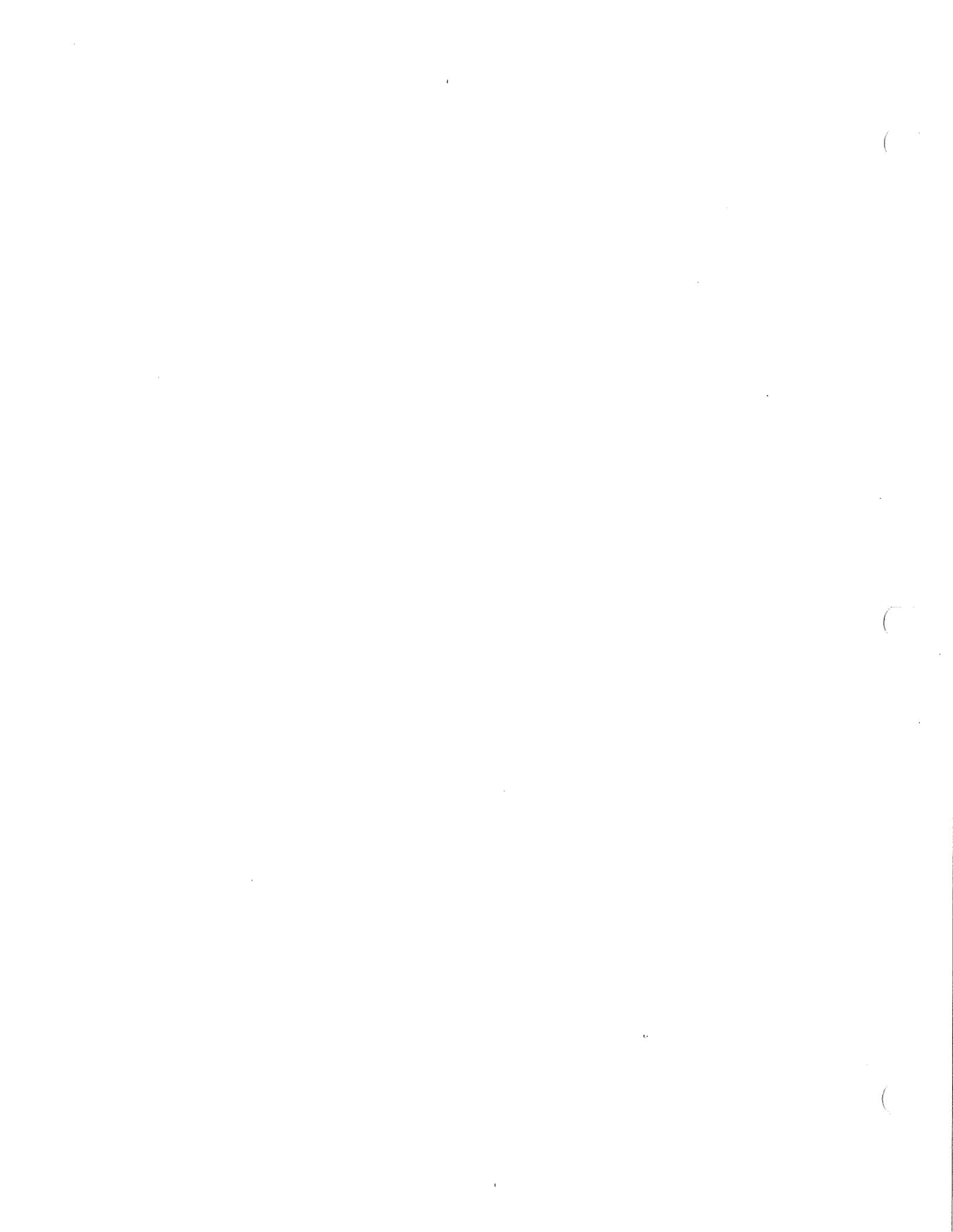


**CITY OF CASCADE LOCKS
PLANNING COMMISSION
AGENDA**

Thursday, October 11, 2012 at 7:00 PM
City Hall

1. Call Meeting to Order
2. Commissioners Notes and Objections
3. Declaration of Conflict of Interest or Ex-Parte
4. Approval of Minutes
 - a. September 13, 2012
5. Old Business
 - a. Report on grant for code amendments progress
 - b. Discussion of the Ford Institute Grant Opportunity
 - c. Discuss recommendation on Adopting the Trail Plan –Referred from City Council
6. New Business
 - a. Public Hearing LU 12-003 - Jumpin' Jax Java - ACTION
 - b. Recommend grant action to City Council – ACTION
 - c. Set Hearing Date for Administrative Hearing on Code Changes – Pre-meeting requirements - ACTION
7. Adjournment



I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Bob Walker called the meeting to order at 7:02 p.m. Planning Commissioner Chair Bob Walker, Planning Commission Member's Nancy Renault and Deanna Busdieker were present. Planning Commissioner Rob Brostoff was excused and Planning Commissioner Larry Cramblett was absent. Also present were City Planner Stan Foster, Deputy City Recorder Megan Webb, Camera Operator Betty Rush, and ICA Paul Koch.

II. COMMISSIONERS NOTES AND OBJECTIONS - none

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

IV. Approval of July 26, 2012 Planning Commission minutes

MOTION: PCM Busdieker moved, seconded by PCM Renault, to approve the Planning Commission minutes for July 26, 2012. The motion passed unanimously.

V. OLD BUSINESS

A. Discuss Amending Chapter 8-6.108 of the CDC regarding potential parking in the Downtown zone

City Planner Stan Foster said if he could just go to his staff reports, all of the old and new business would be covered. PC Foster started with his first staff report. He said he met with the Department of Land Conservation and Development staff person for our area, Karen Swirsky. He said he met with her to speak about seeking funding to help us with amending certain codes. He said he had been told we would be able to amend the code in house, but now they might require us to hire outside consultants for some things like a downtown parking analysis. PC Foster said he would recommend if we acquire these funds, we should tackle the parking issues downtown, revise the architectural review process, amend to the downtown zone to include seasonal and temporary food carts, incorporate the new Trail Plan, review Economic Development goals, remove and replace codes that are considered excessive and onerous, other housekeeping changes to the zone that are deemed appropriate to support a viable commercial, industrial and business sector for Cascade Locks, and work with the Port to create a master plan for key parcels in the downtown area.

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.

PC Foster said with a new provision in the CDC to allow food carts, we should address what the requirements would be. He said we should look at where they should be located and how they should be ran. He said also we should be concerned about sanitation and emergency access.

PC Foster said he suggested we look at integrating the new Trail Plan into our code. He said we should look at standards for pedestrian corridors, including bike racks, and maintaining corridors by trimming limbs that are overhanging and not putting clothing racks out too far. PC Foster said he would like to make sure that our code supports the economic goals for the community. He said he doesn't think that anything in the code would restrict development, but would just like to make sure that all codes support it.

PC Foster said he feels that we should not be requiring an applicant have a public meeting which cannot be made part of the public record. He said that we could recommend that an applicant communicate with prospective neighbors, but it would be voluntary. PC Foster said there are some language issues that we should look at in the code, so that anyone can understand and interpret the code.

PC Foster said we should look at working with the Port to create a master plan for key parcels in the downtown area to help get them "shovel ready" by giving a preliminary approval on that concept. He said that this would just speed the process up for future developers because they would know exactly what could be built where and how much landscaping they would need, how many parking spaces, etc.

PCC Walker said that because so many people put so much work into the Downtown vision, we might get some objection from the public. He said having to go through public hearing to make these changes is good. PCM Renault said that she supports moving forward and modernizing the City. She said we need to be ready for people to bring new businesses to town. She said that we created the standards and the criteria for developers to meet so that we are all happy with it. PC Foster said that all of these changes would be made through public hearings because they are all legislative matters. He said they would then go onto Council who would approve them, after their public hearings.

B. Discuss Amending Section 8-6.24.025 of the CDC Regarding a Pre-Application Applicant Sponsored Meeting - This was discussed in the first staff report.

C. Planning Commission Tracking Sheet for Code & Comp Plan Amendments -

PC Foster said he looked over the sheet that had been given to him. He said most of these issues had been addressed and there are three items that he didn't understand or that seemed like they weren't addressed. He said the first one was the MDR and HDR zones. He said that he is unaware of what the issue was. PCC Walker and PCM Busdieker said that this was before their time on Planning Commission. PCC Walker said he thinks that this came up when the larger subdivisions started going in. PC Foster asked if they were looking at changing the size requirements. PCC Walker said no.

PC Foster said another issue was the code stating that if anyone is doing any remodeling in the downtown zone, they will have to meet the requirements. He asked for some clarification of what we would like to accomplish regarding this code. PC Foster said he feels that if a person is not changing the footprint of the building, and they are following the design standards, that City staff could sign off on it. He says that this is something that a building owner should not have to come in front of the planning commission for approval.

PC Foster said he suggested including the Transportation Systems Plan into our Comprehensive Plan. PCC Walker and PCM Busdieker both said they remember working on this. PCC Walker said that he believed there were some staff changes and discussion of a resort, that might be where the ball got dropped. PCM Busdieker said this also could have been when the Planning Commission went on a hiatus. PC Foster suggested we start reviewing this again and get it included. PC Foster said there were two recommendations that he would like to have recommended to council. **Motion:** PCM Busdieker moved, seconded by PCM Renault, to make a recommendation to City Council to request an \$8,000 grant from DLCD to be matched with \$2,000 of City money budgeted for contract planning work this fiscal year. Motion passed unanimously. PC Foster said that some of the code changes could be subject to added costs, and therefore might lead to the changing of the working list. PCC Walker recommended

the motion be amended to include items 2 & 3 from PC Foster's second staff report. PCM Busdieker and PCM Renault both agreed with the amendment.

VI. NEW BUSINESS

A. Report on Possible Grant Application for Code Amendment Work Through DLC

This was discussed in the first staff report.

B. Discuss the Proposal of Changing the Process of the Architectural Review Process

This was discussed in the first staff report.

C. Discuss Food Carts, Outside Displays and Temporary External Working Space

This was discussed in the first staff report.

D. Discuss the New Trail Plan and Incorporating Recommendations Into Our Comprehensive Plan as a Consideration for pedestrian Access and Connectivity - This was discussed in the first staff report.

ICA Koch said the Downtown Association, as a part of their work plan, has identified that the downtown parking, food carts, and the scenic view points need to be reviewed. He said there was a fourth issue that he could not remember at the moment. He said the DRC would like to approach the Planning Commission to see if they would be a host for a meeting including many different organizations from Cascade Locks to discuss ideas for the future of the town. PCC Walker said he doesn't know if that is even a function of the Planning Commission, and wondered if it would be a conflict. He says that he supports the idea of this meeting but does not support the idea of the Planning Commission sponsoring the meeting. PCM Renault said she also believes it would be a conflict. PCM Busdieker said that it seems like something the City could do. PC Foster said this would be more of a visioning process, not a decision making process. PCC Walker said he does not feel comfortable adding another item to the list of things that need attention.

E. Schedule Next Meeting

DCR Webb said that the next meeting is scheduled for October 11, 2012 at 7pm. She said this will also be a public hearing for Jackson Vanderpool's applications. PCC Walker welcomed Nancy back to the Planning Commission.

PCC Walker adjourned the meeting at 8:15pm.

Prepared by:

Approved:

Megan Webb
Deputy City Recorder

Bob Walker
Planning Commission Chairman

**CITY OF CASCADE LOCKS
PLANNING DEPARTMENT**

SITE REVIEW APPLICATION – STAFF REPORT AND SUMMARY OF FINDINGS AND CONCLUSIONS

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-thru: 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 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.

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 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.

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.

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. Furthermore, 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.

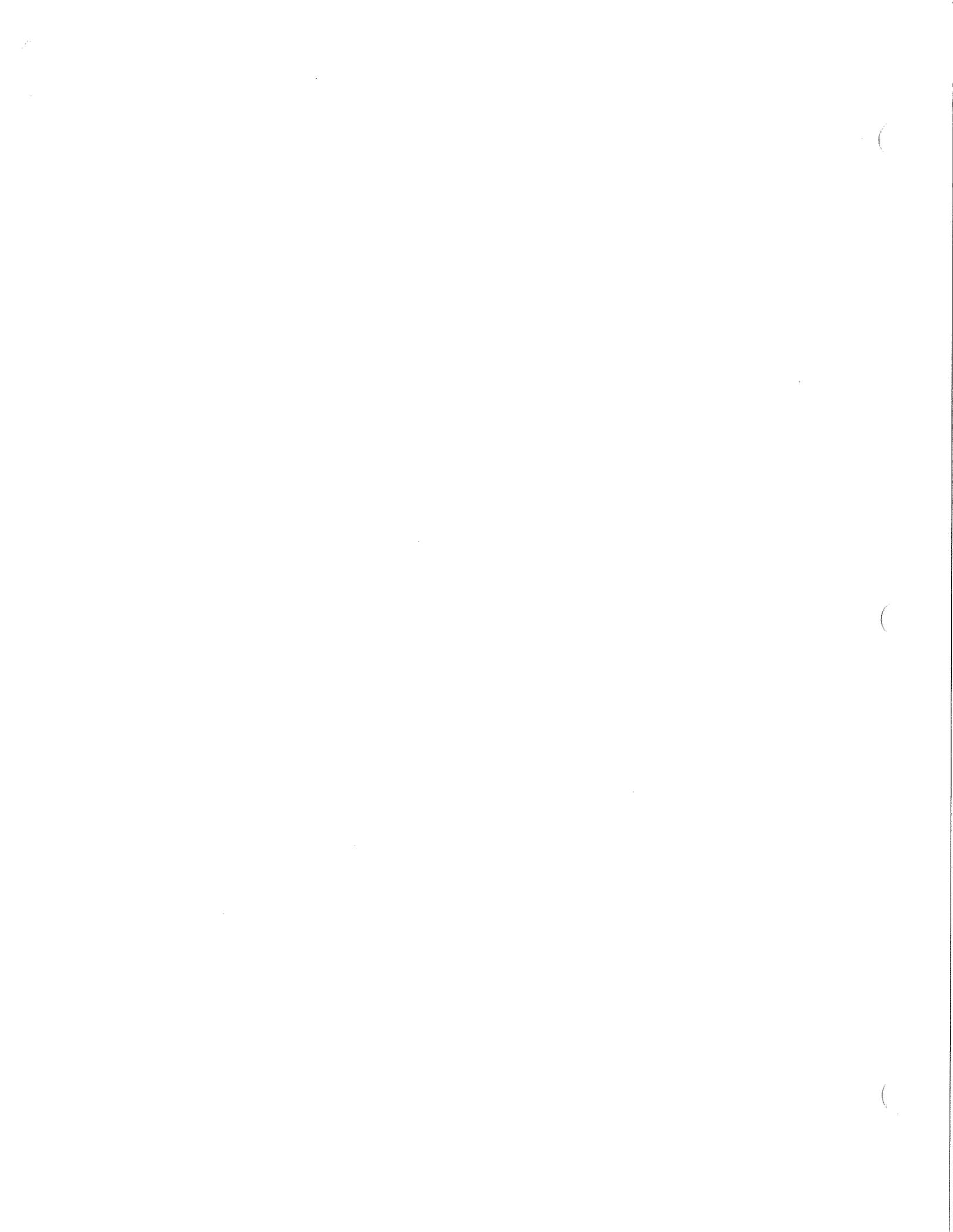
1. The Planning Commission adopts the findings contained within the staff report in its entirety as part of its motion to approve the application.
2. This report is mailed to the applicant and property owners within one hundred feet (100') of the subject parcel. The Planning Commission accepts comments and public inquires from any interested party for a period not less than fourteen (14) days from the date of this decision.
3. 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.

4. 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.
5. 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.
6. The applicant agrees to maintain all landscaping on the subject parcel including the placement of trees consistent with the downtown plan.
7. 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.
8. The applicant agrees that all terms and conditions of approval shall apply to the entire parcel.
9. The applicant agrees to pay the required fees to the City of Cascade Locks, Oregon before issuance of the final permit.

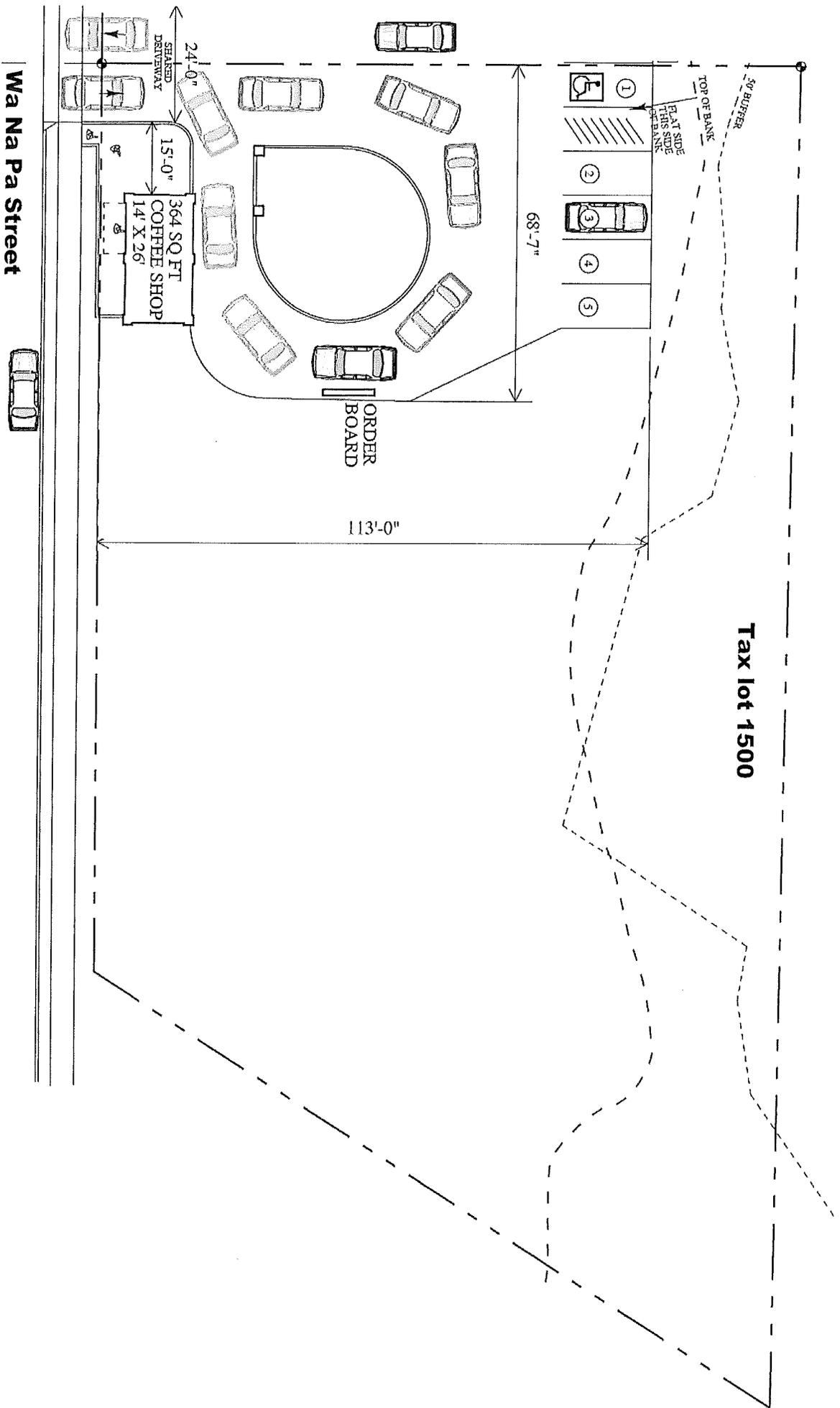
The City of Cascade Locks has relied on the representations of the applicant in evaluating their application for land-use approval. Any misrepresentations or prevarication on the part of the applicant shall render the staff findings incorrect and may invalidate these findings of facts and summary of 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.

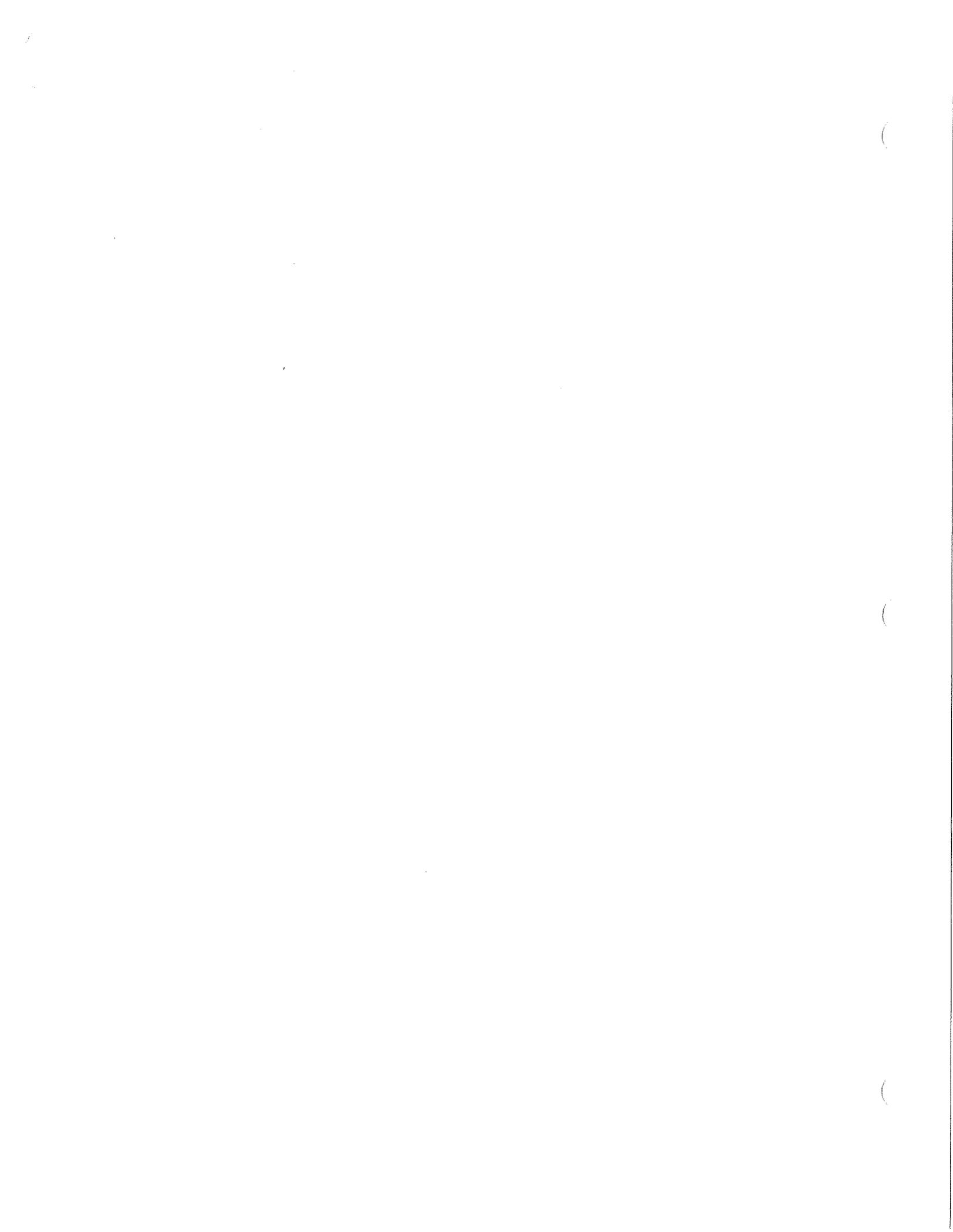
Staff report prepared by Stan Foster, Land-use Consultant

Date



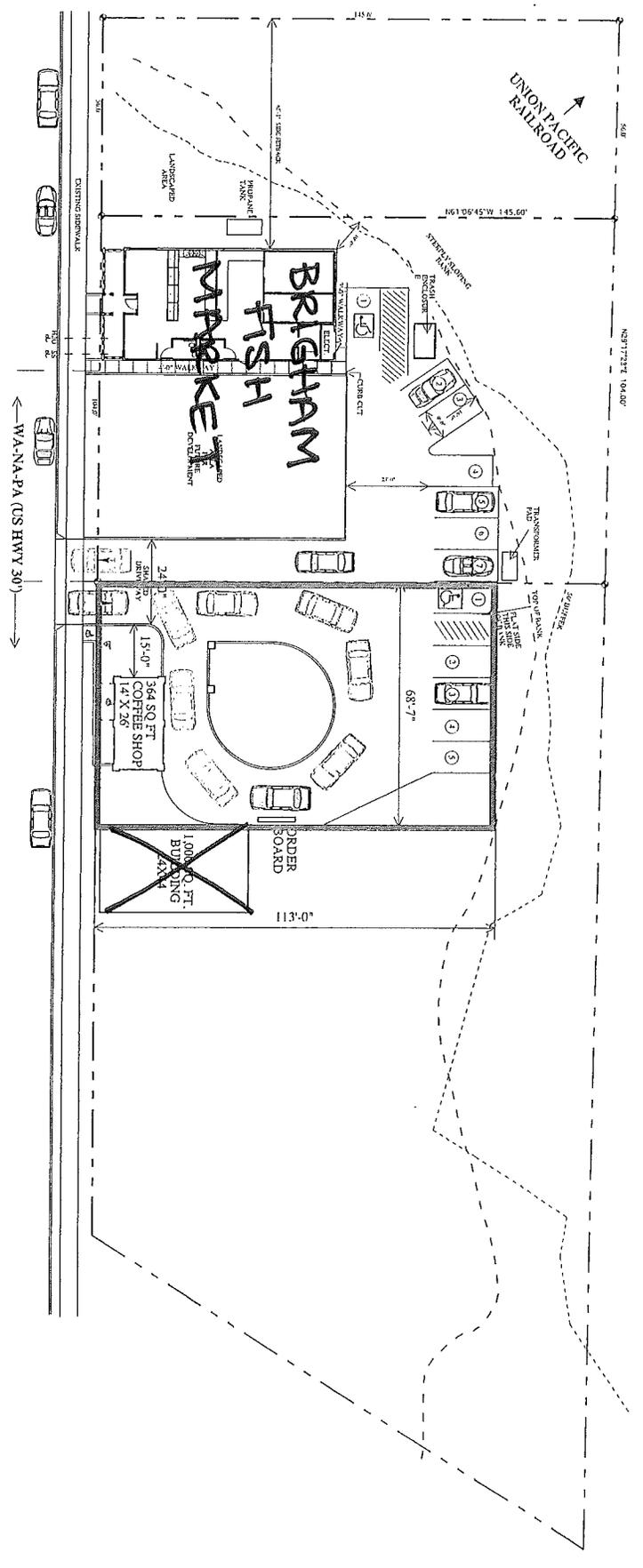
Project: Jumpin' Jax Java, drive through coffee shop
Applicant: Jackson Vanderpool, JDV Investments
Property Owner: Port of Cascade Locks







Port of Cascade Locks



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UNION PACIFIC RAILROAD

← WA-NA-PA (US HWY 30) →

