconforming Situations.

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B. Permits for Properties with Nonconforming Signs

1. No permits shall be issued to alter a nonconforming sign face or structure unless the alteration, in the judgment of the approval authority, will bring the sign closer to conformity with the provisions of this title. Alteration shall be defined as any work which is equal to or less than 80% of the total value of the sign.

2. Replacement of nonconforming signs, defined as work which exceeds 80% of the total value of the sign, shall be in conformity with the requirements of this title.

3. All nonconforming signs shall be included in the calculation of the total number of signs and sign area allowed for any sign permit applications.

8-6.144.070 Sign Permit Approval Criteria

The City Administrator shall issue a sign permit for those signs which comply with the provisions of this chapter. Sign permits mistakenly issued in violation of this title are void. The City Administrator may revoke a sign permit if he or she finds that there was a material and misleading false statement of fact in the application for the permit.

8-6.144.080 Sign Code Exceptions

A. Applicability

1. The Planning Commission may grant an exception to the requirements of this chapter when the applicant demonstrates that, owing to special or unusual circumstances relating to the design, structure, or placement of the sign or signs in relation to other structures or land uses or the natural features of the land, the literal interpretation of this chapter would interfere with the communicative function of the sign without corresponding public benefit.

2. Sign code exception applications which do not satisfy the approval standards in Section 8-6.144.080 C. shall be subject to the provisions of Chapter 8-6.160 Variance.

B. Approval Criteria

The Planning Commission may approve a sign code exception if all of the following criteria are satisfied or found by the commission to be inapplicable to the application:

1. The proposed exception to the applicable height limit is necessary to make the sign visible from the street because of local topography and/or a conforming building or sign on an adjacent property which would limit the view of a sign erected on the site in conformity with the standards of this chapter. The additional sign height granted shall be limited to a maximum increase of 20%.

2. Individual signs may be granted up to an additional 20% of sign area when it is determined that the increase will not deter from the purpose of this chapter. This increase shall be judged according to specific needs and circumstances which necessitate additional area to make the sign or signs sufficiently legible. Such an increase shall only be granted when the total sign area allowed in Section 8-6.144.050 is limited to a maximum increase of 20%.

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3. For a second freestanding sign in a commercial or industrial zone, the combined height for both signs shall not exceed 150% of the sign height allowed for one freestanding sign in Section 8-6.144.050. The additional freestanding sign shall only be granted when the total sign area allowed in Section 8-6.144.050 can be satisfied.

C. Conditions of Approval - Sign Code Exceptions

In addition to the sign code exception approval criteria above, the Planning Commission shall review all of the existing or proposed signage for the development and its relationship to the intent and purpose of this chapter. As a condition of approval, the Planning Commission may require:

1. Removal or alteration of conforming or nonconforming signs to achieve compliance with the standards contained in this chapter;

2. Removal or alteration of conforming or nonconforming signs in order to establish a consistent sign design throughout the development; and

3. Sign permit applications for signs erected without permits or removal of such illegal signs.

8-6.144.090 Sign Design, Construction, and Maintenance

All signs shall be designed, constructed, and maintained according to the following standards:

A. All signs shall comply with the applicable provisions of Uniform Building Code in effect at the time of the sign permit application and all other applicable structural, electrical, and other regulations.

B. Except for banners, flags, temporary signs, and window signs conforming in all aspects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure.

C. All signs shall be maintained in a good structural condition and readable at all times.

D. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws regulating signs.

8-6.144.100 Inspection

All construction work for which a permit is required shall be subject to an inspection by the Building Official in accordance with the Uniform Building Code and this title.

kl.HD/ACT CDC Rev. 45a
CDC AIV/9 (4/23/01)

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I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
Chairman Bob Walker called the meeting to order at 7:00 p.m. Planning Commissioner Chair Bob Walker, Planning Commission Member's Larry Cramblett, Rob Brostoff, Nancy Renault and Deanna Busdieker were present. Also present were City Planner Stan Foster, City Recorder Kathy Woosley, Deputy City Recorder Megan Webb, Camera Operator Betty Rush, Chuck Daughtry, Holly Howell, Kim Brigham, Kathryn Brigham, Bob Schatz, Joeine Caldwell, Samantha Vercheron, and Arni Kononen.

II. COMMISSIONERS NOTES AND OBJECTIONS
PCC Walker went over the rules and guidelines for conducting a City of Cascade Locks Planning Commission Meeting. There were no other notes or objections.

III. DECLERATION OF CONFLICT OF INTEREST AND EX-PARTE
PCC Walker stated that he had known the applicants family forever, since they've been in Cascade Locks. PCM Cramblett stated that he's also know the family for years, and has taught one the family members but has no connections with anything regarding finances.

IV. Approval of June 9, 2011 Planning Commission minutes
MOTION: PCM Brostoff moved, seconded by PCM Busdieker, to approve the Planning Commission minutes for June 9, 2011. The motion passed unanimously.

V. OLD BUSINESS

A. Rules of Conduct for Commissioners
PCC Walker covered those rules in his opening notes.

B. RULES OF CONDUCTING A PUBLIC HEARING
PCC Walker covered those rules in his opening notes.

VI. NEW BUSINESS

A. Electing a Planning Commission Chair
PCC Walker stated that the Planning Commission Chair is a one year position and asked for any nominations. PCM Cramblett nominated Bob Walker to continue as Chair, seconded by PCM Busdieker. PCM's Brostoff and Renault voted in favor. PCC Walker abstained.

B. Electing a Planning Commission Vice-Chair
PCC Walker nominated Larry Cramblett to be the PC Vice-Chair, seconded by PCM Busdieker. The nomination was passed unanimously.

C. Public Hearing on LU 12-002 Brigham Fish Market.
PCC Walker asked PC Foster if this LU Case has had lawful notice and Staff advised that it had. PCC Walker opened the hearing at 7:06 p.m. PCC Walker asked if there was anyone that would object to the jurisdiction of this commission to hear this matter, there were no objections. He also read the hearing statement establishing the rules.

Staff Report
Stan Foster introduced himself as the planning consultant for the City of Cascade Locks. He stated that we have received the application from the Brigham family, and that he has determined that it was

complete on June 20th. He said he has reviewed that application to make sure of its compliance with the codes and ordinances of the city. He also stated that this is a lawful use for this property and in terms of land use matters, there are really only the architectural review aspects to insure that the proposed development will meet the criteria of the City Development Code. He said he has reviewed the individual elements of the architectural review criteria and has determined that it does meet the requirements of the city. He also stated that he has outlined each of those in his staff report and the applicant will speak to the design of this proposal. Planning Consultant Foster recommended that this proposal be approved.

PCM Busdieker asked if the location of the proposal was on the other side of the ravine from the Best Western and Planning Consultant Foster said that was correct. PCM Cramblett questioned the proposal meeting the Downtown Plan and wanted to confirm that the downtown standard was revisited and that we were no longer following the look from 1972. PC Foster assured the commission members that he was following the most current code. PCM Cramblett and PCC Walker commended PC Foster on the staff report, stating that is was very well written and well in depth.

Applicant Testimony: Bob Schatz, Allusa Architecture, Kim Brigham, applicant.
Mr. Schatz stated that the plan was to build a 2000 sq ft, 1 story building for selling fish, with the back half of the market for storing, processing and smoking fish. He said the front of the building will be for the sale of fish. He said he has made the design to have a front porch area, with the idea of doing this because they are situated so close to the street. Mr. Schatz provided a color and larger scale drawing of the building for the commissioners, and explained the different design aspects of the building. He stated that the code requirements are met with the type of siding and the color, and the steeply pitched roof. He said the building is not exactly 1920's craftsman but does have the feel of that as well as the feeling of the Pacific Northwest. He described the arch on the front of the building displaying the name, Brigham Fish, and will be built to resemble the Bridge of the Gods. He said the sides of the arch are stone columns. He said there will be steel sculptures of salmon made to look patina on each of the columns as well as another salmon sculpture at the very top of the roof above the arch. He said the railings along the front of the building will either be a fish hook design or a Pendleton blanket pattern design. PCM Cramblett stated that he would be concerned about that safety of the sharp edges on the fish hook design. Mr. Schatz stated that they would make sure there would be no sharp edges. He described the front of the building including siding to mimic fish scales made of hardy board and painted brown. He said due to expense the siding, on the sides and back of the building it will be lap siding, which is a traditional siding, made out of the same hardy board and painted the same color. He said the roof will be made out of architectural grade composition roof shingles. He also stated that he has included some design around the eves of the building as well.

Mr. Schatz said he has been working with the Port of Cascade Locks regarding the access and parking. He said they would like to have a walk way in the front of the building and parking in the rear. He said in working with the Port, they will be sharing the driveway with the lot right next door. He stated that they will be making a 24' wide driveway that will include 12 feet on their property and 12 feet on property next door. He stated that this also allows for their property to have potential for a future development. PC Foster asked Mr. Schatz to explain how they would be leaving the site that would be retained for future development. Mr. Schatz stated that they had planned to leave it as is, adding a curb were it meets the driveway. PCM Cramblett mentioned in the site plan that they had put that it would be a "landscaped area for future development", and asked if it would be landscaped. Mr. Schatz stated that there is not a plan to landscape it and that it already has plants on it. PCM Cramblett said he was concerned that they were building a nice new building and that maybe they would go beyond, even if it was some rock or something easy to upkeep.

PCC Walker asked Kim Brigham about the deliveries and where they would be made. She stated that they would be made at the back of the building. PCM Brostoff asked the applicant about the parking area in the back of the property as he noticed that it wraps around an embankment and the parking area butts right up to the embankment. He asked if there was a burm or anything to stop cars from driving over the embankment. Also he asked for confirmation on the distance of the 23 ft from the back of the building to parking spot 4. He asked if it was to the back of the car or to the back of the spot. Mr. Schatz answered that the 23 feet is to the back of the parking spot, he also stated that spot 4 is the shortest distance. He said spots 5, 6 and 7 have more distance. Mr. Schatz also stated that on the site map there are two lines showing the embankment, one is the top of the bank and one is a 50 foot buffer. He stated that these lines were done by a surveyor. He stated the difference is that the buffer is from some sort of an environmental or water zone below the bank and the other is the top of the bank and they have to stay away from both. He stated that there will be a curb around the parking lot. PCM Busdieker asked the applicant what would happen when an RV tried to park in the rear parking lot. Mr. Schatz stated that there will be parking along the curb. PCM Busdieker asked how they planned to let them know that there is parking along the curb. Mr. Schatz stated that he supposed they could put up a sign but because of the hammer head design of the parking lot they would be able to move around.

Mr. Schatz mentioned that the interior design of the building has changed a bit, moving the door that was on the side of the building to the back. PCM Cramblett noticed that they took one bathroom away leaving one remaining. Mr. Schatz stated that when future development happens, moving the door to the rear will make it easier to accept deliveries.

PCM Cramblett asked the applicants about the counter surfaces. Kim Brigham stated that they will have stainless steel tops as required. PCM Cramblett also asked how the applicants will be dealing with the waste from fish. Kathryn Brigham stated that they will be requiring the fish be delivered to them already cleaned and gutted to cut down on their waste.

PCM Busdieker asked the applicants what kind of volume they were planning on. Kathryn Brigham stated that at first they will be dealing with their family but plan to buy from other fisherman in the future. PCM Busdieker also asked about what kind of odor will the processing create. Kathryn Brigham stated that they have looked into the smoker that they will be purchasing and that they have a letter from them stating that there will be very little odor from the smoking process. PCM Brostoff asked if the smoking process would be done at the Market. Mr. Schatz stated that yes it would be done there. Kathryn Brigham stated that they would be purchasing a modern smoker that eliminates some of the smoke going into the air. PCM Cramblett asked PC Foster if we needed to be concerned about the odor from processing. PC Foster stated there is not, and compared it to the Eastwind grilling burgers and the odor of the smoke coming from them. He said some people like the smell of smoked fish and may attract people to stop, some will not. PCC Walker asked if there would still be folks selling fish in the different locations, or would they all be selling at the Market. Kathryn Brigham stated that they would primarily be focusing on their family and if they were to buy fish from other suppliers they would have to meet the Market's standards.

PCM Cramblett asked if the tribes had any set standards. Kathryn Brigham stated that right now the tribes have not set any rules other then they have to be fresh quality fish for over the bank sales. She said they have provided pamphlets for potential buyers on how to check for fresh quality fish. PCM Cramblett asked if the tribes were regulated by Hood River County Health Dept. Kathryn Brigham stated that no they are not regulated, however in Washington, the health inspector does come out to inspect their locations. PC Foster stated that if they were to be selling processed food on site, they would be regulated like any other restaurants. PCM Cramblett confirmed that as a fish market they would not be regulated. Kathryn Brigham stated that they would be following all of the Hazard Analysis and Critical Control Point (HACCP) requirements so that in the future they might sell to restaurants. PCM Brostoff asked if the smoked fish would fall under the requirements of the health department. Kathryn Brigham

stated that they would be developing a HACCP standard for that. PCC Walker asked if there were any other questions, there were none.

Proponents: Samantha Vercheron stated she would like to defer. Joeine Caldwell stated that she was a Port Commissioner, and as a commissioner, she would like to show her support. She said she was representing the commission as a whole, stating they believe that this is an outstanding business to bring into Cascade Locks. She stated that she can't think of any other business that is more significant than this to bring here. She said she believes this will bring in a lot of people and will be a good business.

Mr. Daughtry stated that he is the General Manager for the Port of Cascade Locks, and was here to show support for the Brigham Fish Market. He said he believes this is a perfect fit for Cascade Locks. He also stated that Commissioner President Groves would have been here tonight had there not been a joint Economic Development meeting at the pavilion. He said Port Commissioner Groves and his wife are very supportive of the Fish Market. He said the Port has good relations with CRITFC (Columbia River Inter Tribal Fish Commission), and with talking to them initially about this proposal, were told the Port had the right family for this. Mr. Daughtry said regarding health regulations, the applicants would be providing what is called a trusted source. He stated the applicant will be adding value to the fish by being able to sell it cleaned and filleted, with that value going back to the tribal community.

Mr. Daughtry stated there is need as for flexibility in the CDC to be able to bring in development. He stated that the landscaped area in this plan is larger than the building, and there shouldn't be big areas along WaNaPa that are full of bark dust, gravel and dirt. He said those spaces should be filled up with cash register oriented business. He stated that the applicants are meeting the code and that they don't want to change any of the plans, however, suggested that we look at this applicants property in the future and allow them to develop this property in a way that would maximize the economic benefits in the community. He said this could include off street parking, as well as potentially using the landscaped area as an loading/unloading area. Mr. Daughtry also said the Port is working with ODOT on the access to this property and that they are also working on plans to develop the rest of the property.

Opponent: None.

PCC Walker closed the public hearing for LU 12-002 at 7:42pm.

PCM Brostoff moved for approval with a second from PCM Renault. The motion was passed unanimously.

Staff Response: PC Foster clarified to the applicants that there will be a 14 day appeal period. He said that will be 14 calendar days from today.

Reports:
PC Foster wanted to discuss some things he has been asked to review. He said one of them is the downtown parking requirements. He said he would like to review the CDC to see if it could be amended to include taking credit for some of the on street parking. He also stated the ICA Koch would like a recommendation from the commission to possibly look at locating a municipal parking lot off of the street to address some of the parking requirements. He stated that the current applicants have met these parking requirements, but asked if this is the best use of the land by filling up the best views with parking spaces. He stated that he would like to begin working on this at the next meeting. PCC Walker stated that the commission has addressed parking concerns before and asked if this would be

considered a conditional use. PC Foster stated that right now it is a standard, so they would have to meet the standard and there is currently no ability to vary from the standard. PCC Walker asked what the requirements were right now. PC Foster stated that a 2000 sq ft building would require 7 spaces. He said when the space next to the Fish Market is developed, it would have to add another 7 parking spaces. PCC Walker asked if the parking could be addressed later when there are plans to develop the next space. Mr. Daughtry stated that when an applicant comes to town, they don't want to get a conditional use permit, they want to come in and meet the code. He stated that in discussions with CP Foster and CR Woosley that requirement flexibility was reviewed and determined that certain areas in town could be used for community parking. He stated his concern with losing the best views of the property to parking spaces.

Mr. Daughtry stated that the Port is starting conceptual designs with the Park View property and are running into problems with how much parking they have to provide on that site. PCM Brostoff asked about parking on the south or north side of WaNaPa to keep the views. He also asked what properties were being considered for a municipal parking lot. PC Foster stated that currently there is a parking lot at the mall area that Mr. Daughtry has been interested in potentially making into a municipal parking lot and there is also the bank area that could be removed to expand. PC Foster also stated that if expanded it could be used as a private and municipal parking lot. He stated that there would be a certain amount of spaces assigned for downtown parking that properties could take credit for parking spaces.

PC Foster stated that with the focus on the emphasis of Cascade Locks being a pedestrian, bike and hike hub, we really want to shift the focus from driving down Highway 30 to parking and being pedestrian focused. PCM Brostoff asked if PC Foster was considering one large parking lot or several small areas through out town. PC Foster stated that there were others in town that have been thinking about this longer then he has and that he is looking at helping get this mechanism into the CDC. He stated that his main concern would be the downtown area initially but there are some other areas that could be reviewed. PCM Cramblett asked that if we were to go forward with the downtown parking, would that eliminate parking in the rear of the business. PC Foster stated that with the exception of a handicap parking space, all business have to comply with the federal regulations. He stated if credit could have been given for three parking spots on the street, three spots could have been eliminated in the back. He stated that the code is not too far out of balance but need to get creative to use land to the best advantage long term for the citizens, which would not be a parking lot. PCM Brostoff raised some concern about the busy intersection at the parking lot of the mall, the parking lot of the post office, and the cross walk and what that would add if made into a municipal parking lot. PCC Walker asked if PC Foster needed commission direction to go forward and work on the code. PC Foster stated that he would like to start working on this soon as it takes 120 days to work through the legislative process to amend the CDC. He also stated that because it is legislative we would have to get final approval from the council.

PC Foster stated that there is one other thing that needs to get taken care of right away. He stated that there is a code prevision that requires an applicant to hold a pre-application meeting with the community. He stated that this meeting can not be submitted in the record. PC Foster questioned whether or not that is truly legal. He recommended making this an advisory step and not mandatory to hold a pre-application community meeting. PCC Walker stated that this was a recommendation from Larry Epstein's report. PC Foster said that it's not a bad idea to have in the code, but should be changed so that it is not mandatory. He asked the commissioners to talk to their neighbors about parking ideas. PCC Walker asked if there was a consensus to have PC Foster work on researching these two items and bring back to the Planning Commission, there was a consensus.

CR Woosley asked the commissioners if they would like to continue meeting on the second Thursday of the month. The Planning Commission agreed that this would work for them. PCC Walker stated now that there is a City Planner he would like to start working on the "laundry list" of items that

the Planning Commission had started on before they discontinued their meetings. PC Foster said that if the commission could give him direction on these code issues, he could then draft potential language. He stated that he would like the commission to give him direction first on anything they would like him to work on. PCC Walker suggested September to start having regular meetings. CR Woosley advised the commission that the next meeting will be September 13th, 2012.

PCC Walker adjourned the meeting at 8:07pm.

Prepared by:

Megan Webb
Deputy City Recorder

Approved:

Bob Walker
Planning Commission Chairman