

CITY OF CASCADE LOCKS
PLANNING COMMISSION
AGENDA

Thursday, March 14, 2013 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. November 8, 2012
5. Elect Planning Commission Chair.
6. Elect Planning Commission Vice-Chair.
7. Old Business
 - a. Status of Code Amendments that have been given to Council for adoption
 - b. Report on Port partitioning on WaNaPa Street
 - c. Architectural Review Committee – Planning Commissioner Roles
 - d. Fire Station Activity – General update
8. New Business
 - a. Update the Code Amendment tracking sheet and discuss a work plan for 2013
 - b. Discuss scheduling a joint meeting with the City Council
 - c. Parking Code changes in the downtown zone.
 - d. Historic Landmark Commission
9. Adjournment

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Bob Walker called the meeting to order at 7:01 p.m. Planning Commissioner Chair Bob Walker, Planning Commission Members Nancy Renault, Rob Brostoff and Deanna Busdieker were present. Planning Commissioner Larry Cramblett was excused. Also present were City Planner Stan Foster, Deputy City Recorder Megan Webb, Camera Operator Betty Rush, Jason Seargent and Holly Howell.

II. COMMISSIONERS NOTES AND OBJECTIONS - none

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

IV. Approval of October 11, 2012 Planning Commission minutes

Motion: PCM Busdieker moved, seconded by PCM Brostoff, to approve the Planning Commission minutes for October 11, 2012. The motion was passed unanimously by PCM Renault, PCM Brostoff, PCM Busdieker and PCC Walker.

V. OLD BUSINESS

A. Presentation of Draft Ford Foundation Grant Application

PC Foster gave an overview of the draft grant application. He said the Planning Commission will need to approve the application and recommend it to City Council for approval. PC Foster said we are asking for a \$5000 grant from the Ford Foundation, with a \$500 cash match and a \$1000 in kind match from the City. He said the purpose of this grant is to bring the community together with the Planning Commission to collaborate and address any issues or impediments to economic growth and development within the town.

PCC Walker asked why there is a need to hold five public meetings. PC Foster said those meetings would include Staff attending Port Commission meetings, DRC meetings and Tourism meetings to hear everyone's thoughts and concerns that the Planning Commission could address. He said there will be public meetings as well as meetings with the Planning Commission to discuss the issues and concerns heard from the various committees and the public. He said the Commissioners do not have to attend every single meeting, but would like to see them at a couple.

PCC Walker asked if there are any provisions to the grant. PC Foster said there are none. He said the Ford Foundation is a group that wants to see rural communities succeed, and they just want the City to do what we say we are going to do. He said we have to account for the money and do a close out report in the end. PCC Walker asked if there were any time constraints. PC Foster said they like to see grants closed out in four months, however, if we need more time, they will grant us more time. He said he hopes this process will not take longer than six months. PCC Walker said he is a little worried about over loading themselves with too much at one time. PC Foster said the earliest the decision will be made would be the first or second week in January. He said we would then have 30 days to initiate the process.

PC Foster wanted to add one thing in the Old Business. He said he wanted to assure the Commissioners that the Conditions of Approval that were agreed upon for the Jumpin Jax Java coffee shop were included in the Final Order.

VI. NEW BUSINESS

A. Public Hearing to consider changes to Code Section 8-6.24.025 of the CDC - Pre-Application Applicant Sponsored Meeting.

PCC Walker opened the Public Hearing at 7:27pm. He asked for any conflicts of interest or ex-parte, there was none. PC Foster expressed his concern with requiring a pre-application applicant sponsored meeting that could not be used as testimony in the Public Hearing. He explained what he proposed as a change in the language. He said he agrees with the fact that an applicant needs to speak with any neighbors that could be affected by their development. He said he would like to encourage the applicant to hold the meeting and allow the testimonies be used as long as they are signed and dated.

PCM Walker said he remembers when this issue came up that prompted this requirement to be added to the CDC. He said he thinks it is a good idea for the applicant to hold a public meeting. He said he doesn't feel it should be required by the City.

PCM Renault said she thinks it should be common sense for the applicant to talk to their neighbors. She said it should not be required but should be voluntary.

PCM Busdieker said she likes the proposed language. She said she also thinks that it should not be a required process but a voluntary process.

PCM Brostoff said he thinks it is an unnecessary process.

PCM Busdieker said she would like to add the word 'strongly' before the word 'encourage'. PC Foster said he would add that in the wording.

PCC Walker asked for any objections. There were none. PCC Walker closed the hearing at 7:47pm.

Motion: PCM Busdieker made a motion to recommend the proposed new code language on pre-application applicant sponsored meeting. The motion did not receive a second.

PCM Busdieker asked why the motion did not receive a second when her fellow commissioners agreed that the applicant sponsored meeting should not be required. PCM Brostoff said he did not understand her motion. **Motion:** PCM Busdieker motioned, seconded by PCM Renault, to reconsider the previous motion. The motion was passed unanimously by PCM Renault, Brostoff, Busdieker and PCC Walker. **Motion:** PCM Busdieker motioned, seconded by PCM Renault, to accept the proposed new code language for the pre-application applicant sponsored meeting saying that the City strongly encourages the applicant to hold the meeting. The motion was passed unanimously by PCM's Renault, Brostoff, Busdieker and PCC Walker.

B. Public Hearing to consider changes to Code Section 8-6.20 - Types of Development Actions and Code Section Chapter 8-6.148 Development Review to establish a new Architectural Review Committee.

PCC Walker opened the Public Meeting at 7:51pm. PC Foster gave an overview of the proposed changes to the wording of the Code and the Architectural Review Procedures. He said it will not change the criteria of the Architectural Review, it will just change the process of how it is addressed. He said he proposes the City Council to appoint a three person committee of a Planning Commissioner, a building professional, and a representative from the affected zone. He said those three would review an application and then make a recommendation to the Planning Commission and show in a written response how the applicant is meeting each design standard. He said this would cut the cost to the applicant by assuring that their design would meet the City's design standards before they got too far into their design process. He said this process would not delay the application process.

PCM Brostoff asked if there would be a fee attached to this. PC Foster said there will be no fee. He said there had been discussion of asking for a voluntary donation to the Downtown Revitalization Committee but nothing was

decided upon. He said part of creating this review committee was to create less fees by taking this process out of Staff's hands and asking a volunteer committee to review the application and that we should steer away from creating additional fees.

PCC Walker closed the meeting at 8:05pm.

PCM Renault thinks this is a good idea. She said more and more City's are going with design themes. She said those City's are bringing people in and getting them to stay.

PCM Busdieker agrees this is a good idea. She said she would like to see some of the wording changed. She asked if this committee would only apply to the downtown zone. PC Foster said yes because that is the only zone where there are currently design standards to be met. PC Foster made note of the changes PCM Busdieker would like to see in the proposed new language.

PCM Brostoff said he likes the idea and PCM Busdieker's edits. He said he would still like to see a charge for these services. **Motion:** PCM Brostoff motioned, seconded by PCM Busdieker, to accept the proposed new language for the ARC with PCM's Busdieker's changes and PCM Brostoff's recommendation to add a charge for these services. The motion was passed unanimously by PCM's Renault, Brostoff, Busdieker and PCC Walker.

PCC Walker asked to take a 10 minute break. The meeting was reconvened at 8:30pm.

C. Public Hearing to consider recommending Adoption of the Trail Plan into the City's Comprehensive Plan

PCC Walker opened the hearing at 8:30pm. Holly Howell gave a power point presentation which gave a brief overview of the work done on the Trail Plan. She said the Trail Plan and final document can be found at www.connectcascadelocks.com. Ms. Howell said the Port of Cascade Locks, the Downtown Revitalization Committee and the Tourism Committee have already adopted the Trail Plan. She went over a list of projects that were recommended in the Plan and explained the projects that have already been started and are being worked on. PC Foster said if the Trail Plan were to be adopted by Council, the Planning Commission could look at adding Conditional Uses in specific zones such as Food Carts, the requirements of adding trail signage, and bike parking. He said he would recommend adding an overlay zone in those areas that may be affected when that time comes. He said the Commission will not be making decisions on those items tonight. He said tonight the Commission will just be making a decision to recommend the Council adopt the Trail Plan into the Comprehensive Plan.

PCM Busdieker asked if this was adopted into the Comprehensive Plan, which document will have precedence. PC Foster said the Comprehensive Plan is the controlling document. He said he would recommend identifying critical areas that we have to address and define those as a Trail Overlay Zone. He said he is specifically thinking of certain areas like the Bridge of the Gods with the connection of several trails in that area.

PCC Walker closed the hearing at 9:00pm.

PCM Renault said she would like to see the plan adopted.

PCM Brostoff said he likes what he sees.

PCM Busdieker said she thinks trails and bikes are a great addition to the town.

Motion: PCM Brostoff moved, seconded by PCM Busdieker, to recommend the Council adopt the Trail Plan into the City's Comprehensive Plan. The motion was passed unanimously by PCM's Renault, Brostoff, Busdieker and PCC Walker.

PC Foster asked if the Planning Commission meeting for December could be canceled as he will be out of the Country during most of the month of December. Everyone agreed that was ok with them. PCC Walker asked if PC Foster could put together a work plan. PC Foster said he would get everyone a 12 month work calendar to them in January.

PCC Walker adjourned the meeting at 9:04pm.

Prepared by:

Approved:

Megan Webb
Deputy City Recorder

Planning Commission Chairman

EXISTING LANGUAGE

8-6.24.025 Pre-application applicant sponsored meeting

- A. No application for a land use approval that requires a hearing and decision by the Planning Commission, not including action on appeal of a City Administrator decision, shall be received by the Administrator unless the applicant or the applicant's representative has held a public meeting inviting all property owners, residents, and business owners within the applicable notification area for the required public hearing. Pre-application meetings will be held no more than six months in advance of the filing of the subject application.
- B. The purpose of the Pre-application meeting is to allow the applicant to present the proposed land use action to those owning or residing in the notification area, answer questions from those in attendance, learn from those in attendance about concerns, issues, and ideas about the proposed land use action, and work toward agreement on any points of concern. It is not a requirement of this Code Section to require agreement amongst the parties on points of concern, but rather to require that the meeting is held so the public and the applicant can understand the proposal and the issues.
- C. Written notification of the public meeting will be provided to all property owners, residents, and business owners within the applicable notification area for the required public hearing. The meeting must be open to all who choose to attend, including those outside the notification area. A written record of the major points of the discussion, along with a list of those in attendance, will be created and preserved. An audio or video recording will be made that successfully creates a record of the entire meeting.
- D. Pre-application meetings will be held at a reasonable time and at a reasonable place so as to allow the greatest possibility of participation by those in the notification area. The City Administrator will judge the reasonableness of the timing and place of the meeting in reviewing the application for completeness and can reject the application if a finding is made demonstrating the lack of reasonableness in holding the meeting.
- E. The applicant or applicant's representative will facilitate the public meeting. Nothing in this Code section precludes the applicant or applicant's representative from ejecting a participant who is disruptive to the ability of the rest of the participants to listen and participate.
- F. The City will have no role in sponsoring, convening, or facilitating a Pre-application meeting. City participation is at the discretion of the City Administrator. A Pre-application meeting is not an official part of the land use process.

PROPOSED NEW CODE LANGUAGE

Proposed Revised Code Language

8-6.24.025 Pre-application applicant sponsored meeting

- A. The City strongly encourages the applicant to sponsor a pre-application meeting with surrounding property owners to fully discuss and explain the applicant's intended land-use action. This meeting is voluntary and should be an informal discussion with area

interested citizens who may have questions and inquiries about the nature and extent of the proposed action.

- B. The City will not participate in this pre-application meeting, but will assist the applicant in identifying affected property owners within the lawful notification distance from the subject property prior to the subject meeting.
- C. The purpose of this meeting is to allow the applicant to learn of community concerns and issues in advance of submitting his or her application. This step will provide the applicant with an opportunity to address these concerns prior to officially engaging in the land use planning application and hearing process.
- D. No testimony can be provided from this pre-application meeting unless said testimony is dated and signed by the party to which the testimony is attributed. The applicant may not submit testimony on behalf of another individual unless said testimony is signed by the party with a current address and dated when signed. Testimony submitted from this forum is subject to verification with the individual signing the testimony.

PROPOSED ADDITIONAL LANGUAGE UNDERLINED AND BOLD

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Chapter 8-6.20

**TYPES OF DEVELOPMENT ACTIONS
AND DETERMINATION OF PROPER PROCEDURE**

Sections

- 8-6.20.010 Application Review Procedures
- 8-6.20.020 Administrative Actions
- 8-6.20.030 City Administrator Review
- 8-6.20.040 Planning Commission Review
- 8-6.20.050 City Council Review
- 8-6.20.060 Determination of Proper Procedure Type
- 8-6.20.070 Architectural Review Procedures**

Comment [mw1]: Added wording

8-6.20.010 Application Review Procedures

Applications in this title will be processed as an Administrative, City Administrator, Planning Commission, or City Council action in accordance with the standards set forth in this chapter.

8-6.20.020 Administrative Actions

Administrative actions involve permitted uses or development governed by clear and objective review criteria. Administrative actions do not encompass discretionary land use decisions. Impacts have been recognized by the development and public facility standards. The intent and purpose of a zoning district is not a consideration for approving these uses.

~~8-6.20.030 to 8-6.20.060 (Remain unchanged)~~

8-6.20.070 Architectural Review Procedures

The City Council shall approve and appoint a three-person voluntary citizen committee to act as the Architectural Review Committee (ARC) when the code requires a site plan development review as preliminary to issuing a development permit. This committee will serve at the pleasure of the City Council and shall serve staggered two year terms, subject to reappointment of the City Council after the completion of a twenty-four month period from the date of appointment. The Architectural Review Committee (ARC) shall consist of three persons; one of whom is a sitting member of the City Planning Commission, one of whom is a representative of the downtown zone and one who is a design or building

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professional with knowledge of the construction trades. An ex-officio representative of the city staff shall be appointed by the City Administrator to assist in the processing of the application for design review on behalf of the ARC.

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a. Upon receiving notice of a request for a development permit in the affected zone The City shall advise the applicant of the requirements of the zone for a Design Review with the City Architectural Review Committee. The applicant will be asked to identify a date of when they will be ready to submit preliminary design per Sections 8-6.148.040 to 8-6.148.100 as appropriate for the particular application.

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a-b. The applicant upon submitting design documents will be advised of a date not less than seven days nor more than 14 days in which the applicant will meet with the ARC to review the proposed development.

c. The ARC shall meet with the applicant to review the application and discuss the design features of the proposed development. Applying the specific criteria of the development code, the ARC shall complete their review and submit a summary of their findings to the City staff to be included in the staff report provided to the City's Planning Commission. Specifically, the ARC shall determine whether the proposed development meets the standards of the code and if it does not, specify why the proposal fails to meet this criteria.

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d. The ARC may suggest or recommend modifications to the proposed development site plan to ensure compliance with the standards of the code. These proposed changes should be made prior to submission to the City Planning Commission or the ARC shall note that the applicant failed to modify the application to comply with the design standards of the zone.

Comment [mw2]: Added Wording

ARTICLE V
DEVELOPMENT REVIEW
Chapter 8-6.148

SITE PLAN AND DESIGN REVIEW

Sections

- 8-6.148.010 Purpose
- 8-6.148.020 Applicability of Provisions
- 8-6.148.030 Administration
- 8-6.148.040 Submittal Requirements
- 8-6.148.050 Site Conditions
- 8-6.148.060 Site Plan
- 8-6.148.070 Grading Plan
- 8-6.148.080 Architectural Drawings
- 8-6.148.090 Landscape Plans
- 8-6.148.100 Sign Plan
- 8-6.148.110 Approval Standards
- 8-6.148.120 Exceptions to Provisions
- 8-6.148.130 Agreement and Security
- 8-6.148.140 Maintenance

8-6.148.010 and 8-6.148.020 (Remain unchanged)

8-6.148.030 Administration

- A. Site Plan Review requiring an Architectural analysis for zones D- Downtown shall be completed by the Architectural Review Committee as set forth in 8.6.20.070 (a) through (d)
- B. Design and Site Plan Review applications and major modifications to existing development shall be administered and reviewed as a Planning Commission review in accordance with Article II, Procedures of this title.
- C. Minor modifications, as described in subsection 8-6.148.020 F. above, shall be administered and reviewed as a City Administrator decision in accordance with Article II, Procedures, of this title.
- D. Permits to construct a single family residence or duplex shall be administered and reviewed as an Administrative decision in accordance with Article II, Procedures, of this title.

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Comment [mw3]: Added wording

8-6.148.040 to 8-6.148.100. (Remain unchanged)

8-6.148.110 Approval Standards

The Planning Commission shall receive an Architectural Review Committee recommendation on a specific site design for all proposed developments in the Downtown Zone. [The Planning Commission shall approve, approve with conditions or deny an application based on findings of fact with respect to the approval standards of this section.

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Comment [mw4]: Added wording

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A. The applicable provisions of this title are:

1. Accessory structures - Chapter 8-6.164;
2. Additional yard and setback requirements - Section 8-6.44.060;
3. Base zone requirements - Chapters 8-6.44 through 8-6.96;
4. Building height exceptions - Section 8-6.44.060;
5. Circulation and access - Chapter 8-6.112;
6. Landscaping and screening - Chapter 8-6.104;
7. Parking and loading - Chapter 8-6.108;
8. Public facility and service requirements;
9. Flood Plain Overlay Zone - Chapter 8-6.120;
10. Geologic Hazard Overlay Zone - Chapter 8-6.124;
11. Airport Protection Overlay Zone - Chapter 8-6.132;
12. Downtown Design Overlay Zone - Chapter 8-6.136;
13. Signs - Chapter 8-6.144;
14. Vision clearance - Chapter 8-6.116;
15. Wetland and Riparian Areas - Chapter 8-6.128; and
16. Manufactured and Mobile Homes - Chapter 8-6.100;
17. The Design Standard sections of the D, C, and RC zones.

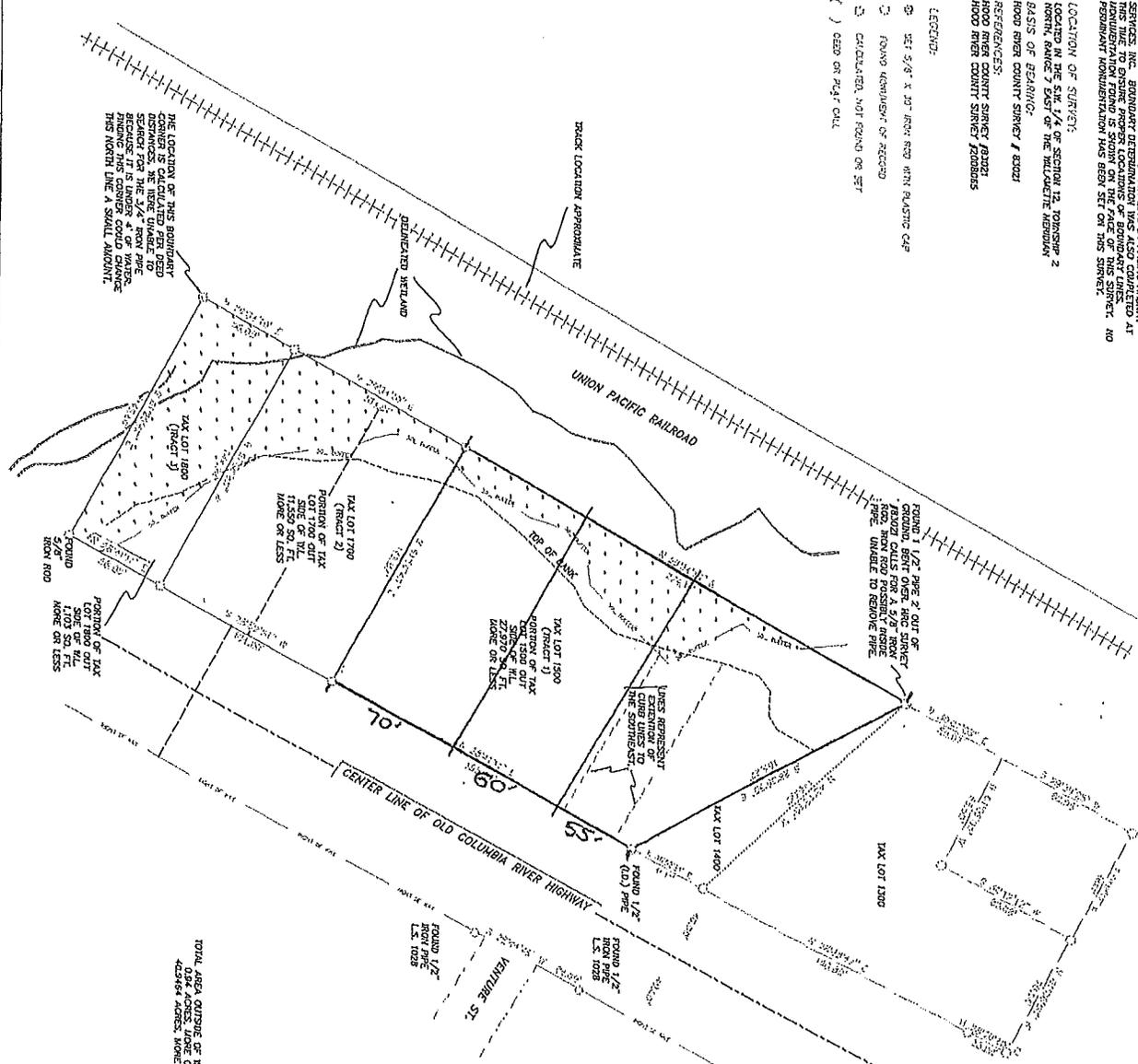
8-6.148.120 to 8-6.148.140. (Remain unchanged)

Item: 7b

ABSTRACT:
 THE PURPOSE OF THIS SURVEY WAS TO LOCATE DELINEATED WETLANDS AND DRAINAGE PATTERNS FOR THE PORT OF CASCADE LOCKS AT THE INTERSECTION OF THE BOUNDARY LINES OF THIS TRACT TO DRAINAGE PATTERN LOCATIONS OF BOUNDARY LINES AT THE INTERSECTION OF THE BOUNDARY LINES OF THIS TRACT. PREVIOUS INVESTIGATION HAS BEEN SET ON THIS SURVEY. NO

LOCATION OF SURVEY:
 LOCATED IN THE SW 1/4 OF SECTION 12, TOWNSHIP 2 NORTH, RANGE 7 EAST OF THE MIDDLE MERIDIAN
BASIS OF BEARING:
 HOOD RIVER COUNTY SURVEY # 80021
REFERENCES:
 HOOD RIVER COUNTY SURVEY # 82021
 HOOD RIVER COUNTY SURVEY # 20085

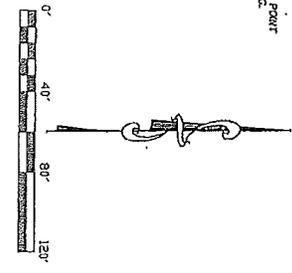
- LEGEND:**
- ⊙ SET 5/8" x 30" IRON ROD WITH PLASTIC CAP
 - FOUND REMAINS OF RECORD
 - ⊖ CALCULATED, NOT FOUND OR SET
 - () USED ON PLOT ONLY



THE LOCATION OF THIS BOUNDARY LINE WAS DETERMINED BY THE INTERSECTION OF THE BOUNDARY LINES OF THIS TRACT TO DRAINAGE PATTERN LOCATIONS OF BOUNDARY LINES AT THE INTERSECTION OF THE BOUNDARY LINES OF THIS TRACT. PREVIOUS INVESTIGATION HAS BEEN SET ON THIS SURVEY. NO

TOTAL AREA OUTSIDE OF WETLAND AREA
 423,664 ACRES, MORE OR LESS

THE PORT OF CASCADE LOCKS
 FOR
 WETLAND MAP



HOOD RIVER COUNTY
 SURVEYOR'S OFFICE
 DATE FILED: _____
 BY: _____

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
FOR REVIEW
 OREGON
 EXPIRES: 12/31/2015
 EXPIRES: 12/31/2015
 EXPIRES: 12/31/2015

TERRA SURVEYING
 DATE: JUNE 28, 2010
 SCALE: 1" = 40'
 PROJECT: HWY 95
 ASSURANCE MAP ON NE SEC. 12
 A.D. 50X 517
 HOOD RIVER, OREGON 97121
 PHONE & FAX: (347) 380-4431
 terrasurvey.com

Item: 7c

Architectural Review Committee

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.

Building Materials & 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.

Roof Materials, Parapets & 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 where 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 the 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 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.

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 20ft 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.

Parking Lots

1. For new development, the parking lots shall be located in the rear of all lots. For corner lots, this shall be identified as being opposite, and further 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.

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, 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 dripping or running of water onto the public sidewalk, including water falling as rain, or 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 ten 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 ten percent of their WaNaPa facades. Relief changes include cornices, bases, fenestration, fluted masonry or other treatments for pedestrian interest and scale.

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 the 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.

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 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.

Streetscape/Street Furniture

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 no part of the building, shall conform with the Street Furniture design standards identified in the "Cascade Locks Downtown Plan and Strategy" adopted in 2003.
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.

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.

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 area must be located within the structure or behind the building in an enclosure.

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.

Design Review Check List

Please use this sheet to determine if the applicant has met or not met each aspect of the Downtown Zone Design Standards.

Meets Does Not N/A
 Meet

 Building Materials & Colors

If no, please explain _____

 Roof Material, Parapets & Roof Pitch

If no, please explain _____

 Building Orientation & Entrance Standards

If no, please explain _____

 Parking Lots

If no, please explain _____

 Building Facades

If no, please explain _____

 Windows

If no, please explain _____

Meet Does Not N/A
Meet

 Upper Floor Windows

If no, please explain _____

 Streetscape/Street Furniture

If no, please explain _____

 Lighting

If no, please explain _____

 Trash & Recycling Storage

If no, please explain _____

 Signage

If no, please explain _____

Planning Commission Tracking Sheet
CODE & COMP PLAN Amendments

3/1/2013

Item 8a

#	Description	Reason	Initiated	Current Status
CA 09-01	Artisan foundries in a Commercial Zone as CU	Applicant request	Yes	Incorporated into Code Ordinance 399 March 2009
CA 09-02	Allow drive-throughs in Downtown Zone	Citizen Request	Yes	Incorporated into Code Ordinance 403 December 2009
CA 09-03	Require public meeting by developer before application	Andersen — Epstein rec.	Yes In April 09	Incorporated into Code Ordinance 405 in April 2010
CA 09-04	Off-site development scrutiny	Andersen — Epstein rec.	Yes In April 09	Traffic moved ahead separately as CA 10-01, Remainder pending to be Scheduled for discussion before Planning Commission
CA 09-05	Planned Developments	Andersen — Epstein rec.	Yes In April 09	Draft PD adopted by PC Nov. 15, 2010 Waiting to get on Council calendar
CA 09-06	De novo review	Andersen — Epstein rec.	Yes In 2008	Incorporated into Code in Sept. 2008 Ordinance 396
CA 09-07	MDR/HDR clarification	Council referred to PC in August 2008	Yes PC in April 09	Pending to be Scheduled for discussion before Planning Commission
CA 09-08	Mediation	Andersen — Epstein rec.	No	9/10/09 PC Decided to not initiate
CA 09-09	Eliminate parking standards in Downtown Zone	Citizen request	Yes In Sept. 09	Pending to be Scheduled for discussion before Planning Commission
CA 10-01	Traffic Impact Analysis	CA 09-04	Yes In April 09	Incorporated into Code Ordinance 408 November 2010
CA 10-02	Amendment of DT Plan Façade remodel	Council initiation	Yes on 11/8/10	TO BE SCHEDULED
COMP 10-01	Zone Change (done as part of LU 10-012)	City	Yes on 11/24/10	Change made to City Comp Plan Map Ordinance 410 Dec. 27, 2010
COMP 10-02	Transportation System Plan Amendment	IAMP, Council initiation	Yes, on 11/8/10	On Hold, at Planning Commission level

ORDINANCE NO. 393

AN ORDINANCE TO ESTABLISH A HISTORIC LANDMARK COMMISSION AND A PROGRAM FOR IDENTIFYING, EVALUATING, AND DESIGNATING HISTORIC LANDMARKS.

WHEREAS, The City of Cascade Locks, Hood River County recognizes that certain significant historic resources located within its boundaries contribute to the unique character of the community and are irreplaceable, and as such, merit preservation. This ordinance establishes a Historic Landmark Commission; a program for the identification, evaluation, and designation of historic resources as landmarks; public incentives for the preservation of Designated Landmarks; and land use regulations regarding the alteration, moving or demolition of Designated Landmarks and Historic Resources of Statewide Significance.

SECTION 1. DEFINITIONS. The following definitions apply to terms used in this ordinance. Terms not defined have their commonly construed meaning.

Alteration - An addition, removal, or reconfiguration which significantly changes the character of a historic resource, including new construction in historic districts.

Demolition - The razing, destruction, or dismantling of a resource to the degree that its historic character is substantially obliterated.

Designated Landmark - A property officially recognized by the City of Cascade Locks, Hood River County as important in its history.

Designated Landmarks Register - The list of, and record of information about, properties officially recognized by the City of Cascade Locks, Hood River County as important in its history.

Extraordinary Historic Importance - The quality of historic significance achieved outside the usual norms of age, association, or rarity.

Historic Integrity - The quality of wholeness of historic location, design, setting, materials, workmanship, feeling, and/or association of a resource, as opposed to its physical condition.

Historic Resource - A building, structure, object, site, or district which meets the significance and integrity criteria for designation as a landmark. Resource types are further described as:

Building - A construction made for purposes of shelter or habitation, e. g. house, barn, store, theater, train station, garage, school, etc.

Structure - A construction made for functions other than shelter or habitation, e. g. bridge, windmill, dam, highway, boat, kiln, etc.

Object - A construction which is primarily artistic or commemorative in nature and not normally movable or part of a building or structure, e. g. statue, fountain, milepost, monument, sign, etc

Site - The location of a significant event, use, or occupation which may include associated standing, ruined, or underground features, e. g. battlefield, shipwreck, campsite, cemetery, natural feature, garden, food-gathering area, etc.

District - A geographically defined area possessing a significant concentration of buildings, structures, objects, and/or sites which are unified historically by plan or physical development, e. g. downtown, residential neighborhood, military reservation, ranch complex, etc.

Historic Resources of Statewide Significance - Buildings, structures, objects, sites, and districts which are listed on the National Register of Historic Places.

Inventory of Historic Resources – The record of information about resources potentially significant in the history of the City of Cascade Locks, Hood River County.

Relocation - The removal of a resource from its historic context.

SECTION 2. THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY HISTORIC LANDMARK COMMISSION.

1. The Mayor and City Council shall appoint a Historic Landmark Commission, hereinafter the Commission, of five members with a demonstrated positive interest, knowledge, or competence in historic preservation to carry out the provisions of this ordinance. A majority of the members shall reside within the corporate boundaries of the City of Cascade Locks, Hood River County. Members shall serve without compensation, but are eligible for reimbursement of expenses related to their service.
2. A simple majority of the seated members shall constitute a quorum to conduct official business.
3. A Chair and Vice-Chair shall be elected annually by and from the seated membership. Officers are eligible for reelection.
4. The Commission shall meet at least twice a year, and as required to conduct business in a timely fashion. Notice of the meetings shall be in accordance with applicable state law. Minutes, applications, staff reports, findings, and decisions of the Commission shall be maintained as public records in accordance with applicable state law.

SECTION 3. POWERS AND DUTIES OF THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY HISTORIC LANDMARK COMMISSION.

1. The Commission may adopt and amend by-laws, subject to approval by the City Council, to regulate its internal operations.
2. For purposes consistent with this ordinance and subject to the approval of the City Council, the Commission may seek, accept, and expend public appropriations; seek, accept, and expend grant and gift funds; cooperate with public and private entities; and employ clerical and expert assistance.
3. The Commission may undertake to inform the citizens of, and visitors to the City of Cascade Locks, Hood River County, regarding the community's history and prehistory; promote research into its history and prehistory; collect and make available materials on the preservation of historic resources; provide information on state and federal preservation

programs; document historic resources prior to their alteration, demolition, or relocation and archive that documentation; assist the owners of historic resources in securing funding for the preservation of their properties; and recommend public incentives and code amendments to the City Council.

4. The Commission may develop and publish, or adopt, written and graphic guideline and example materials to clarify the criteria in this ordinance and to assist applicants in developing complete and viable applications.
5. Employing the procedures and criteria in Section IV of this ordinance, the Commission shall periodically identify and evaluate the historic resources of the City of Cascade Locks, Hood River County and maintain an Inventory of Historic Resources. At such time as surveys are being conducted, owners of the subject properties shall be notified and invited to provide comment and input.
6. Employing the procedures and criteria in Section V of this ordinance, the Commission shall periodically revise the Designated Landmarks Register of the City of Cascade Locks, Hood River County, by adding or deleting properties.
7. Employing the procedures and criteria in Section VI of this ordinance, the Commission shall review and act upon applications for the alteration, relocation, or demolition of Designated Landmarks, or the major exterior alteration, relocation, or demolition of Historic Resources of Statewide Significance.
8. The Commission shall advise and make policy recommendations to the City Council and the Planning Commission on matters relating to historic preservation; and shall make an annual report, in writing, to the City Council on its activities and expenditures during the preceding twelve months, and its projected activities and expenditures for the following twelve months.

SECTION 4. THE INVENTORY OF HISTORIC RESOURCES.

1. The Commission shall determine and periodically revise priorities for the identification and evaluation of historic resources.
2. Unless the Commission finds extraordinary historic importance, only properties over fifty years of age shall be considered for inclusion in the Inventory of Historic Resources.
3. The Commission shall develop or adopt a system, based on historic integrity and significance, for evaluating historic resources. The system shall rank surveyed historic resources as eligible, potentially eligible, or ineligible for listing on the Designated Landmarks Register. Owners of surveyed properties shall be notified of these findings.
4. Documentation of properties in the Inventory of Historic Resources shall be on forms compatible with the Statewide Inventory of Historic Properties, and upon completion, copies of the forms shall be supplied to the State Historic Preservation Office.
5. Records concerning archaeological sites shall not be made available to the public.

SECTION 5. THE DESIGNATED LANDMARKS REGISTER.

1. Properties listed on the National Register of Historic Places, including all properties within National Register Historic District boundaries, are eligible for automatic listing on the Designated Landmarks Register. As Historic Resources of Statewide Significance, all

such properties are subject to the regulations in Section VI of this ordinance regardless of their listing on the Designated Landmarks Register, pursuant to Oregon Administrative Rule 660-023-200. However, only properties listed on the Designated Landmarks Register shall be eligible for public incentives and code considerations pursuant to this ordinance.

2. Any individual or group, including the Commission acting on its own initiative, may nominate a historic resource for inclusion on or removal from the Designated Landmarks Register by submitting a complete application to the Planning Commission). The burden of proof lies with the applicant. No property shall be so designated without the written consent of the owner or, in the case of multiple ownership, a majority of the owners.
3. The Planning Commission shall establish standards for a complete application. Upon acceptance of a complete application the Planning Commission shall schedule a public hearing pursuant to applicable state laws.
4. In order to be included or maintained on the Designated Landmarks Register the Commission must find that the historic resource is over fifty years of age or of extraordinary historic importance, and possesses sufficient historic integrity, and:
 - a. is associated with events that have made a significant contribution to the broad patterns of local, state, or national history; or
 - b. is associated with the lives of persons, or groups of people, significant in local, state, or national history; or
 - c. embodies the distinctive characteristics of an architectural type, style, period, or method of construction or that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction; or
 - d. has yielded or is likely to yield information which is important in local, state, or national history.
5. The Commission shall develop findings to support its decisions. These findings shall indicate those elements of a property, including interior, landscape, and archaeological features, that are included in the designation and subject to regulation under the provisions of this ordinance.

SECTION 6. ALTERATIONS, RELOCATIONS, AND DEMOLITIONS.

1. No exterior, interior, landscape, or archaeological element of a Designated Landmark which is specified as significant in its designation shall be altered, removed, or demolished without a permit issued pursuant to this ordinance.
2. No major exterior alteration, relocation, or demolition of a Historic Resource of Statewide Significance shall be allowed without a permit issued pursuant to this ordinance.
3. Prior to submitting an application for a permit pursuant to this section, proponents are encouraged to request a pre-application conference to review concepts and proposals. The Planning Commission) may form ad-hoc committees for this purpose. Commission members participating in pre-application conferences shall disclose their ex-parte contact at the time of a public hearing on the proposal.

4. The Planning Commission shall establish standards for a complete application. Upon acceptance of a complete application the Planning Commission shall schedule a public hearing pursuant to applicable state laws.
5. In cases requiring a public hearing, the Commission shall review and act upon applications for the alteration, relocation, or demolition of a Designated Landmark, or the major exterior alteration, relocation, or demolition of a Historic Resource of Statewide Significance. The burden of proof lies with the applicant. Applications may be approved, approved with conditions, or denied. The City of Cascade Locks, Hood River County shall include any conditions imposed by the Commission in permits issued pursuant to this section.
6. In order to approve an application for the alteration of a Designated Landmark or the major alteration of a Historic Resource of Statewide Significance, the Commission must find that the proposal meets the following standards:
 - a. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
 - b. The historic character of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.
 - c. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.
 - d. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
 - e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 - f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.
 - g. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used.
 - h. Archeological resources shall be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
 - i. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

- j. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- 7. In order to approve an application for the relocation or demolition of a Designated Landmark or Historic Resource of Statewide Significance, the Commission must find that:
 - a. No prudent and feasible alternative exists, or
 - b. The designated property is deteriorated beyond repair, or
 - c. The value to the community of the proposed use of the property outweighs the value of retaining the Designated Landmark or Historic Resource of Statewide Significance.
- 8. At the hearing of an application to relocate or demolish a Designated Landmark or Historic Resource of Statewide Significance the Commission may, in the interest of exploring reasonable alternatives, delay issuance of a permit for up to 120 days from the date of the hearing. If, ten days prior to the expiration of the delay period the Commission finds that there are still reasonable alternatives to explore, it may apply to the City Council for permission to continue the delay for an additional period of up to 120 days.
- 9. In approving an application for the demolition of a Designated Landmark or Historic Resource of Statewide Significance, the Commission may impose the following conditions:
 - a. Photographic, video, or drawn recordation of the property to be demolished, and/or
 - b. Salvage and curation of significant elements, and/or
 - c. Other reasonable mitigation measures.
- 10. No provision of this ordinance shall be construed to prevent the ordinary repair or maintenance of a Designated Landmark or Historic Resource of Statewide Significance, when such action does not involve a change in design, materials, or appearance.
- 11. No provision in this ordinance shall be construed to prevent the alteration, demolition, or relocation of a Designated Landmark or Historic Resource of Statewide Significance, when the Building Official certifies that such action is required for the public safety.

SECTION 8. PUBLIC INCENTIVES FOR HISTORIC PRESERVATION

- 1. To obtain grant funding for the preservation of the historic landmark.

SECTION 9. APPEALS

- 1. Decisions of the Commission are appeal able to the City Council. Decisions of the City Council are appeal able to the Land Use Board of Appeals.
- 2. Procedures for appeals to the City Council shall be the same as those for appeals of Planning Commission decisions.

SECTION 10. OTHER PROVISIONS.

1. There is no fee for designation of a historic resource as a Designated Landmark. Fees for other applications shall be determined by the City Council based on the cost of processing the application.
2. The provisions of this ordinance shall not effect any citation, complaint, prosecution, or other proceeding pending at the time this ordinance is passed.
3. Should any section, paragraph, sentence, or word of this ordinance be declared for any reason to be invalid, it is the intent of the City Council that it would have passed all other portions of this ordinance independent of the elimination of any portion as may be declared invalid.

SECTION 11. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

SECTION 12. Effective Date. This ordinance shall become effective thirty days after adoption by the City Council and approval by the Mayor.

ADOPTED by the City Council this 14th day of January, 2008.

APPROVED by the Mayor this 14th day of January, 2008.

Mayor

ATTEST:

City Recorder

First Reading Approved: 12/10/07; Ayes 6 ; Nays 0

Second Reading Approved: 01/14/08; Ayes 7; Nays 0