

# CITY of CASCADE LOCKS

## AGENDA

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### CITY COUNCIL MEETING, Monday, May 14, 2018, 7:00 PM, CITY HALL

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**Purpose:** The City Council meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
2. **Additions or amendments to the Agenda.**
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of April 9, 2018 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$ 297,566.24**
4. **Public Hearing:**
  - a. **Johnson Street Vacation**
  - b. **CDC Amendments**
5. **Action Items:**
  - a. **Appointment to Committees.**
  - b. **Approve Ordinance No. 446 Amending the Community Development Code as Adopted By Ordinance No. 350, By Amending and Adding Chapters.**
  - c. **Approve Ordinance No. 447 Vacating Johnson Street and Providing For the Vesting of Title.**
  - d. **Appoint Municipal Court Judge.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
  - a. **City Committees.**
  - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session per ORS 192.660 (2) (d) Labor Negotiations**
11. **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.



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00pm. CM's Groves, Fitzpatrick, Walker, Busdieker, Randall, Zerfing and Mayor Cramblett were present. Also present were CA Zimmerman, Deputy Recorder Marilyn Place, Brenda Wood, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
  - a. **Approval of March 26, 2018 Minutes.**
  - b. **Ratification of the Bills in the Amount of \$781,770.99.** CM Randall asked that the minutes from March 26, 2018 be amended to show a correction when Council voted for Resolution No. 1393. He asked that the minutes show the resolution failed on a 5-2 vote with CM's Groves, Randall, Walker, Zerfing and Mayor Cramblett voting against it and CM's Busdieker and Fitzpatrick voting in favor. **Motion:** CM Walker moved to approve the consent agenda with the amendment to the minutes and to ratify the bills in the amount of \$781,770.99. CM Zerfing seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett.
4. **Public Hearing:** None.
5. **Action Items:**
  - a. **Appointment to Committees.** CA Zimmerman said an application was received for one of the vacancies on the Tourism Committee however we had just started advertising for the two vacancies. He said can we wait a couple weeks to give others a chance to see the ads and bring in their applications. There was consensus of Council to wait for more applicants.
  - b. **Approval OLCC Application for Pink Sistas (May 19<sup>th</sup> Event).** **Motion:** CM Busdieker moved to Approve the OLCC Application for Pink Sistas, CM Randall seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett.
  - c. **Approve Audit Proposal with Merina & Company, LLP.** CA Zimmerman said the last three years the City has been working with Merina & Company, LLP. He said the Council and the staff have been very pleased with the progress the City has made in our accounting procedures and practices. He said the staff has an excellent working relationship with Tonya Moffitt and Merina & Company, LLC and suggested the Council move to approve the contract.

CM Zerfing asked how much we pay Merina & Company to do our audits. CA Zimmerman said there is a breakdown of their fees on the back page. CM Busdieker said it seemed like Merina & Company, LLC is doing a good job and there's no reason to go with anyone else. CM Fitzpatrick agreed.

**Motion:** CM Randall moved to approve the Audit Proposal with Merina & Company in 2018 and to continue for three years, CM Busdieker seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett.
  - d. **Approve Water Project Change Notice.** CA Zimmerman asked Council to approve some project Change Notices that have come up with the current water project. He said some of the changes cause an increase to the amount and some cause a decrease. CA Zimmerman said he understood that the Council wanted to be advised of any Change Notices prior to them being approved. He said, however, the County Road Master happened to be on the east end of Forest Lane the other day while Crestline was there working. CA Zimmerman said Forest Lane is a county road and the County Road Master said Crestline must pave the whole width of the road, rather than only the strip they had dug into. CA Zimmerman said he went ahead and approved that change immediately because the delay would have caused additional mobilization charges.

CA Zimmerman said there are two Change Notices that the City has yet to receive that would alter the waterline project. He said he doesn't have anything in writing for Council to approve yet but he is expecting a Memo of Understanding (MOU) from ODOT that states they will rebuild WaNaPa in the next year or two. He said because of that, we've asked ODOT to relieve us from the requirement to pave the entire parking strip on WaNaPa during the waterline project. He said the second Change Notice would decrease the thickness of the asphalt we use to cover the waterline project trenches from eight inches to four inches since ODOT will be coming back to rebuild WaNaPa soon anyway. CA Zimmerman said those two changes will save us \$155,000.00.

CA Zimmerman said subtracting the Change Notices that add nearly \$48,000.00 in increases from the \$155,000.00 in savings, leaves the City with an additional \$107,000.00 which can be added to the current contingency of \$195,000.00. CA Zimmerman said that would give the City \$302,000.00 to get the well project done. CA Zimmerman said he was asking Council for permission to sign the Change Notices so we can cut the price on the project.

CA Zimmerman said one example of the increase Change Notices is for Ruckel Street because of the poor shape the entire road is in. He said the repair options associated with Ruckel Street and the type of asphalt thicknesses that will be needed to repair it correctly after the waterline trench is filled would total \$26,000.00.

CM Walker inquired as to who is inspecting the waterline project for the City. CA Zimmerman said Sheldon Price from our City Crew and Chris Ekman has been contracted as the on sight resident inspector for the City.

CM Walker asked was it assured that ODOT will be rebuilding WaNaPa. CA Zimmerman said yes even though the MOU draft hasn't been delivered yet. He said he is in contact with Kristin Stallman with ODOT. He said Kristin has relayed the context of the MOU which states ODOT will repave the entire width and length of WaNaPa from Toll House Road to Forest Lane. He said ODOT is currently seeking funds so they can put the project on the schedule.

**Motion:** CM Randall moved to approve the City Administrator's authority to approve Change Notices to the Water System Improvement Project based on this pre-approval by the City Council, CM Groves seconded. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett.

6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** None

7. **Reports and Presentations.**

a. **City Committees.** None

b. **City Limits Discussion.** CA Zimmerman said the state legislators put in a "Christmas Tree Bill" at the end of their session for \$500,000.00 earmarked for the Port of Cascade Locks specifically for Economic Development. He said they also put in \$25,000.00, undefined, for the City of Cascade Locks planning efforts. He said because that amount of money is not quite enough to do some bigger projects he thought the City could use it to hire a Contract Planner for boundary alignment. He said if you look at Cascade Locks there are three boundaries that surround us. He said there is the City Limits, the Urban Growth Boundary (UGB), and the National Scenic Area (NSA.) He said there are portions of the City where the NSA is outside the City Limits and the UGB. He said there are areas where the UGB is outside the NSA which means if we wanted to develop the UGB area outside the NSA it's in the hands of the Gorge Commission and not the City. He said and the likelihood of being able to do that would take an act of Congress.

CA Zimmerman said the City could use the \$25,000.00 to hire a Contract Planner to make all three boundaries the same. He said if we did that then the City would manage up to the NSA and we will no longer be required to have an Urban Growth Management Agreement with Hood River County (HRC) because there won't be any UGB.

CA Zimmerman said it is unclear how we apply for the funding and it probably won't be available till June but he wanted to bring it to the attention of the Council. He said by moving the boundaries we could possibly lose 37.23 acres of land that we can't develop anyway because it's outside the NSA.

He said there is an expedited process to help us adjust our City limits, UGB and NSA to be the same which is what the Contract Planner would do.

CM Randall inquired where the land is located that was donated to the City sometime back. CA Zimmerman said it is behind Ruckel Street on the hillside and inside the UGB.

CM Zerfing inquired would adjusting the boundaries bring some people who are currently outside the City Limits to inside the City Limits and if so would they have to agree to that. CA Zimmerman said the expedited process will determine if they have to agree to come into the City Limits because it will affect their property taxes. He said he has been in contact with those particular folks and they have expressed the interest to be inside the City Limits.

CM Walker asked if residents are moved inside the City Limit boundary will the City be required to improve the road that accesses their property. CA Zimmerman said the Port owns 30 acres around that road so the Port would have to improve that road when they develop those acres and it would have to be done to the City's standards. Mayor Cramblett asked if the Port does not develop that land is the City required to improve that road. CA Zimmerman said we would not be required to improve it, however, we will have to maintain it.

CA Zimmerman asked if the Council would like him to use that \$25,000.00 to hire a Contract Planner to rezone the boundaries. CM Zerfing said he thinks there are other projects we could use the money for. CM Busdieker asked if CA Zimmerman could consult with the Planning Commission to see if they have any projects that could really benefit from the money. CM Walker said he likes the idea of using the money to align the boundaries but if Council wanted to wait he was okay with that too. Mayor Cramblett said if we wait something could happen.

CM Randall asked if the total cost to do the boundary alignment project would be \$25,000.00. CA Zimmerman said the total amount of the grant is \$25,000.00 and he did not have an estimated cost of what a Contract Planner would charge to do the project. CA Zimmerman said the plats and maps are already there so that would be one less expense for the project. He said Cascade Locks has the world's worst Urban Growth Management Agreement with Hood River County (HRC.) He said it was done in 1986 by three parties, Hood River, Cascade Locks and HRC. He said in 1996 Hood River rewrote their Urban Growth Management Agreement because they did not like the control HRC had outside the City Limits, but Cascade Locks did not rewrite theirs at the same time. CA Zimmerman said the way our Urban Growth Management Agreement is written HRC can veto anything we want to do. CA Zimmerman said either we spend that money to rewrite the Urban Growth Management Agreement or we use it to re-align the boundaries.

CM Zerfing said he would like to put this option on hold for now because there's probably other projects we could use the money for. CM Busdieker said maybe we should ask the Planning Commission if they have anything they would like to use the money for. CM Walker said he liked the idea of combining the boundaries and that they have been the way they are for 30 or 40 years so it wouldn't hurt us to wait.

Mayor Cramblett said if we wait it could make it tougher for us if something came along that we wanted to develop. He said when the Gorge Act came along the boundaries they imposed shut down Cascade Locks' ability to grow. He said if we could get some control back that would be good for the City. He said he has no problem taking more time to take a look at it. CM Zerfing said he liked the idea CM Busdieker mentioned of taking it to the Planning Commission to see if they had anything they could use the money for. CM Fitzpatrick said he liked the idea of taking control away from HRC and putting it back in our hands.

**c. EDA Project Brief.** CA Zimmerman said the Economic Development Administration (EDA) and Congress has allocated \$100,000,000.00 to seven western states for economic recovery from the 2017 winter storms to the counties that declared an emergency during those storms. He said our eligibility is dependent on if the City uses the funds to advance and enhance areas where job growth can occur and we come up with a 20% match to the funds. CA Zimmerman said he thought we could use the funds to "harden the system" into the Industrial Park. He said if we can figure out how to improve the wiring from substation to substation and in and around the industrial park we could be eligible for those funds.

CA Zimmerman asked BKI, our electrical engineers, to analyze the cost to bore under the freeway or trench across the freeway. He said they came up with 5.25 million dollars and 4.25 million respectively. CA Zimmerman said both options are too much and ODOT would not allow us to trench over the freeway anyway. He said he wanted to come up with a plan to upgrade the towers on both sides of the freeway and strengthen the line across the freeway because it is under capacity now.

CA Zimmerman said he had an idea on how we can come up with the 20% match to the 3.3 million, which is \$486,000.00. He said we would improve the land the Port is going to want to develop and the Port can assist us in the \$486,000.00. He said we can arrange three public partnerships with the Port, BPA and ODOT using the purchase price of the BPA substation as part of the match funds and pay for it through a low voltage delivery charge over a series of years. He said we would get the match up front but we pay for it at no interest, over time, and at an agreed upon price for the substation. He said or we borrow the 20 % and we pay it back over time using the rate increases which is not ideal.

CA Zimmerman said he will mail the BKI reports for the Council to review.

**d. City Administrator Zimmerman Report.** CA Zimmerman said the Friends of the Museum Board will hold a meeting for all members and friends on April 16 at 7:00 pm here in Council Chambers.

CA Zimmerman said the Port has included a \$25,000.00 grant to the City's Emergency Services Department in their fiscal year's budget, based on "enhanced fire and emergency services in support of economic development." He said the Port is requesting the City to write a proposal documenting the City's plan to recruit, train and increase the volunteer force on the department. He said the Port in essence, wants to support and expand the Volunteer Program. He reported an increased volunteer stipend may allow us to pay people a modest amount to cover a full shift and also allow them to receive the appropriate rate if we transport a patient.

CA Zimmerman said if any Council Members would like to go to the Annual Pi-Ume-Sha/Warm Springs Treaty Day Celebration let him know and he would make reservations.

CA Zimmerman said the Digger Derrick Truck needs repairs and he will let Council know how much it will cost to repair the truck at the next meeting.

**8. Mayor and City Council Comments.** CM Zerfing said the first thing that would happen to the town following a major earthquake is the old fire station would fall down. He said the last building to fall

down would be the new fire station. He said another thing is the Port is talking about doing away with the airport or taking it down to just one helicopter pad. He said if Cascade Locks becomes isolated in a major earthquake we are going to need that airport because it will be our only way out of town.

CM Fitzpatrick said Emily Sullenger is 5<sup>th</sup> in the Nationals for Girls.

CM Walker said it is good to see the progression for the water line and said the residents are doing a good job being patient with the workers. He thanked Crestline for the hard work.

CM Busdieker wanted to thank staff for all the hard work and thanked Gordon especially for trying to find ways to get more work done for less money.

CM Randall thanked Gordon for his work. He said in a national disaster such as an earthquake we have the room here for heavy lift helicopters to land in a lot of places so just being dependent on a helipad is kind of aseptic. He said thank you to the staff.

CM Groves said thank you to the staff and welcome to the new Accounting Clerk Jennifer Whitfield.

Mayor Cramblett said the Port is doing their due diligence regarding the feasibility study for the airport. He said the conversation has opened the door to the potential uses

CA Zimmerman said he met with Eco Northwest, the company that is doing the feasibility study. He said they are only reporting to the Port the viable options for land use for the airport. He said the options will be used for the decision makers to clearly lead the Port to the best option for uses for that land.

9. **Other matters.** None

10. **Executive Session Per ORS 192.660 (2) (b) Personnel:**

11. **Adjournment. Motion:** CM Busdieker moved to adjourn, seconded by CM Randall. The motion passed unanimously by CM's Busdieker, Groves, Fitzpatrick, Randall, Walker, Zerfing and Mayor Cramblett. The meeting adjourned at 8:37pm.

Prepared by  
Marilyn Place

APPROVED:

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Mayor Cramblett



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PAGE NO.

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE:	DESCRIPTION:	AMOUNT:
4/6/2018	AP	\$ 24,837.12
4/6/2018	AP	\$ 7,460.50
4/13/2018	PR	\$ 44,286.92
4/20/2018	AP	\$ 116,093.32
4/27/2018	PR	\$ 60,825.82
4/30/2018	AP	\$ 9,356.64
5/4/2018	AP	\$ 34,705.92

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GRAND TOTAL \$ 297,566.24

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APPROVAL:

\_\_\_\_\_  
Mayor



Report Criteria:

Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9299	04/18	04/06/2018	6986	01410018SD	American Messaging	Paging Service	5140562050	7.50
Total 9299:								
9300	04/18	04/06/2018	7034	846	Bernadette Murray-Macioco	Tourism Staff Support	0840562110	1,501.00
Total 9300:								
9301	04/18	04/06/2018	6900	V801092	BSK Associates	water testing	2140562150	22.50
Total 9301:								
9302	04/18	04/06/2018	6979	MARCH 201	Cartomation, Inc.	GIS Service for City	5140562190	1,000.00
Total 9302:								
9303	04/18	04/06/2018	670	100001500	CASCADE LOCKS LIGHT CO.	fire station	0540562439	583.25
9303	04/18	04/06/2018	670	100003500 3	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	39.10
9303	04/18	04/06/2018	670	100030200 3	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
9303	04/18	04/06/2018	670	100038200	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,739.90
9303	04/18	04/06/2018	670	100379100 3	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	2,212.94
9303	04/18	04/06/2018	670	100381300	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	55.47
9303	04/18	04/06/2018	670	103742700 3	CASCADE LOCKS LIGHT CO.	Wasco Crk Lift Station	3140562070	223.55
9303	04/18	04/06/2018	670	200120000	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	115.98
9303	04/18	04/06/2018	670	300155100	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	1,073.03
9303	04/18	04/06/2018	670	300171800	CASCADE LOCKS LIGHT CO.	museum	0140762630	262.68
9303	04/18	04/06/2018	670	300183900 3	CASCADE LOCKS LIGHT CO.	Mall Lighting	5140562800	51.22
9303	04/18	04/06/2018	670	301961200 3	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	44.07
9303	04/18	04/06/2018	670	301981200 3	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	22.63
9303	04/18	04/06/2018	670	600135000 0	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	1,615.46
9303	04/18	04/06/2018	670	600136900	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	51.75
9303	04/18	04/06/2018	670	600149800 3	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	173.71
9303	04/18	04/06/2018	670	601359800 3	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	59.37
9303	04/18	04/06/2018	670	SCS3/18	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	227.00
Total 9303:								

8,579.41

Check Issue Dates: 4/6/2018 - 5/4/2018

May 07, 2018 10:29AM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9304	04/18	04/06/2018	1120	A183053	COLUMBIA HARDWARE, LLC	lights	2140562560	48.09
9304	04/18	04/06/2018	1120	A183053	COLUMBIA HARDWARE, LLC	lights	2140562560	48.09- V
9304	04/18	04/06/2018	1120	B193781	COLUMBIA HARDWARE, LLC	propane	2140562530	13.31
9304	04/18	04/06/2018	1120	B193781	COLUMBIA HARDWARE, LLC	propane	2140562530	13.31- V
9304	04/18	04/06/2018	1120	B197893	COLUMBIA HARDWARE, LLC	pvs weld, pvc pipe, gate valve	2140562560	54.94
9304	04/18	04/06/2018	1120	B197893	COLUMBIA HARDWARE, LLC	pvs weld, pvc pipe, gate valve	2140562560	54.94- V
Total 9304:								
9305	04/18	04/06/2018	1620	1848	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services March 2018	5140562139	750.00
Total 9305:								
9306	04/18	04/06/2018	6795	0634265	Ferguson Enterprises Inc. #3011	pipe, bush, bend, plug, supplies	3140562560	540.63
Total 9306:								
9307	04/18	04/06/2018	2020	1300483	GENERAL PACIFIC INC.	splice kit, loadbreak, skittered termination	5140562560	740.10
Total 9307:								
9308	04/18	04/06/2018	7056	W16529	Hillsboro Diesel & Truck Service Inc.	Repair Engine 94 Transmission	0540562441	8,877.74
Total 9308:								
9309	04/18	04/06/2018	2420	04052018	HOOD RIVER CO. - FINANCE	Dog License	0121011	5.00
9309	04/18	04/06/2018	2420	04052018	HOOD RIVER CO. - FINANCE	Dog License	0130143280	.50-
Total 9309:								
9310	04/18	04/06/2018	2850	122925	JESSICA BENNETT	emt certification	0540562030	4.50
Total 9310:								
9311	04/18	04/06/2018	3490	2409	MID-COLUMBIA ECONOMIC	582 HR EDWOG April-June2018	0140162030	250.00
9311	04/18	04/06/2018	3490	2409	MID-COLUMBIA ECONOMIC	582 HR EDWOG April-June2018	0140162030	250.00- V
9311	04/18	04/06/2018	3490	2409	MID-COLUMBIA ECONOMIC	engineering for corrosion control facility	2141562025	412.50
9311	04/18	04/06/2018	3490	2409	MID-COLUMBIA ECONOMIC	engineering for corrosion control facility	2141562025	412.50- V
9311	04/18	04/06/2018	3490	2409	MID-COLUMBIA ECONOMIC	Engineering for sewer system improve	3141562030	6,644.02
9311	04/18	04/06/2018	3490	2409	MID-COLUMBIA ECONOMIC	Engineering for sewer system improve	3141562030	6,644.02- V

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9311:								
9312	04/18	04/06/2018	3770	22-201803	NET ASSETS	Title Search	0140162110	11.00
Total 9312:								
9313	04/18	04/06/2018	4070	8030337	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	18.90
Total 9313:								
9314	04/18	04/06/2018	6769	03-18-506	PARC Resources, LLC	City Planning March 2018	0140262075	445.77
9314	04/18	04/06/2018	6769	03-18-506	PARC Resources, LLC	City Planning March 2018	0140262090	1,316.52
Total 9314:								
9315	04/18	04/06/2018	6780	5053023044	Ricoh Americas Corporation	Copies	0140162110	1,762.29
Total 9315:								
9316	04/18	04/06/2018	6070	037505	TWGW, INC NAPA-AUTO PARTS	credit for paying wrong vendor	0540562350	10.29-
9316	04/18	04/06/2018	6070	037505	TWGW, INC NAPA-AUTO PARTS	credit for paying wrong vendor	0540562350	10.29 V
9316	04/18	04/06/2018	6070	037505	TWGW, INC NAPA-AUTO PARTS	settling	2140562560	47.93
9316	04/18	04/06/2018	6070	037505	TWGW, INC NAPA-AUTO PARTS	settling	2140562560	47.93- V
Total 9316:								
9317	04/18	04/06/2018	6923	1528796	Wood's Logging Supply	Gxv340motor	0340562560	900.00
Total 9317:								
9318	04/18	04/09/2018	6820	61353	Anderson Perry & Associates Inc.	Design Engineer	2141562025	412.50
9318	04/18	04/09/2018	6820	61354	Anderson Perry & Associates Inc.	Professional Services through 3/15/2018	3141562030	6,644.02
Total 9318:								
9319	04/18	04/09/2018	1120	A-183053	COLUMBIA HARDWARE, LLC	lights	2140562560	48.09
9319	04/18	04/09/2018	1120	B-193781	COLUMBIA HARDWARE, LLC	propane	2140562530	13.31
9319	04/18	04/09/2018	1120	B-197893	COLUMBIA HARDWARE, LLC	Error - paid wrong vendor	0540562350	10.29-
9319	04/18	04/09/2018	1120	B-197893	COLUMBIA HARDWARE, LLC	pvs weld, pvc pipe, gate valve	2140562560	54.94

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9319:								106.05
9320	04/18	04/09/2018	3490	02409	MID-COLUMBIA ECONOMIC	582 HR EDWOG April-June2018	0140162030	250.00
Total 9320:								250.00
9321	04/18	04/09/2018	6070	0-37505	TWGW, INC NAPA AUTO PARTS	settling	2140562560	47.93
Total 9321:								47.93
9328	04/18	04/20/2018	6983	GB-1090	All American First Aid & Safety	First Aid Supplies	0140162010	16.90
Total 9328:								16.90
9329	04/18	04/20/2018	7011	70773	Annala, Carey, Baker, Thompson, Vankot	Attorney Services for March 2018	0140162100	1,200.00
Total 9329:								1,200.00
9330	04/18	04/20/2018	330	2007720	BENNETT PAPER & SUPPLY CO	Can Liners, paper towels, cleaner	0140462540	282.07
Total 9330:								282.07
9331	04/18	04/20/2018	7034	847	Bernadette Murray-Macioce	Tourism Staff Support	0840562110	1,539.00
Total 9331:								1,539.00
9332	04/18	04/20/2018	370	63091	BIO-MED TESTING SERVICE	random drug test	0140462063	40.00
9332	04/18	04/20/2018	370	63091	BIO-MED TESTING SERVICE	random drug test	0540562063	40.00
Total 9332:								80.00
9333	04/18	04/20/2018	6839	82830924	Bound Tree Medical, LLC	c2 fentanyl 0.05ml/ml 2ml x25 vials	0540562351	96.99
9333	04/18	04/20/2018	6839	82831941	Bound Tree Medical, LLC	c2 fentanyl 0.05ml/ml 2ml x25 vials	0540562351	34.83
Total 9333:								131.82
9334	04/18	04/20/2018	4910	100086208	Brian Harris	Refund Deposit	5121130	77.73

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9334:								77.73
9335	04/18	04/20/2018	820	67089	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,622.42
Total 9335:								7,622.42
9336	04/18	04/20/2018	1120	04132018	COLUMBIA HARDWARE, LLC	replacement part for office toilet	2140562560	6.39
Total 9336:								6.39
9337	04/18	04/20/2018	4910	400261809	Donna Melton	Refund Deposit	5121130	273.13
Total 9337:								273.13
9338	04/18	04/20/2018	2420	04102018	HOOD RIVER CO. - FINANCE	Dog License	0121011	.50-
9338	04/18	04/20/2018	2420	04102018	HOOD RIVER CO. - FINANCE	Dog License	0130143280	5.00
9338	04/18	04/20/2018	2420	9558	HOOD RIVER CO. - FINANCE	April Deputy Service	0141962250	7,600.00
Total 9338:								7,604.50
9339	04/18	04/20/2018	2530	9735108	HOOD RIVER GARBAGE SVC.	drop box delivery, haul and fee 105 Hem	5140562870	519.53
Total 9339:								519.53
9340	04/18	04/20/2018	2570	0003181039	HOOD RIVER NEWS	Notice of Community Development Code	0740562115	48.00
9340	04/18	04/20/2018	2570	0003181040	HOOD RIVER NEWS	Notice of application Osprey Homes	0140262037	104.00
Total 9340:								152.00
9341	04/18	04/20/2018	6931	181680	International Graphics	Digital print Backlite Film	0840562114	177.80
Total 9341:								177.80
9342	04/18	04/20/2018	3150	040618	MARIANNE BUMP	Reimburse Mileage - Banking	0140162020	21.80
Total 9342:								21.80
9343	04/18	04/20/2018	7047	041618	Marijyn Place	reimburse mileage - Hood River Banking	0140162020	21.15
9343	04/18	04/20/2018	7047	CR 033018	Marijyn Place	reimburse mileage - Hood River Banking	0140162020	21.80

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9343	04/18	04/20/2018	7047	CR 040918	Marilyn Place	reimburse mileage - OAMR midyear conf	0140162020	41.42
Total 9343:								
9344	04/18	04/20/2018	4020	ME122414	ODOT-FUEL SALES	Fuel - PW	0340562530	691.42
9344	04/18	04/20/2018	4020	ME122414	ODOT-FUEL SALES	Fuel - EMS	0540562420	192.41
9344	04/18	04/20/2018	4020	ME122414	ODOT-FUEL SALES	Fuel - electrical	5140562200	421.05
Total 9344:								
9345	04/18	04/20/2018	4150	MA122483	OREGON DEPARTMENT OF AVIATION	Annual Lease for baseball field Payment	0140862022	1,304.88
Total 9345:								
9346	04/18	04/20/2018	4670	13775142	PORT OF CASCADE LOCKS	Bridge Tickets - PW	3140562020	125.00
9346	04/18	04/20/2018	4670	13908080	PORT OF CASCADE LOCKS	half of grey house removal	0242163901	40.00
9346	04/18	04/20/2018	4670	13931529	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562020	2,808.00
Total 9346:								
9347	04/18	04/20/2018	4910	30078911	Refund Customer Deposit	Refund Deposit	5121130	192.75
9347	04/18	04/20/2018	4910	30078911	Refund Customer Deposit	Refund Deposit	5121130	192.75- V
9347	04/18	04/20/2018	4910	301886202	Refund Customer Deposit	Refund Deposit	5121130	40.02
9347	04/18	04/20/2018	4910	301886202	Refund Customer Deposit	Refund Deposit	5121130	40.02- V
9347	04/18	04/20/2018	4910	500302502	Refund Customer Deposit	Refund Deposit	5121130	177.89
9347	04/18	04/20/2018	4910	500302502	Refund Customer Deposit	Refund Deposit	5121130	177.89- V
Total 9347:								
9348	04/18	04/20/2018	4960	24420032	Ricoh USA, Inc.	PERIODIC PAYMENT	0140162120	179.02
Total 9348:								
9349	04/18	04/20/2018	7026	8124487984	Shred-It USA	Acrchives Shred Bins	0140162110	48.15
Total 9349:								
9350	04/18	04/20/2018	5290	29764	SIGN MEDIA	name plate for jan whitfield	0140162010	12.00
9350	04/18	04/20/2018	5290	29764	SIGN MEDIA	name plate for jan whitfield	0140162010	12.00- V

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9350:								.00
9351	04/18	04/20/2018	5510	8049348895	STAPLES CONTRACT & COMMERCIAL	paper, pens, post it	0140162010	127.21
Total 9351:								127.21
9352	04/18	04/20/2018	6970	1568-384789	Suburban Propane	Propane	0540562421	1,177.87
Total 9352:								1,177.87
9353	04/18	04/20/2018	7057	0302316-IN	SymbolArts	Cascade Locks Fire & EMS coin	0540562350	890.00
Total 9353:								890.00
9354	04/18	04/20/2018	6834	04052018	Terry Ryan	Reimburse costs for new services to 48&	3130543701	1,124.01
Total 9354:								1,124.01
9355	04/18	04/20/2018	6070	037925	TWGW, INC NAPA AUTO PARTS	tire kit, repair	5140562201	18.43
Total 9355:								18.43
9356	04/18	04/20/2018	6620	166640	WILLAMETTE WEEK	Tourism Ad	0840562114	665.00
Total 9356:								665.00
9357	04/18	04/20/2018	6690	04102018	WOOSLEY, KATHY	banking, supplies, record easement	0140162020	23.45
Total 9357:								23.45
9359	04/18	04/20/2018	4910	3001789.11	Martin Hegewald	Refund Deposit	5121130	192.75
Total 9359:								192.75
9360	04/18	04/20/2018	4910	5003025.02	Refund Customer Deposit	Refund Deposit	5121130	177.89
9360	04/18	04/20/2018	4910	5003025.02	Refund Customer Deposit	Refund Deposit	5121130	177.89- V
Total 9360:								.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9361	04/18	04/20/2018	4910	3018862.02	Stacy Foster	Refund Deposit	5121130	40.02
Total 9361:								
9362	04/18	04/20/2018	4910	5003025-02	Randall Burbach	Refund Deposit	5121130	177.89
Total 9362:								
9369	04/18	04/30/2018	200	X04192018	AT&T MOBILITY	Electric Department Phone 3/12-4/11/18	5140562050	76.70
Total 9369:								
9370	04/18	04/30/2018	790	313785538 A	CENTURYLINK	telemetry	2140562050	130.87
9370	04/18	04/30/2018	790	313785538 A	CENTURYLINK	telemetry	3140562050	130.87
9370	04/18	04/30/2018	790	313891134 A	CENTURYLINK	Emergency After Hours	5140562050	62.15
9370	04/18	04/30/2018	790	313891134 A	CENTURYLINK	Emergency After Hours	5140562050	15.53
Total 9370:								
9371	04/18	04/30/2018	1120	B200047	COLUMBIA HARDWARE, LLC	pipe fitting	2140562560	14.88
9371	04/18	04/30/2018	1120	B200166	COLUMBIA HARDWARE, LLC	Lawn Fertilizer	0540562440	18.99
9371	04/18	04/30/2018	1120	B200223	COLUMBIA HARDWARE, LLC	pipe fitting, pipe, tape	2140562560	17.81
9371	04/18	04/30/2018	1120	B200602	COLUMBIA HARDWARE, LLC	Mosquito Dunks	5140562560	9.89
Total 9371:								
9372	04/18	04/30/2018	1360	131523	DAVID R. CUNNINGHAM	new server, trouble shooting and comput	0140162082	1,380.00
9372	04/18	04/30/2018	1360	131524	DAVID R. CUNNINGHAM	trouble shoot wifi	0140162082	30.00
Total 9372:								
9373	04/18	04/30/2018	6854	APRIL 2018	Gordon Zimmerman	CA Mileage Reimbursement	0140162094	260.88
Total 9373:								
9374	04/18	04/30/2018	7021	I-590538	Gorge Networks	fiber set up, broadband service 3/28-4/30	0140162050	276.84
9374	04/18	04/30/2018	7021	I-590538	Gorge Networks	fiber set up, broadband service 3/28-4/30	0140162082	251.79
Total 9374:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9375	04/18	04/30/2018	2420	04232018	HOOD RIVER CO. - FINANCE	Dog License	0121011	.50-
9375	04/18	04/30/2018	2420	04232018	HOOD RIVER CO. - FINANCE	Dog License	0130143280	5.00
9375	04/18	04/30/2018	2420	04302018DL	HOOD RIVER CO. - FINANCE	Dog License	0121011	2.50-
9375	04/18	04/30/2018	2420	04302018DL	HOOD RIVER CO. - FINANCE	Dog License	0130143280	47.00
Total 9375:								
9376	04/18	04/30/2018	2730	6344	INFINITE GRAPHIX	decals for ambulance	0540562441	49.00
Total 9376:								
9377	04/18	04/30/2018	2850	CR4132018	JESSICA BENNETT	paint for fire station project	0540563000	600.00
Total 9377:								
9378	04/18	04/30/2018	3820	23316825	Norcco, INC	Tank Fill	0540562351	126.60
9378	04/18	04/30/2018	3820	23429667	Norcco, INC	Cylinder Rental	0540562351	234.84
9378	04/18	04/30/2018	3820	23438325	Norcco, INC	finance charge	0540562351	42.16
Total 9378:								
9379	04/18	04/30/2018	6787	28391	NorthShore Medical Group	dot exam - Larry Massey	5140662110	1.60
9379	04/18	04/30/2018	6787	28391	NorthShore Medical Group	dot exam - Larry Massey	5140662110	278.60
Total 9379:								
9380	04/18	04/30/2018	3910	37834	NORTHWEST PUBLIC POWER ASSOC	online job advertising - members	5140662050	107.20
9380	04/18	04/30/2018	3910	37834	NORTHWEST PUBLIC POWER ASSOC	online job advertising - members	5140662050	26.80
Total 9380:								
9381	04/18	04/30/2018	4640	04062018	PITNEY BOWES INC	Postage	0140162055	134.00
Total 9381:								
9382	04/18	04/30/2018	4810	29764	PRINT IT	Name Plate Jennifer Whitfield	0140162010	115.00
Total 9382:								
9383	04/18	04/30/2018	6110	CR04302018	U.S. POSTAL SERVICE	Mail utility bills	0140162055	150.00
Total 9383:								
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Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9383:								300.91
9384	04/18	04/30/2018	6937	355350448	US Bank Equipment Finance	contract payment - Principal	5140566001	1,232.20
9384	04/18	04/30/2018	6937	355350448	US Bank Equipment Finance	Contract Payment Interest	5140566002	61.41
Total 9384:								1,293.61
9385	05/18	05/04/2018	70	50234503	ALTEC INDUSTRIES, INC.	Repair Boom on Bucket truck	5645163941	9,058.64
Total 9385:								9,058.64
9386	05/18	05/04/2018	6966	01410018SE	American Messaging	Paging Service	5140562050	39.24
9386	05/18	05/04/2018	6966	01410018SE	American Messaging	Paging Service	5140662050	39.24
Total 9386:								78.48
9387	05/18	05/04/2018	6820	64207	Anderson Perry & Associates Inc.	engineering 4/15/18	2141562025	1,898.92
9387	05/18	05/04/2018	6820	64208	Anderson Perry & Associates Inc.	Professional Services through 4/15/2018	3141562030	4,845.00
Total 9387:								6,743.92
9388	05/18	05/04/2018	330	2007720-1	BENNETT PAPER & SUPPLY CO	Cleaner	0140462520	58.21
Total 9388:								58.21
9389	05/18	05/04/2018	7034	848	Bernadette Murray-MacIocce	Tourism Staff Support	0840562110	1,520.00
Total 9389:								1,520.00
9390	05/18	05/04/2018	6839	82848547	Bound Tree Medical, LLC	Medication and supplies	0540562351	386.72
Total 9390:								386.72
9391	05/18	05/04/2018	6900	V801523	BSK Associates	water testing	2140562150	45.00
Total 9391:								45.00
9392	05/18	05/04/2018	6979	04302018CA	Cartomation, inc.	GIS Service for City	5140562190	1,000.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9392:								
9393	05/18	05/04/2018	670	100001500 4	CASCADE LOCKS LIGHT CO.	fire station	0540562439	1,000.00
9393	05/18	05/04/2018	670	100003500 4	CASCADE LOCKS LIGHT CO.	res. no 2	2140562070	557.51
9393	05/18	05/04/2018	670	100030200 4	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	40.53
9393	05/18	05/04/2018	670	100038200 4	CASCADE LOCKS LIGHT CO.	well house	2140562070	28.30
9393	05/18	05/04/2018	670	100379100 4	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	1,952.42
9393	05/18	05/04/2018	670	100381300 4	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	2,032.67
9393	05/18	05/04/2018	670	103742700 4	CASCADE LOCKS LIGHT CO.	Wasco Ck Lift Station	3140562070	76.49
9393	05/18	05/04/2018	670	200120000 4	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	236.12
9393	05/18	05/04/2018	670	300155100 4	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	115.98
9393	05/18	05/04/2018	670	300155900 4	CASCADE LOCKS LIGHT CO.	museum	0140762630	1,201.83
9393	05/18	05/04/2018	670	300171800 4	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	255.67
9393	05/18	05/04/2018	670	300183900 4	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	52.43
9393	05/18	05/04/2018	670	301961200 4	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	33.85
9393	05/18	05/04/2018	670	600135000 4	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	22.63
9393	05/18	05/04/2018	670	600136900 4	CASCADE LOCKS LIGHT CO.	87 Ruckel	3140562070	1,362.72
9393	05/18	05/04/2018	670	600149800 4	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	48.82
9393	05/18	05/04/2018	670	601369800 4	CASCADE LOCKS LIGHT CO.	radio tower	0540562439	173.71
Total 9393:								
9394	05/18	05/04/2018	790	313401451 A	CENTURYLINK	Treatment Plant	3140562050	8,256.47
9394	05/18	05/04/2018	790	314228414 A	CENTURYLINK	Lift Station	3140562050	119.61
9394	05/18	05/04/2018	790	320153997 A	CENTURYLINK	well house dialer	2140562050	103.60
Total 9394:								
9395	05/18	05/04/2018	900	SS 043118	CITY OF CASCADE LOCKS	Senior Sewer Subsidy	0140862025	232.63
Total 9395:								
9396	05/18	05/04/2018	1120	A189502	COLUMBIA HARDWARE, LLC	Flexogen Garden, figger	0140462520	227.00
9396	05/18	05/04/2018	1120	B200569	COLUMBIA HARDWARE, LLC	propane	0140462520	67.28
9396	05/18	05/04/2018	1120	B200984	COLUMBIA HARDWARE, LLC	pvc pipe	2140562560	6.43
Total 9396:								
9397	05/18	05/04/2018	6995	INV-1732	Columbia River Press	1/3 Page Color Ad	0840562114	79.36
Total 9397:								
1,326.00								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 9397:								
9398	05/18	05/04/2018	1370	460679	DAY WIRELESS SYSTEMS	program and replace antenna	0540562442	40.20
Total 9398:								
9399	05/18	05/04/2018	6834	CR05032018	Debbie Fine	Governors Tourism Conference	0840562020	183.12
Total 9399:								
9400	05/18	05/04/2018	1620	1883	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services April 2018	5140562139	750.00
Total 9400:								
9401	05/18	05/04/2018	7014	852680	Life-Assist, Inc.	Medical Supplies	0540562351	192.20
Total 9401:								
9402	05/18	05/04/2018	4070	8040336	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	24.15
Total 9402:								
9403	05/18	05/04/2018	6935	91497	Oregon Travel Experience	mult falls kiosk panel	0840562114	75.00
Total 9403:								
9404	05/18	05/04/2018	6769	04-18-520	PARC Resources, LLC	City Planning April 2018	0140262075	387.00
9404	05/18	05/04/2018	6769	04-18-520	PARC Resources, LLC	Planning Services	0140262090	536.78
Total 9404:								
9405	05/18	05/04/2018	7048	35753	Precision Graphics	Tourism Brochure	0840562114	923.78
Total 9405:								
9406	05/18	05/04/2018	5510	8049622540	STAPLES CONTRACT & COMMERCIAL	office supplies, paper, toner	0140162010	2,493.56
Total 9406:								
								521.48

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
9407	05/18	05/04/2018	6640	041310	WIND RIVER PUBLISHING	Best Western Guest Directory	0840662114	300.00
Total 9407:								
9408	05/18	05/04/2018	2450	41778	HOOD RIVER COUNTY	Record water project joint public utility an	2141562020	190.00
Total 9408:								
4201801	04/18	04/20/2018	440	MAR18-PWR	BPA	March Power Bill	5140562820	66,770.00 M
4201801	04/18	04/20/2018	440	MAR18-PWR	BPA	March Power Bill	5140662820	8,744.00 M
Total 4201801:								
4201802	04/18	04/20/2018	440	MAR-TRN00	BPA	May Transmission Bill	5140562821	10,136.00 M
4201802	04/18	04/20/2018	440	MAR-TRN00	BPA	March Transmission Bill	5140662821	1,327.00 M
Total 4201802:								
4201803	04/18	04/20/2018	6080	MARCH 201	U S BANK	Bank Fees	0140162110	373.18 M
Total 4201803:								
4301801	04/18	04/30/2018	6090	5243 04/18	U S BANK CC	nvppa - Meeting	0140162020	40.00 M
4301801	04/18	04/30/2018	6090	5243 04/18	U S BANK CC	CAT Meeting Food - Zimmerman	0140162020	15.00 M
4301801	04/18	04/30/2018	6090	5243 04/18	U S BANK CC	hotel - Washington DC Mayor trip	0140862020	1,452.20 M
4301801	04/18	04/30/2018	6090	5243 04/18	U S BANK CC	Travel Oregon - Gov. Conference Tourisi	0840562020	325.00 M
4301801	04/18	04/30/2018	6090	5243 04/18	U S BANK CC	hotel - gov conference Baseman	0840562020	249.38 M
4301801	04/18	04/30/2018	6090	5243 04/18	U S BANK CC	Hotel fee for Baseman Gov Conference	0840562020	4.98 M
Total 4301801:								
4301802	04/18	04/30/2018	6090	2305 04/18	U S BANK CC	Computer Backup Crash Plan	0140162082	19.98 M
4301802	04/18	04/30/2018	6090	2305 04/18	U S BANK CC	Propane Public Works	2140562530	32.00 M
4301802	04/18	04/30/2018	6090	2305 04/18	U S BANK CC	Tool Replenishment Public Works	2140562560	266.77 M
4301802	04/18	04/30/2018	6090	2305 04/18	U S BANK CC	Electrode stick, tip cutting victor, spark lig	2140562560	72.32 M
4301802	04/18	04/30/2018	6090	2305 04/18	U S BANK CC	Tool replenishment public works	3140562560	266.77 M
4301802	04/18	04/30/2018	6090	2305 04/18	U S BANK CC	Electrode stick, tip cutting victor, spark lig	3140562560	72.32 M
Total 4301802:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4301804	04/18	04/30/2018	6090	2671 04/18	U S BANK CC	newport EMS Conference	0540562020	370.00 M
4301804	04/18	04/30/2018	6090	2671 04/18	U S BANK CC	newport EMS Conference - Food	0540562020	41.00 M
4301804	04/18	04/30/2018	6090	2671 04/18	U S BANK CC	newport EMS Conference - Food	0540562020	20.00 M
4301804	04/18	04/30/2018	6090	2671 04/18	U S BANK CC	newport EMS Conference Hotel	0540562020	229.72 M
4301804	04/18	04/30/2018	6090	2671 04/18	U S BANK CC	newport EMS Conference Food	0540562020	42.00 M
4301804	04/18	04/30/2018	6090	2671 04/18	U S BANK CC	newport EMS Conference	0540562020	21.12 M
Total 4301804:								723.84
48301803	04/18	04/30/2018	6090	4393 04/18	U S BANK CC	Toaster Oven Replacement for Breakroo	0140162010	65.99 M
48301803	04/18	04/30/2018	6090	4393 04/18	U S BANK CC	Office Supplies	0140162010	13.17 M
Total 48301803:								79.16
Grand Totals:								192,441.50

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	266.00	22,848.14	22,582.14-
01-21011	5.00	3.50-	1.50
01-301-43280	57.00	.50-	56.50
01-401-62010	768.75	12.00-	756.75
01-401-62020	184.62	.00	184.62
01-401-62030	500.00	250.00-	250.00
01-401-62050	276.84	.00	276.84
01-401-62055	450.91	.00	450.91
01-401-62062	1,681.77	.00	1,681.77
01-401-62094	260.88	.00	260.88
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	538.88	.00	538.88
01-401-62120	179.02	.00	179.02
01-401-62552	3,370.86	.00	3,370.86
01-402-62037	104.00	.00	104.00
01-402-62075	832.77	.00	832.77
01-402-62090	1,853.30	.00	1,853.30
01-404-62063	40.00	.00	40.00
01-404-62520	131.92	.00	131.92
01-404-62540	262.07	.00	262.07
01-407-62630	518.35	.00	518.35
01-408-62020	1,452.20	.00	1,452.20
01-408-62022	125.00	.00	125.00
01-408-62025	454.00	.00	454.00
01-419-62250	7,600.00	.00	7,600.00
02-21010	.00	2,808.00-	2,808.00-
02-421-63901	2,808.00	.00	2,808.00
03-21010	.00	1,591.42-	1,591.42-
03-405-62530	691.42	.00	691.42
03-405-62560	900.00	.00	900.00
05-21010	20.58	14,987.20-	14,966.62-
05-405-62020	803.84	.00	803.84
05-405-62030	15.00	.00	15.00
05-405-62063	40.00	.00	40.00
05-405-62350	840.29	20.58-	819.71
05-405-62351	989.34	.00	989.34
05-405-62420	192.41	.00	192.41
05-405-62421	1,177.87	.00	1,177.87

GL Account	Debit	Credit	Proof
05-405-62439	1,264.92	.00	1,264.92
05-405-62440	18.99	.00	18.99
05-405-62441	9,477.74	.00	9,477.74
05-405-62442	40.20	.00	40.20
05-405-63000	126.60	.00	126.60
07-21010	.00	48.00-	48.00-
07-405-62115	48.00	.00	48.00
08-21010	.00	10,359.84-	10,359.84-
08-405-62020	762.48	.00	762.48
08-405-62110	4,560.00	.00	4,560.00
08-405-62114	5,037.36	.00	5,037.36
17-21010	.00	231.96-	231.96-
17-405-62551	231.96	.00	231.96
21-21010	576.77	7,847.90-	7,271.13-
21-405-62050	140.29	.00	140.29
21-405-62070	3,981.83	.00	3,981.83
21-405-62150	67.50	.00	67.50
21-405-62530	58.62	13.31-	45.31
21-405-62560	685.74	150.96-	534.78
21-415-62020	190.00	.00	190.00
21-415-62025	2,723.92	412.50-	2,311.42
31-21010	6,644.02	35,290.58-	28,646.56-
31-305-43701	1,124.01	.00	1,124.01
31-405-62020	40.00	.00	40.00
31-405-62050	354.08	.00	354.08
31-405-62070	7,137.31	.00	7,137.31
31-405-62560	879.72	.00	879.72
31-405-62700	7,622.42	.00	7,622.42
31-415-62030	18,133.04	6,644.02-	11,489.02
51-21010	588.55	95,465.74-	94,877.19-
51-21130	1,350.07	588.55-	761.52
51-405-62050	185.59	.00	185.59
51-405-62110	150.25	.00	150.25
51-405-62139	1,500.00	.00	1,500.00
51-405-62190	2,000.00	.00	2,000.00
51-405-62200	421.05	.00	421.05
51-405-62201	18.43	.00	18.43
51-405-62550	749.99	.00	749.99
51-405-62800	103.65	.00	103.65
51-405-62820	66,770.00	.00	66,770.00

GL Account	Debit	Credit	Proof
51-405-62821	10,136.00	.00	10,136.00
51-405-62870	519.53	.00	519.53
51-405-66001	1,232.20	.00	1,232.20
51-405-66002	61.41	.00	61.41
51-406-62050	169.77	.00	169.77
51-406-62110	26.80	.00	26.80
51-406-62820	8,744.00	.00	8,744.00
51-406-62821	1,327.00	.00	1,327.00
56-21010	.00	9,058.64	9,058.64
56-451-63941	9,058.64	.00	9,058.64
<b>Grand Totals:</b>	<b>208,633.34</b>	<b>208,633.34</b>	<b>.00</b>

Report Criteria:  
 Report type: GL detail



**STAFF REPORT**

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**Date Prepared: 5/3/18**

**For City Council Meeting on: 5/14/18**

**TO: Honorable Mayor and City Council**

**PREPARED BY:** Kathy Woosley, City Recorder

**APPROVED BY:** Gordon Zimmerman, City Administrator

**SUBJECT:** Ordinance No. 446 amending the Community Development Code as adopted by Ordinance No. 350, by adding language, clarifying the language, and adding Chapters to the CDC.

**SYNOPSIS:** The Planning Commission proposes the amendments to the CDC with the amendments as shown in Exhibit A to Ordinance No. 446.

**CITY COUNCIL OPTIONS:**

1. Approve Ordinance No. 446 and have the first reading.
2. Take no action on this matter.

**RECOMMENDATION:** The City Council, by motion, approves Ordinance No. 446 and has the first reading. **NO VOTE UNTIL AFTER SECOND READING**

**Planning Review and Opinion:** The Planning Commission and Staff would like to amend the CDC with the amendments as attached to Ordinance No. 446. The Planning Commission held several work sessions and a public hearing on this issue. The Planning Commission view these amendments as a way for the Planning Commission to allow appropriate places for higher density and mixed use development, complete neighborhoods, clarify design guidelines for high quality development, accommodate growth within the existing UGB while maintaining a high quality of life, enhance walkability and bikability, improve connections to the Historic Columbia River Highway and Trial, and to improve the pedestrian-friendly nature of the downtown area along WaNaPa Street while accommodating tourism automobile traffic and maintain the historic character of the highway.

**BACKGROUND INFORMATION:** The Planning Commission has voted and approved the amendments to the CDC and has now brought it to the City Council for adoption.



**AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODE AS ADOPTED BY ORDINANCE NO. 350, BY AMENDING AND ADDING CHAPTERS.**

**WHEREAS**, the City has prepared language to add and clarify the language in the Community Development Code and to add Chapters to the Code to allow appropriate places for higher density and mixed-use development, complete neighborhoods, design guidelines for high quality development, accommodate growth within the existing UGB while maintaining a high quality of life, enhance walkability and bikability, improve connections to the Historic Columbia River Highway and Trail, and to improve the pedestrian-friendly nature of the downtown area along WaNaPa Street (U.S. Hwy. 30) while accommodating tourist automobile traffic and maintain the historic character of the highway; and

**WHEREAS**, the City’s Planning Commission held a Public Hearing on the issue of adopting the amendments to the Community Development Code; and

**WHEREAS**, the City’s Planning Commission approved the draft language to amend the Community Development Code and recommended adoption to the City Council; and

**WHEREAS**, the City Council held two Public Hearings on the issue of adopting the Code amendment ordinance on May 14 and June 11, 2018; and

**WHEREAS**, the City Council makes the following findings in accordance with the amendments to the CDC:

8-6.176.050 Approval Criteria - Comprehensive Plan and Development Code Text Amendments

*An application to amend the text of the Comprehensive Plan and/or the Development Code text shall be found to:*

- A. Comply with the Statewide Planning Goals and related administrative rules.*
- B. Comply with the Comprehensive Plan goals, policies, and implementation strategies.*
- C. Be internally consistent with related Comprehensive Plan or Development Code provisions.*
- D. Promote provision of adequate public facilities and services for the community.*

**Finding:** The proposed amendments do not modify the Comprehensive Plan, which was found to comply with all applicable Statewide Planning Goals and administrative rules during the most recent update to the Plan in 2001. Therefore, in order for Criterion A to be met, the proposed amendments need only comply with the applicable goals, policies, and implementation strategies of the Comprehensive Plan, be internally consistent with other Development Code provisions, and promote the provision of adequate public facilities and services. The applicable Comprehensive Plan provisions are addressed, as follows:

- I. Natural Resources and Hazards**
- B. Land (Statewide Planning Goals 3, 4, 5, 6, 7 and 14)**

*Goals*

- 1. To promote efficient use of land within the Urban Growth Boundary while being compatible with existing development and physical development limitations.*

**Finding:** The proposed amendments promote more efficient use of land by allowing Accessory Residential Units in the LDR and MDR zones and Cottage Development in the MDR zone, decreasing the amount of open space required of Planned Developments (from 20% to 10%), and expanding the

types of uses allowed in the Resort Commercial zone. Land use standards and review procedures are proposed to ensure compatibility between these types of development and existing development. The amendments add two terms to Chapter 8-6.08 Definitions, *Accessory Residential Unit* and *Cottage Development*, for internal consistency with amendments to the LDR and MDR zones. Adequate public facilities and services are assured for these uses through the use-specific standards contained in Chapters 8-6.165 and 8-6.166. These criteria are met.

[Because Cottage Development is not needed housing as defined by ORS 197.301 or the City of Cascade Locks Comprehensive Plan it can be allowed subject to discretionary (conditional use permit) criteria.]

#### ***D. Energy (Statewide Planning Goals 5 and 13)***

##### *Goal*

*To promote efficient energy use.*

##### *Policies*

*The City shall:*

*1. Encourage efficient forms of transportation including walking, bicycling, and transit.*

**Finding:** The proposed amendments to Chapter 8-6.16 Development Permit assure transportation efficiency by providing criteria for requiring adequate public facilities in new development, including streets and sidewalks, pursuant to the City's Transportation System Plan. This criterion is met.

## ***II. Infrastructure and Public Services***

### ***A. Public Transit and Special Transportation Needs (Statewide Planning Goal 12)***

#### *Goal*

*To provide safe, convenient, and economical transportation opportunities for all Cascade Locks residents and businesses as provided in the Cascade Locks Transportation System Plan.*

### ***B. Pedestrian and Bicycle Travel (Statewide Planning Goal 12)***

#### *Goal*

*To encourage walking and bicycling as provided in the Cascade Locks Transportation System Plan.*

### ***C. Streets (Statewide Planning Goal 12)***

#### *Goal*

*To provide a street system that meets the needs of residents and businesses as provided in the Cascade Locks Transportation System Plan.*

### ***D. Utilities and Services (Statewide Planning Goal 11)***

#### *Goal*

*To plan for and provide timely, orderly, and efficient maintenance and improvement of public facilities and services within the Urban Growth Boundary at a pace which keeps up with the City's growth rate and needs.*

#### *Policies*

*The City shall:*

- 1. Phase utility improvements to support development in areas that can be most effectively served.*
- 2. Encourage development in areas that have adequate facilities and services.*
- 3. Work to provide sanitary sewer service to all properties within the Urban Growth Boundary.*
- 4. Work to provide appropriate water service to all properties within the Urban Growth Boundary to satisfy residential, business, and firefighting needs.*

5. *Coordinate with the Port of Cascade Locks to provide utilities and services to the proposed development on the port property.*
6. *Require new development to provide the utilities and services necessary to serve the development.*

**Finding:** The above policies in part are intended to require adequate public facilities and services in new development. The amendments to Chapter 8-6.16 Development Permit assure adequate public facilities in new development, including all modes of transportation, pursuant to the Transportation System Plan, utilities and City services. This criterion is met.

### **III. Economy**

#### **A. Commercial and Industrial Revitalization and Development (Statewide Planning Goal 9)**

##### *Goal*

*To promote a diversified City economy.*

##### *Policies*

*The City shall:*

1. *Continue to work closely with the Port of Cascade Locks to implement the Master Plan for the Industrial Park and Government Rock.*
2. *Provide sufficient quantities of appropriately located and zoned land for new businesses in the community.*
3. *Provide facilities, services, and amenities to promote tourism.*
4. *Promote the downtown as the primary commercial and service center of the City.*

##### *Implementation Strategies*

1. *Implement the recommendations contained in the Economic Development Plan for the City of Cascade Locks.*
2. *Implement the Downtown Street Theme dated September 1992.*
3. *Establish Comprehensive Plan land use designations and zoning requirements that support the Master Plan for the Industrial Park and Government Rock.*

#### **B. Jobs Creation (Statewide Planning Goal 9)**

##### *Goal*

*To create family wage jobs for City residents by implementing the Economic Development Plan for the City of Cascade Locks.*

##### *Policies*

*The City shall:*

1. *Provide sufficient commercially and industrially zoned land to encourage the expansion of existing businesses and the establishment of new employment opportunities.*
2. *Coordinate efforts with the Port of Cascade Locks to implement the Master Plan for the Industrial Park and Government Rock.*

##### *Implementation Strategies*

1. *Create Comprehensive Plan and Zoning Ordinance land use designations and standards to help implement the Master Plan for the Industrial Park and Government Rock.*
2. *Implement the recommendations contained in the Economic Development Plan for the City of Cascade Locks.*
3. *Work with the Port of Cascade Locks, Hood River School District, Columbia Gorge Community College, and Mt. Hood Community College to provide assistance with job training and retraining.*
4. *Provide incentives to existing or new businesses to provide employment and/or training opportunities to city residents.*

**Finding:** The proposed amendments to the Commercial Resort Zone (CR) broaden the range of uses allowed on the Port property, consistent with the Port of Cascade Locks Master Plan and Policies A.1 and B.1 and B.2, and Implementation Strategy B.1 through B.4. The amendments to the CR zone also make efficient use of employment lands and encourage tourism, consistent with Policies 2 and 3. Amendments to the Downtown Zone (D) strengthen the position of downtown as a commercial and service center by clarifying the development and design standards of the zone, including downtown streetscape elements, consistent with Policy A.4 and B.1 and Implementation Strategy A.2. These criteria are met.

#### **IV. Planning**

##### **A. Citizen Involvement (Statewide Planning Goal 1)**

###### *Goal*

*To continue the City's citizen involvement program by improving the opportunity for citizens to actively participate in all phases of the planning process.*

###### *Policy*

*The City shall continue to use citizen committees to help resolve community issues.*

###### *Implementation Strategy*

*Provide notice of Comprehensive Plan, land use ordinance, and land development proposals.*

##### **B. Communication (Statewide Planning Goal 1)**

###### *Goal*

*To provide public information about planning activities and City functions to enhance public understanding about the City and the services it provides.*

###### *Implementation Strategies*

- 1. Town Hall meetings that are structured to provide public information about community issues and to receive citizen comments.*
- 2. Continue to publish and distribute The Locks Tender quarterly newsletter.*
- 3. Establish a home page on the Internet.*

##### **C. Agency Coordination and Cooperation (Statewide Planning Goal 2)**

###### *Goal*

*To provide appropriate coordination of planning programs with other local, state, and federal agencies.*

###### *Policy*

*The City shall continue to work closely with local, state, and federal agencies to provide well coordinated planning programs.*

###### *Implementation Strategies*

- 1. Provide timely notice of Comprehensive Plan, land use ordinance, and land development proposals to affected agencies.*
- 2. Meet with other agencies on a regular basis (e.g., semi-annually).*

##### **D. Land Use Planning (Statewide Planning Goal 2)**

###### *Goal*

*The City shall develop a coordinated planning program including an overall vision for the community, clear goals, and implementation programs.*

*The City shall provide an orderly transition from rural to urban land uses.*

### *Policy*

*The City shall continue to amend its Comprehensive Plan and zoning designations to reflect changes in the community and state planning requirements.*

### *Implementation Strategy*

*Amend the Comprehensive Plan and zoning designations as necessary to address changing circumstances.*

**Finding:** The proposed code amendments were developed through an inclusive public process which began in 2015 with an initial code evaluation and action plan (Phase 1) that included participation by business owners, Port representatives, and members of the general public, Planning Commission, and City Council. The list of code amendments was refined in Phase 2 of the process, which involved community outreach by the City, two Planning Commission public work sessions, a community meeting, and public hearings before the Planning Commission and City Council (forthcoming). At each of the meetings, the public and other potentially affected agencies such as the Port and the Oregon Department of Transportation were invited to participate and provide input. The City has provided public notice to other potentially affected public agencies, housing providers, and the public in accordance with the public outreach and involvement plan developed for Phase 2 and the notification requirements in Chapter 8-6.24.050. As required by state law, the City also notified the Oregon Department of Land Conservation and Development 35 days prior to the first evidentiary hearing on this proposal. The criteria Part IV of the Comprehensive Plan are met.

## ***V. Quality of Life***

### ***A. Sense of Place (Statewide Planning Goal 5)***

#### *Goal*

*To maintain the historic, small town character and scenic beauty of the community.*

#### *Policy*

*The City shall conserve important open space and natural and scenic resources.*

#### *Implementation Strategies*

- 1. Develop planned development ordinance provisions that encourage or require transfer of density within the area south of I-84 to concentrate development in the most suitable areas while providing common open space areas to protect the scenic qualities of the remaining land which is less suited for development.*
- 2. Implement the Downtown Street Theme.*

### ***B. Housing Opportunities (Statewide Planning Goal 10)***

#### *Goal*

*To provide adequate housing opportunities.*

#### *Policies*

*The City shall:*

- 1. Encourage a variety of housing types and prices.*
- 2. Strive to make public infrastructure available to support new residential development.*

#### *Implementation Strategies*

- 1. Implement the Housing Study*
- 2. Streamline ordinance procedures to make it easier to provide new housing.*

**Finding:** Consistent with the policies in subsections A and B, the proposed amendments to the Planned Development standards in Chapter 8.6.140 promote housing variety and efficiency by reducing the percentage of open space required for planned developments from 20% to 10% and

ensuring required open space is appropriate located and usable for residents. These policies and the implementation strategies that follow are also met by the proposed amendments allowing Accessory Residential Units in the LDR and MDR zones and Cottage Development in the MDR zone. Land use standards and review procedures are proposed to ensure compatibility between these types of development and existing development. The amendments add two terms to Chapter 8-6.08 Definitions, *Accessory Residential Unit* and *Cottage Development*, for these uses, and for internal consistency with amendments to the LDR and MDR zones. Adequate public facilities and services are assured for these uses through the use-specific standards contained in Chapters 8-6.165 and 8-6.166, consistent with Policy B.2. These criteria are met.

[Because Cottage Development is not needed housing as defined by ORS 197.301 or the City of Cascade Locks Comprehensive Plan it can be allowed subject to discretionary (conditional use permit) criteria.]

**NOW THEREFORE:**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:**

**SECTION 1. Chapter 8-6.08. DEFINITIONS** is amended as presented in the attached Exhibit A.

**SECTION 2. Chapter 8-6.56. LOW DENSITY RESIDENTIAL ZONE (LDR)** is amended as presented in the attached Exhibit A.

**SECTION 3. Chapter 8-6.101. BUILDING DESIGN STANDARDS FOR SINGLE FAMILY AND DUPLEX DWELLINGS** is amended as presented in the attached Exhibit A.

**SECTION 4. Chapter 8-6.100. MANUFACTURED/MOBILE HOME REGULATIONS** is amended as presented in the attached Exhibit A.

**SECTION 5. Chapter 8-6.60. MEDIUM DENSITY RESIDENTIAL ZONE (MDR)** is amended as presented in the attached Exhibit A.

**SECTION 6. Chapter 8-6.64. HIGH DENSITY RESIDENTIAL (HDR)** is amended as presented in the attached Exhibit A.

**SECTION 7. Chapter 8-6.164 ACCESSORY STRUCTURES** is amended as presented in the attached Exhibit A.

**SECTION 8. Chapter 8-6.165 ACCESSORY RESIDENTIAL UNITS [NEW CHAPTER]** is amended as presented in the attached Exhibit A.

**SECTION 9. Chapter 8-6.166 COTTAGE DEVELOPMENTS [NEW CHAPTER]** is amended as presented in the attached Exhibit A.

**SECTION 10. Chapter 8-6.140 PLANNED DEVELOPMENTS** is amended as presented in the attached Exhibit A.

**SECTION 11. Chapter 8-6.70 DOWNTOWN ZONE (D)** is amended as presented in the attached Exhibit A.

**SECTION 12. Chapter 8-6.2 COMMERCIAL ZONE (C)** is amended as presented in the attached Exhibit A.

**SECTION 13. Chapter 8-6.80 RESORT COMMERCIAL ZONE (RC)** is amended as presented in the attached Exhibit A.

**SECTION 14. Chapter 8-6.180 SUBDIVISION** is amended as presented in the attached Exhibit A.

**SECTION 15. Chapter 8-6.184 MAJOR AND MINOR LAND PARTITIONS AND LOT LINE ADJUSTMENTS** is amended as presented in the attached Exhibit A.

**SECTION 16. Chapter 8-6.16 DEVELOPMENT PERMIT** is amended as presented in the attached Exhibit A.

**SECTION 17. Chapter 8-6.48 CODE INTERPRETATIONS [MODIFIED CHAPTER]** is amended as presented in the attached Exhibit A.

**SECTION 18. Severability.** 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 19. Effective Date.** This ordinance shall become effective thirty (30) days after adoption by the City Council and approval by the Mayor.

**ADOPTED** by the City Council this 11th day of June, 2018.

**APPROVED** by the Mayor this 11th day of June, 2018.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

First Reading Approved: 05/14/18;      Ayes ; Nays

Second Reading Approved: 06/11/18;      Ayes ; Nays



## Criteria and Findings for Amending the Development Code

The following chapters of the Development Code are proposed to be amended or added:

Chapter 8-6.08 DEFINITIONS

Chapter 8-6.56 LOW DENSITY RESIDENTIAL ZONE (LDR)

Chapter 8-6.101 BUILDING DESIGN STANDARDS FOR SINGLE FAMILY AND DUPLEX DWELLING

Chapter 8-6.100 MANUFACTURED/MOBILE HOME REGULATIONS

Chapter 8-6.60 MEDIUM DENSITY RESIDENTIAL ZONE (MDR)

Chapter 8-6.64 HIGH DENSITY RESIDENTIAL (HDR)

Chapter 8-6.164 ACCESSORY STRUCTURES

Chapter 8-6.165 ACCESSORY RESIDENTIAL UNITS [NEW CHAPTER]

Chapter 8-6.166 COTTAGE DEVELOPMENTS [NEW CHAPTER]

Chapter 8-6.140 PLANNED DEVELOPMENTS

Chapter 8-6.70 DOWNTOWN ZONE (D)

Chapter 8-6.2 COMMERCIAL ZONE (C)

Chapter 8-6.80 RESORT COMMERCIAL ZONE (RC)

Chapter 8-6.180 SUBDIVISION

Chapter 8-6.184 MAJOR AND MINOR LAND PARTITIONS AND LOT LINE ADJUSTMENTS

Chapter 8-6.16 DEVELOPMENT PERMIT

Chapter 8-6.48 CODE INTERPRETATIONS [MODIFIED CHAPTER]

Criteria for amending the Development Code are found in Chapter 8-6.176 of the Development Code and are addressed as follows. Only those criteria that apply to the proposed amendments are addressed. (A double backslash “//” is used to indicate where the narrative skips over non-applicable code provisions.)

### 8-6.176.030 Administration

- A. *Application(s) for an amendment to the Comprehensive Plan or Development Code text or a legislative Comprehensive Plan map amendment shall follow the City Council review process in accordance with Article II, Procedures.*

**Finding:** The proposed Development Code text amendments are being processed as legislative amendments because they affect more than a small number of properties. Some amendments apply to specific zones, while others apply to more than one zone.

- B. *Application for a quasi-judicial Comprehensive Plan and/or zoning map amendment shall follow the Planning Commission review process in accordance with Article II, Procedures.*

**Finding:** Criterion B is not applicable because the proposed amendments are legislative.

C. Amendment applications shall be initiated in the following manner:

//

2. *Legislative*

*Requests for Comprehensive Plan map amendments, which are legislative, and Comprehensive Plan or Development Code text amendments may be initiated by the Planning Commission or the City Council. Others may request the Planning Commission to consider an initiation of an amendment.*

**Finding:** The City Council initiated the proposed amendments, directing staff and the Planning Commission to complete amendments identified in the 2015 Development Code Evaluation and Action Plan.

8-6.176.040 Submittal Requirements

A. *In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit a supporting narrative, illustrations, plans, etc. to demonstrate compliance with the provisions of this chapter.*

//

**Finding:** This request, initiated by the City of Cascade Locks, has been filed pursuant to the above submittal requirements. The background and findings contained herein and attached to the staff report serve as the supporting narrative for this request.

8-6.176.050 Approval Criteria - Comprehensive Plan and Development Code Text Amendments

*An application to amend the text of the Comprehensive Plan and/or the Development Code text shall be found to:*

- A. *Comply with the Statewide Planning Goals and related administrative rules.*
- B. *Comply with the Comprehensive Plan goals, policies, and implementation strategies.*
- C. *Be internally consistent with related Comprehensive Plan or Development Code provisions.*

*D. Promote provision of adequate public facilities and services for the community.*

**Finding:** The proposed amendments do not modify the Comprehensive Plan, which was found to comply with all applicable Statewide Planning Goals and administrative rules during the most recent update to the Plan in 2001. Therefore, in order for Criterion A to be met, the proposed amendments need only comply with the applicable goals, policies, and implementation strategies of the Comprehensive Plan, be internally consistent with other Development Code provisions, and promote the provision of adequate public facilities and services. The applicable Comprehensive Plan provisions are addressed, as follows.

*I. Natural Resources and Hazards*

*B. Land (Statewide Planning Goals 5, 6, 7 and 14)*

*Goals*

- 1. To promote efficient use of land within the Urban Growth Boundary while being compatible with existing development and physical development limitations.*

**Finding:** The proposed amendments promote more efficient use of land by allowing Accessory Residential Units in the LDR and MDR zones, duplexes in the LDR zone, and Cottage Development in the MDR zone; decreasing the amount of open space required of Planned Developments (from 20% to 10%); and expanding the types of uses, including mixed-use development, allowed in the Resort Commercial zone. Land use standards and review procedures are proposed to ensure compatibility between these types of development and existing development. The amendments add two terms to Chapter 8-6.08 Definitions, *Accessory Residential Unit* and *Cottage Development*, for internal consistency with amendments to the LDR and MDR zones. Adequate public facilities and services are assured for these uses through the use-specific standards contained in Chapters 8-6.165 and 8-6.166. These criteria are met.

[Because Cottage Developments and Secondary Residential Units are not needed housing as defined by ORS 197.301 or the City of Cascade Locks Comprehensive Plan they can be allowed subject to discretionary standards and approval criteria.]

*D. Energy (Statewide Planning Goals 5 and 13)*

*Goal*

*To promote efficient energy use.*

*Policies*

*The city shall:*

//

- 2. Encourage efficient forms of transportation including walking, bicycling, and transit.*

**Finding:** The proposed amendments to Chapter 8-6.16 Development Permit assure transportation efficiency by providing criteria for requiring adequate public facilities in new development, including streets and sidewalks, pursuant to the City's Transportation System Plan. This criterion is met.

***II. Infrastructure and Public Services***

***A. Public Transit and Special Transportation Needs (Statewide Planning Goal 12)***

*Goal*

*To provide safe, convenient, and economical transportation opportunities for all Cascade Locks residents and businesses as provided in the Cascade Locks Transportation System Plan.*

***B. Pedestrian and Bicycle Travel (Statewide Planning Goal 12)***

*Goal*

*To encourage walking and bicycling as provided in the Cascade Locks Transportation System Plan.*

***C. Streets (Statewide Planning Goal 12)***

*Goal*

*To provide a street system that meets the needs of residents and businesses as provided in the Cascade Locks Transportation System Plan.*

***D. Utilities and Services (Statewide Planning Goal 11)***

*Goal*

*To plan for and provide timely, orderly, and efficient maintenance and improvement of public facilities and services within the Urban Growth Boundary at a pace which keeps up with the city's growth rate and needs.*

*Policies*

*The city shall:*

- 1. Phase utility improvements to support development in areas that can be most effectively served.*
- 2. Encourage development in areas that have adequate facilities and services.*
- 3. Work to provide sanitary sewer service to all properties within the Urban Growth Boundary.*
- 4. Work to provide appropriate water service to all properties within the Urban Growth Boundary to satisfy residential, business, and fire fighting needs.*
- 5. Coordinate with the Port of Cascade Locks to provide utilities and services to the proposed development on the port property.*
- 6. Require new development to provide the utilities and services necessary to serve the development.*

**Finding:** The above policies in part are intended to require adequate public facilities and services in new development. The amendments to Chapter 8-6.16 Development Permit assure adequate public facilities in new development, including all modes of transportation, pursuant to the Transportation System Plan, utilities and city services. This criterion is met.

### ***III. Economy***

#### ***A. Commercial and Industrial Revitalization and Development (Statewide Planning Goal 9)***

##### *Goal*

*To promote a diversified city economy.*

##### *Policies*

*The city shall:*

- 1. Continue to work closely with the Port of Cascade Locks to implement the Master Plan for the Industrial Park and Government Rock.*
- 2. Provide sufficient quantities of appropriately located and zoned land for new businesses in the community.*
- 3. Provide facilities, services, and amenities to promote tourism.*
- 4. Promote the downtown as the primary commercial and service center of the city.*

##### *Implementation Strategies*

- 1. Implement the recommendations contained in the Economic Development Plan for the city of Cascade Locks.*
- 2. Implement the Downtown Street Theme dated September 1992.*
- 3. Establish Comprehensive Plan land use designations and zoning requirements that support the Master Plan for the Industrial Park and Government Rock.*

#### ***B. Jobs Creation (Statewide Planning Goal 9)***

##### *Goal*

*To create family wage jobs for city residents by implementing the Economic Development Plan for the city of Cascade Locks.*

##### *Policies*

*The city shall:*

- 1. Provide sufficient commercially and industrially zoned land to encourage the expansion of existing businesses and the establishment of new employment opportunities.*
- 2. Coordinate efforts with the Port of Cascade Locks to implement the Master Plan for the Industrial Park and Government Rock.*

##### *Implementation Strategies*

1. *Create Comprehensive Plan and Zoning Ordinance land use designations and standards to help implement the Master Plan for the Industrial Park and Government Rock.*
2. *Implement the recommendations contained in the Economic Development Plan for the city of Cascade Locks.*
3. *Work with the Port of Cascade Locks, Hood River School District, Columbia Gorge Community College, and Mt. Hood Community College to provide assistance with job training and retraining.*
4. *Provide incentives to existing or new businesses to provide employment and/or training opportunities to city residents.*

**Finding:** The proposed amendments to the Commercial Resort Zone (CR) broaden the range of uses allowed on the Port property, consistent with the Port of Cascade Locks Master Plan and Policies A.1 and B.1 and B.2, and Implementation Strategy B.1 through B.4. The amendments to the CR zone also make efficient use of employment lands and encourage tourism, consistent with Policies 2 and 3. Amendments to the Downtown Zone (D) strengthen the position of downtown as a commercial and service center by clarifying the development and design standards of the zone, including downtown streetscape elements, consistent with Policy A.4 and B.1 and Implementation Strategy A.2. These criteria are met.

#### ***IV. Planning***

##### ***A. Citizen Involvement (Statewide Planning Goal 1)***

###### *Goal*

*To continue the city's citizen involvement program by improving the opportunity for citizens to actively participate in all phases of the planning process.*

###### *Policy*

*The city shall continue to use citizen committees to help resolve community issues.*

###### *Implementation Strategy*

*Provide notice of Comprehensive Plan, land use ordinance, and land development proposals.*

##### ***B. Communication (Statewide Planning Goal 1)***

###### *Goal*

*To provide public information about planning activities and city functions to enhance public understanding about the city and the services it provides.*

###### *Implementation Strategies*

1. *Town Hall meetings that are structured to provide public information about community issues and to receive citizen comments.*
2. *Continue to publish and distribute The Locks Tender quarterly newsletter.*
3. *Establish a home page on the Internet.*

### ***C. Agency Coordination and Cooperation (Statewide Planning Goal 2)***

#### *Goal*

*To provide appropriate coordination of planning programs with other local, state, and federal agencies.*

#### *Policy*

*The city shall continue to work closely with local, state, and federal agencies to provide well coordinated planning programs.*

#### *Implementation Strategies*

- 1. Provide timely notice of Comprehensive Plan, land use ordinance, and land development proposals to affected agencies.*
- 2. Meet with other agencies on a regular basis (e.g., semi-annually).*

### ***D. Land Use Planning (Statewide Planning Goal 2)***

#### *Goal*

*The city shall develop a coordinated planning program including an overall vision for the community, clear goals, and implementation programs.*

*The city shall provide an orderly transition from rural to urban land uses.*

#### *Policy*

*The city shall continue to amend its Comprehensive Plan and zoning designations to reflect changes in the community and state planning requirements.*

#### *Implementation Strategy*

*Amend the Comprehensive Plan and zoning designations as necessary to address changing circumstances.*

**Finding:** The proposed code amendments were developed through an inclusive public process which began in 2015 with an initial code evaluation and action plan (Phase 1) that included participation by business owners, Port representatives, and members of the general public, Planning Commission, and City Council. The list of code amendments was refined in Phase 2 of the process, which involved community outreach by the City, two Planning Commission public work sessions, a community meeting, and public hearings before the Planning Commission and City Council (forthcoming). At each of the meetings, the public and other potentially affected agencies such as the Port and the Oregon Department of Transportation were invited to participate and provide input. The City has provided public notice to other potentially affected public agencies, housing providers, and the public in accordance with the public outreach and involvement plan developed for Phase 2 and the notification requirements in Chapter 8-6.24.050. As required by state law, the City also notified the Oregon Department of Land Conservation and Development 35 days prior to the first evidentiary hearing on this proposal. The criteria Part IV of the Comprehensive Plan are met.

## ***V. Quality of Life***

### ***A. Sense of Place (Statewide Planning Goal 5)***

#### *Goal*

*To maintain the historic, small town character and scenic beauty of the community.*

#### *Policy*

*The city shall conserve important open space and natural and scenic resources.*

#### *Implementation Strategies*

- 1. Develop planned development ordinance provisions that encourage or require transfer of density within the area south of I-84 to concentrate development in the most suitable areas while providing common open space areas to protect the scenic qualities of the remaining land which is less suited for development.*
- 2. Implement the Downtown Street Theme.*

### ***B. Housing Opportunities (Statewide Planning Goal 10)***

#### *Goal*

*To provide adequate housing opportunities.*

#### *Policies*

*The city shall:*

- 1. Encourage a variety of housing types and prices.*
- 2. Strive to make public infrastructure available to support new residential development.*

#### *Implementation Strategies*

- 1. Implement the Housing Study*
- 2. Streamline ordinance procedures to make it easier to provide new housing.*

**Finding:** Consistent with the policies in subsections A and B, the proposed amendments to the Planned Development standards in Chapter 8.6.140 promote housing variety and efficiency by reducing the percentage of open space required for planned developments from 20% to 10% and ensuring required open space is appropriate located and usable for residents. These policies and the implementation strategies that follow are also met by the proposed amendments allowing Accessory Residential Units in the LDR and MDR zones, duplexes in the LDR zone, and Cottage Development in the MDR zone. Land use standards and review procedures are proposed to ensure compatibility between these types of development and existing development. The amendments add two terms to Chapter 8-6.08 Definitions, *Accessory Residential Unit* and *Cottage Development*, for these uses, and for internal consistency with amendments to the LDR and MDR zones.

Adequate public facilities and services are assured for these uses through the use-specific standards contained in Chapters 8-6.165 and 8-6.166, consistent with Policy B.2. These criteria are met.

[Because Cottage Development and Secondary Residential Units are not needed housing as defined by ORS 197.301 or the City of Cascade Locks Comprehensive Plan they can be allowed subject to discretionary standards and criteria.]



**CITY OF CASCADE LOCKS DEVELOPMENT CODE UPDATE  
CITY COUNCIL PUBLIC HEARING DRAFT  
APRIL 25, 2018**

## **CITY OF CASCADE LOCKS DEVELOPMENT CODE UPDATE - BACKGROUND**

During 2015, the City of Cascade Locks received a grant through the State Transportation and Growth Management (TGM) Program to evaluate its Development Code. The Planning Commission and City Council worked on the study with consultant Siegel Planning Services, who conducted outreach to the community culminating in a Code Update Action Plan. This work included a review of Cascade Locks' Comprehensive Plan and Development Code and meetings with members of the Planning Commission, City Council, and small groups of individuals representing the Port of Cascade Locks, downtown merchants, and local industry. The Planning Commission conducted work sessions on the code evaluation and action plan and met jointly with the Cascade Locks City Council to discuss the recommendations.

The Action Plan outlined future steps the City could take to improve its code. That Action Plan, a separate report prepared by Rick Williams Consulting that specifically addressed downtown parking, and a subsequent evaluation prepared by Siegel Planning Services in November 2017, are available at City Hall and posted on the City's website. Specifically, the amendments were to help guide development and achieve:

- Appropriate densities with a mix of complementary land uses
- Complete neighborhoods with a variety of housing
- Quality development design
- Efficient use of land, while maintaining a high quality of life
- Enhanced walkability and bikeability
- Improved transportation connections and recreational opportunities
- Downtown development that improves the walkability of the area along WaNaPa Street (U.S. Hwy 30) while accommodating tourist automobile traffic and maintaining the historic character of the highway

In 2017, the City received a second grant from the TGM Program to complete the code updates. The Planning Commission met in the fall of 2017 to review the work plan and to provide initial direction on the scope of the amendments. The City held a Community Meeting in January where a preliminary draft of the code update was presented and discussed. The Commission then met in February 2018 to review a revised draft of the amendments before conducting a public hearing on April 12. This package contains the Commission's recommended code amendments.

CITY OF CASCADE LOCKS DEVELOPMENT CODE UPDATE (DRAFT #1)

TABLE OF CONTENTS

CHAPTER 8-6.08 DEFINITIONS	5
CHAPTER 8-6.56 LOW DENSITY RESIDENTIAL ZONE (LDR)	6
CHAPTER 8-6.101 <u>BUILDING DESIGN STANDARDS FOR SINGLE FAMILY AND <u>DUPLEX DWELLINGS</u></u>	8
CHAPTER 8-6.100 MANUFACTURED/MOBILE HOME REGULATIONS	9
CHAPTER 8-6.60 MEDIUM DENSITY RESIDENTIAL ZONE (MDR)	11
CHAPTER 8-6.64 HIGH DENSITY RESIDENTIAL (HDR)	14
CHAPTER 8-6.164 ACCESSORY STRUCTURES	16
CHAPTER 8-6.165 ACCESSORY RESIDENTIAL UNITS [NEW CHAPTER]	17
CHAPTER 8-6.166 COTTAGE DEVELOPMENTS [NEW CHAPTER]	19
CHAPTER 8-6.140 PLANNED DEVELOPMENTS	26
CHAPTER 8-6.70 DOWNTOWN ZONE (D)	27
CHAPTER 8-6.2 COMMERCIAL ZONE (C)	36
CHAPTER 8-6.80 RESORT COMMERCIAL ZONE (RC)	41
CHAPTER 8-6.180 SUBDIVISION	44
CHAPTER 8-6.184 MAJOR AND MINOR LAND PARTITIONS AND LOT LINE ADJUSTMENTS	45
CHAPTER 8-6.16 DEVELOPMENT PERMIT	46
CHAPTER 8-6.48 CODE INTERPRETATIONS [MODIFIED CHAPTER]	51

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**Note to Reviewers:**

The following code amendments are shown as ~~strikeout~~ text (for deletions) and **underlined (bold)** text for additions. (For readability, where an entire chapter is new, the underlined text is not boldface.)

For brevity, large portions of the existing code that are not proposed to change are not shown. Where the draft skips over those portions, the “//” symbol is used. In some instances, the draft includes sections of existing code that are not proposed to change for context; the consultant has not edited existing code sections where no substantive amendment is required.

Explanatory text, including discussion of alternatives considered for some amendments, is contained in text boxes. These boxes are to be removed from the final, adopted code.
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## Chapter 8-6.08 DEFINITIONS

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### 8-6.08.020 Definitions of Specific Terms

//

**Cottage Housing Development.** Four or more detached dwelling units on one or more lots developed under a unified site plan approved pursuant to Section 8-6.166 Cottage Housing Development standards.

//

**Accessory Residential Unit.** An accessory residential unit is an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling, subject to the siting and design standards of Section 8-6.165.

//

<p><b>Action Item:</b> New terms added to support new development standards for Cottage Housing Developments and Accessory Residential Units. The definitions clarify how many dwelling units are allowed on a lot for the respective use.</p>
--

## Chapter 8-6.56 LOW DENSITY RESIDENTIAL ZONE (LDR)

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### 8-6.56.020 Permitted Uses

A permitted use is a use which is allowed outright, but is subject to all applicable provisions of this title. If a use is not listed as a permitted use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Permitted uses in the LDR district are:

- A. Dwelling, single-family detached;
- B. Dwelling, duplex;**
- C. Accessory residential unit;**
- DB. Manufactured home on an individual lot;
- EC. Residential home;
- FD. Family day care (Family Care);
- GE. Accessory-buildings **structures not exceeding 400 square feet;** and
- HF. Home occupations.

//

**Duplexes.** The Planning Commission had considered permitting duplexes on corner lots only but based on public testimony amended the proposal at its hearing to allow them on all LDR lots provided the minimum lot area and dimensional standards of the zone are met. The amendment allows duplexes in the LDR zone subject to the same building design requirements as for non-zero lot line single family dwellings. This amendment addresses Cascade Locks' very limited land supply due to topography and the physical barriers of the river, railroad, and interstate. It also establishes design standards for duplexes similar to single family dwellings for other zones (MDR and HDR) where duplexes are already permitted. The city has an interest in making the most efficient use of land that it can while providing housing choices and preserving community identity and quality of life. (The proposed amendment also clarifies the setback standard for garage entrances, which is 20 feet.)

### 8-6.56.030 Conditional Uses

//

#### **J. Accessory structures exceeding 400 square feet**

**Action Item:** Chapter 8-6.1.164 contains unified standards and review procedures for accessory structures. Currently, accessory structures >400 sq. ft. (not to exceed 1,500 sq. ft.) are permitted. Staff has recommended requiring Planning Commission review (conditional use permit) for structures in the LDR and MDR zones exceeding 400 sq. ft.

8-6.56.040 Dimensional Requirements

Unless modified as provided in Chapter 8-6.140, Planned Development Overlay Zone or Chapter 8-6.160, Variance, the dimensional requirements in the LDR district are:

- A. All uses except Zero Side Yard **and Duplex** Dwellings:
  - 1. A minimum lot area **of** 6,500 for individual lots and an average minimum lot size of 7,500 square feet when two or more lots are created; and
  - 2. A minimum average lot width of 50 feet.
  - 3. A minimum average lot depth of 80 feet.
  - 4. A minimum lot width at the street of 40 feet and 20 feet on a cul-de-sac or for a flag lot.
  
- B. Zero Side Yard **and Duplex** Dwellings
  - 1. A minimum lot size for the entire **zero side yard dwelling** development of 12,000 square feet and an average lot size of for individual lots created within the development of 3,500 square feet. See Section 8-6.102.
  - 2. A minimum lot size for duplex dwellings of 3,500 square feet per dwelling unit (7,000 square feet per duplex).**
  - 2.3.** A minimum lot width of 20 feet.
  
- C. Minimum building setback requirements of:
  - 1. Front yard of 15 feet ~~for the building and garage;~~
  - 2. Side yard of 5 feet, **or 0 feet for attached single family dwellings or detached single family dwellings where the setback between structures on the abutting property is approved by the Building Official and is permanently assured;**

**Note:** The above amendment is for consistency with the existing LDR standards that permit zero side yard dwelling development.
  - 3. Side yard (street) of 10 feet;
  - 4. Rear yard of 15 feet; and
  - 5. Garage vehicle entrance setback of 20 feet.
  
- D. No building shall exceed 35 feet in height.
  
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
  
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.
  
- G. New single family dwellings and duplexes shall conform to the building design standards in Chapter 8-6.101.**

//

**Chapter 8-6.101 BUILDING DESIGN STANDARDS FOR SINGLE FAMILY AND DUPLEX DWELLINGS**

**8-6.101.010 Purpose**

The following standards will be applied to all single family dwellings **and duplexes**, whether modular or manufactured homes, or site-built homes, to be constructed or located in any zone in order to provide visual relief along the front of the home:

**8-6.101.020 Single Family **and Duplex** Design Standards**

All single family homes **and duplexes**, whether modular or manufactured homes, or site-built homes, shall utilize at least two of the following design features on the front side of the home:

- A. Dormers;
- B. Gables;
- C. Recessed entries;
- D. Covered porch entries;
- E. Cupolas;
- F. Pillars or posts;
- G. Bay or bow windows;
- H. Eaves (minimum 6" projection);
- I. Off-sets on building face or roof (minimum 16")

**Note:** The above extends the building design standards to duplexes for compatibility with single family uses in the LDR zone.

## Chapter 8-6.100 MANUFACTURED/MOBILE HOME REGULATIONS

//

Action Item: Under state law, standards applied to manufactured dwellings must be comparable to those required for stick-built homes. In its review of Draft #2, the Planning Commission directed that the proposed amendments include removal of the garage/carport requirement in Section 8-6.100.040.11. The advantage to removing the requirement is that it would reduce construction costs and increase affordability for homebuyers who prefer not to have a garage. The reason for requiring a garage or carport is mainly for aesthetics and security, as fewer automobiles may be parked outside and the need for accessory storage structures may be reduced with a garage. If no garage is required, a shed may be a more economical option for storage, especially for items such as garden equipment that do not require a conditioned space.

### 8-6.100.040 Manufactured Homes on Individual Building Lots

- A. The establishment, location, and use of manufactured homes on individual lots shall be permitted in the absence of covenants, conditions, and restrictions in any zone permitting installation of a detached single-family dwelling unit. Manufactured homes shall be subject to requirements and limitations which apply generally to such residential uses in the district and shall meet the following requirements:
1. The manufactured home shall be multi-sectional with a minimum floor area of 1,000 square feet (excluding any garage or carport);
  2. The manufactured home on sites with a grade of 5% or less shall be placed on an excavated and backfilled concrete or masonry foundation and enclosed at the perimeter such that the finished first floor of the manufactured home is located an average of not more than 12 inches above exterior grade measured five feet outside the foundation on the uphill side of the home. No skirting shall be allowed other than the continuous concrete or masonry foundation;
  3. The manufactured home shall be securely anchored to the foundation system in accordance with the requirements of the state building codes agency for manufactured structures;
  4. The manufactured home shall have a pitched roof with a slope minimum of 3 feet in height for each 12 feet in width;
  5. Review Area. As used herein, "review area" shall include the five nearest residences to the subject lot that are on the same street and are within 250 feet as measured from the lot line to lot line. If there are not five residences within 250 feet, only those homes within 250 feet shall be used.
  6. Predominant Material. As used herein, "predominant material" shall be the material used on the majority of the residences in the review area. If there is no majority of residences using the same material, then the material used on the largest plurality of homes in the review area shall be the predominant material.
  7. The manufactured home shall utilize one of following roof materials.

- A. Metal.
  - B. Composition roofing material.
  - C. The predominant roofing material used on residences in the review area. If there is no predominant material used on the residences in the review area, then the applicant can use any one of the materials used on the residences in the review area.
8. Exterior Material. The manufactured home shall utilize one or more of the following exterior materials.
- A. Lap siding composed of wood, vinyl, concrete composite or other materials giving the appearance of wood.
  - B. Grooved siding composed of wood or wood composites.
  - C. Board and batten siding composed of wood or wood composites.
  - D. Shakes or shingles composed of wood or wood composites.
  - E. Brick, brick veneer, stucco, or other masonry materials.
  - F. The predominant siding material used on the front of the houses in the review area. If there is no predominant material used on the residences in the review area, then the applicant can use any one of the materials used on the residences in the review area.
9. The manufactured home shall have an exterior thermal envelope conforming to current HUD standards, as determined by the Building Official.
10. The manufactured home shall have been manufactured after June 15, 1976, and exhibit the Oregon Department of Commerce "Insignia of Compliance" that indicates conformance with Housing and Urban Development (HUD) standards or a HUD certificate indicating compliance.
- ~~11. If the dwellings within the review area have garages or carports, then the manufactured home shall have a garage or carport, and such garage or carport shall be constructed of like materials commonly used on residential dwellings within the community.~~
12. The manufactured home shall meet all applicable development standards, such as setbacks and height limitations, in the Cascade Locks Community Development Code.

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## Chapter 8-6.60 MEDIUM DENSITY RESIDENTIAL ZONE (MDR)

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### 8-6.60.020 Permitted Uses

A permitted use is a use which is allowed outright, but is subject to all applicable provisions of this title. If a use is not listed as a permitted use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Permitted uses in the MDR district are:

- A. Dwelling, single family detached;
- B. Manufactured home on an individual lot;
- C. Dwelling, zero side yard, meeting standards of Section 8-6.102;
- D. Dwelling, duplex, triplex and fourplex;
- E. Residential home;
- F. Family day care (Family Care);
- G. Accessory buildings; and
- H. Home occupations.

//

### 8-6.60.030 Conditional Uses

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#### **J. Accessory structures exceeding 400 square feet**

**Accessory Structures:** Chapter 8-6.1.164 contains unified standards and review procedures for accessory structures. Currently, accessory structures >400 sq. ft. (not to exceed 1,500 sq. ft.) are permitted. Staff has recommended requiring Planning Commission review (conditional use permit) for structures exceeding 400 sq. ft.

#### **K. Dwelling, cottage development, meeting standards of Section 8-6.166;**

**Action Item:** Allow cottage developments based on successful models from small towns nearby, to provide a more economical housing option. Cottage developments would be allowed in the MDR zone subject to specific standards. Options considered include permitting the use outright (no discretionary review), conditional use permit (proposed), and requiring rezoning as a prerequisite to any application for cottage development. The advantage to permitting uses outright is that the permit process is predictable and short, as the approval standards are clear and objective and can be administered by staff or the Planning Commission. The downside is the City may have less control over quality of design and other issues that are not clearly prescribed by code. The advantage of requiring a rezone, which is similar to how cottage development works in White Salmon, WA, is the city has control over

the decision to allow the use on a site-by-site basis. However, if the development standards are clear and objective, the city still may not have code authority to direct design changes. The proposed alternative, conditional use permit, provides certainty on the location where cottage development is allowed (any MDR property that is large enough) and flexibility to require design changes/conditions of approval to achieve compliance with discretionary criteria.

Background on Cottage Developments: Cottage developments have multiple small detached dwellings (cottages) oriented to a common open space referred to as a 'green.' Parking is usually grouped in bays, which may include covered parking, garages and/or storage, but it may also be on a street as is typical of historic cottage clusters. Some cottage developments have a small community building or other shared facilities such as recreation facilities or storage lockers. The draft code below is adapted from White Salmon, Washington, which allows cottage developments in its R-2 and R-3 zones subject to overlay zone standards. The draft code for Cascade Locks would allow them as a permitted use in the MDR zone. See proposed standards for Cottage Development later in this draft.

#### 8-6.60.040 Dimensional Requirements

Unless modified as provided in Chapter 8-6.140, Planned Development Overlay Zone, **Section 8-6.166, Cottage Development**, or Chapter 8-6.160, Variance, the dimensional requirements in the MDR district are:

- A. Lot area:
  - 1. Detached single family dwellings. A minimum lot size of 4,500 square feet and an average minimum lot size of 5,000 square feet when two or more lots are created.
  - 2. Zero side yard dwellings. A minimum lot size for the entire development of 8,000 square feet and a minimum lot size for individual lots created within the development of 2,000 square feet. See Section 8-6.102.
  - 3. Duplex, triplex, and fourplex dwellings. A minimum of 4,000 square feet per unit.
- B. A minimum average lot width of 40 feet for detached single family units, and 25 feet per unit for duplex, triplex, and fourplex units. See 8-6.102 for zero side yard dwelling units.
- C. A minimum average lot depth of 80 feet.
- D. A minimum lot width at the street of 30 feet and 20 feet on a cul-de-sac or for a flag lot.
- E. Minimum building setback requirements of:
  - 1. Front yard of 15 feet ~~for the building and garage~~;
  - 2. Side yard of 5 feet or 0 feet for attached single family dwellings or detached single family dwellings where the setback between structures on the abutting property is approved by the Building Official and is permanently assured;

3. Side yard (street) of 10 feet;
4. Rear yard of 15 feet; and
5. Garage vehicle entrance setback of 20 feet.

**Comment:** The amendment to #1 clarifies the garage entry setback in #5, which is 20 ft.

- F. No building shall exceed 35 feet in height.
- G. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
- H. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.

## Chapter 8-6.64 HIGH DENSITY RESIDENTIAL (HDR)

### Sections

- 8-6.64.010 Purpose
- 8-6.64.020 Permitted Uses
- 8-6.64.030 Conditional Uses
- 8-6.64.040 Dimensional Requirements

#### 8-6.64.010 Purpose

The purpose of the HDR zone is to provide land for housing opportunities for individual households. The zone implements the Comprehensive Plan policies and regulations that are intended to create, maintain, and promote high density residential neighborhoods.

#### 8-6.64.020 Permitted Uses

A permitted use is a use which is allowed outright, but is subject to all applicable provisions of this title. If a use is not listed as a permitted use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Permitted uses in the HDR zone are:

- A. Dwelling, single-family detached;
- B. Dwelling, zero side yard, meeting standards of Section 8-6.102;
- C. Dwelling, duplex, triplex and fourplex;
- D. Dwelling, multi-family;
- E. Manufactured home on an individual lot;
- F. Residential home;

<b>Action Item:</b> The following amendment brings the code into conformance with state law.
--

#### **G. Residential facility;**

~~GH.~~ Accessory buildings;

~~HJ.~~ Family day care (Family Care);

~~IJ.~~ Bed and breakfast facilities; and

~~JK.~~ Home occupations.

#### 8-6.64.030 Conditional Uses

A conditional use is a use which is subject to a discretionary decision by the Planning Commission. The approval criteria are set forth in Chapter 8-6.152. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Conditional uses in the HDR district are:

- A. Schools;
- B. Utilities;
- C. Community services;

- D. Parks and open space;
- E. Religious assembly;
- F. Public facilities;
- G. Day care, group home (Family Care);
- H. Adult day care (Family Care); and
- I. ~~Residential facility.~~

**Background:** State law requires that “residential homes” (up to 5 individuals) and “residential facilities” (15 or more individuals) be permitted in any zone that allows a single-family dwelling or multifamily dwelling, respectively. See ORS 197.665-197.667. Cities and counties cannot prohibit a residential home or residential facility to be sited in a zone that state law allows; and must amend their zoning ordinances to be consistent, if not already consistent, with these provisions. See ORS 197.670.

**ORS 443.400**

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**(3)**"Resident" means any individual residing in a facility who receives residential care, treatment or training. For purposes of ORS **443.400 (Definitions for ORS 443.400 to 443.455)** to **443.455 (Civil penalties)**, an individual is not considered to be a resident if the individual is related by blood or marriage within the fourth degree as determined by civil law to the person licensed to operate or maintain the facility.

**(4)**"Residential care" means services such as supervision; protection; assistance while bathing, dressing, grooming or eating; management of money; transportation; recreation; **and** the providing of room and board.

**(5)**"Residential care facility" means a facility that provides, for six or more socially dependent individuals or individuals with physical disabilities, residential care in one or more buildings on contiguous properties.

**(6)**"Residential facility" means a residential care facility, residential training facility, residential treatment facility, residential training home or residential treatment home.

## Chapter 8-6.164 ACCESSORY STRUCTURES

### Sections

- 8-6.164.010 Purpose
- 8-6.164.020 Applicability of Provisions
- 8-6.164.030 Administration
- 8-6.164.040 Submittal Requirements
- 8-6.164.050 Approval Standards

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### 8-6.164.030 Administration

- A. Accessory structure applications shall be administered and reviewed as an Administrative review, **except where Planning Commission review is required,** in accordance with Article II of this title.

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Action Item: Chapter 8-6.1.164 contains unified standards and review procedures for accessory structures. The following amendment is provided for consistency with amendments to the LDR and MDR zones. Currently, accessory structures >400 sq. ft. (not to exceed 1,500 sq. ft.) are permitted. Staff has recommended requiring Planning Commission review (conditional use permit) for structures exceeding 400 sq. ft.

## Chapter 8-6.165 ACCESSORY RESIDENTIAL UNITS [NEW CHAPTER]

### Sections:

8-6.165.010 Purpose.

8-6.165.020 Standards.

Action Item: Allow Accessory Residential Units in the LDR zone. Accessory dwellings are an economical way to provide additional housing choices, particularly in communities with high land prices or a lack of investment in affordable housing. Accessory dwelling regulations can be difficult to enforce, particularly where local codes specify who can own or occupy the homes. Requirements that accessory dwellings have separate utility connections to and pay system development charges for water and sewer services can pose barriers to development. Other potential concerns include ARUs being used as short-term rentals (depleting needed housing), adequate parking, and other factors should also be considered.

8-6.165.010 Purpose.

This chapter is intended to control the land use impacts of accessory residential units (ARUs), to provide for compatibility with adjacent single family uses.

8-6.165.020 Standards.

ARUs are reviewed through a ministerial (building permit) process and shall conform to all of the following standards:

**A. One Unit.** A maximum of one ARU is allowed per legal lot; the ARU may be a detached cottage, a unit attached to a dwelling, or separate unit in a portion of an existing dwelling.

**B. Owner Occupancy.** The property owner shall register the ARU with the City and maintain his or her primary residence on the subject property, as long as the ARU is occupied. ARUs shall not be used for transient lodging.

**C. Floor Area.** The ARU shall not exceed 800 square feet of floor area.

**D. Lot Size.** The lot on which the ARU is located shall meet the minimum lot size of the zone.

**E. Building Design.** The ARU shall be constructed of materials that are the same or similar to the materials used on the primary dwelling and shall comply with applicable Oregon Structural Specialty Code requirements.

**F. Building Height.** The height of the ARU shall not exceed the height of the primary dwelling on the lot, except that a second story building addition to a single

family dwelling or lawfully established accessory structure for the purposes of creating the ARU is permitted provided it does not exceed the height limit of the zone.

**G. Parking.** A minimum of two off-street parking spaces are required total for the primary dwelling unit and the ARU.

**H. Screening and Buffering.** A sight-obscuring landscape hedge (reaching six feet at maturity) or a six-foot sight-obscuring fence shall be installed on the property line between a detached ARU and abutting lot containing a single-family dwelling, where the ARU is placed within 10 feet of the common property line.

## Chapter 8-6.166 COTTAGE DEVELOPMENTS [NEW CHAPTER]

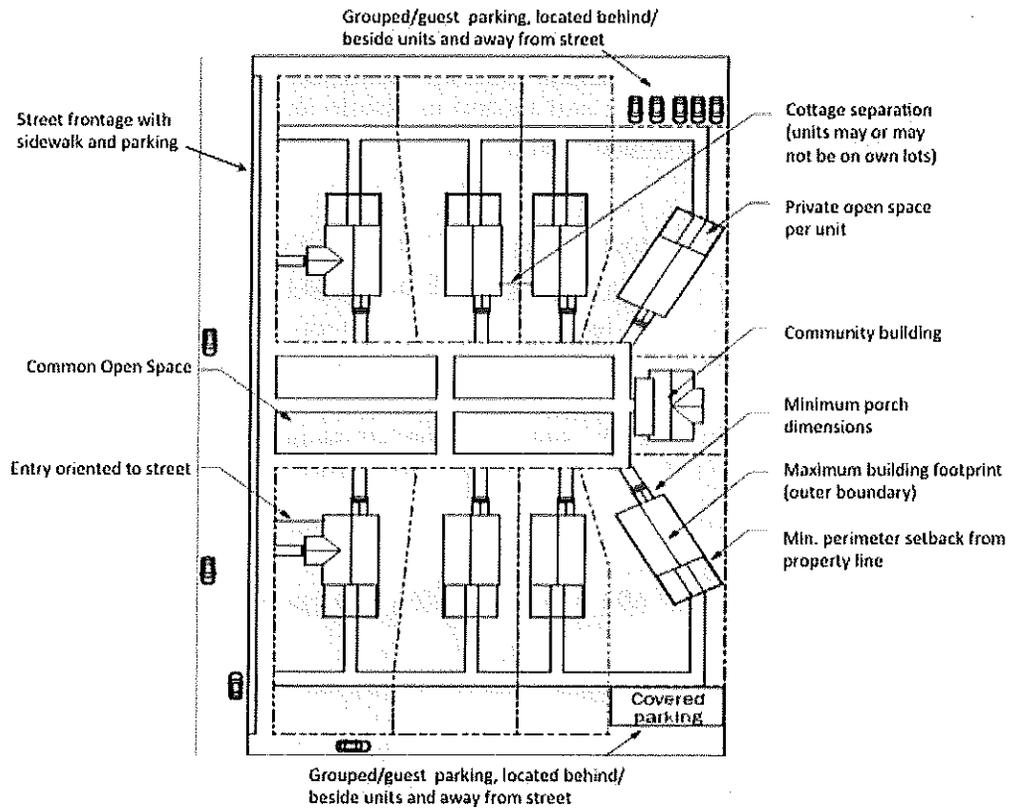
### Sections:

- 8-6.166.010 – Purpose and intent.
- 8-6.166.020 - Density and lot area.
- 8-6.166.030 - Unit size.
- 8-6.166.040 - Lot coverage.
- 8-6.166.050 - Open space.
- 8-6.166.060 - Building separation.
- 8-6.166.070 - Setbacks.
- 8-6.166.080 - Building height.
- 8-6.166.090 - Parking and storage.
- 8-6.166.100 - Design standards.
- 8-6.166.110 - Alternative cottage housing development designs.
- 8-6.166.120 – Assurance for common areas maintenance.

### 8-6.166.010 – Purpose and intent.

The purpose and intent of the cottage housing development design standards are to:

- A. Facilitate development of an alternative type of detached housing comprised of small residences oriented around open space and suited to accommodate a typical household of one or two individuals. Cottage housing is provided as part of the city's overall housing strategy to promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition, and individual needs.
- B. Address the impacts of development containing multiple detached dwellings, including height, massing, separation between structures, open space, landscaping, parking, and demands on public facilities and services.
- C. Minimize the visibility of off-street parking, storage, and other accessory uses.
- D. Ensure an interconnected network of walkways and other pedestrian amenities are provided and are compatible with the existing natural features of the site, including topography and vegetation.
- E. Allow increased density (as compared to single-family or duplex dwellings on their own lots) through the use of smaller than average home sizes, clustered parking, and the application of standards applied through site plan review and approval.
- F. All cottage housing developments are subject to applicable City standards for public facilities and stormwater management.



8-6.166.020 - Density and lot area.

<u>Zoning District</u>	<u>MDR</u>
<u>Maximum Cottage Density</u>	<u>1 cottage dwelling unit per 3,000 s.f.</u>
<u>Minimum number of cottages per development</u>	<u>4</u>
<u>Maximum number of cottages per development</u>	<u>12</u>
<u>Minimum size cottage development area</u>	<u>12,000 s.f. (approx 1/3 acre)</u>

Note: Density is based on net development area after deducting any required right-of-way dedications. Every unit must comply with the maximum floor area standards.

8-6.166.030 - Unit size.

A. Floor Area. To ensure that the overall size, including bulk and mass, of cottage structures and cottage housing developments is small and in scaled with adjacent

development, and creates less visual and physical impact than standard sized single-family dwellings that are required to be located on larger lots, the following floor area limitations apply to cottage housing. Two types of cottages are provided for to allow for a mixture of building sizes and footprints, while anticipating and addressing the varied impacts from each housing type.

	<u>Maximum Floor Area (square feet)</u>	<u>Ground Floor Area (square feet)</u>	<u>Maximum Upper Floor Area (square feet)</u>	<u>Garage Floor Area</u>
<u>Small</u>	<u>&lt;900</u>	<u>400—900</u>	<u>60% of ground floor</u>	<u>Included in ground floor if attached</u>
<u>Large</u>	<u>=/&gt;900 &lt;1,400</u>	<u>600—900</u>	<u>60% of ground floor</u>	<u>Included in ground floor if attached</u>

Floor area is measured to the outside wall on the ground floor including the stairs (building footprint). Floor area includes all upper floor area with a ceiling height of six feet or more not including the stairs which are counted as part of the ground floor.

B. A notice to the title of each unit shall prohibit any increase in the total floor area of any cottage or addition of accessory structures within the development unless the development site plan is amended. Such notice shall be recorded with the Hood River County Assessor's Office.

8-6.166.040 - Lot coverage.

Lot coverage is limited to no more than 50 percent impervious surface area. Impervious surfaces include driveways, building footprints, sidewalks, paved parking, compact gravel, and other surfaces that do not allow rain to percolate into the soil. NOTE: un-compacted gravel surfaces or pervious pavers may be demonstrated to be partially pervious using a professionally accepted methodology. If this calculation is prepared by the applicant's engineer and approved by the city public works director, the graveled or permeable paved surface shall be counted in the lot coverage figure in accordance with its relative permeability (e.g., if a graveled path is demonstrated to be fifteen percent permeable then eighty-five percent of the graveled path area would be counted in the impervious surface calculation). The purpose of this requirement is to help insure that surface and storm water are contained on site.

Stormwater low impact development techniques that encourage the natural treatment and infiltration of stormwater to mimic pre-development site conditions shall also be employed. Examples of low impact development techniques include directing stormwater

to landscape areas with amended soils or into improved drainage areas under porches or eaves, green or living roofs, the use of pervious pavers, and retention of existing mature trees. Aggressive employment of stormwater low impact development techniques may allow for additional lot coverage if an applicant develops a project design that demonstrates the ability to handle surface and storm water in common areas without limiting the community or public benefits of the established common areas. Private areas may also be relied on for stormwater infiltration if determined to be adequately protected by easement to ensure the continued availability of these areas as infiltration areas.

An on-site stormwater analysis shall be performed by a qualified, Oregon licensed professional engineer, considering at a minimum a twenty-five year storm event of fifteen minutes duration. The stormwater control plan shall be approved by the director of public works and shall provide for the onsite collection, containment, and release of stormwater such that it will not have a deleterious impact to other properties, public or private. The public works director prior to completion shall inspect all improvements. The applicant's licensed engineer shall provide a minimum of two sets of infrastructure 'as built' drawings and confirm that all stormwater infrastructure was constructed according to the approved design.

#### 8-6.166.050 - Open space.

- A. Common open space. Common open space is intended to provide a centrally located area that can be developed and maintained so it is usable for active and passive recreation. Unless the shape or topography of the site precludes the ability to locate units adjacent to common open space, the following requirements shall be met:
1. There shall be a minimum of four hundred square feet of common open space provided for each unit.
  2. Common open space shall abut at least 50 percent of the cottages in a cottage housing development.
  3. Common open space shall have cottages abutting on at least two sides, and be easily accessible to all dwellings within the development.
  4. Common open space shall not include portions of private yards, and shall be jointly owned by all residents.
  5. The common open space shall be outside of wetlands, streams and sensitive area buffers, and shall be on slopes of twelve percent or less.
  6. Grading and removal of mature trees shall be limited to meeting the City's development standards and to providing natural light for home sites.
  7. Landscaping in common areas shall be designed to allow for easy access and use of the space by residents, and to facilitate maintenance needs.
- B. Private open space. There shall be a minimum of three hundred square feet of contiguous, usable private open space provided adjacent to each unit for the exclusive use of the cottage resident. Private open space is intended to provide private areas such

as patios, decks and gardens, around the individual cottages and to enable diversity in landscape design.

8-6.166.060 - Building separation.

Cottage units shall be separated from one another by not less than 10 feet, including eaves and architectural projections. Accessory structures shall maintain not less than 5 feet of separation from all other structures.

8-6.166.070 - Setbacks.

The emphasis of cottage development is to provide for development that focuses on and benefits from useful common areas. For this reason, with the exception of the outside perimeter of the development, side and rear yards are regulated only insofar as structures must maintain minimum separation (Section 8-6.166.060) and comply with applicable building and fire code standards. With respect to the outside perimeter, cottage dwellings and their accessory structures must meet setbacks or yard requirements for single family detached development in the zone in which they are located.

8-6.166.080 - Building height.

Maximum height is 20 feet, except 28 feet for cottage dwellings with two floors of living space, having a minimum roof pitch of 6:12, and setback not less than 10 feet from the closest dwelling and property line.

8-6.166.090 - Parking and storage.

A. One off-street parking space is required for each cottage dwelling.

B. Off-street parking and accessory storage shall be:

1. Fully contained on the cottage development site; any storage must be enclosed in a structure or cabinet designed for outdoor use.
2. Screened from view from abutting residences. This may be accomplished with landscaping or structural screens.
3. Grouped to correspond with cottage clusters and avoid single large parking areas that are difficult to screen from view.
4. Where practical, clustered to limit grading, curb cuts, and impervious surfaces.

C. Detached garage and carport structures:

1. Where provided, shared carports or garages shall be limited to a maximum of four vehicles per structure and shall be detached from the dwelling units.
2. The design of carports and garages must have roof lines and use materials similar to that of the dwelling units within the development.

3. Parking of vehicles and storage shall be limited to those owned by the residents of the development.

D. On-street parking shall be provided on streets abutting the cottage development; the applicant may be required to dedicate right-of-way for required street improvements, which shall include on-street parking. Where a development lacks sufficient street frontage, it shall provide on-site visitor parking in addition to the parking required for each dwelling at a ratio of one visitor space for every three dwelling units.

#### 8-6.166.100 - Design standards.

##### A. Site Design.

1. The common open space shall be centrally located within a cottage housing development.
2. Where feasible, each dwelling unit that abuts a common open space shall have a primary entry and/or covered porch oriented toward common open space.
3. Pedestrian connections shall link all buildings to the public right-of-ways, common open space, and parking areas.
4. Exterior lighting shall be shielded or hooded and directed downward so as to light only the intended area without shining into a neighboring house or business. All lighting shall be shown on the site plan and cut-shets shall be provided with the application submittal.
5. Exterior mechanical equipment including heating or cooling facilities shall be designed and sited to minimize the noise and visual impacts they can have on a site.
6. If streets are determined to be low volume local roads and emergency vehicle access and safety and traffic flow issues are addressed, then alternate street standards may be deemed acceptable if approved by the public works director. The possibility of flexibility in internal street design standards shall be considered initially in a pre-application conference prior to completing an application. Notwithstanding, cottage development access driveways shall have a paved width of not less than 12 feet, with 2-foot shoulders, and shall maintain clearances for emergency vehicles.

##### B. Building Design.

1. Roofs of cottages shall be pitched and eave depths shall be a minimum of 18 inches.
2. Covered porches measuring at least 60 square feet shall be incorporated into building design of the cottages.
3. Window and door trim with a minimum of three and one-half inches shall be provided on all cottage units.

C. Community Buildings.

1. Community buildings must be located on the same site as the cottage housing development, and be commonly owned by the residents.
2. Community buildings and structures shall not exceed the floor area or height of the largest and tallest cottage dwelling in the development.

8-6.166.110 - Alternative cottage housing development designs.

An applicant may request adjustment to the standards contained in this chapter during development review. A specific request for adjustment within a cottage development is not subject to variance criteria. An adjustment may be approved only by the Planning Commission, upon finding that the specific adjustment requested provides for an equal or better way to meet the purpose and intent in Chapter 8-6.166.010.

8-6.166.120 – Assurance for common areas maintenance.

Prior to issuance of any development permit (grading, public improvements, building, etc.) the applicant shall provide evidence acceptable to the City Administrator that common areas and elements will be maintained. This may be met by submitting draft Bylaws and Covenants, Restrictions and Conditions (CC&Rs) for the development's Homeowners Association for review and approval by the City. Where the development contains multiple lots, the assurance, which shall be recorded at Hood River County, shall require joint ownership and maintenance of all common areas by all owners of the cottage dwellings.

## Chapter 8-6.140 PLANNED DEVELOPMENTS

### 8-6.140.050 General Requirements

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#### C. Open Space

1. Usable ~~Common~~ private or public open space shall be provided as follows:

- a. Residential zones (RR, LDR, MDR, MHR, and HDR) - a minimum of 10% ~~20%~~ of the gross land area **that is improved for active or passive recreation (e.g., playfield, playground, pathway with benches, or similar improvement)**; and

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2. Land within individual building lots shall not be included as common or public open space. Land within public right-of-way shall not be included as common or public space.

<p><b>Action Item:</b> Reduce the minimum open space area required for PDs from 20% to 10%, to account for the abundance of public open space and trails surrounding Cascade Locks while requiring “usable” open space, and maintain all other PD standards.</p>
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## Chapter 8-6.70 DOWNTOWN ZONE (D)

### 8-6.070.070 Height Limitation

- A. The maximum height of a structure shall be 35 feet, **except that required screening of roof-top equipment does not count toward the height of the building.**

The Planning Commission amended the proposal at its hearing to include this change.

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### 8.6.070.110 Off-Street Parking and Loading

Action Item: The following amendments add flexibility to the Downtown parking standard as recommended by the Downtown Parking Report and staff direction, and eliminate the in-lieu fee option, as the City does not have a capital improvement plan for public parking but instead prioritizes management of existing on-street parking.

- A. **The minimum off-street parking requirement for all uses in the Downtown zone is one space per 500 square feet of floor area. Required parking may be provided on-site, in on-street parking spaces abutting the subject use, and/or on another site within the Downtown zone where the City approves a shared parking agreement. All required parking uses shall conform to all the parking dimensional 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.~~
- BC.** 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

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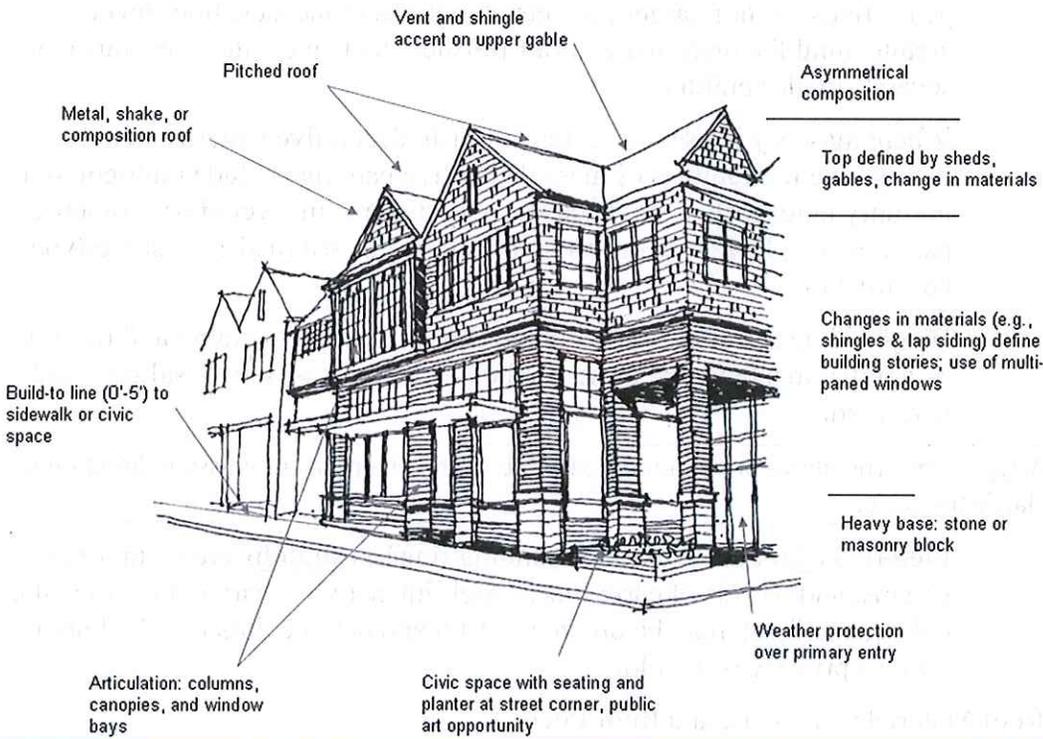
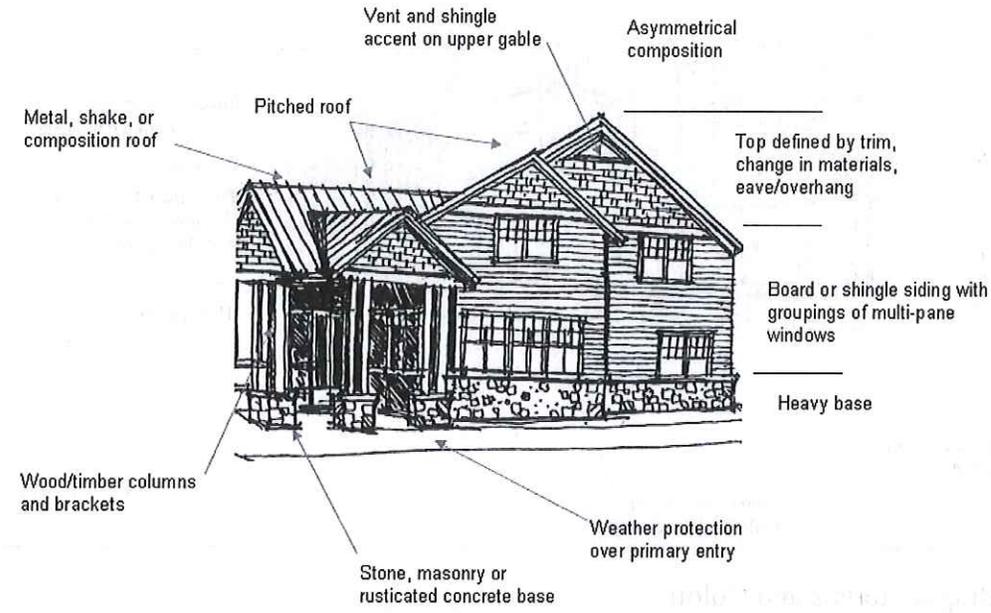
Action Item: The following amendments clarify the code, provide flexibility (alternative, discretionary track for design) within the prescribed architectural styles, and remove the conflict with the 35-foot height standard in 8-6.070.070. The existing 35-foot height limit is maintained. The amendments also ensure consistency with the Downtown Plan by adding regulatory policies/standards that the code previously omitted. These amendments allow for a more

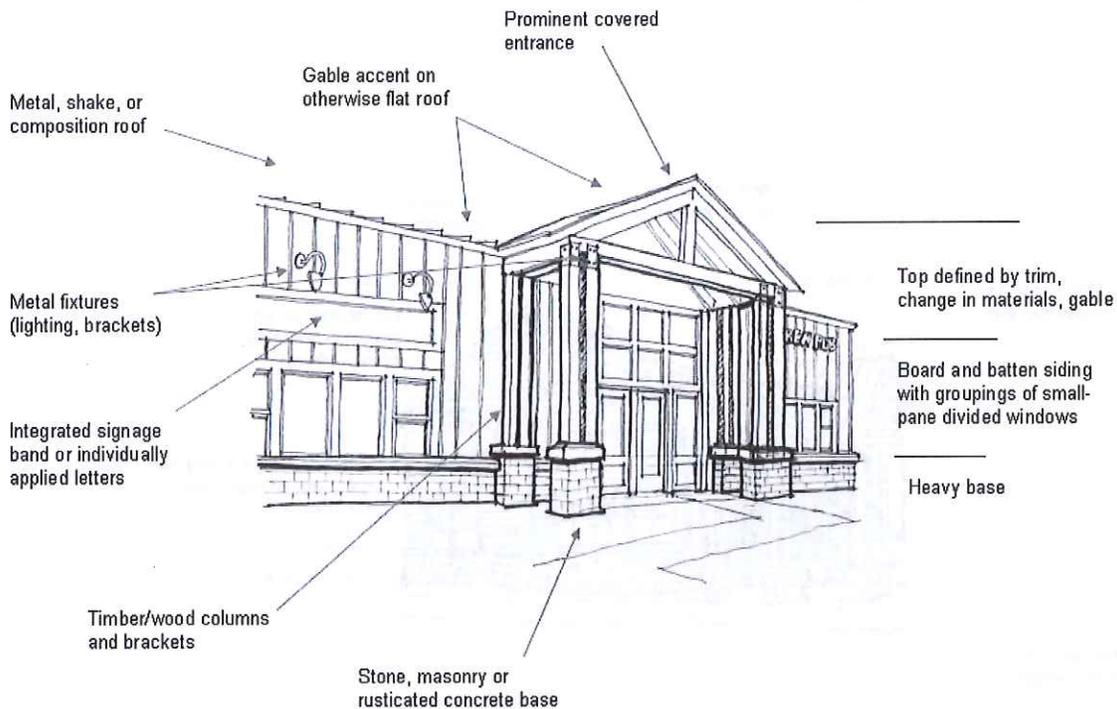
streamlined review process because all of the building and site design standards for Downtown are now in the code. (See highlighted reference to Downtown Plan, below, to be removed.)

- 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 one of ~~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.; or
    - d. The modification varies from but complements one or more of the prescribed Downtown architectural styles (Classic Revival, Craftsman, Cascadian, and Arts and Crafts), as evidenced by massing, roof form, materials, or detailing. Where Classic Revival is used, the design shall complement one of the other three prescribed styles.**
  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.~~
  - 12. 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. See Figures 8-6.070.120 for examples of elements common to these styles.**
  - 23. 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 **shall face the street, such that they** create an a visual and physical connection entrance onto to the street.**
  - 3. New commercial and mixed use buildings shall have:**

- a. Storefronts comparable in size and proportions to nearby traditional storefront buildings. Where these new buildings are larger than existing buildings, facades shall be broken down into units that resemble the size and proportions of existing storefronts, such that the overall form of new construction complements the general shape of existing, nearby storefront buildings and their component parts.
- b. Facades that are varied and articulated to provide visual interest to pedestrians. Within multi-story buildings, variations in facades, floor levels, architectural features, and exterior finishes shall create the appearance of several small buildings.
- 4. Any wall facing WaNaPa must contain at least 50% of the ground floor wall area in display areas, windows, or doorways. Blank walls are prohibited.
- 54. Building entries must comply with the accessibility requirements of the Oregon State Structural Specialty Code.
- 65. Buildings located at the intersection of two streets shall ~~consider the use of~~ have a corner entrance to the building, or otherwise have detailing such as a canopy, porch, expressed column, sign, art, or other building feature that expresses the corner location.
- 76. Pedestrian environment may be enhanced by plazas, street furniture, landscaping, awnings, and movable planters of seasonal flowers. Where such features are provided they shall conform to the Downtown Plan and Street Furniture Standards and maintain a clear pedestrian travel way of not less than five feet in width.
- 8. Exterior lighting in developments need not replicate, but shall complement, the ornamental street lighting and be consistent with the prescribed architectural styles in the Downtown.
- 7. ~~New buildings shall be within 25% of the average height of existing buildings located on the same street side within the zone.~~

**Figures 8-6.070.120 - Elements of Craftsman, Arts and Crafts, and Cascadian Styles generalized for use in Cascade Locks**





#### 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.

Action Item: The above amendments respond to the Planning Commission direction to clarify the code.

4. Preferred ~~e~~CColors for exterior building finishes **shall be** ~~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.

#### G. Roof Materials, Parapets, and Roof Pitch

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

**Action Item:** The following amendments respond to the Planning Commission direction to clarify the code and correct typos in the sections that are amended. Subsection 'H.2' is deleted because it is redundant with E.2, above.

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. **Except as provided below, No flat, mansard, or shed roof styles are not allowed. On larger buildings where were peak roofs cannot be used or would conflict with a unique building function or necessary mechanical equipment, 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. **Exception to the** Building Orientation and Entrance Standards **in E.3**

1. **Where topography, existing development, or other physical constraints make it impractical to orient a building's** All buildings shall have their primary entrance(s) facing to the street. ~~Alternatively, a **the** 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.~~
23. 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.

- 34.** Buildings are required to be located at the corner of corner lots. No parking is allowed in these areas, **except where existing non-conforming parking is allowed to continue.**

**Note:** The following existing standards are provided for background. No change is proposed.

I. Parking Lots

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.
- 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

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.

## Chapter 8-6.2 COMMERCIAL ZONE (C)

Action Item: The following amendments respond to the Planning Commission direction to clarify the code, provide flexibility for adjustments (alternative, discretionary track for design) within the prescribed architectural styles. Because several standards in the C zone are the same as for the D zone, the proposed amendments are repeated for consistency.

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### 8-6.72.050 Design Standards

For all property within the C zone in the area between the City Limits on the west and the intersection of Edgewood Street and WaNaPa on the east, the following design standards shall apply:

- 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 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.~~
  - 12. 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.
  - 23. 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 shall face the street, such that they create an a visual and physical connection entrance onto to the street.
  - 34. Building entries must comply with the accessibility requirements of the Oregon State Structural Specialty Code.
  - 45. Buildings located at the intersection of two streets shall ~~consider the use of~~ have a corner entrance to the building, or otherwise have detailing such

**as a canopy, porch, expressed column, sign, art, or other building feature that expresses the corner location.**

56. Pedestrian environment may be enhanced by street furniture, landscaping, awnings, and movable planters of seasonal flowers. **Where such features are provided, a clear pedestrian travel way of not less than five feet in width shall be maintained.**
7. ~~New buildings shall be within 25% of the average height of existing buildings located on the same street side within the zone.~~

#### E. 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 **shall be** 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.

#### F. 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. **Except as provided below,** ~~No~~ flat, mansard, or shed roof styles are **not** allowed. On larger buildings ~~where~~ **where** peak roofs cannot be used **or would conflict with a unique building function or necessary mechanical equipment,** ~~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.

The following Commercial zone standards are provided for background. No change is proposed.
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#### G. 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 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.

#### H. 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.

#### I. 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.

#### J. 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 not part of a 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.

#### K. 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.

#### L. 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.

## Chapter 8-6.80 RESORT COMMERCIAL ZONE (RC)

Action Item: The following amendments, originally proposed by Port of Cascade Locks staff, are intended to allow a mix of complementary uses on the Port property and streamline the permit process by reclassifying some uses from Conditional Use to Permitted. This version reflects the direction of the Development Code Action Plan, as reviewed by city staff and discussed with the Planning Commission on November 17, 2017.

### Sections

8-6.80.010	Purpose
8-6.80.020	Permitted Uses
8-6.80.030	Conditional Uses
8-6.80.040	Dimensional Requirements
8-6.80.060	Additional Requirements
8-6.80.070	Extended Business Hours

#### 8-6.80.010 Purpose

The purpose of the RC zone is to provide a mix of retail, service, business, recreation, and residential needs for the community.

#### 8-6.80.020 Permitted Uses

A permitted use is a use which is allowed outright, but is subject to all applicable provisions of this title. If a use is not listed as a permitted use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Permitted uses in the RC district are as follows:

- A. Dwelling, single family attached **or detached;**
- B. Duplex, triplex, and fourplex;
- C. Dwelling, multi-family, **apartments, lofts, and similar dwelling units, including units located above ground floor commercial, offices, and allowed industrial uses;**
- D. Residential home;
- E. Family day care (Family Care);
- F. Day care group home (Family Care);
- G. Adult day care (Family Care);
- H. **Commercial R**etail sales and service (conducted totally indoors **or outdoors;**
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Entertainment-oriented;
  - 4. Repair-oriented;
- I. Motel, **hotel, or similar lodging facilities;**
- J. Marina, **boat launches, boathouses, water accesses, and water related**

commercial uses;

- K. Boat and Houseboat moorage;
- L. Accessory buildings to any allowed use; and
- M. Indoor or outdoor commercial recreation facilities, including athletic clubs and recreational gear rental;
- N. Museums, theaters, galleries, and studios for art, dance, or photography;
- O. Conference center and meeting facilities;
- P. Offices;
- Q. Restaurants, delicatessens, cafes, bakeries, and similar food establishments;
- R. Public facilities, including park, library, fire station, amphitheater;
- S. Light manufacturing, assembly, and packaging of products from previously prepared materials;
- T. Light manufacturing, assembly, and processing of food and beverage
- U. Light manufacturing, assembly, and testing of technology equipment, instruments, and related equipment;
- V. Research, engineering, and development facilities or laboratories;
- W. Resorts, including resort residential units owned in full or in fractional or shared interest;
- X. Resort related commercial and recreational activities, including clubhouse;
- Y. Wineries, breweries, and cideries, including tasting rooms;
- Z. Parks and open space, pedestrian and recreation amenities, including seating areas, viewing areas;
- AA. Parking garages or parking lots accessory to a permitted or conditionally permitted use; and
- ABM. Community services.

8-6.80.030 Conditional Uses

A conditional use is a use which is subject to a discretionary decision by the Planning Commission. The approval criteria are set forth in Chapter 8-6.152. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Conditional uses in the RC district are as follows:

A. —Retail sales and service (conducted outdoors);

- 1. —Sales-oriented;
- 2. —Personal service-oriented;
- 3. —Entertainment-oriented; and

- 4. ~~Drive through facilities.~~
- AB. Quick vehicle servicing;
- BC. Recreational vehicle campgrounds;
- CD. Utilities;
- DE. Public facilities;
- EF. **Parks and open space; and**
- FG. **Surface mining (Government Rock peninsula only).**

8-6.80.040 Dimensional Requirements.

Unless modified as provided in Chapter 8-6.140, Planned Development Overlay Zone or Chapter 8-6.160, Variance, the dimensional requirements in the RC district area as follows:

- A. Lot area for residential uses:
  - 1. Attached single family dwellings. A minimum lot size of 3,500 square feet and an average minimum lot size of 4,000 square feet when two or more lots are created.
  - 2. Duplex, triplex, and fourplex dwellings. A minimum of 3,000 square feet per unit.
  - 3. Multi-family dwellings. A minimum of 1,000 square feet per unit.
- B. There is no minimum lot size for nonresidential uses.
- C. There is no minimum lot width or lot depth requirement.
- D. The minimum setback requirements shall be as follows:
  - 1. No required front yard setback;
  - 2. No required side yard setback, except when abutting a residential zone, a side yard of 10 feet shall be required; and
  - 3. No required rear yard setback, except when abutting a residential zone, a rear yard setback of 20 feet shall be required.
- E. No building shall exceed a height of 45 feet.
- F. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structure.
- G. The maximum coverage of buildings and impervious surfaces shall not exceed 85 percent of the total lot area.

## Chapter 8-6.180 SUBDIVISION

**Action Item:** The following amendment responds to the Planning Commission's request for a simple and straightforward review process for the division of non-residential lands.

### Sections

8-6.180.010	Purpose
<b>8-6.180.015</b>	<b>Applicability</b>
8-6.180.020	Administration
8-6.180.030	Submittal Requirements: Preliminary Plat
8-6.180.040	Approval Standards: Preliminary Plat
8-6.180.050	Phased Development
8-6.180.060	Submittal Requirements: Final Plat
8-6.180.070	City Review of Final Plat: Approval Criteria
8-6.180.080	Centerline Monumentation: Monument Box Requirements
8-6.180.090	Improvement Agreement
8-6.180.100	Bond: Cash Deposit
8-6.180.110	Filing and Recording
8-6.180.120	Prerequisites to Recording the Plat
8-6.180.130	Vacation of Plats
8-6.180.140	Vacation of Streets

### 8-6.180.010 Purpose

The purpose of this chapter is to:

- A. Implement the comprehensive plan.
- B. Provide rules, regulations, and standards governing the approval of plats of subdivisions.
- C. Carry out the development pattern and plan of the city.
- D. Promote the public health, safety, and general welfare.
- E. Lessen congestion in the streets and secure safety from fire, flood, pollution, and other dangers.
- F. Provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage, and drainage.
- G. Encourage the conservation of energy resources.

### 8-6.180.015 Applicability

**Chapter 8-6.180 applies to land divisions of four or more lots (subdivisions) in residential zones, except that applications for subdivisions in non-residential zones shall be processed as a City Administrator Review and shall meet the dimensional standards of the zone and the requirements of ORS 92.**

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**Chapter 8-6.184 MAJOR AND MINOR LAND PARTITIONS AND LOT LINE ADJUSTMENTS**

**Action Item:** The following amendment responds to the Planning Commission’s request for a simple and straightforward review process for the division of non-residential lands.

Sections

- 8-6.184.010 Purpose
- 8-6.184.020 Applicability of Provisions
- 8-6.184.030 Administration
- 8-6.184.040 Preliminary Application Submission Requirements
- 8-6.184.050 Partition Approval Criteria
- 8-6.184.060 Lot Line Adjustment Approval Criteria
- 8-6.184.070 Final Partition Plat Submittal Requirements
- 8-6.184.080 Final Lot Line Adjustment Submittal Requirements
- 8-6.184.090 City Council Acceptance of Dedicated Land
- 8-6.184.100 Centerline Monumentation: Monument Box Requirements
- 8-6.184.110 Recording of Partitions and Lot Line Adjustments

8-6.184.010 Purpose

The purpose of this chapter is to provide rules, regulations, and standards governing approval of major and minor land partitions and lot line adjustments.

8-6.184.020 Applicability of Provisions

**Chapter 8-6.184 applies to partitions in residential zones, except that applications for partitions in non-residential zones shall be processed as a City Administrator Review and shall meet the dimensional standards of the zone and the requirements of ORS 92.**

- A. A major land partition approval is required when a division of land creates 3 lots or less within one calendar year, including a public street or road.
- B. A minor land partition approval is required when three lots or less are created without creating of a public street or road within one calendar year.
- C. A lot line adjustment approval is required for any adjustment to a property line which does not create an additional lot of record nor make the existing lots in violation of the base zone minimum lot requirements.

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## Chapter 8-6.16 DEVELOPMENT PERMIT

### Sections

8-6.16.010	Permit Required
<b>8-6.16.015</b>	<b><u>Development Standards and Conditions on Development</u></b>
8-6.16.020	Exclusions from Permit Requirement
8-6.16.030	Hazard Areas
8-6.16.040	Issuance and Effective Date
8-6.16.050	Expiration
8-6.16.060	Extension and Modification
8-6.16.070	When a Development Has Commenced
8-6.16.080	Revocation of Development Permit
8-6.16.090	Transferability of Development Permit

### 8-6.16.010 Permit Required

Except as excluded in Section 8-6.16.020, no person shall engage in or cause a development to occur, as defined in Chapter 8-6.08, without first obtaining a development permit through the procedures set forth in this title. The Administrator shall not issue any permit for the construction, reconstruction, or alteration of a structure or a part thereof without first verifying that a valid development permit has been issued. Development authorized by a development permit shall occur only as approved by the City.

### **8-6.16.015 Development Standards and Conditions on Development**

Action Item: The following amendment addresses Evaluation Action Plan Item #13, Add code criteria for development exactions, including public improvements required with development and other conditions on development. It also clarifies the development standards that may apply to building permits (when no land use review is required), including when sidewalk improvements are required for a building permit. The City still must comply with applicable case law, including takings law.

**A. Development Standards. In addition to the specific approval criteria for applications authorized by this Code, all development shall comply with the following standards:**

- 1. Standards of the zone in which the development is located; and**
- 2. Public improvement standards, pursuant to the City's adopted public facility plans and the conditioning authority in subsection 8-6.16.015.B. All commercial developments, whether land use approval is required or not, shall have a standard sidewalk width for the full street frontage of the development in conformance with the Transportation System Plan.**

**B. The reviewing authority may impose conditions of approval on land use applications in one or more of the following circumstances:**

- 1. The condition is necessary to bring the application into compliance with applicable approval criteria.**

2. The condition is required as a condition of approval, construction or implementation by the development standards, Cascade Locks Municipal Code, or state statute.
3. The condition is reasonably related to alleviation of a need for public services or facilities created or contributed to by the proposed development. As used in this section, "public services or facilities" includes sewer, water, surface water management, parks, open space, streets, sidewalks, and pathways.
4. The condition is reasonably related to eliminating or mitigating a negative impact on natural features or processes or on the built environment of the neighborhood which is created or contributed to by the proposed development. As used in this section, "natural features or processes" includes Goal 5 resources.
5. A proposed variance or exception to a code requirement is based on the preservation of natural features and the condition of approval is reasonably related to preserving the feature(s) that is the basis for the variance or exception.

C. Conditions of approval contemplated by subsection B include, but are not limited to:

1. Imposition of a development schedule.
2. Requiring reservation or protection of land for open space or to protect significant natural features.
3. Requiring dedication of property, rights-of-way, easements or conservation easements for public facilities such as streets, utilities, pathways, sidewalks, surface water management and street trees, or for protection of natural features. Dedications of property or property rights pursuant to this subsection must be based upon findings pursuant the Community Development Code.
4. Requiring on-site and off-site construction of or improvements to public facilities where necessary to ensure adequate capacity and where service demand will be created or increased by the proposed development. The City may pro-rate costs between the applicant and the City in proportion to the increased service demand which will be created by the project

when compared to the demand existing if the project were not constructed.

5. Requiring construction and maintenance guarantees to ensure that required public facilities are constructed to, and will comply, with City standards, regulations, or conditions.

6. Requiring modifications in the design or intensity of a proposed development or to require or prohibit certain construction methods.

7. Requiring approval, inspection, or evaluation by another agency, jurisdiction, public utility, or consultant.

8. Limiting the number, location, or design of street accesses to a proposed development to maintain street capacity, improve safety, or otherwise comply with an approval criterion.

9. Requiring covenants, conditions, or restrictions to be recorded against the property.

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#### 8-6.16.020 Exclusions from Permit Requirement

<p><b>Action Item:</b> The following amendment provides criteria for and streamlines the process for changes of use, such that a land use application is not required for minor changes, e.g., does not add traffic, parking, or drainage.</p>
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Except as provided in Section 8-6.16.030, the following activities are permitted in each district but are excluded from the requirement of obtaining a development permit. Exclusion from the permit requirement does not exempt the activity from otherwise complying with all applicable standards, conditions, and other provisions of this title.

- A. Landscaping or other treatment or use of the land surface outside the flood plain and not involving a structure or paved parking lot.
- B. Any change or repair to a building or other structure that does not alter or expand the use thereof or require a building permit.
- C. Any change of use in an existing development that does not add floor area, require additional parking, alter street access, reduce open space or landscape area, or result in additional storm drainage or traffic.**
- ~~D.C.~~ An emergency measure necessary for immediate safety of persons or protection of property, provided however, that an application for a development permit shall be promptly filed if the measure otherwise would require such a permit.

**E.D.** The establishment, construction, maintenance, preservation, or termination of public roads, transportation facilities, and other public facilities including sewer and water lines, storm drainage facilities, electrical and gas distribution lines, and telephone and television transmission lines that are substantially in the public right-of-way directly serving development. These exclusions do not apply to development permits that are required by the provisions in Chapters 8-6.120, 8-6.124, 8-6.128, or 8-6.132 or work in the I-84 or U. S. 30 right-of-way, for which an Oregon Department of Transportation permit is required.

Above ground electrical transmission, distribution, communication and signal lines on a single pole system where a single pole system is defined as above ground electrical lines and their supporting concrete, wood or metal poles, but does not include self-supporting steel lattice-type structures.

**F.E.** Construction, maintenance, or demolition of an accessory structure not requiring a building permit.

**G.F.** The following excavations or fills, unless a development permit is required by the provisions in Chapters 8-6.120, 8-6.124, 8-6.128, or 8-6.132:

1. Excavations below finish grade for basements and footings of a building, retaining wall, or other structure authorized by a valid development permit;
2. Excavations or fills for public and private roads, wells, tunnels, or utilities;
3. Excavations or fills for public projects, conducted by or under contract of the City;
4. Exploratory excavations affecting or disturbing areas of less than 6,000 square feet, under the direction of soil engineers or engineering geologists;
5. A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 5 horizontal to 1 vertical, or, a fill less than 3 feet in depth, not intended to support structures, which does not exceed 150 cubic yards on any one lot and does not obstruct a drainage course; and

**H.G.** Continued use of a valid nonconforming use or exercise of a vested right, except that any change, alteration, restoration, or replacement of a nonconforming use shall require a development permit as provided in Chapter 8-6. 156.

**I.H.** Family day care provider as defined in Chapter 8-6.08 and as allowed in the zoning districts in Article III.

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<b>Action Item:</b> The following amendment provides criteria for and streamlines the process for granting approval of minor modifications to approved development permits.
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#### 8-6.16.060 Extension and Modification

- A. If an extension is desired, the holder of the development permit must file an application for an extension. Extension requests shall be processed as an administrative action. Only one extension may be granted for a maximum of 1 year.
- B. The City Administrator shall, upon written request by the applicant, grant an extension of the approval period not to exceed 1 year, provided that:

1. No changes are made on the original plan as approved by the approval authority;
2. The applicant can show intent of initiating construction on the site within the 1 year extension period; and
3. There have been no changes to the applicable Comprehensive Plan policies and ordinance provisions on which the approval was based.

**C. Modifications to development permits may be approved through the City Administrator review procedure, subject to compliance with all of the following approval criteria. Modifications not meeting the criteria shall require a new development permit application:**

- 1. Does not increase floor area, parking, paved area, or residential density; does not alter vehicle access; and does not reduce landscape area, open space, or parking. Transfers of density between phases of a residential development may be approved provided the overall density of the development does not increase and the density of any one phase does not increase by more than 10 percent.**
- 2. Maintains substantial compliance with all applicable provisions of this Code and conditions of approval for the development.**

**D.C.** Notice of the decision shall be provided to the applicant. The City Administrator's decision may be appealed by the applicant as provided by Chapter 8-6.36.

## Chapter 8-6.48 CODE INTERPRETATIONS [MODIFIED CHAPTER]

### UNLISTED USE: AUTHORIZATION OF SIMILAR USE

Action Item: Add a procedure for responding to requests for written code interpretations. Cities should keep written records of the code interpretations they make. Even informal interpretations made by staff in the course of answering questions from builders or business owners, should be noted, so that the city, through periodic code maintenance updates can continually improve the code. Some cities do this annually, while others wait until they have accumulated a number of needed changes. The development code should be reviewed regularly and updated as conditions change and as the code is tested in ways that could not have been anticipated when first drafted.

#### Sections

- 8-6.48.010 Purpose
- 8-6.48.020 Administration
- 8-6.48.030 Approval standards

#### 8-6.48.010 Purpose

- A. It is not possible to contemplate all of the various uses which will be compatible within a zoning district, **or all of the applications in which the terms of this code may be applied.** Therefore, unintentional omissions occur.
- B. The purpose of this chapter is to establish a procedure for **interpreting the code, including determinations of** determining whether certain specific uses would have been permitted in a zoning district had they been contemplated and whether such unlisted uses are compatible with the listed uses.

#### 8-6.48.020 Administration

- A. The City Administrator shall maintain **a log of code interpretations, which shall include** a list by zoning district of approved unlisted uses, and **this log** the list shall have the same effect as an amendment to the use provisions of the applicable zone.
- B. Requests to approve **applications for code interpretation, including approvals of** unlisted uses, shall be administered as a Planning Commission review in accordance with Article II, Procedures, of this title.

#### 8-6.48.030 Approval Standards – Similar Use

The Planning Commission shall approve an unlisted use application, based on findings that all of the following criteria are satisfied:

- A. The use is not specifically listed in another zone as either a permitted use or a conditional use;
- B. The use is consistent with the Comprehensive Plan;
- C. The use is consistent with the intent and purpose of the applicable zoning district;

- D. The use is similar to and of the same general type as the uses listed in the zoning district;
- E. The use has similar intensity, density, and off-site impacts as the uses listed in the zoning district; and
- F. The use has similar impacts on the community facilities as the listed uses.

**8-6.48.040 Approval Standards – Code Interpretation**

**A. Code interpretations shall be made considering:**

- 1. The code text. Interpretations shall not be contrary to the code text, or read requirements or exceptions into the code that are not in the text. Where a term is not defined, the ordinary meaning of that term shall be used.**
- 2. The context in which terms are used. The Planning Commission may take note how the same or similar terms are used in other sections of the same code.**
- 3. Legislative history. If after considering the text and context of the code, the provision remains unclear, the Planning Commission shall refer to the legislative history of the code if any exists to discern its purpose and intent.**
- 4. Other relevant factors under applicable law.**

**B. Code interpretations shall not conflict with the Comprehensive Plan.**



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**STAFF REPORT**

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**Date Prepared: May 4, 2018**

**For City Council Meeting on: May 14, 2018**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Kathy Woosley, City Recorder**

**APPROVED BY: Gordon Zimmerman, Interim City Administrator**

**SUBJECT: Citizen request for a street vacation of Johnson Street**

**SYNOPSIS:** Virginia and Bruce Fitzpatrick have requested that the City vacate Johnson Street. This street is off of Adams Street on the south side of the Fitzpatrick property and runs easterly to the south end of Cascade Avenue. The street is in a ravine and would not be considered to be used as a street in the future. The City has utilities in the street so an easement will be given to the City to access utilities should the need arise in the future.

**CITY COUNCIL OPTIONS:**

1. The City Council may approve the Ordinance to allow the street vacation
2. The City Council may deny the request based on the Council's determination that this road should stay in the inventory of City streets.
3. The City Council can elect to take no action on this matter.

**RECOMMENDATION:** Staff has reviewed the matter and finds no reasonable need for this street in the future. The street is nonexistent on the ground and abuts private property on all sides. All adjacent property owners support the street vacation and understand that the City easement will remain unimpeded (no permanent fence or blockage) to allow City access to the property. Returning this property to private ownership will add this property back to the tax rolls and result in a small increase in tax revenue. STAFF RECOMMENDS THE COUNCIL APPROVE THE REQUEST BASED ON THE VERIFICATION OF THE FACTS AS STATED. CONTRARY FACTUAL FINDINGS COULD JUSTIFY DENIAL OF THE REQUEST.

**MOTION:** The Council approves Ordinance No. 447 vacating Johnson Street and providing for the vesting of title. (Have the first reading).

**Legal Review and Opinion:** The City Attorney has reviewed the matter and has recommended a public hearing according to ORS Chapter 271. The City Council has the full and legal authority to make a decision on this matter. If the Council elects to approve this request, then the matter is subject to a lawful appeal of the action by an individual(s) provided that they have made themselves a party to the proceeding by requesting standing or by providing formal testimony to the City Council.

**Financial review and status:** Should the City Council approve this request. The request will not result in additional expense for the City of Cascade Locks. The property will be returned and included in the taxable real property of the owners on both sides of the existing platted street. The applicants will be required to provide unannounced and unencumbered access to the City's utility in perpetuity and this requirement will be attached to all properties (Tax lots 2N 7 12 DB 1700, 1800, 2102, 2104, and 2501). Furthermore, the applicant will be required to submit a new legal description and survey of the resulting property to Hood River County for official filing. Once filed, the applicant will be required to provide proof of this filing to the City of Cascade Locks for the official record of this matter.

#### **BACKGROUND INFORMATION:**

Staff has conducted a site visit of the subject property, reviewed existing plans and future improvement strategies and has not found any specific reason that this property should remain in the city street inventory. The likelihood of a street extension on this property is not probable as it is a ravine.

The vacation of the street will not allow the owners to build on the subject street property as the city easement will stay in place and will not allow any building on the easement width of the property from the center of the City's sewer lines. The owners will have to pay for any new survey and legal description which will identify this utility easement as a condition of approval.

**ORDINANCE NO. 447**

**AN ORDINANCE VACATING JOHNSON STREET AND PROVIDING  
FOR THE VESTING OF TITLE**

**WHEREAS**, the City of Cascade Locks ("City") has received a petition to vacate Johnson Street as described in the attached **Exhibit "A;"**

**WHEREAS**, the property which is the subject of the request to vacate is not necessary to provide ingress and egress to that area of the City, is not necessary for the safe and convenient flow of traffic, and has never been an improved street or public right-of-way;

**WHEREAS**, the proposed vacation is in the best interests of City and its residents;

**WHEREAS**, a public hearing was held on May 14, 2018, in the City Council chambers; all interested persons were given an opportunity to be heard on the requested vacation at the hearing, a notice of which was given and televised at the regularly scheduled City Council meeting on May 14, 2018; and interested persons attended and stated their views on the requested vacation;

**WHEREAS**, no objections by remonstrance, written or verbal, have been made by any affected property owners as enumerated in ORS 271.080;

**WHEREAS**, the petitioners are the owners of the adjacent property for a lateral distance of at least 200 feet;

**WHEREAS**, it appears that the proposed street vacation is not detrimental to any residents of City;  
and

**WHEREAS**, the City Recorder has filed a certificate showing that all City liens and taxes have been paid on the right-of-way to be vacated in the office of the City Recorder, as shown on **Exhibit "B."**

**THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS  
FOLLOWS:**

**SECTION 1. Order to Vacate.** The City Council orders that the public right-of-way described in Exhibit "A" is vacated and title to the vacated right-of-way shall attach to the lands bordering the right-of-way as provided in ORS 271.140.

**SECTION 2. Reservation for Utilities.** Pursuant to ORS 271.120, the City reserves to itself and any operating public utility provider easements over the entire street right-of-way vacated by Section 1 of this ordinance for access, installation, maintenance, and repair of any existing or future public facility or public utility including but not limited to overhead or underground power or telecommunications lines, water lines, gas lines, fire hydrants, sanitary sewer and storm sewer.

**SECTION 3. Filing.** Petitioner shall file a certified copy of this Ordinance and any map, plat or other record in regard thereto which may be required or provided for by law for recording with Hood River County. The petitioner shall bear the cost of preparing and filing the certified copy of this Ordinance, map, and any other documents.

**SECTION 4. Effective Date.** This Ordinance shall take effect 30 days after adoption by the City Council and approval by the Mayor, subject to the applicant completing the required filings described in Section 3 of this Ordinance.

**ADOPTED** by the City Council this 11<sup>th</sup> day of June, 2018.

**APPROVED** by the Mayor this 11<sup>th</sup> day of June, 2018.

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Mayor

ATTEST:

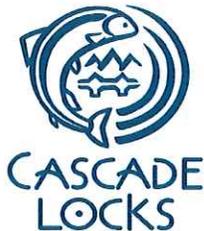
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City Recorder





"The Heart of the Columbia River Gorge"



**City of Cascade Locks**

PO Box 308 140 SW WaNaPa

Cascade Locks, OR 97014

[www.cascade-locks.or.us](http://www.cascade-locks.or.us)

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

TTY 711

**EXHIBIT B**

May 9, 2018

I, Kathy Woosley, in my role as City Recorder, do hereby affirm that there are no liens or taxes due on the City owned Johnson Street.

  
\_\_\_\_\_  
Kathy Woosley, City Recorder

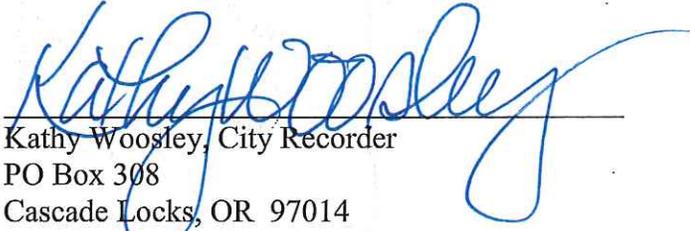
*The City of Cascade Locks is an Equal Opportunity Provider.*



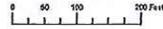
**NOTICE OF STREET VACATION HEARING**  
Oregon Revised Statutes 271.080-271.120

NOTICE IS GIVEN that the City of Cascade Locks City Council, at its regular meeting on May 14, 2018, will entertain a motion for the vacation of Johnson Street. The petition was filed by Bruce and Virginia Fitzpatrick on March 2, 2018. Johnson Street is located south of Ruckel Street and off of Adams Street. A complete legal description and a drawing depicting the street to be vacated are available from the City Recorder at City Hall.

The City of Cascade Locks City Council will hear this matter on May 14, 2018, beginning no earlier than 7:00 PM, in the City Council Chambers located at 140 SW WaNaPa Street in Cascade Locks. The City Council will hear and consider any objection or remonstrance made in writing. In order to be considered, any written objection or remonstrance must be filed with the City Recorder at City Hall no later than 5:00 PM on May 8, 2018.

  
Kathy Woosley, City Recorder  
PO Box 308  
Cascade Locks, OR 97014  
541-374-8484

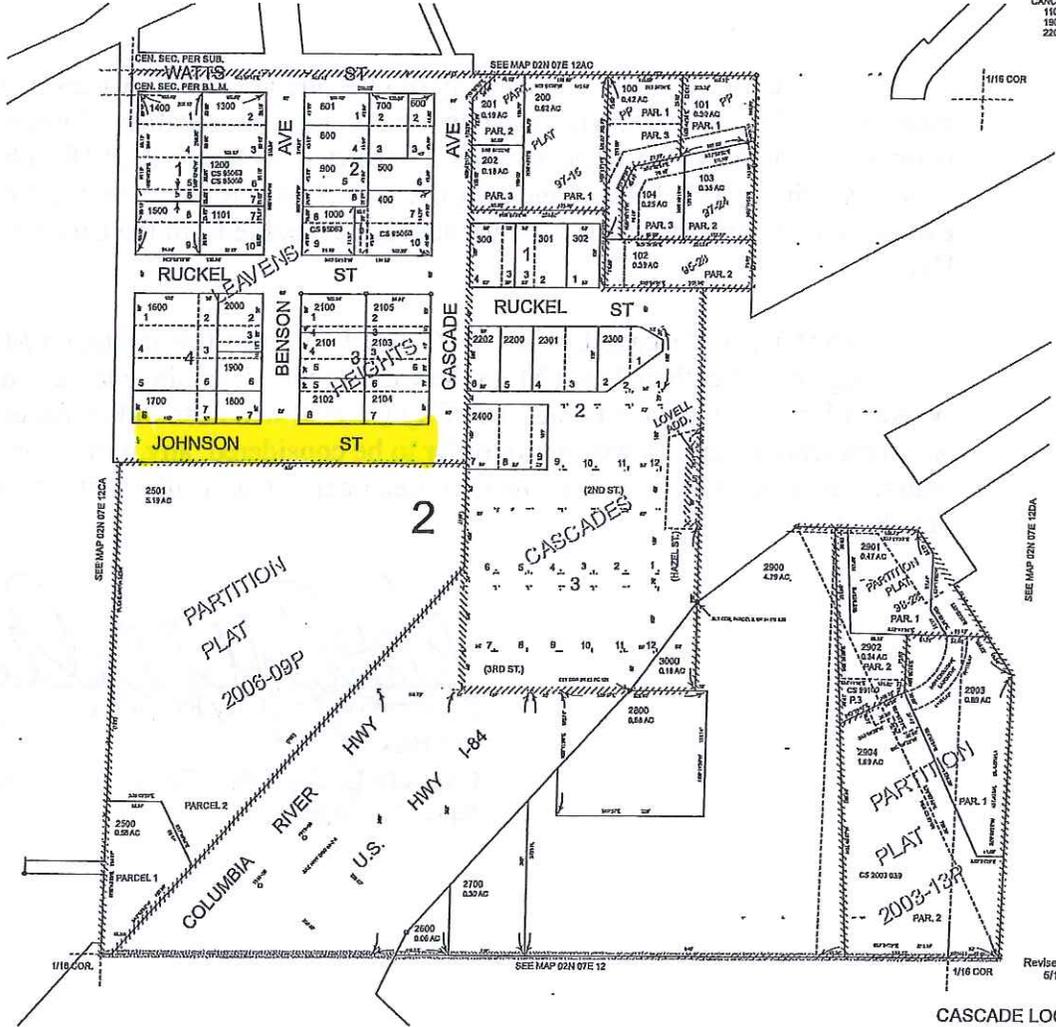
THIS MAP WAS PREPARED FOR ASSESSMENT PURPOSE ONLY



N.W. 1/4 S.E. 1/4 SEC. 12 T.2N. R.7E. W.M.  
HOOD RIVER COUNTY  
1" = 100'

02N07E12DB  
CASCADE LOCKS

CANCELLED:  
1100  
1801  
2201



Revised: RAA  
5/17/2011

CASCADE LOCKS  
02N07E12DB

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared: May 7, 2018**

**For City Council Meeting on: May 14, 2018**

**TO: Honorable Mayor and City Council**

**PREPARED BY: Gordon Zimmerman, City Administrator**

**SUBJECT: Appoint Municipal Court Judge**

**SYNOPSIS:** In May of 2017 Municipal Court Judge James Mason's contract ended. Mr. Mason told us he needed another 30 days to decide if other pending commitments would prevent him from serving as our court judge.

When the contract lapsed, I approached Judge Harvey about the possibility of the Justice Court serving as our Municipal Court. These discussions continued for quite awhile between our City Attorney and the Assistant County District Attorney. As the apparent budget concerns surfaced, the County decided not to enter into a contract with the City for municipal court services.

In the meantime, City Attorney Ruben Cleaveland approached Mr. Garrett Sharp. Please see his information attached.

While this was ongoing, Mr. James Mason again indicated that he might be able to continue to serve but that he could not make the decision until after June, 2018. His original resume filed with the City is also attached.

While we do not convene the Municipal Court very often, it is critical in working our code compliance issues. While we have had some success through gentle persuasion, it is not working in some cases. As the Code Enforcement Officer, I can't cite people into municipal court if the City doesn't have one. The other issue required for a successful court operation is speedy hearing and trial. We have used Mr. Mason in two trials, both of which ended favorably for the City. The second trial, while successful, was a long process to conclusion.

**CITY COUNCIL OPTIONS:**

1. Reappoint James Mason.
2. Appoint Garrett Sharp.

**RECOMMENDED MOTION:** " I move to appoint \_\_\_\_\_ as Municipal Court Judge."



# JAQUES SHARP

----- ATTORNEYS AT LAW -----

B. GIL SHARP, PC  
JERRY J. JAQUES, PC  
JAY F. SHERRERD ◦  
MICHAEL B. FITZSIMONS, PC ◦  
LESLEY APPLE HASKELL, PC ◦  
GARRETT R. SHARP, PC ◦

205 THIRD STREET ◊ PO Box 457  
HOOD RIVER, OREGON 97031  
(541) 386-1311 – FAX (541) 386-8771  
HOODRIVERLAW.COM  
◦ Also licensed in Washington

April 26, 2018

\*sent by email only to: cleavelandr@yahoo.com

Cascade Locks City Council

**Re: Municipal Court Judge Position**

Dear City Counselors:

I have enclosed for your review a copy of my resume. I have spoken with City Attorney Ruben Cleveland about the opening for a Municipal Court Judge. I would be honored to be selected to serve the Cascade Locks community as Municipal Court Judge.

I am a lifelong resident of Hood River County and I have a strong desire to serve the Hood River County community. I believe my skill set would allow me to impart the functions of Municipal Court Judge in a fair and just manner.

I have been working at Jaques Sharp Law Firm since 2012. I have been a licensed attorney in Oregon since 2015 and in Washington since 2016. From 2016 through 2017, I served as the City Prosecutor for the city of Hood River. In 2017, I served as the president of the Mid-Columbia Bar Association. I am fully bilingual in English and Spanish. I have a general law practice with a significant portion of my practice focused in immigration law, civil litigation, criminal law, and handling business and property matters.

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*Letter to Cascade Locks City Council  
April 26, 2018  
Page 2*

I would be happy to attend a City Council meeting to introduce myself in person to the City Counselors and answer any questions City Council may have before making a decision.

Sincerely,

JAQUES SHARP



Garrett R. Sharp

GRS:slr  
Enclosure

# GARRETT RAYMOND SHARP

205 3<sup>rd</sup> St., Hood River, OR 97031 • garrett@hoodriverlaw.com • 541-386-1311

## PROFESSIONAL EXPERIENCE

### **Jaques Sharp, Attorneys at Law, Hood River, OR**

*Partner, October 2015 - present*

General practice with a focus on immigration, civil litigation, business, property issues and criminal law; Prosecuting Attorney for City of Hood River (2016-2017); Mid-Columbia Bar Association President (2017). Assist clients with immigration benefits and removal defense, civil litigation, family law, criminal defense, business and property transactions. Represent individuals, businesses and special districts.

### **Jaques Sharp, Attorneys at Law, Hood River, OR**

*Law Clerk, August 2012 – September 2015*

### **Management, ESL and teaching experience, Santiago, Chile**

*ESL Program Coordinator & professor, March 2008 – July 2012, Universidad Diego Portales*

*ESL Professor, August 2008 – January 2010, University of Queensland, Universidad Andrés Bello, and Universidad Católica del Norte*

*Bilingual Program Consultant & teacher, Le Monde School, March 2008 – July 2009*

Extensive ESL program development and teaching, including coordinating English language programs at one of Chile's top universities, managing a staff of 30 professors and delivering programs for 1500 students.

### **Sharp Language Solutions Ltda., Santiago, Chile**

*Owner/Manager, April 2006 – July 2012*

Founded translation company specializing in technical translations: contracts and reports for mining, energy, agriculture, business, law and environmental sectors.

## EDUCATION

**Lewis & Clark Law School, Portland, OR; J.D., *Cum Laude*, 2015:**

**University of Denver, Denver, CO; B.A., Anthropology & Spanish, 2005, GPA 3.6**

Studied at University of Salamanca Spain, 2002-03; University of Valparaiso Chile, fall 2005

**BAR LICENSE:** Oregon State Bar 2015; Washington State Bar 2016

**PROFESIONAL MEMBERSHIPS:** Oregon Immigration Lawyers Association; Oregon Criminal Defense Lawyers Association; Mid-Columbia Bar Association

**SKILLS:** Bilingual (English – Spanish); legal research and writing; computer skills; advocacy; negotiation; translation; interpretation.

**PROFESSIONAL AND CHARACTER REFERENCES AVAILABLE UPON REQUEST**

James M. Mason  
205 Oak St., Suite #11  
Hood River, OR 97031  
(541) 490-5686

LEGAL EDUCATION: GONZAGA UNIVERSITY SCHOOL OF LAW, Spokane, WA  
Juris Doctorate, 1996

PRE-LEGAL EDUCATION: UNIVERSITY OF OREGON, Eugene, OR  
Bachelor of Science, 1991  
Finance/Marketing  
Psychology

LICENSING: Oregon (OSB #97325) and Washington State Bar

MEMBERSHIP: Oregon Criminal Defense Lawyer's Association  
Mid Columbia Bar Association

LEGAL EXPERIENCE: Solo practitioner, Hood River, OR  
ATTORNEY – Criminal defense 2008 – present

Morris, Smith, Starns, Raschio, & Sullivan, PC, Hood River, OR  
ATTORNEY – Criminal defense 2001 – 2005, 2007-2008

Teunis J. Wyers P.C., Hood River, OR  
ATTORNEY – General practice 1998 – 2001

Represented clients in civil and criminal matters; arraignment, pre-trial conferences, jury and bench trials, show cause hearings, negotiations and mediation.

Metro Public Defender, Portland, OR  
PUBLIC DEFENDER INTERN – 1998

PRACTICE AREAS: From my first year as an attorney in 1998 to present, I have practiced criminal defense in a municipal court. In the Circuit Court, my law practice has consisted of representing clients in juvenile proceedings, dependency cases, civil commitment hearings, and in all stages of adult misdemeanor and felony proceedings, including Measure 11 crimes.

REFERENCES: Available upon request

Hood River County Sheriff's Office  
 Statistical Information  
 City of Cascade Locks  
 April 2018

Case Numbers associated with Cascade Locks				Call Type Breakdown	
Case #	Date	Officer	Call Type		
S180280	04/01/18	26	AOA	3 AC	
S180286	04/04/18	18	PROP	4 ALARM	
S180290	04/06/18	21	THEFT	6 AOA	
S180305	04/11/18	18	DOM	3 ASLT	
S180307	04/12/18	21	HV	1 ASSIST	
S180312	04/13/18	16	ASLT	2 CIVIL	
S180313	04/13/18	21	FU	1 DIST	
S180314	04/13/18	15	JUV	5 DOM	
S180316	04/14/18	16	THEFT	10 FU	
S180325	04/17/18	10	JUV	1 HARA	
S180328	04/19/18	26	VEH STOP	2 HV	
S180330	04/20/18	21	VEH STOP	4 INFO	
S180332	04/20/18	21	VEH STOP	2 JUV	
S180354	04/28/18	21	DOM	1 MAR	
S180358	04/29/18	16	SUSP	2 MVC	
S180359	04/29/18	21	VEH STOP	2 NUIS	
S180362	04/30/18	18	THEFT	36 OFCR	
				1 PROP	
				1 PROWLER	
				22 SUSP	
				7 TC	
				6 THEFT	
				4 TRES	
				66 VEH STOP	
				1 WEAP	
				5 WELF	
				1 WS	
				2 XPATROL	
<b>Total</b>	<b>17</b>			<b>201</b>	<b>Total</b>

Total Number of Cascade Locks patrols

74

Total Calls for Service

(includes followup, OFCR initiated, agency assist, SAR, etc.)

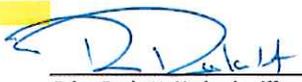
201

Hours worked by Deputy Jubitz (21)

107.98

Hours worked by other personnel

106.22

  
 Brian Rockett, Undersheriff

