

**CITY OF CASCADE LOCKS
PLANNING COMMISSION
AGENDA**

Thursday, November 9, 2017 at 7:00 PM
City Hall

1. Call Meeting to Order
2. Approval of July 13, 2017, Minutes.
3. New Business
 - A. Public Hearing 7:00 PM – Site Plan Review – Bradford Skye
 - B. TGM Code Assistance Program: Planning Commission Input on key public issues and process.
4. 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 Meeting to Order. Chair Cramblett called the meeting to order at 7:00 PM. Planning Commission Members present were Gyda Haight, Virginia Fitzpatrick, Gary Munkhoff, and Larry Cramblett. Also present were Planning Consultant Stan Foster, City Recorder Kathy Woosley, and Willis Boyer.
2. Approval of May 11, 2017, Minutes. PCM Munkhoff moved, seconded by PCM Haight to accept the minutes as presented. The motion passed unanimously.
3. New Business

A. Public Hearing 7:00 PM – Site Plan Review – Parkview Terrace. Chair Cramblett read the public hearing procedures and opened the hearing at 7:10 PM. PC Foster went through the staff report and reported the recommendations of the Architectural Review Committee. He said Willis has met the threshold for design.

Willis Boyer said ODOT is requiring a cross over easement and he will be contacting Steve Thoren to see if he wants to sign the cross over easement. He said this would make one driveway off of WaNaPa instead of two which is what ODOT prefers. He said that ODOT cannot force Steve to sign the cross over easement. Willis explained the location of the first commercial building, parking and the early concept for further development of the property. PC Foster explained to the Planning Commission that future development will be coming before them at that time and the hearing tonight was on the commercial building to be located on the corner of Oneonta and WaNaPa. Willis explained that the property not being developed at this time would remain as is.

Chair Cramblett said that Willis has purchased three lots in Cascade Locks and hasn't shown that he takes care of the property. He said the property that is located next to his property is not being taken care of. He asked what the plans would be to take care of property around the new downtown development. Chair Cramblett said he didn't think Willis was a community person. He said the yard of the house on Forest Lane isn't taken care of either.

Willis replied that Chair Cramblett was making an unfair accusation. He said he wants to make everyone as happy as he can but when he looks at the property next door to Chair Cramblett he sees a grassy meadow and not an eyesore. He said it is a matter of opinion. Willis said he received a call from City Administrator Zimmerman stating that there had been a complaint so he mowed the property. He said the commercial area downtown will be maintained. He said he took offense to the comment about not caring for this community. He said he loves Cascade Locks and he started the short term rental to share Cascade Locks with other people. Chair Cramblett said the appearance of that yard in unkempt. Willis said that house is not a good looking house to begin with but wanted the front yard with the big shade tree to have wild look. He said it is a difference of opinion. He said he comes from the City where there is nothing but pavement and concrete. PCM Haight said the development would have to have the right look and an ongoing upgrade with additional development.

Willis said he is taking a leap of faith by building this commercial space and wants to prove the concept. Chair Cramblett said the Planning Commission was

going to have a work session after the Planning Commission meeting to discuss the downtown plan. He asked Willis what style he would have built if not Cascadian. Willis explained that he would build to whatever the Code required. PC Foster explained that based on early conversation with Willis he would have probably built a more modern type building. He said if changes are made to the Code it will be at least a two-year process. Willis said he would have to follow the requirements of the Code. Willis said he sees Cascade Locks as an international tourism community and that has made him rethink the proposed housing part of his development. He said he may use the rear portion of the property as a wedding venue.

There were no proponents. Chair Cramblett closed the hearing at 7:44 PM.

PCM Fitzpatrick asked about the parking. PC Foster said the Code requires parking to be behind the commercial development and that is what is planned with this development. PCM Munkhoff moved, seconded by PCM Haight, to approve as presented in the staff report. The motion passed unanimously.

4. Adjournment. Chair Cramblett moved into the work session at 7:56 PM.

WORKSHOP

1. Discussion Only – Short Term Rentals (STR's) and Accessory Dwelling Units (ADU's). Chair Cramblett said he wanted Planning Commission discussion only regarding STR's and ADU's. He said he thought the Planning Commission should consider how many one person could own and how many would be allowed in the City. PCM Fitzpatrick agreed that there should be a certain amount allowed. PCM Haight said there should be some consideration as to distance between them. PCM Munkhoff asked why a permit would be required when there aren't permits required for other businesses. PC Foster explained that STR's are in residential zones, not commercial zones so there would be different requirements for them. He said the Planning Commission has to protect the health and safety of the community. PCM Munkhoff agreed that it would not be out of reason to require a permit to operate a commercial type business in residential zones. PCM Munkhoff said if limiting the number the next in line could be by the lottery system. He said that is how it is done in Cannon Beach. Chair Cramblett said Cascade Locks has old streets and parking will be an issue. PCM Munkhoff said someone has to respond to complaints and there is no ordinance enforcer.

PCM Munkhoff said there would have to be some distinction on the license as to what the use was. He said it could be a bed and breakfast or a short term rental. PCM Fitzpatrick said the business should be licensed for a specific use. CR Woosley stated that a bed and breakfast in some zones is currently required to go through a conditional use process with the Planning Commission. The Planning Commission discussed parking being required to be on the lot and not on street. PC Foster said the Planning Commission would also have to consider how to handle the existing nonconforming businesses. The Planning Commission

discussed allowing someone to own only 1 STR but clarifying they could have a residence and a business. PCM Munkhoff said a bed and breakfast is owner occupied so that is different than a home being purchased to rent out as an STR. PC Foster said you have to think about what is a reasonable amount of dwelling units without turning in a rental community. He said there can be reasonable prohibitions. PCM Munkhoff said that Consultant Siegel may have a standard and an idea on how to regulate. PC Foster said the Planning Commission could consider a finite number of permits. The Planning Commission considered the length of time allowed to operate. PCM Munkhoff said other businesses aren't limited so questioned limiting STR's. PC Foster said these units are in residential zones and citizens have an implied right to a quality of neighborhoods. PCM Fitzpatrick said that Stevenson allows four complaints and then their license is revoked. The Planning Commission discussed process and fees. CR Woosley explained that the City cannot create a fee but this would be a lot of extra work. She said that is why a process has been considered in order to use a fee that exists currently. She said she thought owners would be more responsible if they had to pay a fee. CR Woosley said no one should be "given" a license. The fee for conditional use and the administrative review fees were discussed.

PCM Munkhoff asked about using the transient room taxes to hire a Code Enforcer. PC Foster said those funds are regulated by the state and you could not use them for that. PCM Munkhoff agreed that the administrative review fee would not cover the cost of the process and managing.

2. Discussion Only – Amending Downtown Design Guidelines. The Planning Commission discussed the parking requirement for businesses on the north side of WaNaPa. They agreed that the view on that side should not be parking but river view. Chair Cramblett mentioned possible greater height of buildings on the south side but limited on the north side. PC Foster said the Downtown Plan could be more diverse and that it does seem to be a little restrictive to developers. He suggested amending to complement existing buildings. PCM Munkhoff said that might be too subjective. PC Foster said the Planning Commission should decide what it is they don't like about the current code. PCM Munkhoff said Hood River seems to be diverse. He mentioned different businesses and that none of them look like the others. He mentioned maybe including a requirement for historical significance.

The Planning Commission discussed ADU's and what neighborhoods those might be allowed in. They mentioned Shahala and decided they wouldn't have to worry about that development as there would not be any room to add an ADU.

PCM Cramblett adjourned the meeting at 9:10 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Larry Cramblett, Chair

City of Cascade Locks
P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
Fax: 541-374-8752

SITE PLAN REVIEW APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: ONEONTA 40 LLC Phone: 971-205-9141

Address: PO BOX 509 CASCADE LOCKS OR 97014

Applicant Standing (Fee Owner, Contract Purchaser, etc.): CONTRACT PURCHASER

Property Owner (if different)

Name: DAVID V. TAYLOR Phone: 503-545-7446

Address: 5850 BERTH DRIVE PARK DALE, OR 97041

Property Information

Property Address: SW 40 ONEONTA, CASCADE LOCKS

Township; Range; Section; Tax Lot: 2N 07E 120A 00600

Current Zoning: D¹² Property Size: 2.21 AC

Existing Use/Structures: (1) DORCEX AND (1) LONNOR TO DEMO

Application Proposal: NO LIMIT MIXED USE LIVE WORK

BUILDING (+118, 171 SQ FT) STORES, 1BD, 2BD, 3BD
(2 ADA PARKING + 12 BIKER PARKING) 1/4 PLOT + 3 STREET
(22 BIKE PARKING) (17 PARKING)

FOR OFFICE USE ONLY

File Number: LU 17-013

Submittal Date: 7/28/17 Fee: 1250 Received by: HW

Application Type: SP Completeness: 7/31/17 120th Day: 11/28/17

Aug 10th ARC

II. APPLICATION REQUIREMENTS

- (A) Completed and signed application form.
- (B) Written response to the approval criteria. It is the applications responsibility to show how the application meets the approval criteria.
- (C) ONE copy and ONE PDF version of the site plan drawn to scale. The site plan must include the material required under Sections 8-6.148.040 of the Community Development Code. City staff will assist the applicant in determining what information is required on the site plan.
- (E) Names and addresses of all the property owners within 250 feet of the boundaries of the property. This list must be provided by a Title Company or the Hood River County Assessor.
- (F) Copy of the latest deed, sales contract, or title report indicating property ownership.
- (G) A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property.
- (G) A signed fee agreement and payment for filing fee.

III. SIGNATURES

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

ONEONTA 40 LLC - James Kelly MAR 7-25-17
Applicant/Owner Date

David Taylor 7/25/17
Applicant/Owner Date

**NOTICE TO APPLICANT
REIMBURSEMENT TO CITY OF CASCADE LOCKS
FOR ADMINISTRATIVE FEES**

TO: APPLICANT

The City of Cascade Locks, like many other small cities in Oregon, is faced with a severely reduced budget for the administration of the City's Ordinances. The land use planning process in the State of Oregon has become increasingly complex. To properly process land use applications, the City must rely upon professional consultants to assist in preparing the legal notices, conducting on-site inspections, preparation of staff reports, and, in some cases, actual attendance at the Planning Commission and/or City Council meetings. The City utilizes a consultant to ensure that applications are processed fairly and promptly. Because of reduced budgets, the City finds it necessary to transfer some administrative costs to you, the applicant, as part of the land use planning process. Therefore, you are asked to read and sign the agreement below indicating that you understand and agree to this requirement.

**AGREEMENT TO REIMBURSE CITY
FOR ADMINISTRATIVE COSTS**

I/We, the applicant(s), ONEONTA 40 LLC & DAVID V. TAYLOR hereby agree to reimburse the City of Cascade Locks for administrative costs over and above the costs covered by the Basic Fee, which we have paid. We have been advised that an estimated cost is \$ 125.00, but that the actual costs could exceed this amount. In the event the City is required to commence litigation to recover these costs, the prevailing party shall be awarded costs and reasonable attorney's fees, including any costs and fees on appeal.

The amount not paid shall also become a lien against the property on which the land use action is sought, in favor of the City of Cascade Locks, and shall be docketed in the City Lien Docket.

DATED this 25th day of JULY, 20 17.

LAND USE APPLICANT(S): ONEONTA 40 LLC

PROPERTY OWNER(S): DAVID V. TAYLOR
(If Different Than Above)

JERRY D. ZEKHOFF MGR.
David V. Taylor

25 FEE
25 DEPOSIT } 1250 CR

Notice of Public Hearing

Notice is hereby given that the Cascade Locks Planning Commission, at its meeting at 7 PM. on November 9, 2017, in the City Council Chambers of the City Hall, 140 SW WaNaPa Street, Cascade Locks, Oregon, will consider the following application:

File Title: LU 17-013 W.E.G. Design Development, LLC

Applicant: Jerry Eekhoff

Request: Construction of a 15 unit live work mixed use building to include studios, one bedroom, two bedroom, and three bedroom units.

Location: 2N 07E 12 CA Tax Lot 600
20 and 24 Onconta Street

Criteria: Cascade Locks Community Development Code Sections, 8-6.148 Site Plan Review, 8-6.70.120 Downtown Zone, and 8-6.70.020 Permitted Uses.

(SEE MAP ON REVERSE)

PROPERTY OWNERS WITHIN 250 FEET OF THE SUBJECT PROPERTY ARE RECEIVING THIS NOTICE. SPECIAL NOTICE TO MORTGAGEE, LEINHOLDER, VENDOR, OR SELLER: ORS CHAPTER 215 REQUIRES THAT IF YOU RECEIVE THIS NOTICE, IT MUST PROMPTLY BE FORWARDED TO THE PURCHASER.

The Public Hearing on this matter will be conducted in accordance with the rules contained in the zoning ordinance adopted by the Cascade Locks City Council, which is available at City Hall.

All interested persons may appear and provide testimony and only those who submit written comments or testify at the hearing shall be entitled to appeal.

Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide sufficient specificity to afford the approval authority an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

At least seven days prior to the Hearing, a copy of the staff report will be available for inspection at no cost, or a copy can be obtained for fifteen cents per page.

For further information, please contact Kathy Woosley at Cascade Locks City Hall, at 374-8484, 140 WaNaPa, Cascade Locks, OR 97014:

ADAMS AVE

SEE MAP 02N 07E 12DB

(O.W.R. AND N. RR)

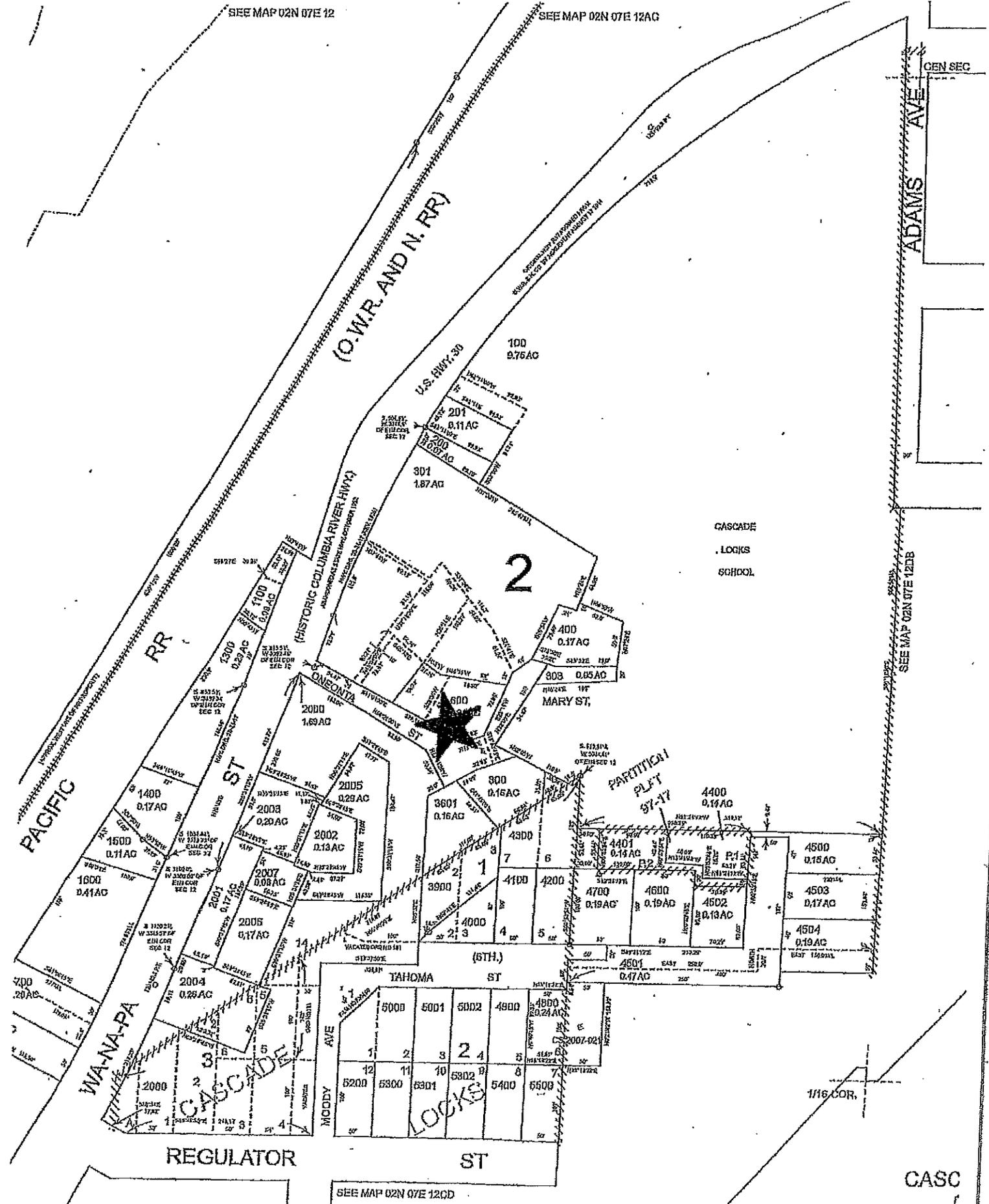
PACIFIC RR

(HISTORIC COLUMBIA RIVER HWY)

CASCADE
LOGS
SCHOOL

2

PARTITION
PLT
57-17



REGULATOR ST

ST

SEE MAP 02N 07E 12CD

CASC

1/16 COR.

LOCKS

WA-NA-PA

MOODY AVE

TAHOMA ST

(6TH.)

4700

4600

4500

4800

5000

5001

5002

4900

4800

5200

5300

5301

5302

5400

5500

3900

4100

4200

4300

3601

2005

2003

2002

2007

2005

2004

2001

2000

1400

1600

1500

100

201

200

301

400

808

4400

4500

4503

4504

4801

5200

5300

5301

5302

5400

5500

5600

5700

5800

5900

6000

6100

6200

6300

6400

6500

6600

6700

6800

6900

7000

7100

7200

7300

7400

7500

7600

7700

7800

7900

8000

8100

8200

8300

8400

8500

8600

8700

8800

8900

9000

9100

9200

9300

9400

9500

9600

9700

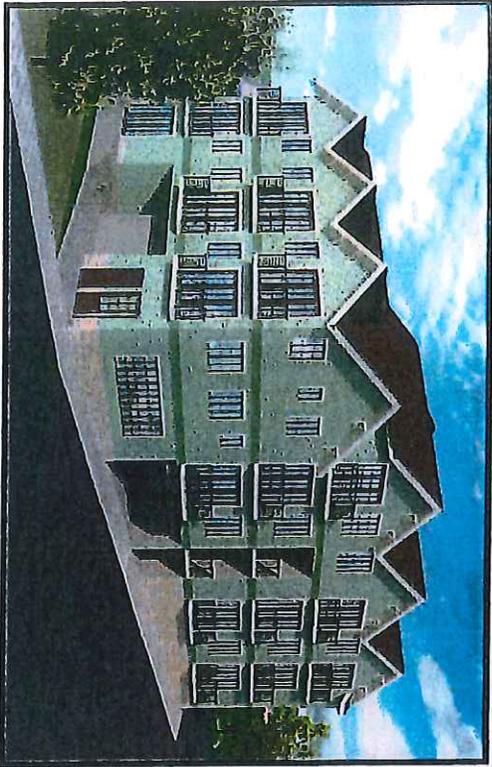
9800

9900

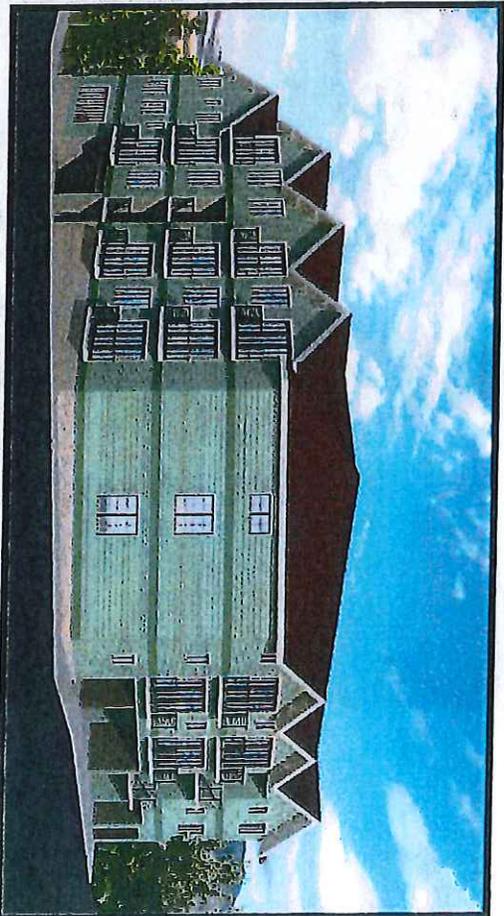
10000

Bradford Skye

A LIVE WORK FACILITY
AT 40 SW ONEONTA ST.
CASCADE LOCKS, OR 97014



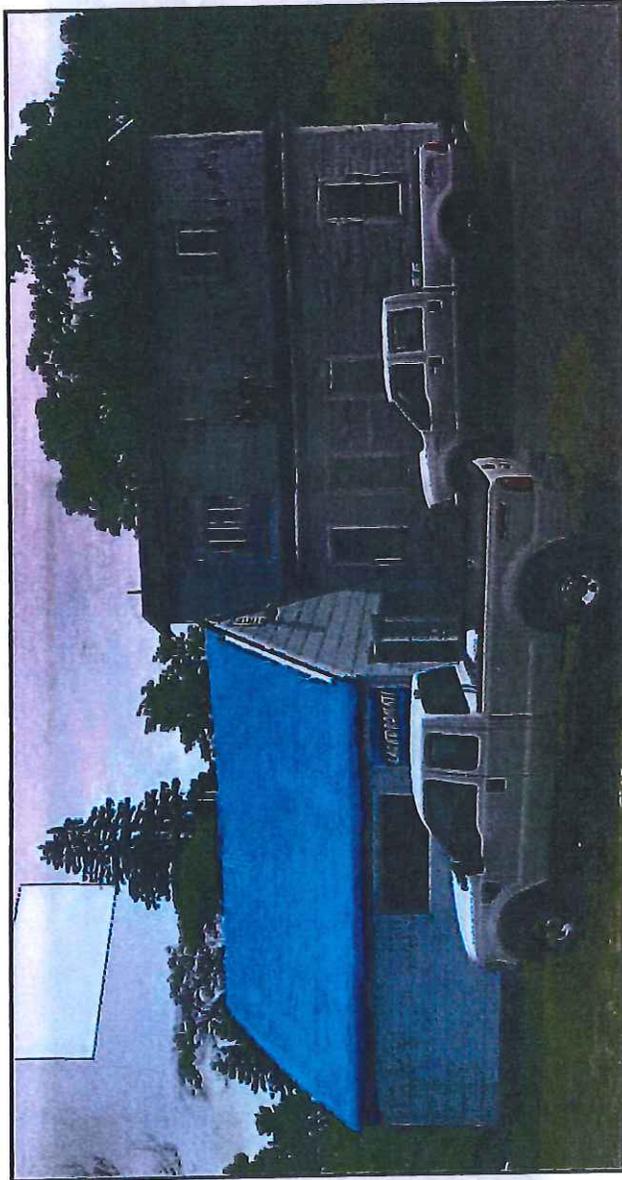
PROJECT ELEVATION - NORTHWEST
NOT TO SCALE



PROJECT ELEVATION - NORTHWEST
NOT TO SCALE

INTRODUCTION

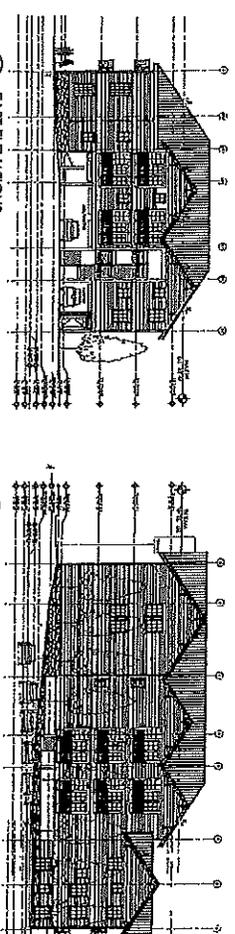
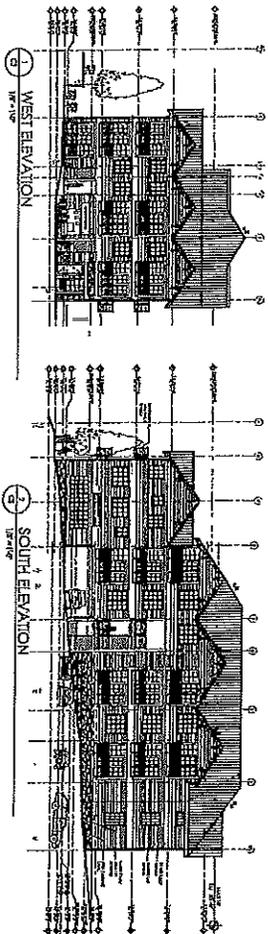
W.E.G. DESIGN DEVELOPMENT, LLC PROPOSES TO CONSTRUCT A 15 UNIT LIVE/WORK FACILITY WITH ONE COMMERCIAL UNIT AND 14 LIVE/WORK UNITS ON THE PARCEL OF LAND LOCATED AT 40 ONEONTA STREET, CASCADE LOCKS, OREGON (TAX LOT: 02N07E12CA00600). THE LOT AREA OF 9,262 SQUARE FEET WILL INCLUDE GREEN SPACE COVERAGE OF 815 SQUARE FEET, 15 PARKING SPACES WITH ONE HANDICAP SPACE, AND 22 BICYCLE PARKING SPACES. STREET PARKING INCLUDES ONE ADA HANDICAP SPOT AND THREE ADDITIONAL PARKING SPACES.



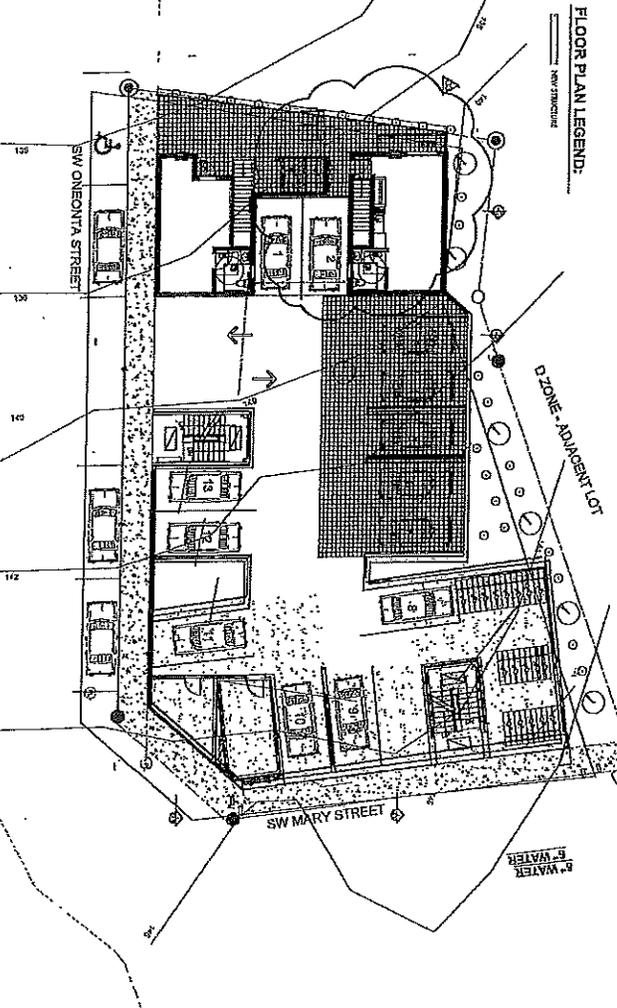
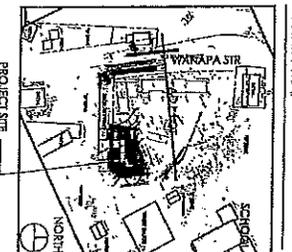
EXISTING CONDITIONS - NORTHWEST
NORTH EAST

THE BROADFORD SKYE

ADU WORK FACILITY
40 SW ONEONTA STREET
CASCADE LOCKS, OR



- ### GENERAL PROJECT NOTES
- ALL MATERIALS SHALL BE COMPLIANT WITH THE 2018 IRC AND LOCAL CODES. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - USE STANDARD PRACTICE. IN NO CASE SHALL WORKING DRAWINGS BE USED TO CONSTRUCT WITHOUT THE CONTRACTOR'S PERMISSION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL JURISDICTION. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 - CONCRETE AND REINFORCED CONCRETE SHALL BE PERFORMED BY A LICENSED CONTRACTOR. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - ROOFING SHALL BE PERFORMED BY A LICENSED CONTRACTOR. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - MECHANICAL, ELECTRICAL, AND PLUMBING SHALL BE PERFORMED BY LICENSED CONTRACTORS. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - PAINT SHALL BE PERFORMED BY A LICENSED CONTRACTOR. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - LANDSCAPING SHALL BE PERFORMED BY A LICENSED CONTRACTOR. VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.
 - VERIFY ALL MATERIALS WITH THE SUPPLIER AND PROVIDE MATERIAL SPECIFICATIONS TO THE CONTRACTOR.



BUILDING DESCRIPTION

PROJECT NO: 2018-001

DATE: 07.28.17

SCOPE OF WORK: ADU WORK FACILITY

VALUATION OF CONSTRUCTION: \$1.5M

DIRECTORY

NO.	DESCRIPTION	DATE	BY
1	PRELIMINARY	07.28.17	W.E.G.
2	FINAL	08.04.17	W.E.G.

DEFERRED SUBMITTALS

NO.	DESCRIPTION	DATE	BY
1	PERMITS	08.04.17	W.E.G.
2	CONTRACT ADMINISTRATION	08.04.17	W.E.G.

CODE SUMMARY

NO.	DESCRIPTION	DATE	BY
1	2018 IRC	07.28.17	W.E.G.
2	2018 IBC	07.28.17	W.E.G.
3	2018 IEBC	07.28.17	W.E.G.
4	2018 IMC	07.28.17	W.E.G.
5	2018 IMC	07.28.17	W.E.G.
6	2018 IMC	07.28.17	W.E.G.
7	2018 IMC	07.28.17	W.E.G.
8	2018 IMC	07.28.17	W.E.G.
9	2018 IMC	07.28.17	W.E.G.
10	2018 IMC	07.28.17	W.E.G.

REV #2: 07.28.17
REV #3: 08.04.17
ISSUE: DESIGN REVIEW

W.E.G.Design Development, LLC
wegddpsk@gmail.com
971.205.9141

W.E.G.Design Development, LLC

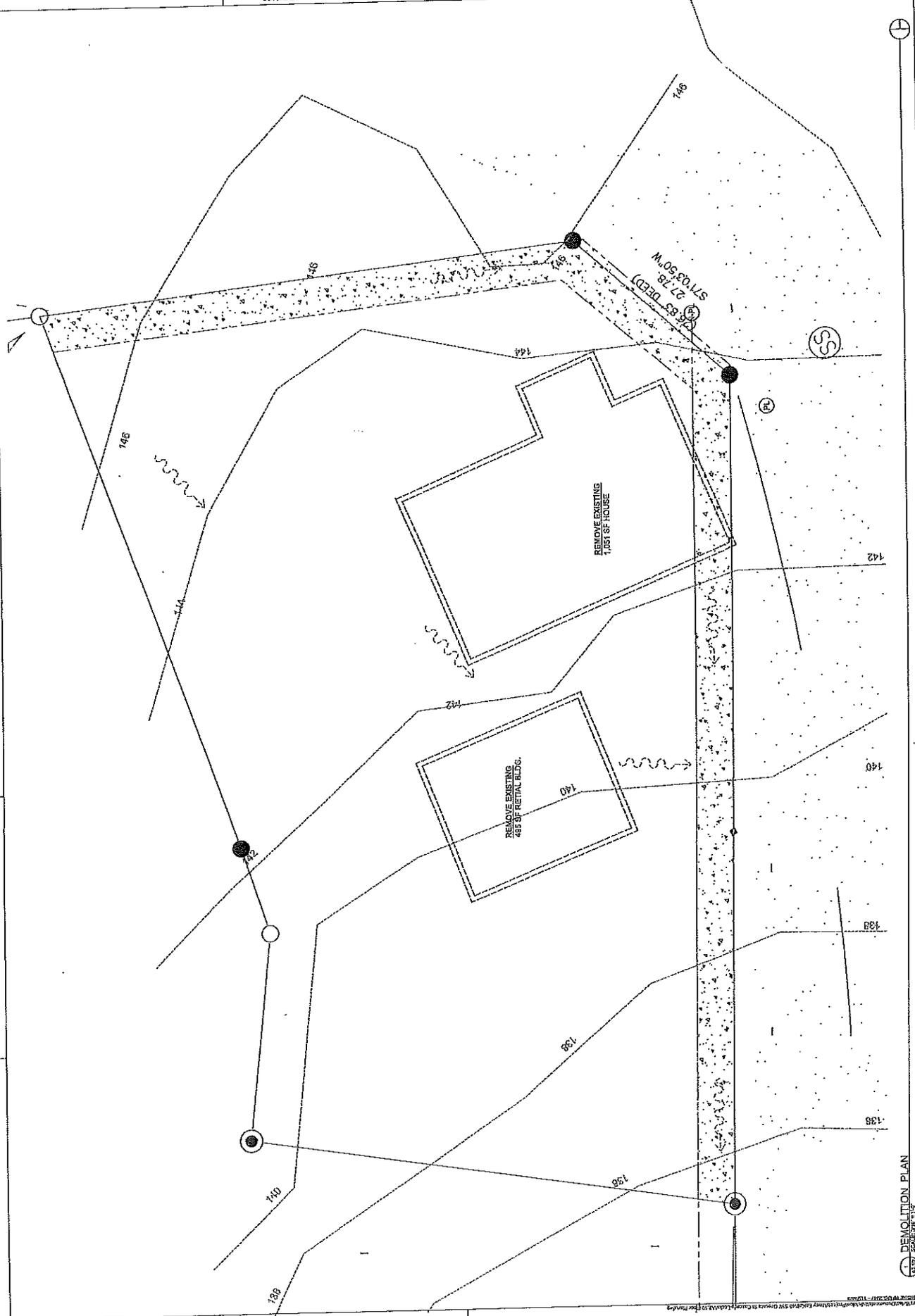
SITE ADDRESS & DESCRIPTION:
40 SW ONEONTA CASCADE LOCKS, OR.

A2.10
DEMO

ISSUE: DESIGN REVIEW
REV #2: 07.28.17
REV #3: 08.04.17

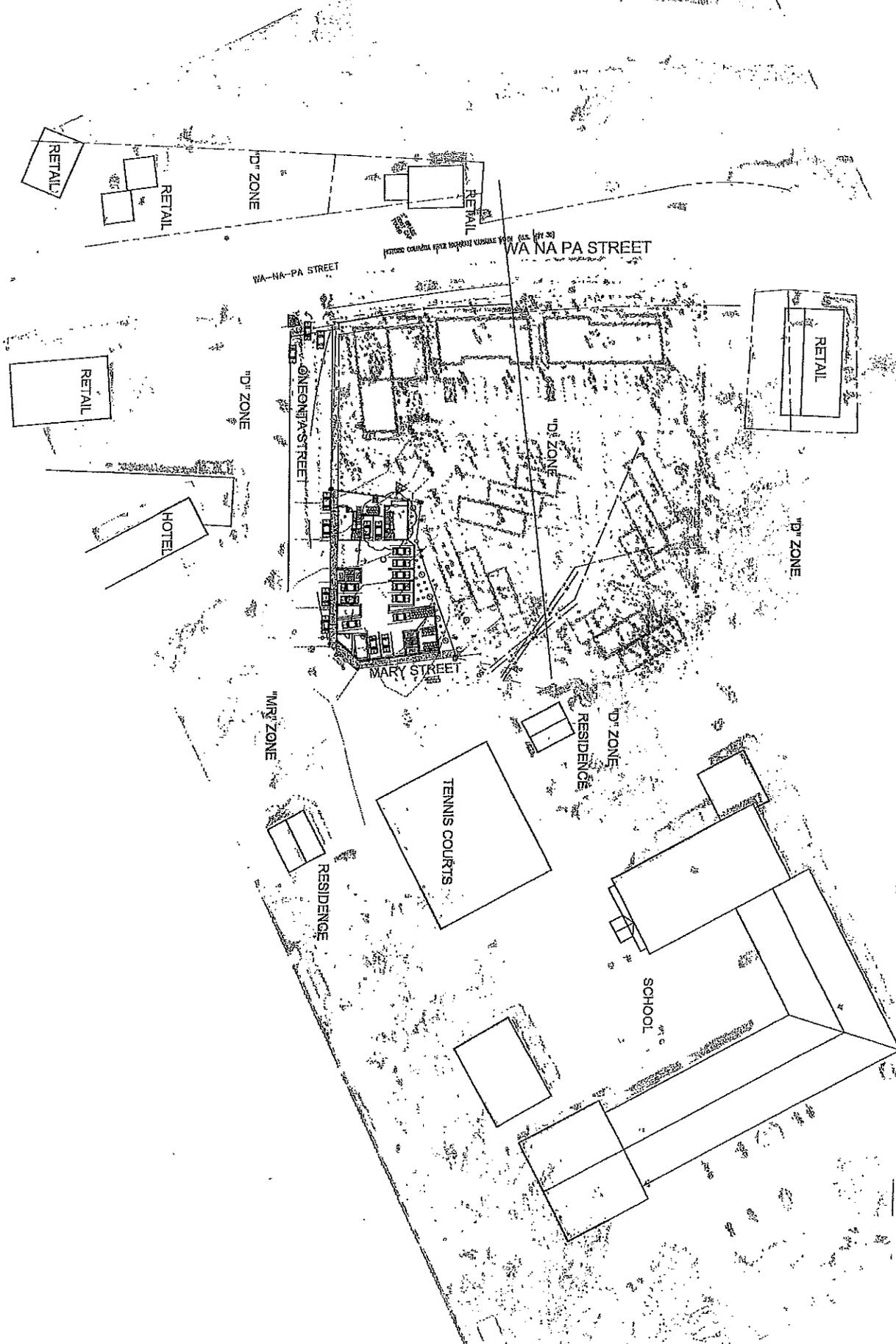
W.E.G. Design Development, LLC
wedddpk@gmail.com
971.205.9141
W.E.G. Design Development, LLC

SITE ADDRESS & DESCRIPTION:
40 SW OREGONTA CASCADE LOCKS,
OR.



DEMOLITION PLAN
SCALE: 1/8" = 1'-0"

VICINITY PLAN



VICINITY PLAN
A2.11

▲ REV #2: 07.28.17
 ▲ REV #3: 08.04.17
 ISSUE: DESIGN REVIEW

W.E.G.Design Development,LLC
 wegddpdx@gmail.com
 971.206.9141

W.E.G.Design Development,LLC

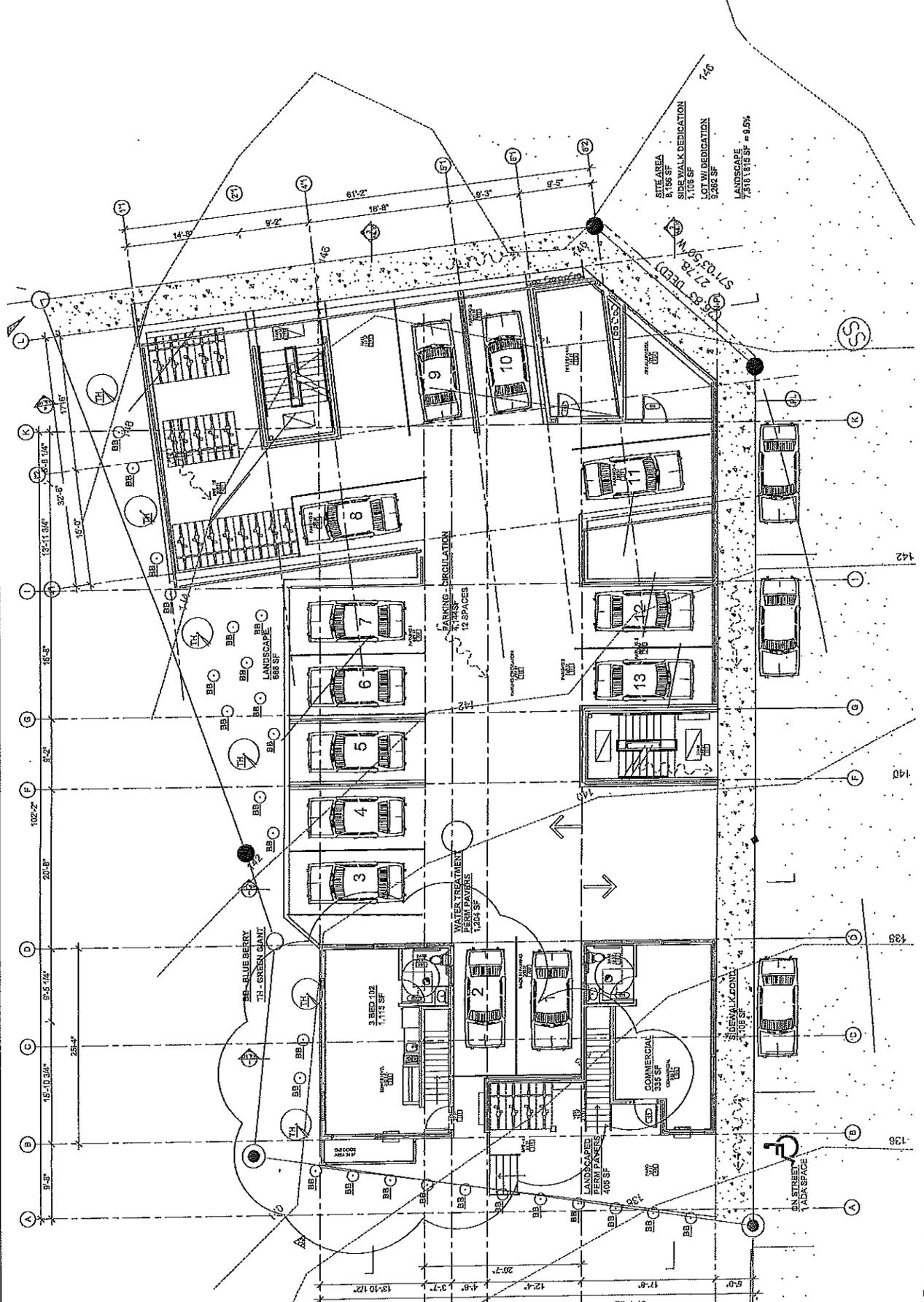
SITE ADDRESS & DESCRIPTION:
 40 SW ONEONTA CASCADE LOCKS,
 OR.

A3.10
PLANS

ISSUE: DESIGN REVIEW
 REV #2: 07.28.17
 REV #3: 08.04.17

W.E.G. Design Development, LLC
 971.205.9141
 weddpx@gmail.com

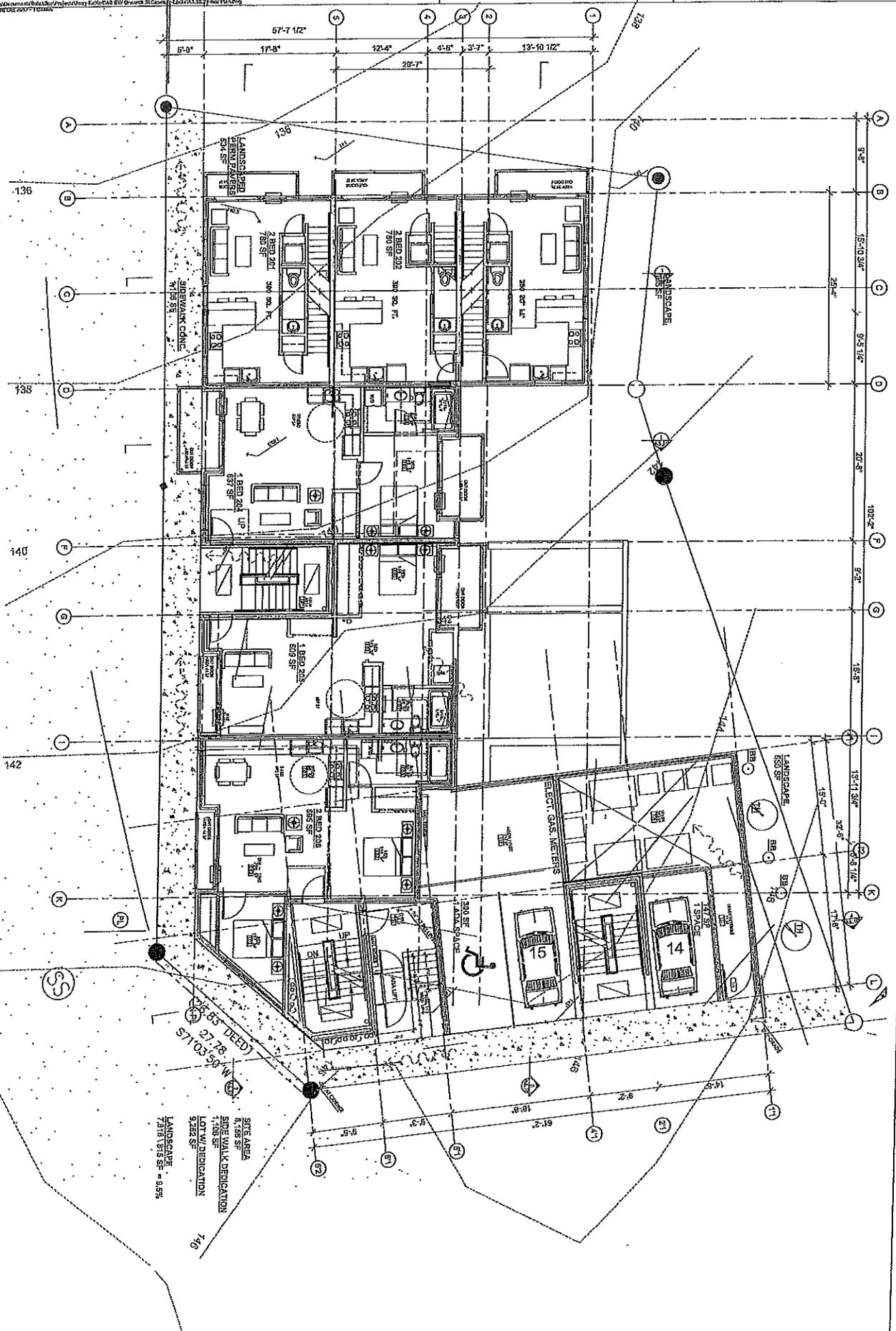
SITE ADDRESS & DESCRIPTION:
 40 SW ONZONTA CASCADE LOCKS,
 OR.



FIRST FLOOR PLAN

© 2017 W.E.G. Design Development, LLC. All rights reserved. No part of this document may be reproduced without written permission from W.E.G. Design Development, LLC.

SECOND FLOOR PLAN



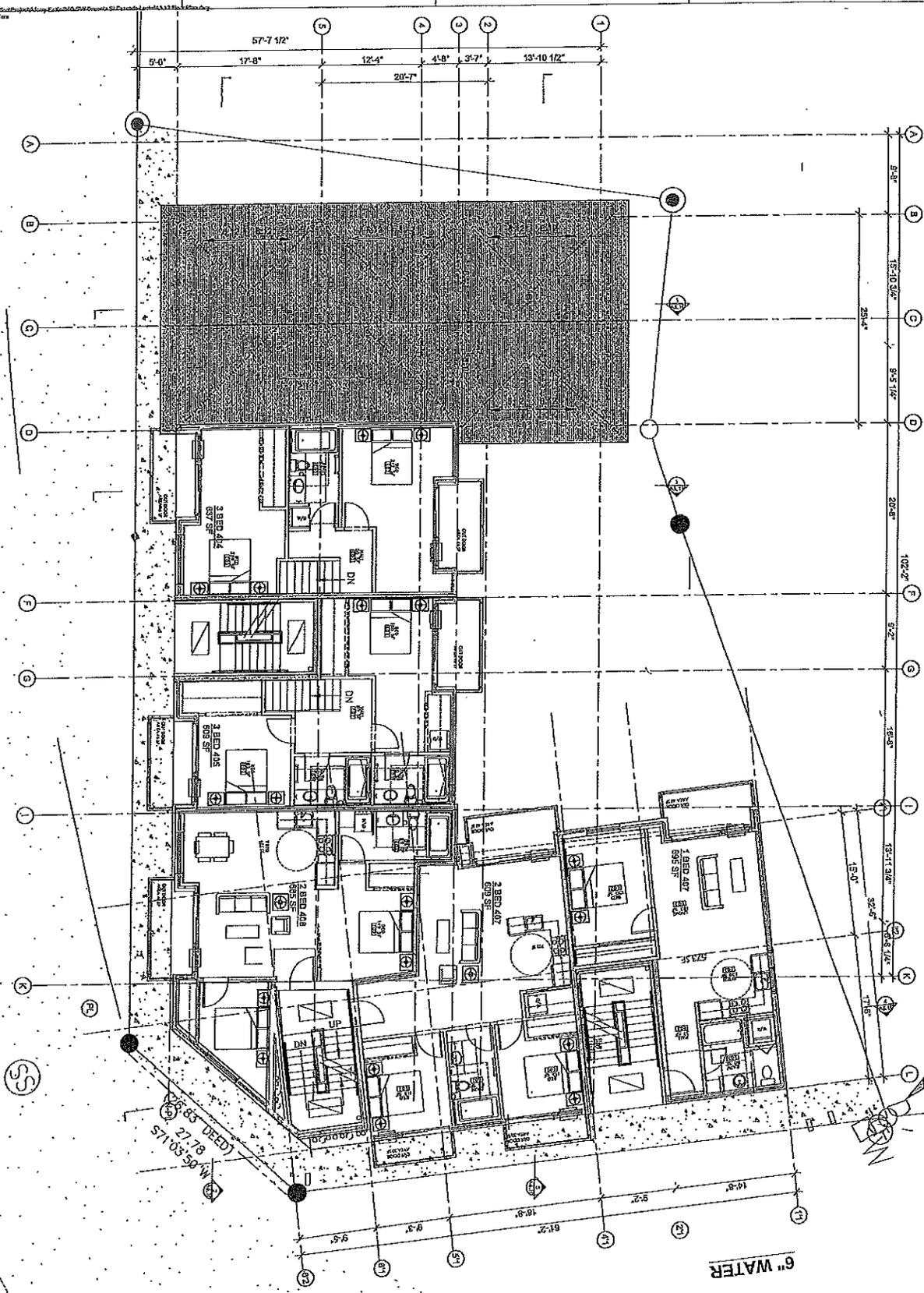
REV #2: 07.28.17
 REV #3: 08.04.17
 ISSUE: DESIGN REVIEW

W.E.G. Design Development, LLC
 wegddpdx@gmail.com
 971.205.9141
 W.E.G. Design Development, LLC

SITE ADDRESS & DESCRIPTION:
 40 SW ONEONTA CASCADE LOCKS,
 OR.

A3.10.2
 PLANS

THIRD FLOOR PLAN



27.78
57103.96 W

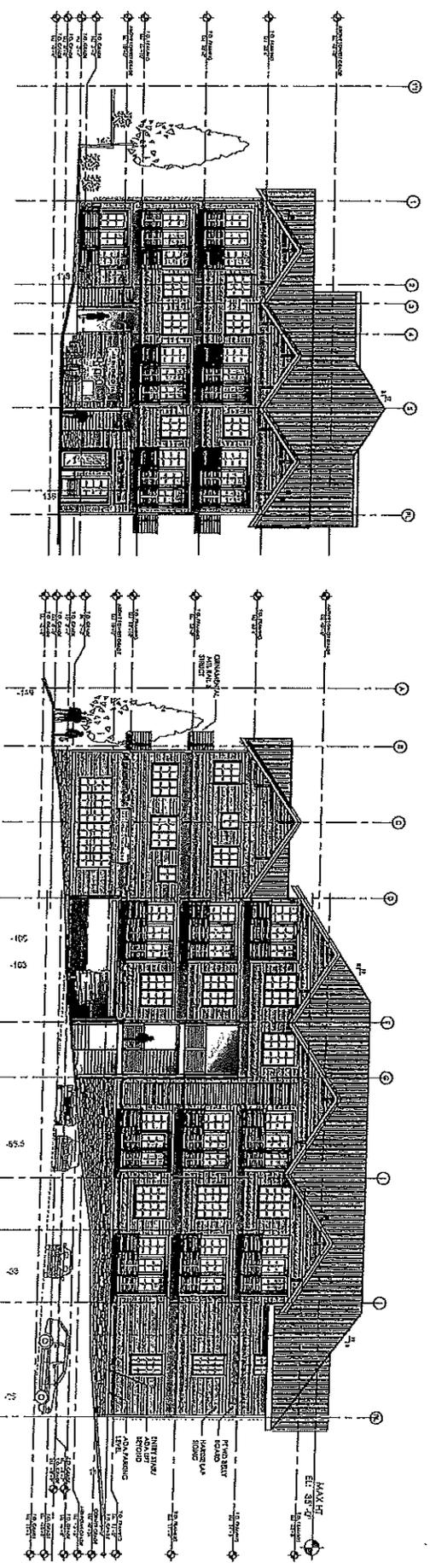
6" WATER

A3.12
FLOOR PLAN

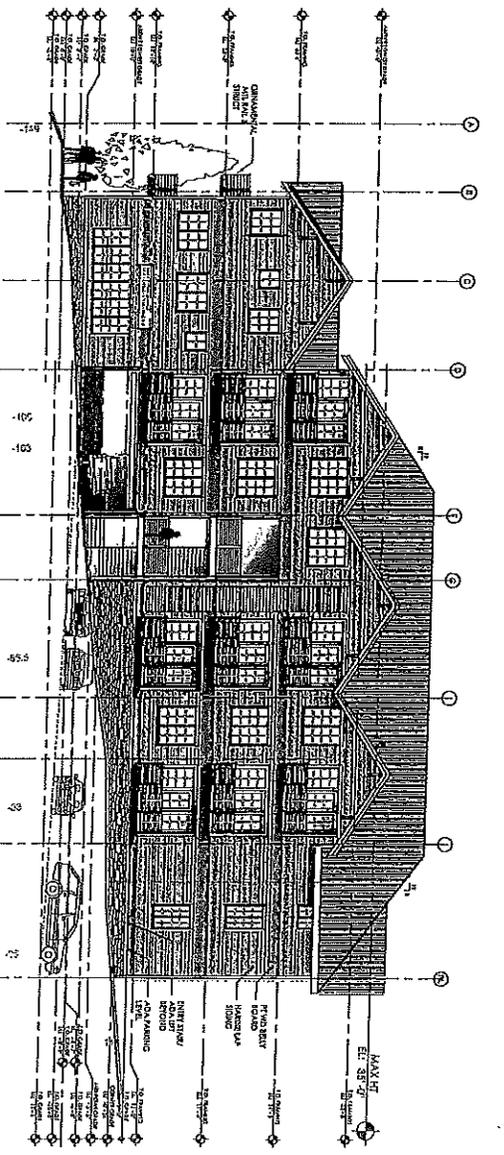
REV #2: 07.28.17
REV #3: 08.04.17
ISSUE: DESIGN REVIEW

W.E.G. Design Development, LLC
wegddpdx@gmail.com
971.205.9141

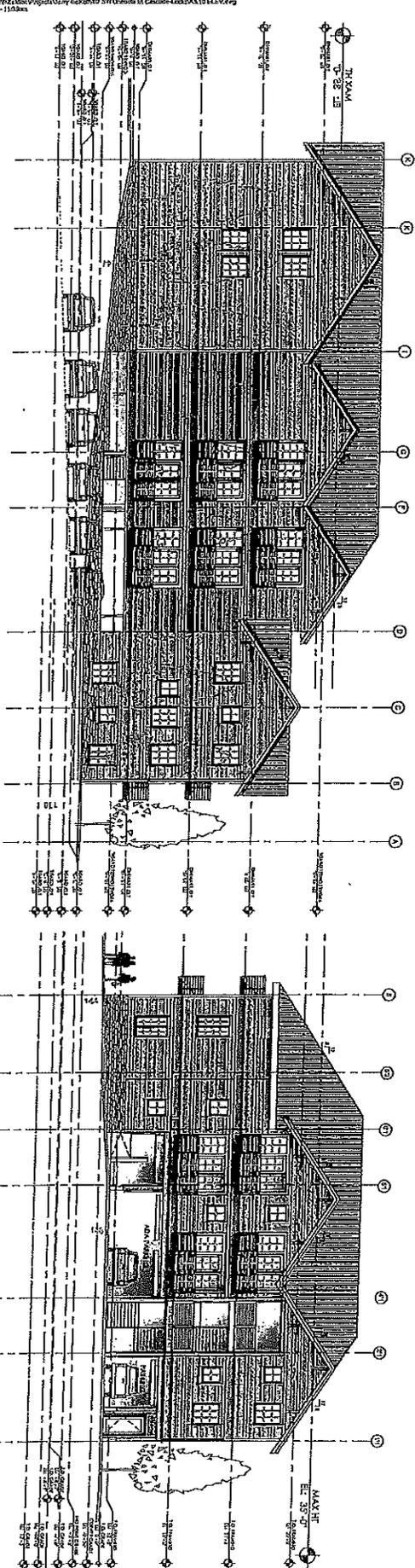
SITE ADDRESS & DESCRIPTION:
40 SW ONEONTA CASCADE LOCKS,
OR.



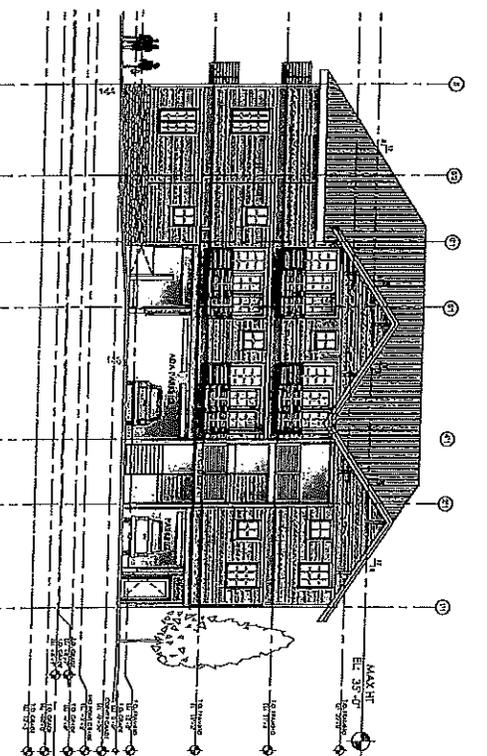
WEST ELEVATION



SOUTH ELEVATION



NORTH ELEVATION



EAST ELEVATION

SITE ADDRESS & DESCRIPTION:
 40 SW ONEONTA CASCADE LOCKS,
 OR.

W.E.G.Design Development,LLC
 wegddpk@gmail.com
 971.205.9141

REV #2: 07.28.17
 REV #3: 08.04.17
 ISSUE: DESIGN REVIEW

A5.10
 ELEVATIONS

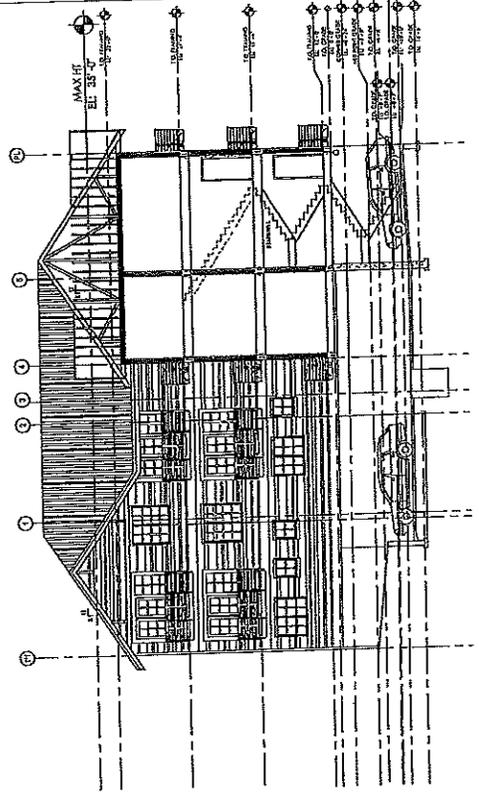
W.E.G.Design Development,LLC

A5.11
ELEVATIONS

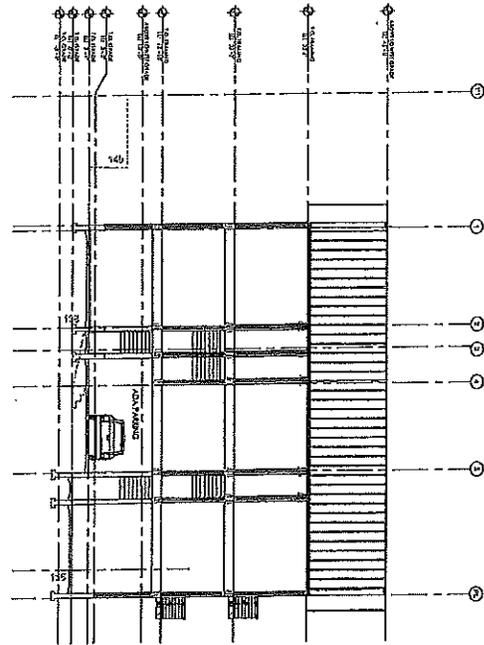
REV #2: 07.28.17
REV #3: 08.04.17
ISSUE: DESIGN REVIEW

W.E.G.Design Development,LLC
wgedddk@gmail.com
971.205.9141
W.E.G.Design Development,LLC

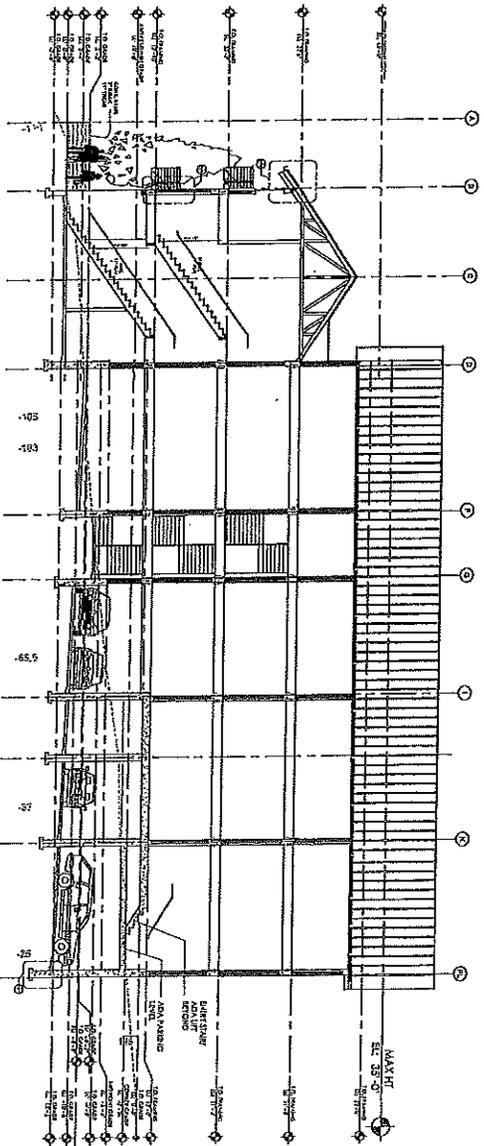
SITE ADDRESS & DESCRIPTION:
40 SW OREGONIA CASCADE LOCKS,
OR.



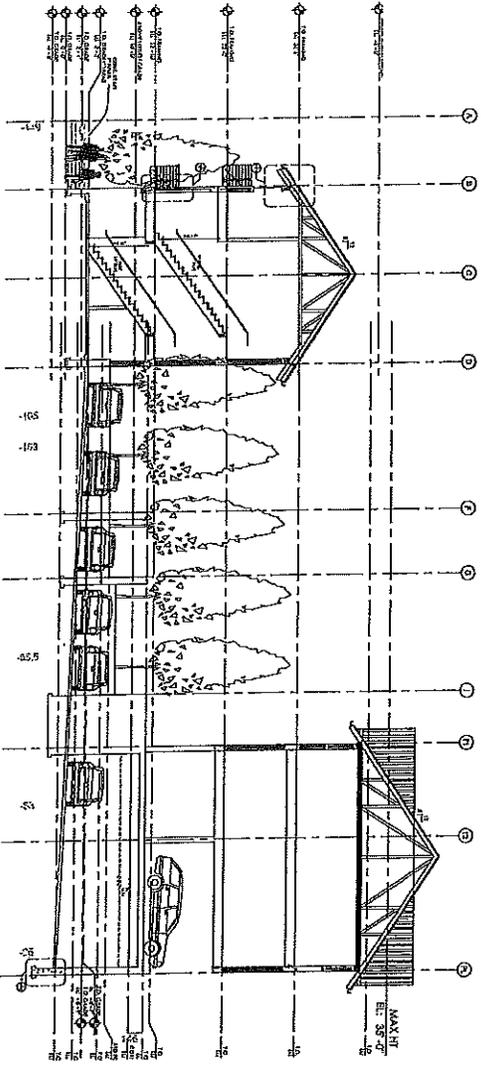
WEST INTERIOR ELEVATION - GARAGE ENTRANCE SECTION



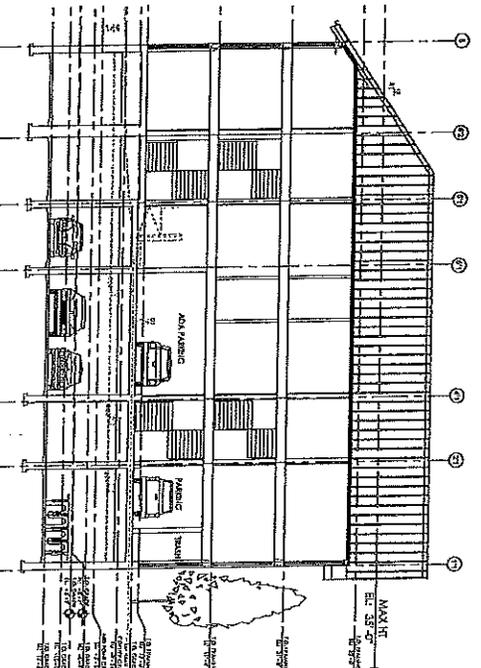
1 WEST BUILDING NORTH SOUTH SECTION



2 WEST BUILDING WEST EAST / SOUTH BUILDING WEST EAST SECTION



3 WEST BUILDING WEST EAST / EAST BUILDING WEST EAST SECTION



4 EAST BUILDING SOUTH NORTH SECTION

REV #2: 07.28.17
 REV #3: 08.04.17
 ISSUE: DESIGN REVIEW

W.E.G.Design Development,LLC
 wegddpx@gmail.com
 971.205.8141
 W.E.G.Design Development,LLC

SITE ADDRESS & DESCRIPTION:
 40 SW ONEONTA CASCADE LOCKS,
 OR.

A6.10
 SECTIONS

Landscape and Screening
 Botanical Name: Thuja (standishii x plicata) 'Green Giant' (NA 28972)

Family: Cupressaceae Hardiness: U.S.D.A. Zones 5-7
 This plant exhibited exceptional landscape quality and propagations were distributed. In the distribution process, the name and identity of this clone became confused with that of another propagator from the same source, 'I. occidentalis 'Giganteoides''. The identity of the exceptional clone as the 'I. (standishii x plicata) hybrid was resolved by Susan Martin, USDA, Kim Tye, New York Botanic Garden, and Robert Marquard, Holden Arboretum, through extensive records searches, nursery inspections, and isozyme analysis. The name 'Thuja 'Green Giant' was selected to identify and promote this clone.

Significance: 'Green Giant' is a vigorously growing, pyramidal evergreen with rich green color that remains outstanding throughout harshness range. It has no serious pest or disease problems and has been widely grown and tested in commercial nursery production. 'Green Giant' is an excellent substitute for Leyland cypress. Description: Height and width: To 60 feet tall with a 12-20 foot spread at maturity. 30 feet at 30 years. Growth rate: Rapid. Habit: Tightly pyramidal to conical evergreen trees; uniform appearance. Foliage: Dense, rich green, scalelike foliage in matured sprays borne on horizontal to ascending branches; good winter color except, perhaps, in the southernmost. Fruit: Persistent, oblong cones, approximately 1/2 inch length. Comes emerges green and mature to brown. Culture: Adaptable, grows in soil types from sandy loams to heavy clays. Requires little to no pruning. Landscape Use: Evergreen screen or specimen plant for parks or large landscape settings. Suitable alternative to Leyland cypress.

Start at Mary st - ROP LINE to center of street 'Thuja' 6ft. - 6ft blue berry - 6ft blue berry - 6ft 2nd tree 'Thuja' 6ft blue berry - 6ft blue berry - 6ft 3rd tree 'Thuja' ETC

PLANTING
 Lowbush (V. angustifolium): For the coldest climates, lowbush varieties are your best bet, adapted from Zones 3 to Zone 7. These are the blueberries you find in cans on supermarket shelves. When fresh, the fruits are sweet and covered with a waxy bloom so thick that the berries appear sky blue or grey. The creeping plants, a foot or so high, are spread by underground stems, or rhizomes. They blanket the rocky upland soils of the Northeast and adjacent portions of Canada. Lowbush blueberries make a nice ornamental fruiting ground cover
 5 ft.-c-c
 6 ft between rows

40 SW Oneonta Street

10/9/2017

ESTIMATED UNIT SQ FT	NET LEVELS	UNIT #	RM NAME	UNIT COUNT	SQ. FT.	TOTAL SQ. FT.	Reg Area
101	COMMERCIAL	1	3 BED TOWN HS	1	535	535.00	200
102	COMMERCIAL	1	3 BED TOWN HS	1	1115	1,115.00	200
201	2 BED TOWN HS	1	2 BED TOWN HS	1	760	760.00	200
202	2 BED TOWN HS	1	2 BED TOWN HS	1	789.00	789.00	200
203	1 BED	1	1 BED	1	637.00	637.00	200
204	2 BED	1	2 BED	1	809.00	809.00	200
304	3 BED TOWN HS	1	3 BED TOWN HS	1	937.00	937.00	200
305	3 BED TOWN HS	1	3 BED TOWN HS	1	1,216.00	1,216.00	200
306	2 BED	1	2 BED	1	865	865.00	200
307	2 BED	1	2 BED	1	702	702.00	200
308	1 BED	1	1 BED	1	597.00	597.00	200
406	2 BED	1	2 BED	1	585	585.00	200
407	2 BED	1	2 BED	1	609	609.00	200
408	1 BED	1	1 BED	1	655	655.00	200
TOTAL NET SQ FT					15	11,346.00	2200
102	PARKING ADA	1	PARKING ADA	1	300	300.00	200
103	PARKING 2	1	PARKING 2	1	660	660.00	200
104	PARKING 3	1	PARKING 3	1	300	300.00	200
105	PARKING 4	1	PARKING 4	1	150	150.00	200
106	PARKING 5	1	PARKING 5	1	300	300.00	200
202	PARKING ADA	1	PARKING ADA	1	300	300.00	200
TOTAL NET SQ FT					14	13,866.00	200
201	HALL	1	HALL	1	117	117.00	200
101	VEST.	1	VEST.	1	57	57.00	200
102	VEST.	1	VEST.	1	51	51.00	200
303	SPRINK BLD	1	SPRINK BLD	1	44	44.00	200
307	STAIR	3	STAIR	3	144	432.00	200
110	PARKING CIRCULATION	1	PARKING CIRCULATION	1	183	183.00	200
112	ENTRY	1	ENTRY	1	153	153.00	200
113	STAIR	3	STAIR	3	144	432.00	200
114	FIRE ALARM SVST	1	FIRE ALARM SVST	1	123	123.00	200
115	SPRINK REPR BLD	1	SPRINK REPR BLD	1	144	144.00	200
117	WASH VESTIBULE, ELEC.	1	WASH VESTIBULE, ELEC.	1	400	400.00	200
118	MECH/ELEC	1	MECH/ELEC	1	237	237.00	200
119	BIKE - 4	1	BIKE - 4	1	55	55.00	200
119	BIKE - 18	1	BIKE - 18	1	600	600.00	200
TOTAL COMMON SQ FT					15	4,319.00	200
TOTAL SQ FT					15	18,234.00	200
TOTAL BUILDING SQ FT NUMBERS							
Building Gross Sq Ft					16,234.00		
Building Net Sq. Ft.					13,866.00		
P.A.R.					16,234.00		
Non-Residential Sq. Ft.					4,319.00		
Elevator Penthouse					0.75		
Average Unit S.F.					769.79		
Parking					15		

SITE ADDRESS & DESCRIPTION:
 40 SW ONEONTA CASCADE LOCKS,
 OR.

W.E.G.Design Development,LLC
 wegddpdx@gmail.com
 971.205.9144
 W.E.G.Design Development,LLC

RBV #2: 07.25.17
 RBV #3: 08.04.17
 ISSUE: DESIGN REVIEW
 Misc.
A9.10

PROPOSED LIVENWORK DEVELOPMENT
 AT 40 SW ONEONTA ST.
 CASCADE LOCKS, OR 97014

SITE PLAN FOR PRELIMINARY DESIGN REVIEW

FOR PLAN REVIEW ONLY

M.E.A. DESIGN DEVELOPMENT, LLC
 ONEONTA 40, LLC
 40 SW ONEONTA ST.
 CASCADE LOCKS, OR 97014

Hood River
Consulting
Engineers,
Inc.



No.	Revisions	Date
1	PLAN REVIEW SET	02/11/17
2	REVISION 01	09/11/17
3	REVISION 02	10/09/17

Hood River Consulting Engineers, Inc.
 1786 May Street
 Hood River, OR 97031
 503.738.4444
 hrc@hoodriverengineers.com
 www.hoodriverengineers.com

PROJECT	17042
DATE	10/09/17
SCALE	
DATE	10/09/17

COVER SHEET AND
 SHEET INDEX

PROJECT	17042	SHEET	C.1
DATE	10/09/17		
SCALE	N/A		



PROJECT ELEVATION - NORTHWEST
 NOT TO SCALE



PROJECT ELEVATION - NORTHWEST
 NOT TO SCALE



PROJECT LOCATION
 NOT TO SCALE

CIVIL ENGINEER

ADAM GODDIN, PE
 HOOD RIVER CONSULTING ENGINEERS, INC.
 1784 MAY STREET
 HOOD RIVER, OR 97031
 (541) 436-4723
 ADAM@HOODRIVERENGINEERS.COM
 WWW.HOODRIVERENGINEERS.COM

PROJECT APPLICANT

ONEONTA 40, LLC
 5850 BERRY DRIVE
 MT HOOD, OREGON, 97041
 (971) 205-9141

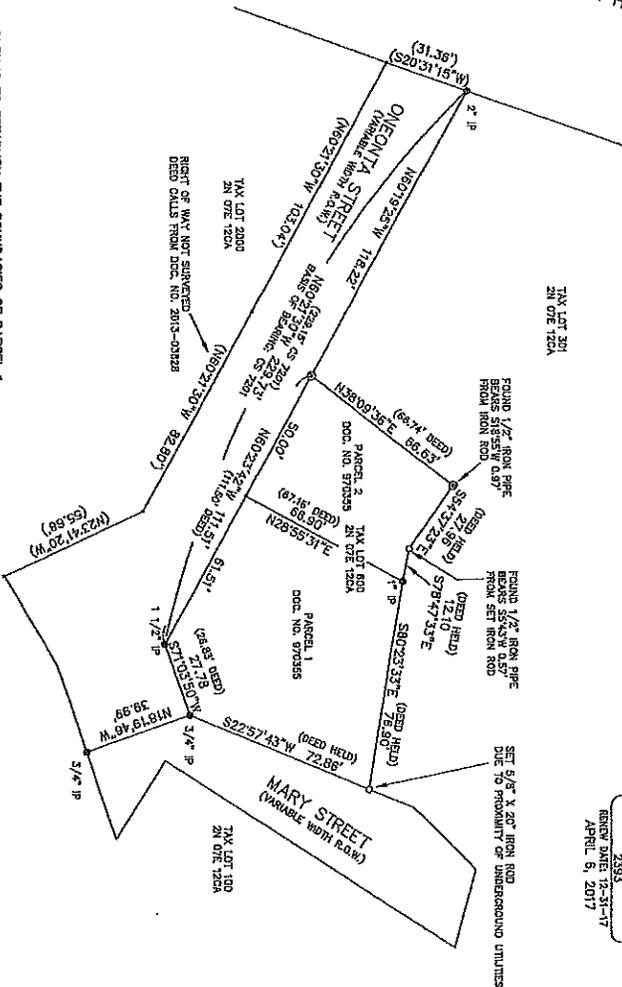
CONTACT:

JERRY D. EEKHOFF

SHEET INDEX

- C.1 - COVER SHEET AND SHEET INDEX
- C.2 - GENERAL NOTES AND SUMMARY
- C.3 - SURVEY
- C.4 - EXISTING CONDITIONS
- C.5 - UTILITY PLAN
- C.6 - CAR PARK GRADING PLAN
- C.7 - SIDEWALK GRADING PLAN
- C.8 - ELEVATIONS

OLD COLUMBIA RIVER HIGHWAY
WA-NA-PA STREET U.S. HWY 30



REGISTERED
PROFESSIONAL
LAND SURVEYOR
OREGON
JULY 25, 1988
REG. NO. 12583
RENEW DATE 12-31-17
APRIL 5, 2017



FOR PLAN REVIEW ONLY

LEGEND

- SET 5/8" X 30" IRON ROD WITH YELLOW PLASTIC CAP MARKED "WEAST LS 2393" ON APRIL 3, 2017, EXCEPT AS NOTED
- FOUND 5/8" IRON ROD WITH RED PLASTIC CAP AS PER CS 44091
- FOUND MONUMENT AS NOTED
- CALCULATED POSITION
- (CAL) DEED OR RECORD DATA
- IP IRON PIPE (OUTSIDE DIAMETER MEASURED).

RECORD OF SURVEY

LOCATED IN THE SOUTHWEST QUARTER OF SECTION 12
T2 NORTH, R7 EAST, W4E
IN THE CITY OF CASCADE LOOKS
HOOD RIVER COUNTY, OREGON

FOR: WE.G. DESIGN-DEVELOPMENT, LLC

WEAST SURVEYS
KEVIN DOWD
4399 WOODWORTH DR.
MT HOOD-PARKDALE OR, 97041
541-352-6065

REFERENCES

- R1) CS 1209, SURVEY BY MART C. PERKINS PE FOR CITY OF CASCADE LOOKS, DATED JANUARY 17, 1961
- R2) CS 7201, SURVEY BY ANTHONY C. KLEIN LS 832 FOR CITY OF CASCADE LOOKS, RECEIVED JANUARY 3, 1972
- R3) CS 7819, SURVEY BY ANTHONY C. KLEIN LS 932 FOR PORT OF CASCADE LOOKS, FILED MARCH 28, 1975
- R4) CS 7576, SURVEY BY ANTHONY C. KLEIN LS 932 FOR CITY OF CASCADE LOOKS, FILED DECEMBER 8, 1975
- R5) CS 7806, SURVEY BY ANTHONY C. KLEIN LS 932 FOR PORT OF CASCADE LOOKS, FILED OCTOBER 12, 1978
- R6) CS 8006, SURVEY BY LARRY D. BISHOP LS 896 FOR PORT OF CASCADE LOOKS AND DAN HARRIS, FILED FEBRUARY 7, 1980
- R7) CS 84061, SURVEY BY LARRY D. BISHOP LS 896 FOR REED INSTITUTE FILED OCTOBER 12, 1984
- R8) CS 92057, SURVEY BY ROGER LEE GALLES LS 2480 FOR OREGON DEPARTMENT OF TRANSPORTATION, FILED NOVEMBER 12, 1992

NARRATIVE

THE PURPOSE OF THIS SURVEY IS TO ESTABLISH THE BOUNDARIES OF PARCEL 1 AND PARCEL 2 AS DESCRIBED IN DEED RECORDED AS DOCUMENT NO. 970355. THE DEED CALLS WERE FOUND TO MATCH THOSE SHOWN ON MART PERKINS 1961 SURVEY FILED AS CS 1209. THE DEED DESCRIPTIONS CALL FOR MONUMENTS AT ALL EXCEPT THE TWO MOST NORTHWEST CORNERS OF PARCEL 2. MONUMENTS WERE RECOVERED AND ACCEPTED AS SHOWN ON THE 1961 SURVEY. MONUMENTS WERE FOUND AT THE NORTHEAST CORNER AND OTHER FOUND MONUMENTS. THE IRON PIPE FALLS TOO FAR SOUTH IN RELATION TO THE ONONITA STREET RIGHT OF WAY. A SIMILAR IRON PIPE AT THE ANGLE POINT IN THE NORTH LINE OF PARCEL 2 WAS ALSO FOUND TO BE TOO FAR SOUTH AND WAS NOT ACCEPTED. THE ANGLE POINT WAS ESTABLISHED BY INTERSECTION USING DEED DISTANCES FROM THE NEAREST ACCEPTED MONUMENTS AS SHOWN. THE NORTHEAST CORNER OF PARCEL 1 WAS ESTABLISHED IN A SIMILAR MANNER.

SURVEY
SCALE 1" = 20'

WE.G. DESIGN DEVELOPMENT, LLC
40 SW Ontario St.
Cascadia Locks, OR 97014

Hood River Consulting Engineers, Inc.

Hood River Consulting Engineers, Inc.
1000 W. Main Street
Hood River, OR 97031
541-336-6723
www.hoodriverconsulting.com

NO.	REVISION/DESCRIPTION	DATE
1	PLAN REVIEW SET	02/17/17
2	REVISION 01	03/11/17
3	REVISION 02	10/05/17

DATE: 10/27/17

SURVEY

SCALE: 1" = 20'

C.3

W.E.C. DESIGN DEVELOPMENT, LLC
 ONEONTA CO., LLC
 1784 Hwy Street
 Cassels Locks, OR 97014

**Hood River
 Consulting
 Engineers,
 Inc.**



No.	Revised/Issue	Date
1	PLAN REVISION SET	08/01/17
2	REVISION 01	01/17/17
3	REVISION 02	10/08/17

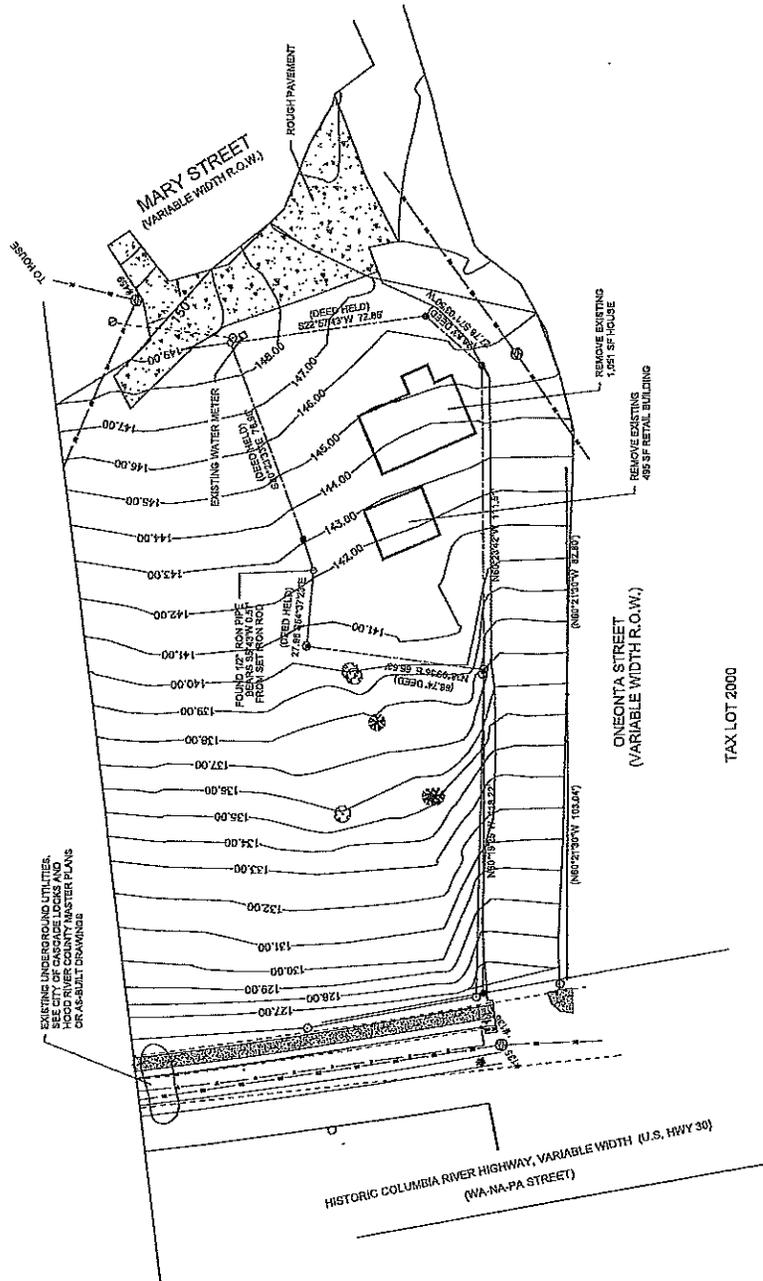
Hood River Consulting Engineers, Inc.
 1784 Hwy Street
 Cassels Locks, OR 97014
 503.437.4723
 sh@hoodriverengineers.com
 www.hoodriverengineers.com

EXPIRES	
DATE	10/03/17

EXISTING CONDITIONS

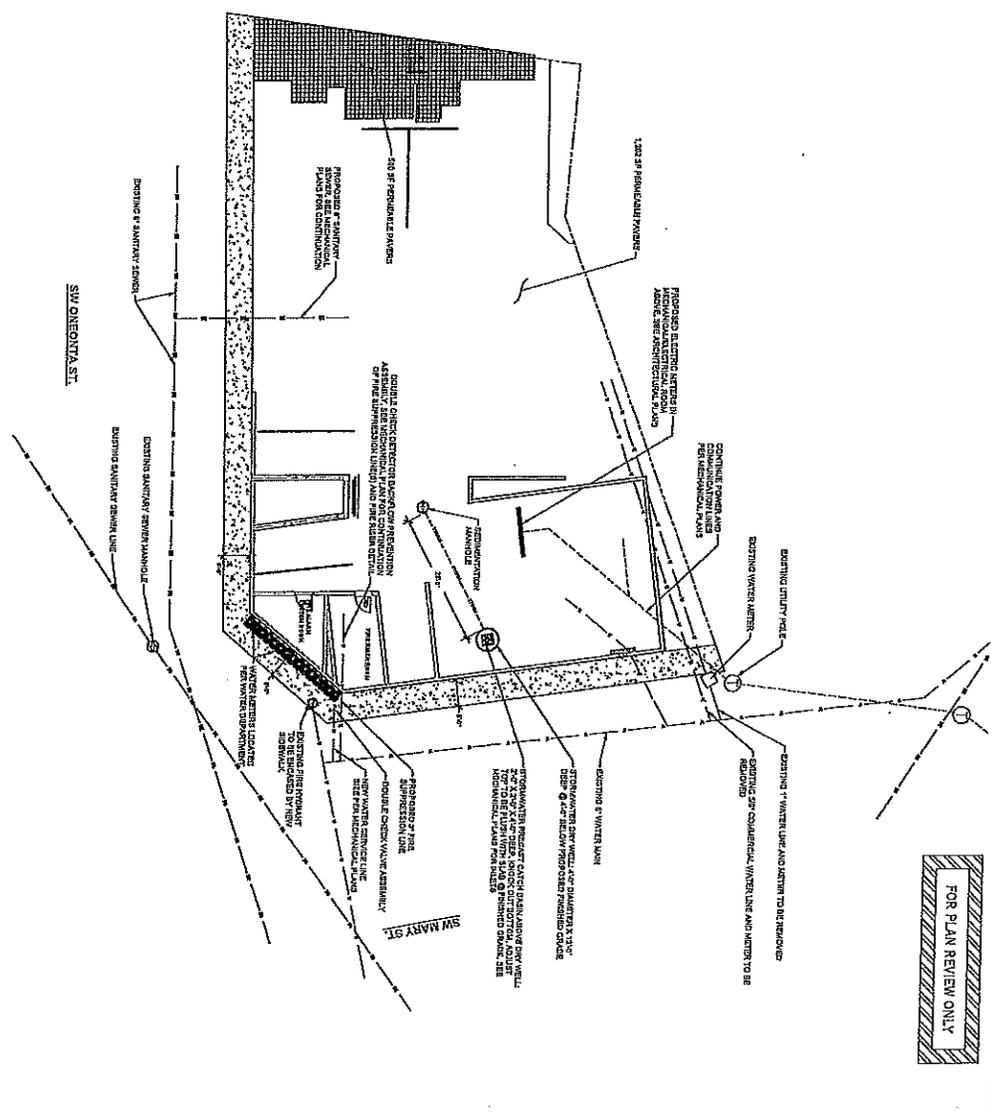
PROJECT	17-042
DATE	10/03/17
SCALE	1" = 20'
SHEET	C.4

FOR PLAN REVIEW ONLY



EXISTING CONDITIONS
 2015.11.17.17

FOR PLAN REVIEW ONLY



UTILITY PLAN
SHEET 0-10

M.E. DESIGN DEPARTMENT, LLC
ORIENTA, OH, LLC
40 SW Orianta St.
Cedar Lake, OH 43704

Hood River
Consulting
Engineers,
Inc.

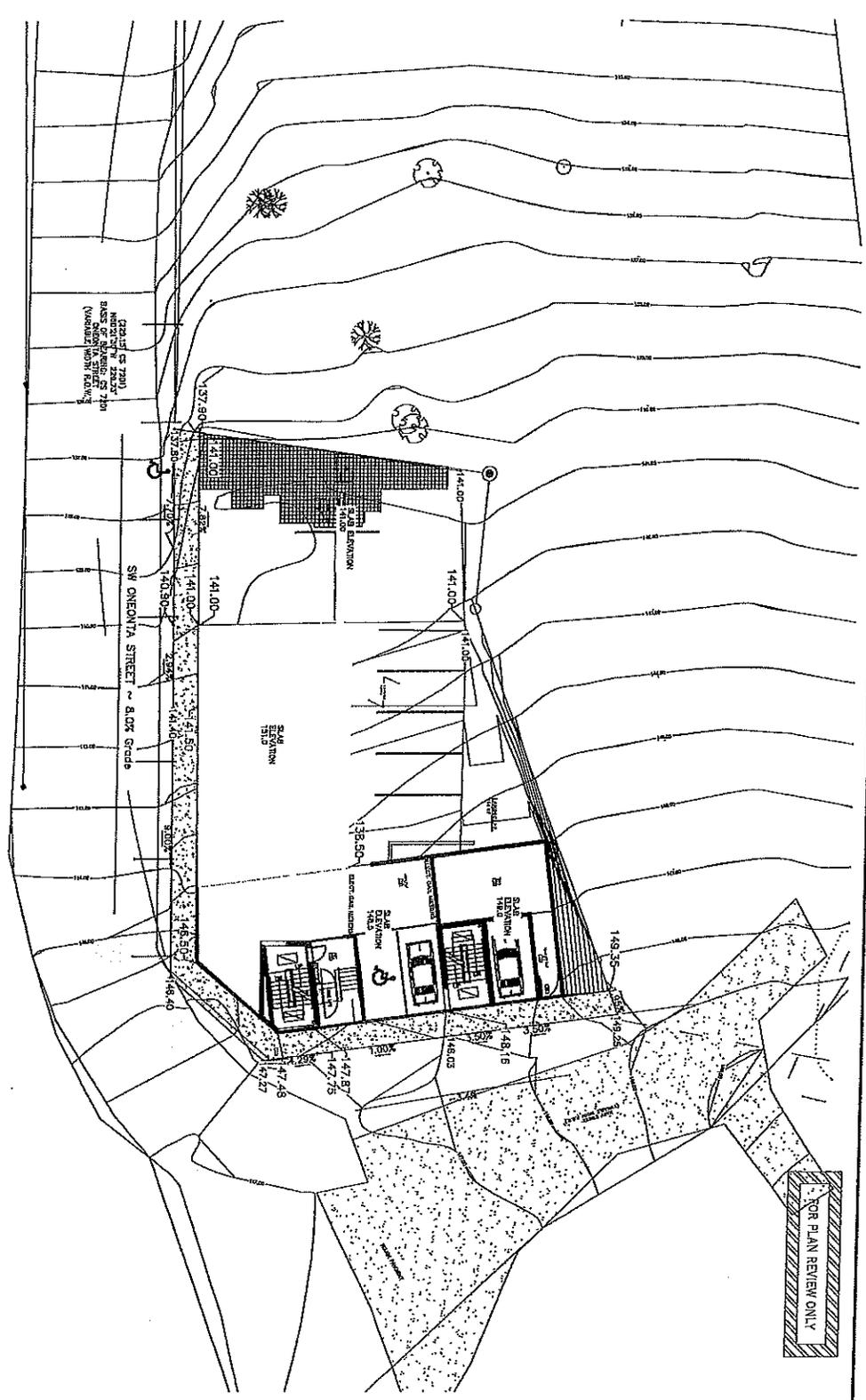


No.	Revised/Issued	Date
1	PLAN REVIEW SET	02/11/17
2	REVISION 01	01/11/17
3	REVISION 02	1/26/17

Hood River Consulting Engineers, Inc.
1726 May Street
Cedar Lake, OH 43704
www.hoodriverengineers.com

ENGINEER	DATE	PROJECT
10/12/17	10/12/17	UTILITY PLAN

PROJECT	DATE	SCALE
17042	10/12/17	C.S



SIDEWALK GRADING PLAN
SHEET 17-17

W.E.B. DESIGN DEVELOPMENT, LLC
40 SW Orange St.
Ocala, FL 32704

Hood River Consulting Engineers, Inc.



No.	Description	Date
1	PLN REVIEW SET	02/13/17
2	REVISION 01	03/13/17
3	REVISION 02	10/09/17

Hood River Consulting Engineers, Inc.
1766 NW 2nd Ave.
Hood River, OR 97031
ash@hoodriverengineers.com
www.hoodriverengineers.com

DATE	BY	REVISION
10/18/17		

SIDEWALK GRADING PLAN

PROJECT NO.	17044	SHEET	17-17
DATE	10/18/17	CAD	C:7
SCALE	1" = 10'		

Attachment A



Memorandum

To: Gordon Zimmerman, Cascade Locks City Administrator
Laura Buhl, TGM Grant Manager

From: Scot Siegel

Date: March 24, 2015

Subject: *City of Cascade Locks TGM Code Assistance – Final Action Plan Report*

The City of Cascade Locks Planning Commission and City Council conducted a joint work session on March 12, 2015 to review a draft action plan containing future steps the City can take to improve its Development Code. This memorandum summarizes the consensus points from that meeting. It also provides a complete report of the TGM Code Assistance project, to date.

Attached to this memo and made part of the report to the City is the Final Code Evaluation that we presented to the Planning Commission (Attachment 1), a draft code amendment requested by Port of Cascade Locks (Attachment 2), notes from the focus group meetings conducted in support of this work (Attachment 3), and the February 12 presentation made to the Planning Commission (Attachment 4), all of which helped inform the Commission-Council discussion.

At a future City Council meeting (to be scheduled), the Council will be asked to consider the following Action Plan and decide whether to proceed with code revisions. At that time it would also be appropriate for the City to decide whether it wants to apply for further consultant assistance through the Transportation and Growth Management (TGM) Program. A second phase of work likely would consist of a more detailed analysis (for specific code issues) and presentation of alternatives, code drafting, public review, hearings, and adoption.

Background

On request of the City of Cascade Locks, the Transportation and Growth Management (TGM) program contracted with Siegel Planning Services to prepare an assessment of the City's Community Development Code (CDC). The TGM program provides direct assistance to communities in updating and improving their comprehensive plans and land use regulations.

The purpose of the code assessment is to create an action plan for future code changes. Specifically, the City requested assistance in identifying changes that will help it plan for:

- Appropriate places for higher density and mixed-use development
- Complete neighborhoods
- Quality development design
- Making efficient use of the existing UGB while maintaining a high quality of life
- Enhancing walkability and bikeability
- Improving connections to the Historic Columbia River Highway and Trail
- Improving the pedestrian-friendly nature of the downtown area along WaNaPa Street (U.S. Hwy 30) while accommodating tourist automobile traffic and maintaining the historic character of the highway

In order to achieve these objectives, Siegel Planning reviewed the City's Comprehensive Plan and Development Code, and prepared a Code Evaluation Memorandum (Attachment 1). As part of this effort, we met with members of the Planning Commission and small groups of individuals representing the Port of Cascade Locks, downtown merchants, and local industry. In addition to a Planning Commission work session February 12, 2015, the City held a joint meeting with the Commission and City Council on March 12, 2015, to discuss the code recommendations.

The following Action Plan reflects the general consensus of the Planning Commission and City Council, as of March 12, 2015, on code recommendations that the City wishes to advance or consider further. Code recommendations from earlier reports that local officials do not support have been removed from the list, and, accordingly, the remaining items are renumbered. Those items are summarized at the end of this report.

Neighborhoods

1. Review the Planned Development provisions (Chapter 8-6.140) for overall effectiveness in meeting community objectives, including the formation of complete neighborhoods with usable open space. Amend Chapter 8-6.140 to define usable open space, such that new open spaces and recreational facilities fit within the context of Cascade Locks. For example, a subdivision might provide a playground, a terraced viewpoint/picnic area or circuit training course (taking advantage of the topography), or a trailhead/connection to the Pacific Crest Trail or Columbia River waterfront. In turn, the City could reduce the open space percentage that is required (currently 20%). Set asides of steeply sloping leftover pieces of land that are not 'usable' or left in a natural wooded state should be discouraged because they can be difficult to maintain and may become a nuisance.
2. Define the various types of assisted living and group care uses that are allowed. Allow these uses in the appropriate residential and commercial zones, and do not in the downtown zone. Consider allowing group care facilities, per State law, (i.e., 15 or more residents) only in HDR zone (Chapter 8-6.64) and Commercial zone (Chapter 8-6.72).
3. Amend Chapter 8-6.68 (Manufactured/Mobile Home Park Residential zone) to include standards for Recreational Vehicles in mobile home parks.
4. Amend the code to require a garage (and define "garage") with stick-built homes, as is currently required for manufactured homes, to be consistent with State law.

5. Rezone the Public Works Shop site from MDR to Public Use, consistent with the current and projected use of this property.
6. Maintain the current distribution of residential zones and allocation of planned densities, per the Comprehensive Plan. The Commission and Council have considered whether it would be appropriate to rezone land from LDR to MDR, or MDR to HDR, particularly adjacent to downtown, to provide a wider range of housing options. The consensus is to not pursue re-zoning at this time, and instead make other adjustments to the code to facilitate more efficient use of residential land, such as those described above.

Commercial/Employment Districts

7. Clarify and streamline the Downtown design standards Chapter 8-6.70. (For specifics, see the table on pages 8-12 of Attachment 1). See also, #8, below, regarding building height.
8. Maintain the current building height standard of 35 feet. Alternatively, consider allowing a limited increase in height subject to Conditional Use Permit (CUP) approval. The CUP review should consider the City's ability to provide adequate fire protection and potential impacts on views of the Columbia River, among other factors. In addition, remove the code requirement that limits height to an average of adjacent buildings, as it conflicts with the aforementioned 35-foot standard.
9. Amend the downtown parking standards to encourage more efficient use of commercial land, and to better accommodate future development while maintaining storefront character along Wa-Na-Pa. Prepare an evaluation of downtown parking supply and demand to inform the code amendments. The evaluation would identify current supply (including on- and off-street spaces, both public and private), opportunities for optimizing the current supply, potential future parking load (at build-out), and parking management strategies. The parking standards would then be adjusted accordingly.
10. Review input from the Port on suggested amendments to Commercial Resort (CR) zone (Chapter 8-6.80). The Port submitted comments to City on February 4, which are contained in Attachment 2. At the March 12 joint Planning Commission-City Council meeting, a Port representative explained that they are seeking greater certainty in the types of commercial and recreational uses that are permitted in the CR zone. Some of the suggested code changes will need to be reviewed for consistency with state law (e.g., regulation of adult businesses and marijuana businesses). Alternatively, as land owner the Port may want to create CC&Rs pertaining to these types of businesses/tenants.
11. Rezone the City Hall site from CR to Public Use, consistent with the current and projected use of the property.

Infrastructure/Public Improvements

12. Reconcile conflicting sidewalk requirements in the Comprehensive Plan, Development Code, TSP, and public works standards. The Comprehensive Plan requires sidewalks be provided on all streets, but the Code does not reflect that. Propose a sidewalk standard for new development that is based on street classification; consider standards or exceptions

- for “country lanes”, i.e., where auto volumes are low, the area is mostly built-out, and the ultimate street width is narrow. Provide clear criteria for exemptions and consider using construction cost instead of square footage of construction as a basis for exceptions.
13. Add code criteria for development exactions (public improvements required with development). This amendment would be located in the Site Plan and Design Review chapter (Chapter 8-6.148) and the Subdivisions chapter (Chapter 8-6.180), and Planned Development chapter (Chapter 8-6.140).

Administrative Procedures

14. Establish criteria and procedures for Code Interpretations.
15. Establish criteria for and streamline the permit process for minor modifications to approved development plans (various chapters). Identify thresholds for minor modifications that may be approved by staff, versus modifications that must come before the Planning Commission.
16. Streamline the permit process for changes of use, such that a land use application is not required for minor changes, i.e., those that do not impact traffic, parking, drainage, etc. This amendment would be located in Chapter 8-6.148 Site Plan and Design Review. (See also, Attachment 1, page 15, Item 7.)

Other/Miscellaneous

17. Establish criteria and review procedures for accessory structures (not accessory dwellings) that are larger than 120 square feet, including temporary storage units. (See also, Attachment 1, page 14, Item 2)
18. Clarify where accessory dwelling units are allowed and establish clear and objective standards for their use (e.g., size, setbacks, height, owner lives on premises, etc.).

Items Not Advanced for Further Consideration

The City Council and Planning Commission chose not to advance the following recommendations from the initial code evaluation.

1. Duplexes on Corner Lots in the LDR Zone. The code currently allows duplexes as a conditional use in the LDR zone. The consultant recommendation was to permit duplexes on corner lots in this zone subject to development standards; the standards would create the appearance of a single-family house by orienting each duplex unit garage to a separate street. The Commission and Council found this change would not be appropriate because there are few if any corner lots where duplexes could locate outside of the existing planned developments (where duplexes are already allowed). More importantly, the locations where they might locate are generally limited to properties fronting Wa-Na-Pa and Forest Lane, two streets where access management is a priority. The Council and

Commission reasoned these locations are not appropriate, in part, because duplex units would create multiple driveways close to major intersections. The existing code (conditional use permit) affords the opportunity to review duplexes for access design and compatibility (i.e., relative to traffic operations and safety).

2. Cottage Housing. The current City code allows cottage housing through the Planned Development (PD) process; however, the code requires a minimum of five acres for a PD, and there are no development or design standards for cottage housing. The recommendation was adopt cottage housing design standards and allow this use in the MDR and HDR zones through the Planned Development (PD) process on sites smaller than five acres (e.g., typical one-two acres). The Council and Commission acknowledged cottage housing can be an attractive alternative to multi-family housing, but felt the market may not support it (with a sufficient level of design quality) in Cascade Locks, and it would be difficult to ensure compatibility between cottage developments and existing residences through prescriptive code standards.
3. Pedestrian Shelters in Commercial Zone. The consultant recommendation was to add a pedestrian shelter requirement for new buildings and major exterior remodels in the Commercial zone, as is currently required in the Downtown zone. Some members of the Council and Commission acknowledged the benefit of having pedestrian shelters along Wa-Na-Pa, even where storefronts are not continuous, to create a commercial district that is inviting and comfortable for shoppers, but there was a lack of consensus to advance this proposal.

The City Council may wish to revisit the above findings or ask further questions when it meets in April. Following Council acceptance of the final action plan, with any refinements, and upon the City's request, the TGM Program will work with City staff to prepare a scope of work for the next phase of the project, which would include drafting code amendments for public review, hearings, and adoption. That phase can be expected to take approximately 8-12 months, depending on the scope of work.

ATTACHMENT 1 - CODE EVALUATION MEMORANDUM (NOV 30, 2014)



Memorandum

To: Gordon Zimmerman, Cascade Locks City Administrator
Laura Buhl, TGM Grant Manager

From: Scot Siegel

Date: November 30, 2014

Subject: *City of Cascade Locks TGM Code Assistance – Task 2.4 Code Evaluation*

The Transportation and Growth Management (TGM) program has contracted with Siegel Planning to prepare an assessment of the City of Cascade Locks' Community Development Code (CDC). The TGM program provides direct assistance to communities in updating and improving their comprehensive plans and land use regulations consistent with TGM objectives.

Background

The following background is mostly quoted from the contract Statement of Work:

The City of Cascade Locks is a small city of approximately 1,150 residents located in the Mid-Columbia Gorge. It is bound by the Columbia River to the north and the steep slopes of the Cascade Mountain Range to the south. Interstate 84 and Union Pacific Railroad run through the town. Most of the community's existing development is located between the river and I-84. In addition to being bound by the Columbia River and challenging topography, Cascade Locks is in the heart of the Columbia River Gorge National Scenic Area. As a result, Cascade Locks must work even harder than many other cities to accommodate growth within its existing boundaries.

The City of Cascade Locks ("City") is interested in updating its development code in a manner consistent with Transportation and Growth Management Program ("TGM") principles and its community vision. The City determined that it would be beneficial to conduct a code assessment (Phase I) in order to create an action plan to guide code amendments in a subsequent Phase II project. The community would like to find ways to accommodate growth and all modes of transportation while enhancing livability.

Cascade Locks is an important waypoint and destination for cyclists, hikers, and walkers. It is the eastern terminus of a newly-opened non-motorized stretch of the growing Historic Columbia River Highway State Trail, is located on the Pacific Crest Trail and near several other important Columbia Gorge trails, and is the location of an important river crossing, the Bridge of the Gods. Currently, the lack of bike lanes and sidewalks, and the presence of cul-

de-sacs without bike or pedestrian connections are barriers to Cascade Locks becoming a bicycle- and pedestrian-friendly community. The community is also interested in creating complete neighborhoods with a mix of housing options and access to daily needs, and finding ways to require high-quality development.

Project Purpose and Objectives

The purpose of the Phase I code assessment is to create an action plan for future code changes that meet the community's needs and support TGM objectives. Consistent with TGM objectives, the code assessment is to pay particular attention to the following topics as identified in the statement of work; the following is quoted from the contract statement of work:

- Appropriate places for higher density and mixed-use development
- Complete neighborhoods
- Design guidelines for high quality development
- Accommodating growth within the existing UGB while maintaining a high quality of life
- Enhancing walkability and bikeability
- Improving connections to the Historic Columbia River Highway and Trail
- Improving the pedestrian-friendly nature of the downtown area along WaNaPa Street (U.S. Hwy 30) while accommodating tourist automobile traffic and maintaining the historic character of the highway

In order to achieve these objectives, Siegel Planning Services has reviewed the City's Comprehensive Plan and Development Code, and relevant information and methods from the *TGM Smart Development Code Handbook*, *Model Development Code and User's Guide for Small Cities – 3rd Edition*, *Commercial and Mixed-Use Development Code Handbook*, *Infill and Redevelopment Code Handbook*, and current smart development best practices.

This memorandum provides an assessment of the City's Community Development Code, Comprehensive Plan, and Transportation System Plan, per Task 2 of the TGM Statement of Work. The evaluation is based on the above project objectives, observations from the community tour, input from City staff, and initial comments from three planning commission members. In reviewing the assessment, please consider whether it addresses the community's and TGM's most important priorities for land use and development, and if there other code-related issues that should be addressed.

Policy and Code Assessment

The following summarizes Cascade Locks' land use policies and regulations, and recommends changes for the City to consider, based on the above objectives.

Higher Density and Mixed-Use Development

The Columbia Gorge National Scenic Area and Columbia River are barriers to Cascade Locks expanding. The City also has limited opportunity develop due to the presence of steep slopes, the

Columbia River, I-84, and the Union Pacific Railroad. Therefore, the City must look for opportunities to use land efficiently.

One of the key challenges the City faces in accommodating high-density housing or mixed-use development is topography. Steep slopes contribute to higher construction costs, which may discourage development. If land values are not high enough to support the cost of building on steep slopes, certain types of housing may not be economically feasible. It may also be difficult to finance and market high-density housing and mixed-use development where properties do not have good connections to downtown or other amenities.

Cascade Locks' Community Development Code contains the following zoning districts that provide for residential uses [CDC 8-6.52 – 8-6.68, and 8-6.76]:

- **Rural Residential (RR).** The RR zone limits density to one dwelling per acre, or less. This zone is limited to single-family detached housing and is generally directed to the hillsides above I-84. The RR zone does not allow high-density housing or mixed-use development. It would not be appropriate to permit these types of uses in the RR district given potential geologic hazards and the district's isolation on the south side of I-84.

Recommendation: The RR zone is not appropriate for higher density or mixed-use development. No change to allowed uses in the RR zone is recommended.

- **Low Density (LDR) Zone.** The LDR zone allows housing at densities of 2-5 dwellings per acre, or a minimum of 7,500 square feet per dwelling. It comprises most of the City's residential land, including areas along Forest Lane that are relatively flat. The LDR zone allows single-family detached housing and residential care homes, but not duplexes or multiple family housing. The definitions section (Chapter 8-608) defines accessory residential unit as an accessory use, but the use is not listed as allowed in any zone.¹ It is also unclear if this type of housing is considered accessory to all primary residential uses (e.g., single-family and multiple family dwellings), or just single-family uses. In addition the definition does not provide standards, such as a size limit, for accessory dwellings.

Recommendation: Consider whether to re-designate some areas from LDR to MDR. Alternatively, consider allowing duplexes and accessory residential units in the LDR district subject to special use standards. The latter option would provide for a broader range of housing without significantly increasing demand on public services.

If added to the LDR zone, special use standards might limit duplexes to properties on corner lots, or those fronting Forest Lane, and require them to have features similar to a single-family house, such as a front porch and a garage that is setback from the main entrance to the residence. Standards for accessory residential units typically limit the size

¹ The Code defines Accessory Residential Use: "An auxiliary and detached living unit with separate kitchen, living, and sleeping facilities, in a single family structure or in a separate accessory building on the same lot as a primary single family residence ... not included in density calculation."

of these dwellings and require the use of exterior materials and finishing that complement the primary residence.

It is also noted that the Planned Development (PD) procedure in CDC Chapter 8-6.140 allows for a greater mix of housing types than is allowed through a standard subdivision in the LDR zone. In a PD, the developer sets aside at least 20% of the site as open space and may transfer density to another portion of the property. This allows for the creation of smaller lots or development of attached housing (e.g., single-family attached, duplex, and multiple family) where it would not otherwise be permitted. The PD procedure may be used in any zoning district, but a minimum of five acres is required, which limits its applicability to few vacant residential parcels.

- **Medium Density Residential (MDR) Zone.** The MDR zone allows housing at densities of 6-10 dwellings per acre, or a minimum of 4,000 square feet per dwelling. This zone is concentrated near the downtown and adjacent to I-84. It allows single-family detached housing, residential care homes, group care homes (conditional use), zero lot line housing, duplexes, triplexes, and fourplexes. (Zero lot line or attached single-family housing is subject to the design standards in CDC 8-6.102.010, which are based on the 2005 TGM Model Development Code for Small Cities.) The MDR zone also allows public, institutional, religious assembly uses, and bed and breakfast inns as conditional uses. The MDR zone does not allow accessory residential units in a separate structure. (Two units in one structure would be classified as a duplex.)

With one exception, opportunities for new development in the MDR zone are limited to small infill sites in the original town plat area, which is to the south and east of downtown. The exception is a large, vacant MDR property located behind Cascade Locks School, east of Tahoma Street, and north of I-84. With appropriate site planning (e.g., buffering against I-84 and completion of the local street grid with sidewalks) this property could provide for a mix of housing within a short walking distance of the school. One option that might be appropriate here, as an alternative to duplexes, is a “cottage cluster” development. Cottage clusters have multiple 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. Another option is to have all parking be on-street, where streets adjacent to the development are designed to accommodate on-street parking, as is common in historic cottage clusters. Some cottage clusters have a small community building or other shared facility.

Recommendation:

1. Consider rezoning properties from MDR to HDR, or from MDR to Commercial/Residential (CR), where appropriate, such as adjacent to the Downtown (D) zone. Rezoning would provide for a wider range of housing choices close to commercial services and recreational amenities. Properties next to downtown with good river views might be more marketable for higher density housing than single dwellings and duplexes.

2. Adopt standards for cottage cluster housing in the MDR zone.

- High Density Residential (HDR) Zone.** The HDR zone targets housing at densities of 10-20+ dwellings per acre, or a minimum of 2,000 square feet per dwelling. It allows single-family detached housing, residential care homes, group care homes (conditional use), zero lot line housing, duplexes, and multiple family housing (triplexes, fourplexes, and larger). It also allows public, institutional, religious assembly uses, and bed and breakfast inns as conditional uses. The HDR zone is limited to two vacant parcels, one to the east of Edgewood Avenue with frontage onto Wa-Na-Pa Avenue, and one riverfront parcel next to the Port of Cascade Locks Business Park. The parcel east of Edgewood has good visibility from and potential access to Wa-Na-Pa, but it backs up to I-84 and is next to an ODOT materials storage yard. The parcel on the Port property has potential for high density or mixed-use development, including resort/residential uses, with river views.

Recommendation: Same recommendation as for the MDR zone. See above.

- Manufactured /Mobile Home Park Residential (MHR) Zone.** The MHR zone is similar to the HDR zone but allows manufactured/mobile home parks.

Recommendation: The City should work with owners of mobile home parks to understand the anticipated lifespan of those uses. As applicable, the City should plan for the transitioning of these properties over time, including the provision of services (water meters, sidewalks, etc.), where the owners anticipate redevelopment.

- Other Zones Allowing Residential Uses.** The Downtown (D), Commercial/Residential (CR), Commercial (C), and Resort Commercial (RC) zones all to varying degrees allow high density housing and mixed-use development, as summarized in the table below:

Residential Uses and Density	Zones			
	D	CR	C	RC
Single-Family Detached	N	P	P (3)	N
Single-Family Zero Side Yard	N	P	N	P
Duplex	P (1)	P	N	P
Multifamily, Triplex	P (1)	P	P	P
Multifamily, Fourplex	P (1)	P	P	P
Multifamily	P (2)	P	P	P
Residential Home	N	P	N	P
Residential Facility	N	P	P	N
Maximum Density (Min. Lot Area/Unit)		1,000	1,000	2,000
Minimum Density (% of Min. Density)	80% (4)	None	None	None

Notes

- Limited to parcels not fronting Wa-Na-Pa Avenue
- Limited to apartments in mixed-use buildings, which must be located above or below street level floor

3. Permitted only in conjunction with another allowed use on the same lot
4. There is no minimum density for housing in a mixed-use building.

All four commercial zones allow high density housing and mixed-use. The density limit in the RC zone is one dwelling per 2,000 square feet (the same as HDR); in the CR and C zones it is one dwelling per 1,000 square feet; and there is no limit in the D zone.

The limitations on ground floor housing in the D zone are appropriate for Cascade Locks, which has a small downtown and only one main commercial street. The C zone, which is located outside the downtown core, does not limit residential uses to the extent they are limited in the D zone, but it has building design standards for properties fronting Wa-Na-Pa Avenue that are intended to promote storefront character along that main street.

Recommendation: No change to allowed residential uses in the above zones is recommended. As suggested in the preceding section, the City might consider re-designating properties from MDR to HDR, or from MDR to Commercial/Residential (CR) where they are adjacent to downtown and have good river views. This could make the properties more marketable for higher density housing and provide a wider range of housing choices close to commercial services and recreational amenities, which in turn might help promote local economic development.

Complete Neighborhoods

Over the past decade, prior to the failure of the Warm Springs Tribes' casino project, the City had approved three large subdivisions and other projects. These projects stalled during the Recession. Now that the economy is recovering, it is appropriate to review the Community Development Code and prepare for the next wave of development.

The City should encourage the formation of complete neighborhoods, which are neighborhoods with a range of housing types and sizes, multimodal connectivity (for bikes, pedestrians, and cars), and open space. Due to the small size of Cascade Locks, the market may not support commercial services within neighborhoods. However, through its code, the City can require that new developments have good connectivity to the downtown and commercial services.

The following background is relevant to planning for complete neighborhoods in Cascade Locks:

- Windsong, which had previously been in bankruptcy, has a new owner. The new owner wants to re-plot the 64 hillside lots. This presents an opportunity to recalibrate the project to the market and improve its overall design, for example, by creating usable open space and improved pedestrian and bicycle connections.
- Katani, a Planned Development (PD), is full, but the newest residential subdivisions, Windsong, Shahala, and Harmony Heaven, are mostly vacant. Lot consolidations (through "cancellation and combine") are occurring where builders see a market for larger lots. This too presents an opportunity to encourage the formation of complete

neighborhoods as market begins to recover. By amending the Development Code to allow duplexes on corner lots, and to more clearly allow accessory residential units (with standards) in the LDR zone, the City can encourage a wider variety of housing.

- The City recently amended its code to allow zero lot line housing. This is evident in the Katani subdivision where attractive zero lot line homes have been built. Zero lot line or attached single-family housing is subject to the design standards in CDC 8-6.102.010, which are based on the 2005 TGM Model Development Code for Small Cities. The standards require builders to break up facades and provide architectural detailing similar to single-family homes. However, in an interview with three Cascade Locks planning commissioners, it was noted that residents in some neighborhoods are concerned about small lots and minimal setbacks. This concern should be considered as the City contemplates code revisions.
- As described above, PDs provide for flexibility in lot size and housing types within the density limits of the underlying zone. In reviewing requests to approve new PDs or to modify existing PDs, or in considering code changes that would allow for increased densities, the City will have to balance the builders' desire for greater flexibility with residents' interest in maintaining neighborhood stability and protecting property values. This can be accomplished through thoughtful site planning (that orients similar building types facing one another) and requiring high-quality design in buildings and streetscapes (e.g., sidewalks with ornamental lighting).

Recommendations: The City should consider making the following revisions to the Community Development Code to support the appropriate redesign of previously stalled projects, and the development of complete neighborhoods:

1. Establish criteria for and streamline the permit process for minor modifications to approved development plans.
2. Establish protocols with Hood River County for reviewing plat vacations and requests for lot consolidations (cancellation and combine), for consistency with City land use approvals. This should be coordinated with the City-County agreement that provides for County review of Building permits.
3. Adopt standards to allow detached accessory residential units in residential zones. The code amendment should address lot size, floor area, building materials, and the requirements of the zone in which these uses are located. It should also reference applicable building code and utility connection requirements.
4. Adopt standards for cottage cluster housing as an alternative to duplex development in the MDR zone. (See related discussion on page 3.)

5. Review the standards for PDs. The open space standard may be excessive given the abundance of open space surrounding Cascade Locks. In lieu of open space, consider other types of amenities that the PD process could allow which would benefit the community. Clarify the type of open space that is acceptable.
6. Update the requirements for sidewalks and surface water/storm drainage improvements as required for infill development and redevelopment projects. See also, discussion under “Enhancing Walking and Biking.”
7. Add code criteria for development exactions (“rough proportionality”), per case law.

Downtown Design

Chapter 8-6.070 of the Community Development Code contains the downtown design standards, which are based on the Cascade Locks Downtown Plan and Strategy. Recent downtown building construction includes a fish market and coffee shop, both independent businesses, which are designed per the Cascadian standard. There is a desire to incorporate the best of Old Cascade Locks while allowing new development. The market, café, arts and crafts store, and ice cream place were cited as examples of Old Cascade Locks that may not fit the current design standards. Input is needed on whether the code should encourage these building styles.

In interviews, City staff and members of the Planning Commission said there is a need to review the current standards for building design and location of off-street parking, which require all parking to be placed behind buildings. There is also interest in reviewing the extent of the Downtown (D) zone, which does not include Char Burger and the Columbia River Inn, two key buildings at the west entrance to downtown. (These properties are located in the Commercial (C) zone. An assessment of the Downtown zone follows:

Assessment of Downtown Development Design Standards		
Standard	Standard	Comment
Lot Dimensions (8-6.070.050)	No minimum standards.	No change needed.
Residential Density (8-6.070.060)	No minimum or maximum for mixed-use buildings, otherwise same as HDR zone.	No change needed.
Height Limit (8-6.070.070)	35 feet. Section 8-6.070.120 limits height to 125% of average height of buildings on same side of street.	Consider increasing allowable height for upper-story residential uses, provided building design standards are met.
Landscaping (8-6.070.080)	5% of lot area.	No change needed.

Assessment of Downtown Development Design Standards		
Standard	Standard	Comment
Access and Circulation (8-6.070.090)	OAR 734-051 (ODOT Access Management Standards for Special Transportation Area).	No change needed.
Activities External to Building (8-6.070.100)	Prohibits outdoor storage. Permits outdoor seasonable display and sales of not more than 10% of retail sales area. Permits outdoor dining with standards. Requires 60-inch minimum unobstructed walkway.	Consider adopting standards for food carts and farm stands, while maintaining tribal rights to sell historically harvested native products.
Off-Street Parking and Loading (8-6.070.110)	Exempts residential units in mixed-use buildings, and allows in lieu fee option.	No change needed.
Site Plan and Design Review (8-6.070.120A-C)	Design review is required for changes of use, development, and alterations to approved development.	This code section appears to conflict with 8-6.148.020 Applicability of Site Plan and Design Review, which exempts minor modifications of an existing development.
Design Code Modifications (8-6.070.120D)	Allowed.	Planning Commission has discretion to modify the standards where there is a unique site condition and the design substantially complies with the intent and purpose of the design standards.
Standards of Review (8-6.070.120E)	This section has seven criteria, including: Consistency with the goals and objectives of the Downtown Plan and Strategy. Four allowed historic design styles: Classic Revival, Craftsman, Cascadian, and Arts and Crafts. (Which forms of Classic Revival?) Buildings must orient to the street; corner buildings orient to	The standards are very broad and subjective. The lack of clear and objective standards may add costs and delays to the permit process, which may discourage desired development. The requirement that buildings orient to a street may have the unintended consequence of buildings turning their backs to the river. Building and site designs should provide for a pedestrian-oriented streetscape, but also respond to the context,

Assessment of Downtown Development Design Standards		
Standard	Standard	Comment
	<p>corners.</p> <p>Building height is limited to 125% of the average height of adjacent buildings on the same side of the street.</p> <p>There is no exception to the maximum front setback of 10 ft.</p>	<p>including opportunities for river and mountain views.</p> <p>Allow an exception to the maximum front setback of 10 feet for building entrances that orient to a plaza (adjoining the streetscape).</p>
Building Materials & Colors (8-6.070.120F)	Standards for masonry, wood siding, and paint color.	The materials lists appear limited given the four styles specified. Consider allowing metal roofing, which sheds snow and is consistent with mountain architecture. Metal can also be used in decorative elements, e.g., flashing, signs, and sculpture.
Roof Materials, Parapets, and Roof Pitch (8-6.070.120G)	Pitched or stepped parapet roof required. Rooftop equipment screened. Sloped roofs use dark materials.	
Building Orientation and Entrance Standards (8-6.070.120H)	Buildings orient to street.	This is redundant with, but more detailed than, the recommendation in 120E.
Parking Lots (8-6.070.120I)	Parking lots behind buildings only.	The code should allow parking located under a building. A variance should not be required to place parking in a garage under a building. It may not always be feasible to construct underground parking, but the code should not discourage it. On the north side of WaNaPa, where lot depth is limited and the land slopes toward the river, placing parking below grade, under a building, should be allowed with appropriate design standards.
Building Facades (8-6.070.120J)	Requires detailing, weather protection features, build-to line (common buildings), and traditional storefront elements.	Some required elements may not be appropriate for the prescribed design styles, and it is not clear which elements are required, or how the City determines applicability. For example how large is a “large display window”? (Cascadian buildings typically do not have storefronts, much less “large storefront”, but

Assessment of Downtown Development Design Standards		
Standard	Standard	Comment
		the style can be adapted to provide them.) The standard that buildings must “include changes in relief on 10 percent of their WaNaPa facades” is unclear. It would be clearer to set a limit on uninterrupted facade plane.
Windows (8-6.070.120K)	Windows required on ground floor along WaNaPa, and adjacent to public parking lots. Code provides minimum dimensions/area and materials.	The standards are generally good, except the requirement to provide ground floor windows next to public parking lots “over 16 sq ft per story or 6% of the facade area” does not make sense. Some visibility of the parking lot is desirable, but this standard should be reviewed.
Upper Floor Window Standard (8-6.070.120L)	This subsection limits the size of upper story windowpanes to 5’x7’ and requires at least half of all upper story windows not exceed 2’x3’.	The reason for this standard is unclear, as the prescribed design styles would not necessarily preclude larger windows, or banks of windows exceeding this size.
Streetscape and Street Furniture (8-6.070.120M)	Requires consistency with the Street Furniture standards of the Cascade Locks Downtown Plan and Strategy.	The referenced document provides good guidance for streetscape improvements.
Lighting (8-6.070.120N)	Requires minimum lighting level of four foot-candles at building entrances and requires lighting to not shine into the sky.	The International Building Code (IBC) has lighting requirements for egress. The Occupational Safety & Health Administration (OSHA) has standards for the signs required to designate an exit or entry. The IBC prescribes minimum lighting for building egress at 1 foot-candle (fc). The minimum for Emergency exit signs is 5 fc. The Dev. Code should avoid prescribing lighting levels for buildings, except dark sky standards are appropriate.
Trash and Recycling Storage (8-6.070.120O)	Trash collection must be located within the structure, or behind the building in an enclosure.	No change needed.

Assessment of Downtown Development Design Standards		
Standard	Standard	Comment
Signage (8-6.070.120P)	Prohibits freestanding pole signs and internally illuminated signs. City Administrator may grant “pedestrian-oriented sign bonus” of 6 square feet.	Consider revising sign standards, as needed, for consistency with any other code changes, as discussed above. Define pedestrian-oriented signs.

Recommendation: Based on the above assessment of the Downtown zone, the City should consider amending its code to support downtown revitalization, as follows:

1. Remove the standard that limits building height to 125% of the average height of buildings on the same side of the street. The standard is not well defined and may discourage downtown development. Consider increasing the 35-foot height limit of the D zone for consistency with the prescribed architectural styles with peaked roofs.
2. Consider providing an option for buildings to exceed 35 feet where a mixed-use (residential above commercial) development is proposed, provided it meets fire protection requirements. If the height were increased to 40 feet that would allow for a building with ground floor retail (16-foot ceiling height), two stories of residential above, and a gabled roof in the Cascadian design style.
3. Consider adopting standards for food carts and farm stands, while maintaining tribal rights to sell historically harvested native products.
4. Review the Downtown zone threshold for modifying an approved site plan against Section 8-6.148.020, and update the code to make the two sections internally consistent.
5. Provide an exception to the 10-foot maximum front setback along Wa-Na-Pa Avenue for buildings that orient to a plaza or an expanded sidewalk with furnishings.
6. Broaden the palette of allowed building materials. Allow metal for roofing and architectural accents. Consider allowing concrete fiberboard as a less expensive alternative for siding materials. Concrete fiberboard should be wood-like in appearance and have appropriate finishing (e.g., rough hewn).
7. Allow parking to be located under, instead of only behind, buildings that front Wa-Na-Pa Avenue, subject to applicable storefront design standards.
8. Where new highway approaches are proposed, require shared access drives between adjoining properties, consistent with ODOT’s Special Transportation Area designation. This will minimize interruptions to the building wall along the street frontage.

9. Clarify and simplify the standards for building facades, windows, and lighting. Update the lighting standards, or remove them and reference Building Code standards instead.

Accommodating Growth within the UGB

The Cascade Locks Comprehensive Plan recognizes the community's growth is limited by its location next to the Columbia River and within Columbia River Gorge National Scenic Area. The Plan recommends transferring density away from isolated and steeply sloping areas south of I-84 and into areas that are more suitable for development. It also identifies a need for downtown revitalization, recreation amenities, and infrastructure improvements, including improved water service and sidewalks. Congestion is also perceived as an issue, even though traffic levels are not failing at any intersection, due to the constraints of the railroad, river, and freeway.

An electrical capacity upgrade is planned to serve new/expanded industry. A new reservoir and water transmission line (in Wa-Na-Pa Avenue) are also planned. The improvement will help facilitate development at the Port of Cascade Locks Business Park, which in turn will provide local employment and create the need for housing and commercial services. The 150-acre master planned Port property is zoned primarily for industrial and public uses. Other developable properties along the riverfront are zoned industrial, resort-commercial, and high-density residential. Examples of potential new industry include a water bottling plant, call center, resort, and expansion of Bear Mountain's operations at Port property.

Upgrades to Forest Lane may or may not be needed to serve industry; truck traffic likely will be less than the car traffic that was expected with the casino. Emergency, secondary access/egress will be needed to/from the Business Park. Another key issue is how to facilitate orderly development that is attractive, creates complete neighborhoods, and integrates well with existing residences and recreational uses.

Recommendation: The Development Code does not directly address the above issues, but the recommendations in this report should help the City manage its growth, ensuring land is used efficiently, and development is served by adequate public facilities. Another important consideration is that people should be able to easily get around on foot and bicycle.

Enhancing Walking and Biking

The City would like to build upon the pedestrian-friendly nature of the downtown area along Wa-Na-Pa Avenue (U.S. Hwy 30) while accommodating tourist automobile traffic and maintaining the historic character of the highway. Sidewalk connections are lacking in many parts of the City. There is a need for sidewalks along Wa-Na-Pa Avenue east of downtown, and the City would like to work with Hood River County on installing sidewalks along Forest Lane.

Connections to trails and recreational amenities are also important. The Pacific Crest Trail runs through Cascade Locks and crosses the Columbia River on the Bridge of the Gods. Connections to Marine Park are currently lacking. Sailing, ultimate Frisbee, and mountain biking are popular pastimes and Marine Park annually attracts hundreds of visitors. The City would like to take

advantage of the community's reputation as a recreation hub by improving the local sidewalk and pathway network.

Chapter 8-6.112 of Community Development Code contains walkway standards for residential and non-residential development. These standards are in conflict with the street frontage improvement standards, which are found in the City's Transportation System Plan (TSP) adopted in 2001. The minimum walkway width in the Code is five feet, which may be adequate for a local residential street but is inadequate for a commercial main street, such as Wa-Na-Pa Avenue. It is also inadequate for a thoroughfare such as Forest Lane. The TSP recommends six-foot wide sidewalks for both residential and non-residential streets. Code Section 8-6.112 appears to exempt residential projects with fewer than four dwelling units or lots from installing walkways.

Based on our reading of the Code, the City may require sidewalk improvements through the subdivision review process, and for multifamily and non-residential developments. However, we did not find a Code provision addressing sidewalk improvements for minor partitions, or housing developments with fewer than four dwellings. It is possible the City may exact public improvements for these smaller developments when the improvements meet the rough proportionality test under *Dolan v. City of Tigard*, but it would be clearer to place that requirement in the Code.

Recommendation: Chapter 8-6.112 Circulation and Access should be revised to provide clearer standards for sidewalk improvements for all types of development. Code provisions should be based the standards in the TSP, or the TSP and Code should be amended to allow more options. For example, the City may want to adopt a policy of not requiring sidewalks on low-volume, dead-end roads, or allow deferral of improvements until it is possible to fund a capital project, e.g., with local improvement district or other funding strategy. The City should also consider requiring, or encouraging through code incentives, wider sidewalks (e.g., 9-12 feet) along Wa-Na-Pa Avenue and Forest Lane, where pedestrian usage is expected to be greatest and where it would be desirable to have space for benches, lighting, and flower baskets or planters.

Other Code Improvement Ideas from Planning Commissioners and City staff

The following additional topics (not otherwise addressed, above) were discussed during our community tour and initial meetings with City staff and planning commissioners.

1. *Sheltered walks in commercial area* – Pedestrian weather protection features are required in the Downtown zone. Should they also be required in the Commercial zone where buildings are spaced further apart?
2. *Addition of storage units as allowable or conditional in appropriate zones* – The code should provide criteria for accessory structures that are larger than 120 square feet, including temporary storage units. Storage units that are accessory to a residential use, meet the size and height limitations of the Code, and do not require a building permit should be permitted outright, or with approval of the City Administrator. A conditional use permit should be required for accessory structures that do not meet the criteria.

3. *Allow nursing homes in appropriate zones* – Nursing homes are currently allowed only in the Downtown zones. This type of use may not be appropriate in the downtown, where the community is trying to promote economic development through tourism. Where else would nursing homes be appropriate?
4. *How to address RVs in mobile home parks (ORS 197.493)?* – The City may adopt standards requiring that Recreational Vehicles, when used as a dwelling (not a temporary use), be connected to water, electrical supply, and sewage disposal systems; and be located in an approved manufactured dwelling park, mobile home park, or RV park. The City currently has Code standards for manufactured/mobile home parks.
5. *Review existing garage requirement for manufactured homes, versus other single-family homes (ORS 446)* – State statute limits the standards local governments can place on manufactured housing. Generally, standards for manufactured homes must not be any more restrictive than a local jurisdiction's standards for stick-built homes. Currently, the City's code requires a garage be provided with each new manufactured home. If this requirement remains it should be applied evenly, to both stick-built and manufactured single-family homes.
6. *Review geologic hazards overlay* – It is unclear what concerns the City has with the Geological Hazards Overlay. It is outside the TGM Program's scope of services to assess natural hazards and it may be outside our scope to update the GH Overlay.
7. *Process for review of vacant buildings or changes of use* – Changes of use are important for the City to review when a change is to a more intensive use. For example, a use that impacts parking, paving (surface water runoff), noise, light, glare, public services, etc. could adversely impact adjacent properties. Changes of use can be tracked through the business license registry, which should include housing rentals and rental agencies. The Code currently has procedures for reviewing changes of use through the Site and Design Review procedure, but it would benefit from adding criteria.
8. *City Hall and the Public Works Shop Site* – These City facilities sit on two lots. City Hall is zoned CR (Commercial/Residential) and the City Shop and Storage Yard is zoned MDR (Medium Density Residential). Both lots should be zoned Public Use.

Next Steps

Please distribute this evaluation report, along with the stakeholder interview questionnaire, to the interviewees during the week of December 1. (The interviews are scheduled for December 11.) Siegel Planning will prepare a summary of the interviews prior to the January 8, 2015, Planning Commission work session. The January 8 presentation will have images to help convey the design concepts in the report.

ATTACHMENT 2: PORT OF CASCADE LOCKS PROPOSED CHANGES TO RC ZONE

Chapter 8-6.80

RESORT COMMERCIAL ZONE (RC)

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 Retail 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, delicatessans, 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

M-AB. 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;

| ~~E. Public facilities;~~

| ~~F. Parks and open space; and~~

| ~~EG. Surface mining (Government Rock peninsula only).~~

8-6.80.035 Prohibited Uses

| A. Adult Entertainment Businesses

| ~~B. Maritime Related Businesses~~

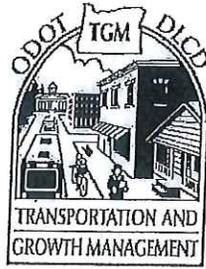
8-6.80.040 Dimensional Requirements.

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.

Attachment B

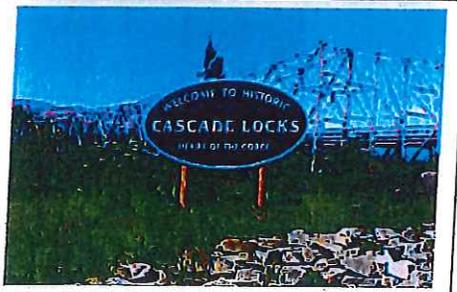
2016



City of Cascade Locks, Oregon

PROJECT SUMMARY AND RECOMMENDATIONS FOR PARKING MANAGEMENT

FINAL REPORT
June 20, 2016



RICK WILLIAMS CONSULTING
Parking & Transportation

This project is partially funded by the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM project is financed, in part, by federal Moving Ahead for Progress in the 21st Century (MAP-21), local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

TGM supports community efforts to expand transportation choices for people. Linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.



Table of Contents

A. Background	1
B. Format of Information – Getting to Solutions	2
C. Summary of Visual Ground Assessment	2
D. Summary of Challenges and Barriers	3
E. Parking Inventory Summary	6
F. Parking Management: Recommended Solutions	7
G. Strategy Matrix	19
H. Summary	19

ATTACHMENT A: PARKING CODE REVIEW (TASK 2.1)

ATTACHMENT B: PARKING INVENTORY MEMO (TASK 2.2)

DOWNTOWN CASCADE LOCKS: SUMMARIZING BETTER PARKING MANAGEMENT

With support from the Oregon Transportation and Growth Management Program (TGM), Rick Williams Consulting was retained to examine parking management issues for the City of Cascade Locks. The objective was to provide information and ideas to address parking challenges and promote a vibrant and attractive downtown. The project's goals were to:



- Provide insight into the parking environment in downtown Cascade Locks;
- Get input from stakeholders to encourage a high degree of public participation and support;
- Assess current and future opportunities for parking in Cascade Locks through data collection and analysis
- Review and suggest changes to the parking code;
- Hold a public outreach workshop on parking management; and
- Help the community take advantage of innovative parking management concepts to strengthen the City's downtown.

A. BACKGROUND

As the Columbia Gorge becomes an increasingly popular destination, the City of Cascade Locks is likely to experience both benefits and challenges. The desire to maintain a vibrant downtown that appeals equally to residents and visitors will help shape the City's priorities now and in the future. Assessing the role of parking in downtown Cascade Locks is a key component in striking that balance and supporting broader community goals for development, growth, and vitality.

The City of Cascade Locks recently worked with five neighboring communities along the Historic Columbia River Highway to develop a system of Gorge Hubs: a network of welcome/information centers, trailheads and rest areas catering to hikers and bikers. In Cascade Locks, the fix-it station Hub is strategically located near the post office on WaNaPa Street, encouraging visitors to further explore the downtown and enjoy all the city has to offer. The goal of the Hubs project is to spur economic development, as visitors travel from one community's downtown to the next within this network.



Parking management should likewise support a successful, appealing downtown. This plan provides recommendations that will contribute to a flourishing Cascade Locks, and are sensitive to both the local, pedestrian-friendly nature of downtown and the importance of economic growth. It also provides a basis for future community discussions on enhancing the downtown parking system and experience. The information and recommendations in this report are intended to complement broader transportation and economic development efforts.

B. FORMAT OF INFORMATION – GETTING TO SOLUTIONS

This project has allowed the City and stakeholders to take a fresh look at the parking situation in Cascade Locks with a view to improving the quality and ease of access in the downtown.

This report summarizes:

- Existing parking conditions
- Parking challenges and barriers identified in stakeholder discussions
- Code evaluation
- Parking inventory
- Recommendations for near-, mid-, and long-term solutions

C. SUMMARY OF VISUAL GROUND ASSESSMENT

Rick Williams and Owen Ronchelli spent meaningful portions of their site visit on Friday, January 29, 2016 touring the downtown, observing parking activity, and evaluating parking resources and assets. Gordon Zimmerman (City Administrator) also provided a thorough car tour of key areas in the downtown for the consultant team to consider. Gordon's input provided the consultants an on-the-ground look at the City's downtown access system and insights into key properties, challenges and issues. Rick Williams spent an additional day in Cascade Locks on Sunday, May 15, 2016 to observe weekend activity and the impact of visitors at the trailhead lot.

The consultants took extensive field notes and created a photo file for use in the development of workshop materials. In total, the consultants spent extensive time on the ground in the downtown over two days.

These ground assessments aided the consultant team in formulating a working understanding of both use and format of parking in downtown Cascade Locks. Their observations were also compared to input from stakeholders (Section D below), and much of what the consultants observed validated stakeholder perceptions. This provided the foundation for developing the parking management strategies recommended herein.

The consultant team concluded that Cascade Locks' downtown parking system has significant capacity to absorb additional demand. Some key strategies in the near term will be improving the appearance of parking, improving signage and directions, and engaging the City and business community in actively managing parking as a community resource.

D. SUMMARY OF CHALLENGES AND BARRIERS

The consultant team gathered information about Cascade Locks' parking system through a site visit and through a number of meetings and interviews with local stakeholders. This allowed the team to receive honest input on recent downtown history, perceived challenges and opportunities related to parking, and ideas and solutions. Input from meetings with stakeholders has been used to create a list of key parking issues outlined below as "challenges and barriers."

On January 29, 2016 the consultant team conducted three meetings. These meetings were scheduled by Gordon Zimmerman with key downtown stakeholders and were held throughout the day.¹ Meeting participants included:

- Meeting 1: Gordon Zimmerman (City Administrator), Larry Cramblett (Chair, Planning Commission)
- Meeting 2: David Lipps (Port/Brewery), Caroline Park (Thunder Island Brewing), Jeff Caldwell (Portland Spirit)
- Meeting 3: Todd Mohr (Planning Commission/Port), Paul Koch (Port General Manager), Holly Howell (Business Owner), Gary Munkhoff (Planning Commission/property owner in downtown)

Two additional interviews were conducted. Participants included:

- Interview 1: Jason Waicunas (Event Director, Pacific Crest Trail Days)
- Interview 2: Amy Moreland (Principal, Cascade Locks Elementary School)

The meetings and interviews provided participants:

- The opportunity to voice their concerns about downtown's parking challenges.
- A means to offer comment and advice on potential solutions for the consultants and City to consider.
- Time to learn about parking best practices, with the consultants sharing information on how the parking industry and successful downtowns of Cascade Locks' size and character would approach similar challenges.

Information from these forums led to development of a consensus list of stakeholder issues. This list identifies challenges and barriers that local parking strategies must address. As solutions are developed (see Section F, page 7) they should relate directly to these issues. In other words, solutions should not be random or "off-the-shelf," but directly relevant to the unique parking issues in downtown Cascade Locks.

¹ Special thanks to Gordon Zimmerman for scheduling and coordinating the interview schedule for the consultant team. Additional thanks for providing a very thorough tour of Cascade Locks.

Following are key challenges and barriers facing downtown Cascade Locks:

1. *The appearance of Cascade Locks' parking system can be improved.*

Surface parking lots can, and often do, affect a downtown's overall image. When parking lots dominate the environment and are poorly designed or maintained, they undercut efforts to make downtown a vibrant, attractive area. The absence of parking buffers, landscaping, lighting, and screening also detracts from the downtown's visual appeal. Stakeholders noted that the parking system needs a fresh set of eyes to ensure that the appearance of parking lots supports the economic vitality of the downtown, and agreed that partnerships between the public and private sectors could be an effective strategy to achieve this.



2. *Stripe on-street parking to designate available stalls and slow traffic.*

Several stakeholders noted that traffic can move rapidly on WaPaNa Street creating concerns for pedestrian safety and speeds that are not conducive to street-level businesses. Lack of visible on-street parking tends to make WaPaNa feel more like a highway than a retail street. Stall striping would clearly indicate the availability of parking and narrow the appearance of the roadway, encouraging slower speeds.



3. *There is a lot of parking in Cascade Locks, if it were seen as a shared resource.*

Although there appears to be a lot of parking, especially off-street parking, in the downtown on a typical day, it is not being used efficiently to meet demand (especially during events) or to support the general economic development of the downtown. Most parking is under private ownership and may only be used by specific businesses or institutions. Signs discourage the sharing of parking, even when spaces sit empty. In some cases the signage communicates a negative message to potential customers, leading to parking that is *empty* but



not *available*, a situation that frustrates potential customers while causing stores to lose business. Maximizing use of existing parking assets through well-managed shared use could provide better access to downtown businesses. To the highest degree possible, existing parking planning in Cascade Locks should approach parking as a community resource.

4. *Additional data on usage would support decision-making, planning, and management of the parking supply.*

The consultant team conducted an assessment and inventory of the downtown parking supply (see **Section E** and **Attachment B** for inventory summary), but there is still a lack of *active* data on how the parking system performs daily and seasonally. Routinely collecting data on system performance will greatly benefit the City and stakeholders, facilitating better informed decision-making and implementation of parking strategies.

5. *Connections must be made between parking and the downtown to help draw customers to businesses (parking/walking, bikes and gateway signage).*

A key challenge described by stakeholders is the lack of connectivity between the east and west ends of downtown. Parking should provide better access for all users of the downtown and surrounding areas. There should be multiple locations where users can park once, then easily walk or bike to primary and secondary destinations. Connecting this system with gateway signage at both ends of the downtown and other visual cues will make it easier for residents and visitors to patronize Cascade Locks' downtown businesses.

6. *Bikes can be better served along WaPaNa Street.*

All stakeholders clearly recognized the potential customer traffic that bicyclists represent for the downtown. With the Gorge Hubs project underway, recreational biking is only going to grow, presenting a significant opportunity for downtown businesses. The downtown has added some bike parking in front of retail stores along WaPaNa Street, but additional short-term bike parking will encourage cyclists to visit the downtown and other stops along the way. The City and local stakeholders agreed that the bike culture is and will continue to be an important component in the downtown's success.

7. *Changes will require partnership-building.*

While many support more vigorous parking management, it must be founded on a strong set of principles, with a system of communication and clearly identified targets and outcomes. There must be consensus on a plan of action, guided and overseen through an ongoing partnership between the City and affected stakeholders.

8. *Provide better parking signs.*

The city would benefit from signage that better communicates useful information and clear directions to customers and businesses. Both the east and west gateways into the downtown would also benefit from informational parking signs denoting off-street parking options that can be accessed along WaPaNa Street.

E. **PARKING INVENTORY SUMMARY**

The consultant team inventoried the entire on- and off-street parking in the downtown. The inventory day was selected in consultation with City staff, as were specific streets and lots seen as reasonably serving, or showing potential to serve, downtown uses. **Attachment B**, at the end of this report, provides a detailed Parking Inventory Memorandum summarizing the complete analysis. This section provides a shortened version of that report.

Table 1 indicates on- and off-street parking surveyed in Cascade Locks. All on-street parking stalls in the downtown are currently unmarked and do not have time limits. The majority of on-street parking is located on WaNaPa Street.

Cascade Locks' on-street parking supply is limited, totaling 245 stalls, of which 234 are located on WaNaPa Street. Adding capacity on adjacent streets is likely not feasible, based on road widths and issues related to safety and traffic movement.

The off-street supply is actually fairly large, totaling 738 stalls in 30 lots. This supply is spread throughout the study area and primarily formatted to serve single uses, not the downtown in general. Two additional off-street sites were identified that are currently vacant gravel areas. These sites are sizeable and could serve as future parking opportunities.

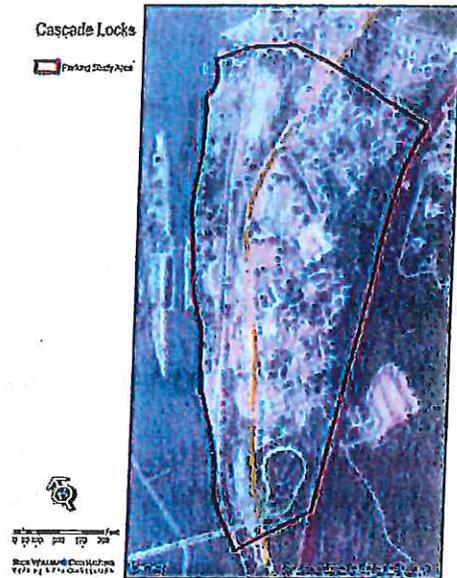


Table 1: 2016 Cascade Locks Inventory

	# of Automobile Stalls	% of Total
South side of WaNaPa St ²	108	44.0%
North side of WaNaPa St	126	51.4%
SW Benson Street	5	2.2%
SW Regulator Street	6	2.4%
Total On-Street Supply	245	100%

² All on-street parking stalls are unmarked, unsigned, and have no time limit.

Total Off-Street Supply (30 sites)	738 ³	100%
Total Parking Supply	983	100%

F. PARKING MANAGEMENT: RECOMMENDED SOLUTIONS

The parking management solutions outlined below are intended to support recommendations that grew from discussions among the City, its downtown partners, and the consulting team. They are laid out in sequence, following a logical progression in which each action provides a foundation for subsequent actions.

Actions are grouped into specific phases ranging from near- to long-term. Overall, the implementation schedule is flexible and the order of projects may be changed as opportunities and resources are identified. All strategies will require a level of support, coordination, commitment, and resource identification that goes well beyond what is currently in place. Where possible, cost estimates are provided, but only within the framework of planning. Final costs would require additional evaluation, scoping, and estimating.

STRATEGY 1: Establish Guiding Principles for Parking

Moving forward, discussion of the “who, how and what” of implementation will be essential to bring the partners (City and community) to a point where initiation of the plan is triggered.

TIMELINE: Near-term (0 – 12 months)

The consultant team recommends the following Guiding Principles for managing parking downtown:

- Create a uniform appearance for on- and off-street parking, including signage, striping, and landscaping.
- Brand signage by creating a name, symbol, or design that clearly identifies all public parking.
- Use the 85% Rule to facilitate decision-making.⁴
- Include bike parking and access as a key strategy.
- Expand shared-use partnerships whenever possible and treat parking as a community resource.

³ This total does not include the two measured, unmarked gravel lots, shown in the Inventory by Site table (Table 2 of the Attachment B).

⁴ The “85% Rule” is an operating principle and industry-based parking management tool. When occupancies routinely reach 85% in the peak hour, more *intensive and aggressive* parking management strategies are called for. Use of the 85% Rule will facilitate Cascade Locks’ ability to make reasonable and effective decisions regarding capacity management.

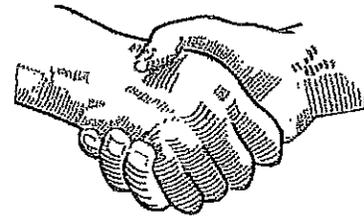
- Provide a forum for ongoing community involvement in parking decisions.
- Treat parking management as a partnership between the City and the business community.
- Encourage biking and walking between downtown destinations by highlighting their health benefits.⁵

Estimated Costs (STRATEGY 1)

There should be no additional costs associated with this recommendation other than normal staff costs associated with moving this plan to City Council endorsement or approval.

STRATEGY 2: *Establish a Downtown Parking Work Group as a forum for addressing parking issues in the downtown.*

The City should develop a process through which a representative cross-section of downtown interests *routinely* assists in the review and implementation of the Parking Management Plan.



TIMELINE: Near-term (0 – 12 months)

The City should partner with key businesses to form a downtown Parking Work Group. The new Parking Work Group can use the recommendations outlined in this plan as a basis for action, discussion, stakeholder communications, and progress tracking. Over the next 12 months, the Work Group would:

- Schedule regular meetings to advocate for, shepherd, track, and communicate the plan
- Establish a draft parking brand

TIMELINE: Mid-term (12 - 24 months)

- Establish business-to-business outreach efforts
- Coordinate data collection efforts
- Assess Plan progress
- Provide input to City Council
- Coordinate communications with the broader downtown business community
- Determine and implement actions

⁵ Increasingly, public health officials are advocating “active transportation” (e.g., walking and bicycling) for health reasons. Many doctors recommend that everyone take at least 10,000 steps a day to help avoid health problems such as diabetes and heart disease.

TIMELINE: Long-term (24 – 36+ months)

Over time, the work group could evolve into a formal advisory committee to City Council on downtown parking issues and meet on a more frequent schedule.

Estimated Costs (STRATEGY 2)

There should be no additional costs associated with this recommendation if it can be initiated as a volunteer effort, hosted by the City in partnership with downtown business interests.

STRATEGY 3: *Improve and clarify code guidelines related to parking that could impede new development.*

The consultant team evaluated the City’s current parking regulations and policies, and recommends the following. (Attachment A, contained at the end of this report, details the full code review as part of Task 2.1 of the work scope.)

- A. Broaden the Intent and Purpose section of the parking code (8-6.108.010).
- B. Allow for greater flexibility in the availability of approved parking (8-6.108.020 C).
- C. Expand the distance (location) that parking can be provided to sites as a means to support walkability, pedestrian links and shared parking opportunities (8-6.108.020 D).
- D. Conduct a demand analysis as a means to right-size existing minimum parking requirements and collapse non-residential commercial parking minimums into a single “blended rate” for downtown (8-6.108.030). The demand analysis could be supported by near-term tasks associated with STRATEGY 10 (page 17 below).
- E. Consider eliminating the current fee-in-lieu option (8-6.070.110 B).

TIMELINE: Mid-term (0 – 12 months)

- Approve changes to the code as described in the findings of the Task 2.1 analysis.

Estimated Costs (STRATEGY 3)

There should be no additional costs associated with this recommendation if it can be initiated as a staff-led effort in consultation with the City Council.

STRATEGY 4: Make on-street parking more user-friendly.

Among the challenges and barriers identified by stakeholders was a lack of structure, consistency, user-friendliness, and clear expectations. On-street parking spaces in the downtown are not striped; the consultant team believes striping creates a sense of order and convenience. Effective striping will communicate “you can park here,” reduce incidents of damage to vehicles, facilitate compliance, and contribute to traffic calming by visually narrowing the roadway.

Existing street and lot signage is old, out of date and at times communicates a negative message. All signage should be of a consistent quality and communicate clear and positive messages to users.

TIMELINE: Mid-term (0 – 12 months)

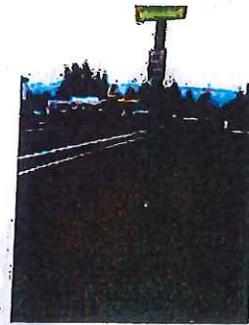
- Stripe stalls in all commercial parking areas.

TIMELINE: Long-term (12 – 24 months)

- Replace/upgrade old signage.
- Repaint/repair curbs and curb markings.

Estimated Costs (STRATEGY 4)

We do not have an estimate of the number of potential on-street parking stalls in commercial areas of the downtown. In a previous study conducted for the City of Prineville, Oregon, the City estimated that it spends \$145 per block to stripe the type of parallel parking illustrated in the graphic on the right side of this page. Using this estimate, a budget of \$5,000 annually for on-street stripe upgrades and maintenance would accommodate nearly 35 blocks. This budget is likely to decrease as routine maintenance is implemented. Individual street signs average \$150 - \$300 each.



No stall striping on
WaNaPa



Example: Stall
Striping



Upgrade old
signage

STRATEGY 5: Enhance the City's "front door" by improving the appearance and quality of surface parking in the downtown.

There do not appear to be standards for paving, lighting, buffering, or signage for the numerous surface parking facilities in the downtown. These problems are exacerbated by negative messages regarding access to parking: some signs say who is *not allowed* to park, rather than offering positive information that welcomes and directs customers and visitors to the "right spot."

Example:
Inexpensive but
very functional
landscaping



Example:
Cool Mural

TIMELINE: Near-term (0 – 12 months)

- Implement simple and low-cost improvements to existing lots. These can include simple landscape improvements or the use of planters and screens (see example, above right) or creative murals along blank building walls (see possible location to the right). This can likely be accomplished through voluntary efforts and/or small incentives.
- Reduce/eliminate the number of "no parking" or "tow away" signs.



Presentation: Springfield

Blank
Wall



Presentation: Cascade Locks

TIMELINE: Mid to Long-term (12 – 36+ months)

- Explore and develop incentives for upgrading poor-quality existing lots, such as urban renewal initiatives, grants, public/private partnerships, etc.

Estimated Cost (STRATEGY 5):

Costs associated with this strategy need to be further refined based on potential public/private partnerships and use of existing resources.

STRATEGY 6: Identify and establish a model public lot. Set the standard for lot design and presentation.

Given the variety of off-street facilities in the downtown, the creation of a model public lot would set a higher standard for appearance, format, and design. The lot should be strategically located in the downtown core area and be branded in such a way as to clearly communicate its purpose to users. It is recommended that a simple stylized “P”, coordinated with colors associated with the City of Cascade Locks, be developed as the brand. This brand could be incorporated into downtown marketing efforts and future gateway signage projects (see STRATEGY 8, page 15). Several brand examples are provided below.



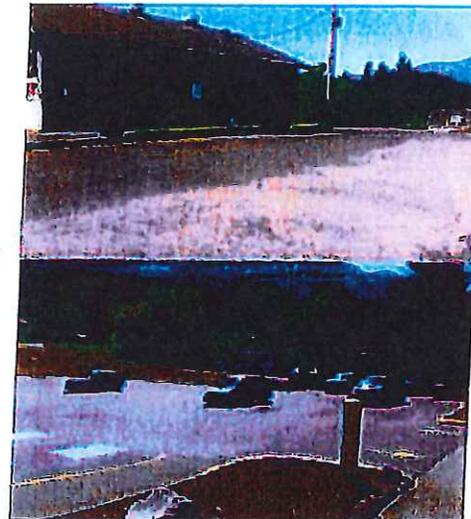
A model lot would set a new standard for parking in Cascade Locks, encouraging lot owners to upgrade and setting the tone for future parking development.

TIMELINE: Near-term (0 – 12 months)

- Establish a model public lot in the post office or grocery store lot.
- Negotiate a public access shared-use agreement.
- Develop a **brand** to be used at the lot and incorporated into future parking.

TIMELINE: Mid to Long-term (12 – 24 months)

- Complete lot upgrades.
- Deploy roadway signage to direct traffic to the lot.



Post office (above) and grocery store (below) lots.

Estimated Costs (STRATEGY 6)

Not enough is known by the consultant regarding ownership, land costs, availability, and other factors to estimate costs at this time.

STRATEGY 7: *Create distinct public parking areas, unified by a brand (see Strategies 2 and 6), to distribute users through the downtown. Develop an off-street parking system.*

As several stakeholders mentioned during interviews, there is a lot of parking in Cascade Locks if it were seen as a shared resource. At this time there are a few public lots that could serve as “park once” points of access, allowing visitors to park in one area of the downtown and then have convenient access to adjacent business and activities. According to the parking industry, the average visitor will walk 750–800 feet and feel conveniently served by parking. Linking points of access with sidewalks, business activity, bike facilities, and lighting strengthens this connectivity. The consultant team conducted a high-level assessment of parking access points in the downtown and found no access gaps. This is illustrated in **Figure A** (next page) using “walk isochrones,” 750-foot circles denoting areas where publicly located parking could be established to facilitate access.

The isochrones represent the following lots, moving west to east: Trail Head Lot, Post Office and Grocery, School Lot, Marine Park, and Cemetery Lot. Each of these is identified in red. The figure demonstrates how the walk isochrones overlap in a manner that puts parking options in convenient proximity to each other and all points in the downtown.

Though the isochrones in the figure are related to auto parking, the same system could be used to locate bike and sidewalk amenities. The overall approach is to enhance opportunities to park once and visit the entire downtown.

TIMELINE: Near-term (0 – 12 months)

- Evaluate “control” of the Post Office or Grocery lots. It would be ideal if the City could control one or both lots and work to upgrade its appearance and signage.
- Include the Marina Lot under the unified brand (if possible)
- Identify additional off-street opportunities in the east and west ends of downtown.

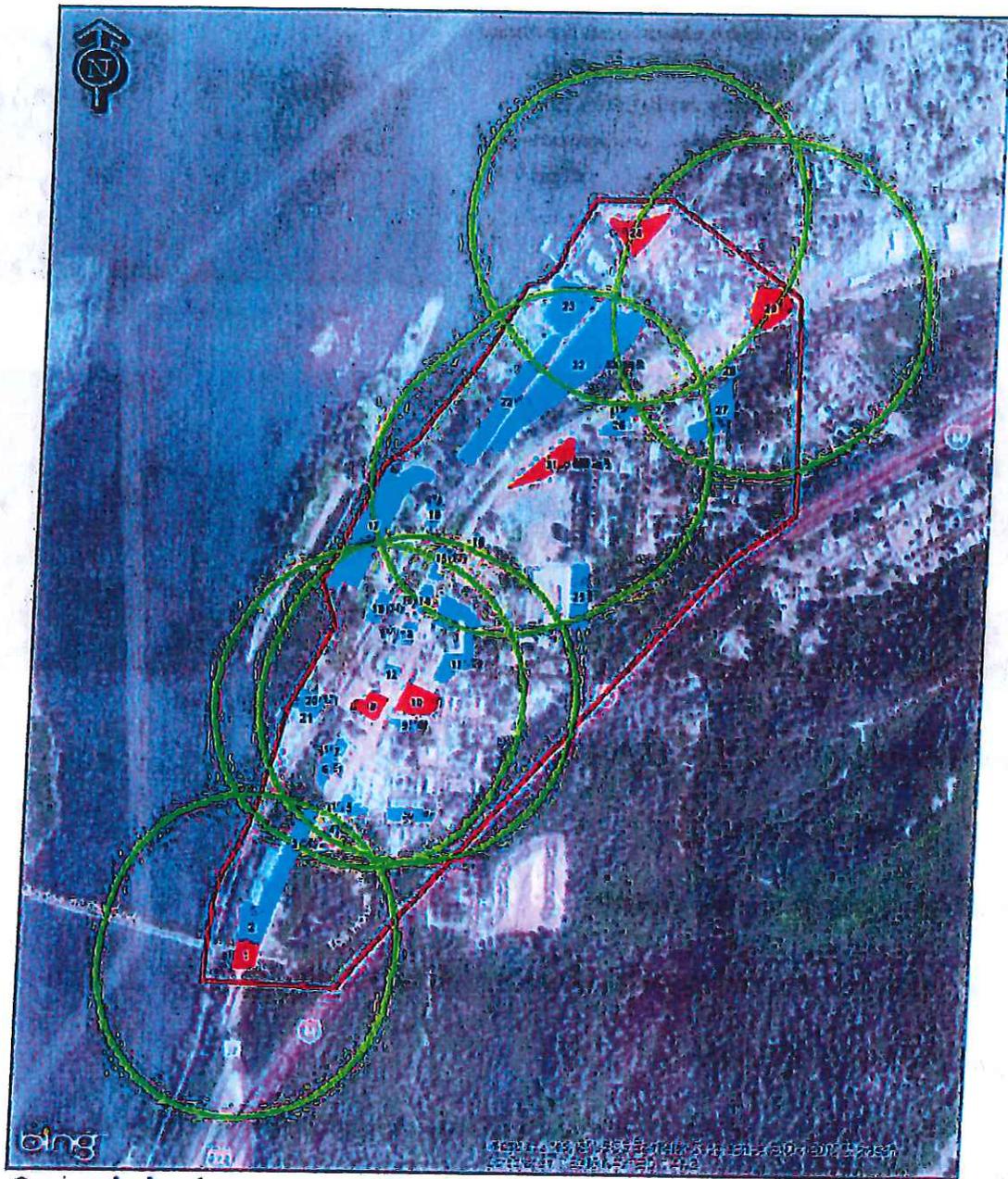
TIMELINE: Mid to Long-term (12 – 36+ months)

- Implement identified lot opportunities.
- Deploy roadway signage to direct traffic to the lots.
- Improve walk and bike links from lots.

Estimated Costs (STRATEGY 7)

Not enough is known by the consultant regarding ownership, land costs, availability, and other factors to estimate costs at this time.

Figure A
Identifying/Locating Points of Access



Cascade Locks

Downtown Parking Assessment

 Parking Study Area

RICK WILLIAMS CONSULTING
Parking & Transportation

 750 Ft Walking Isochron

 Parking Facilities - 621 stalls

XX Lot Number - (XX) Number of Stalls

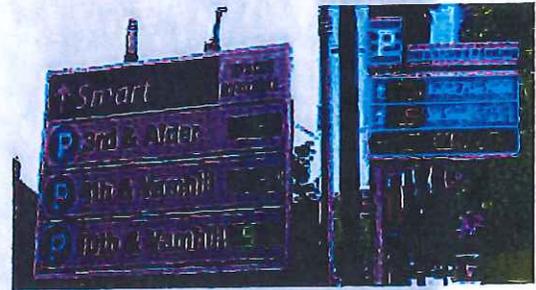
 Public Parking Opportunities - 117+ stalls

XX Lot Number - (XX) Number of Stalls

0 130 260 520 780 1,040 Feet

STRATEGY 8: Create East/West gateway communication system that is replicated throughout downtown.

Gateway signage located at the east and west ends of downtown would begin to create an integrated system of guidance based on a consistent design format. If possible, the consulting team recommends that the parking brand be incorporated into the gateway signage.



Examples: Portal Parking Signage



TIMELINE: Near to mid-term (0 – 12 months)

- Research and design.

TIMELINE: Long-term (12 - 24+ months)

- Implement at gateways and coordinate with STRATEGIES 6 & 7.

Estimated Costs (STRATEGY 8)

Not enough is known by the consultant regarding the overall cost of a gateway signage program to estimate costs at this time.

STRATEGY 9: *Add bike parking at strategic locations to create connections between parking and the downtown.*

When we talk about parking management, we're not just talking about cars. Communities throughout Oregon support bicycling as a key sustainable transportation strategy, and the Oregon Transportation Planning Rule requires it for new developments. Cascade Locks can become a city that encourages a "park once" philosophy, where people park their vehicles and then bike or walk to shop, dine, and recreate in the downtown. Thanks to its location along the Pacific Crest Trail and its status as a Gorge Hub, the city is already a premier biking and walking destination. Providing adequate bicycle parking can also expand the capacity of the overall parking supply. The city already has a distinctive rack design to serve as the model for future additions (see photo at right).



Cascade Locks Rack

TIMELINE: Near to Mid-term (0 – 24 months)

- Identify on- and off-street locations for bike racks, bike boxes, and bike corrals.
- Add high-visibility bike parking throughout downtown, encouraging visitors to stop and shop across both ends of downtown.



Example: Bike Corral Ashland, OR

TIMELINE: Long-term (24 – 36 months)

- Consider using bike corrals or clusters in parking areas to maximize bike parking.

Estimated Costs (STRATEGY 9)

The cost of inventorying potential bike parking locations could be incorporated into the data collection portion of STRATEGY 9 below. Site identification could also be done through volunteer efforts and by working with downtown stakeholders and bike advocates. Costs are likely minimal.

Estimated unit costs for actual bike infrastructure:

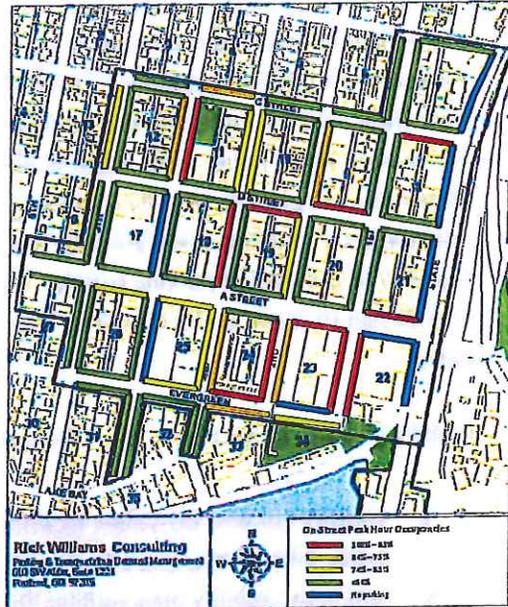
- Staple or U racks: \$150 - \$200
- Wall-Mounted racks: \$130 - \$150

- Bike Corral \$1,200⁶
- Art Rack variable based on design

STRATEGY 10: Collect data to assess performance of the downtown parking supply.

Objective, up-to-date data will help the City and stakeholders make better informed decisions as the downtown grows and redevelops. The inventory completed in Task 2.2 is a first step to assessing how the on- and off-street parking supply is working (see Attachment B).

A system for data collection will need to be established. It does not need to be elaborate, but it should be consistent and routine. Parking information can be collected in samples, and other measures of success, once developed and approved, can be gathered through third-party data collection and/or volunteer processes. A methodology for conducting data collection and analyses is provided in Oregon Transportation and Growth Management's *Parking Made Easy: A Guide to Managing Parking in Your Community*, specifically Chapter 7. The guide can be found at www.oregon.gov/LCD/TGM/docs/parkingprimerfinal71213.pdf.



Example: Peak Hour Occupancy "Heat Map"

TIMELINE: Mid-term (12 – 24 months)

- Conduct occupancy surveys of off-street facilities.
- Conduct occupancy and turnover surveys for the on-street parking system.
- Consider sampling key on-street areas and off-street lots to minimize data collection costs. Consider seasonal surveys to measure use throughout the year.
- Use volunteers or a third-party contractor to conduct surveys.
- The Parking Work Group can use this data to inform ongoing decisions in an objective manner.

TIMELINE: Long-term (24 – 36 months)

- Updated inventory and occupancy analyses should be conducted no less than every 24 months.

⁶ Based on City of Portland cost estimate for six staple racks (12 bike parking spaces), striping, bollards, and installation.

Estimated Costs (STRATEGY 10)

It is estimated that a data inventory and occupancy/utilization study would range from \$5,500-\$7,500 if conducted by a third-party consultant. Costs would be minimized in subsequent surveys given that the inventory/database would already be in place, as well as through sampling and possible use of volunteers to collect data.

STRATEGY 11: *Establish business-to-business outreach and communications on parking issues and planning.*

This strategy is most likely an addendum to Strategy 2, which uses the Downtown Parking Work Group as a source for targeted strategic communications to downtown businesses, employees, and the broader community. However, it is listed here as STRATEGY 11 because outreach and communications are most successful when key plan elements are formalized and packaged in clear, focused, and concise terms.

A program of visits to downtown businesses with informational materials and “open ears” would be employed. This could be accommodated with existing City or business staff or Work Group volunteers. Information from such visits would be catalogued and reported back to the Work Group. Similar programs are in place in other cities, including Gresham (“Customer First”) and Oregon City (through the Oregon City Main Street Partnership).

TIMELINE: Near to mid-term (0 – 24 months)

- Support outreach efforts of a Downtown Parking Work Group.
- Assign City staff to participate in and support the Work Group in these efforts.

TIMELINE: Long-term (24 – 36+ months)

- Ongoing outreach and communications with downtown stakeholders supported by sound data and targeted outcomes.

Estimated Costs (STRATEGY 11)

Key costs for outreach include materials development (brochures, flyers, etc.). It is estimated this could be adequately covered in the Cascade Locks downtown for approximately \$2,500 annually.

G. STRATEGY MATRIX

Table 2 (page 20) summarizes the strategies recommended in Section E. This summary can be used as a concise outline of all recommendations and as a checklist of actions needing attention for a possible Downtown Parking Work Group.

H. SUMMARY

Interviews, ground observations, and conversation with stakeholders in the public workshop identified a number of parking issues. Most agree that these adversely affect business and tourism in the downtown. The issues catalogued in this report represent what the consultant team believes is consensus on challenges and barriers to access in downtown Cascade Locks.

This report provides recommendations for parking management strategies that directly address the identified issues. Strategies are presented in an iterative manner, following a logical order of implementation to achieve desired results. Strategies are also ordered from near- to mid- to long-term, with estimated costs where appropriate.

It is hoped that portions of this plan can be implemented as expediently as possible.

**Table 2
Summary of Recommendations**

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
1. Establish Guiding Principles for Parking	<ul style="list-style-type: none"> Establish and adopt Guiding Principles 			No additional costs beyond staff time to adopt or endorse.
2. Establish a Downtown Parking Work Group as a forum for addressing parking issues in the downtown.	<ul style="list-style-type: none"> Schedule work group meetings routinely to advocate, shepherd, track and communicate plan. Establish a draft parking "brand." 	<ul style="list-style-type: none"> Coordinate data collection efforts Assess Plan progress. Provide input to City Council. Coordinate communications with the broader downtown business community. Determine and implement actions. 	<ul style="list-style-type: none"> Evolve into a formal advisory committee to City Council on downtown parking issues and meet on a more frequent (i.e., monthly) schedule. 	There should be no additional costs associated with this recommendation if it can be initiated as a volunteer effort, hosted by the City and/or in partnership with downtown business interests.
3. Improve and clarify code guidelines that could impede efforts to accommodate new development.	<ul style="list-style-type: none"> Implement recommended changes outlined in Task 2.1 Code Synopsis and Recommendations Memorandum (see Attachment A). 			There should be no additional costs associated with this recommendation if it can be initiated as a staff led effort in consultation with the City Council.
4. Make on-street parking more user friendly.	<ul style="list-style-type: none"> Assure all commercial block faces that allow parking in the downtown are consistently striped. This should be completed as soon as financially feasible. 	<ul style="list-style-type: none"> Replace/upgrade old signage. Repaint/repair curbs and curb markings. Minimize painting curbs (e.g., yellow curbs) and keep up the curbs that must be painted (i.e., for safety reasons). 		A budget of \$5,000 annually for on-street stripe upgrades and maintenance would accommodate nearly 35 City blocks. This budget is likely to be lower as routine maintenance is implemented over time. Individual street signs average \$150 - \$300 each.

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
<p>5. Enhance the City's "front door" by improving the appearance and quality of surface parking in the downtown.</p>	<ul style="list-style-type: none"> ● Implement simple and low cost improvements to existing lots. This can include simple landscape improvements using planters and screening elements ● Reduce/eliminate the number of "no parking" or "tow away" signs to improve messaging for the downtown. 	<ul style="list-style-type: none"> ● Explore/develop incentives to upgrade poor quality existing lots (urban renewal initiative, grants, public/private partnerships, etc.). 		<p>Costs associated with this strategy need to be further refined based on investments the City could make through public/private partnerships and existing resources.</p>
<p>6. Identify and establish a model public lot. Set the standard for lot design and presentation.</p>	<ul style="list-style-type: none"> ● Pursue a shared use agreement with owners of the Post Office and/or grocery store lots ● Negotiate public access shared use agreement ● Develop a lot upgrade / improvement plan. 	<ul style="list-style-type: none"> ● Develop a "brand" that can be used at the lot and possibly incorporated into future parking efforts. ● Initiate/complete lot upgrade. ● Deploy roadway signage to direct traffic to the lot. 		<p>Not enough is known at this time relative to ownership, land costs, availability and/or other factors to estimate costs at this time.</p>
<p>7. Create distinct public parking areas unified by a brand (see Strategies 2 and 6) to distribute users through the downtown. Develop an off-street parking system.</p>	<ul style="list-style-type: none"> ● Evaluate "control" of the Post Office or Grocery lots. ● Work to upgrade lot appearance and signage. ● Include the Marina Lot (with brand). ● Identify additional off-street opportunities in east and west ends of downtown. 	<ul style="list-style-type: none"> ● Implement identified lot opportunities. ● Deploy roadway signage to direct traffic to the lot. ● Improve walk and bike links from lots. 		<p>Not enough is known at this time by the consultant relative to ownership, land costs, availability and/or other factors to estimate costs at this time.</p>

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
8. Create East/West gateway communication system that is replicated throughout downtown.	<ul style="list-style-type: none"> • Research and design 	<ul style="list-style-type: none"> • Implement and coordinate with sites identified and “procured” in Strategies 6 and 7. 		<p>Not enough is known at this time by the consultant relative to the overall cost of a downtown gateway signage program.</p>
9. Add bike parking at strategic locations to create connections between parking and the downtown to draw customers to downtown businesses.	<ul style="list-style-type: none"> • Begin to identify on-street and off-street locations for bike racks (sidewalk), bike boxes (off-street) and bike corrals (on-street) • Add high visibility bike parking throughout downtown to encourage the trailhead crowd to stop and shop across both ends of downtown. 	<ul style="list-style-type: none"> • Consider using bike corrals or clusters in parking areas to maximize bike parking. 		<ul style="list-style-type: none"> • Staple or U racks: \$150 - \$200 • Wall Mounted racks: \$130 - \$150 • Bike Corral : \$1,200 • Art Rack variable based on design
10. Collect data to assess performance of the downtown parking supply.	<ul style="list-style-type: none"> • A baseline parking inventory of all on and off-street parking within the downtown has been completed in 2016. 	<ul style="list-style-type: none"> • Conduct occupancy surveys of off-street facilities. • Conduct occupancy and turnover surveys for the on-street parking system. • Use volunteers or a third party contract to conduct the surveys. 	<ul style="list-style-type: none"> • Updated inventory and occupancy analyses should be conducted no less than every 24 months. 	<p>An occupancy / utilization study would range from \$5,500 - \$7,500 if conducted by a third party consultant.</p>

STRATEGY	Near-Term (0-12 months)	Mid-term (12 – 24 months)	Long-Term (24 – 36+ months)	Estimated Cost
<p>11. Establish business-to-business outreach and communications on parking issues and planning.</p>	<ul style="list-style-type: none"> • Support outreach efforts of a Downtown Parking Work Group • Assign City staff to participate in and support the Work Group in these efforts 	<ul style="list-style-type: none"> • On-going outreach and communications with downtown stakeholders supported by sound data and targeted outcomes. 		<p>Key costs for outreach include materials development (e.g., brochures, flyers, etc.). It is estimated this could be adequately covered in the Cascade Locks downtown for approximately \$2,500 annually.</p>

**ATTACHMENT A:
PARKING CODE REVIEW (TASK 2.1)**

RIK WILLIAMS CONSULTING

Parking & Transportation

PO Box 12546

Portland, OR 97212

Phone: (503) 459-7638

E-mail: rick@rickwilliamsconsulting.com

MEMORANDUM

TO: Laura Buhl, Agency Contractor Administrator
FROM: Rick Williams, RWC
Owen Ronchelli, RWC
Pete Collins, RWC
DATE: March 25, 2016 (v3)
RE: **Contract B33813 – File Code C3F5-15: Cascade Locks: Review City’s Current Parking Regulations and Policies – Synopsis and Recommendations (Task 2.1)**

I. INTRODUCTION – APPROACH

Task 2.1 calls for evaluation of current code requirements for parking with regard to new development in the Downtown Zone in Cascade Locks. This document is intended to provide a background review of current code guidelines that may impede efforts to accommodate new development while facilitating feasible parking options to serve growth.

II. EXECUTIVE SUMMARY

Section III, below, provides a detailed review of Cascade Locks’ regulatory requirements related to parking for new development. This section provides a brief executive summary of the recommendations provided for the City’s consideration. These include:

- A. Broaden the intent and purpose section of the parking code (8-6.108.010).
- B. Allow for greater flexibility in the availability of approved parking (8-6.108.020 C).
- C. Expand the distance (location) that parking can be provided to sites as a means to support walkability, pedestrian linkages and shared parking opportunities (8-6.108.020 D).
- D. Conduct a demand analysis as a means to (1) right size existing minimum parking requirements and (2) collapse non-residential commercial parking minimums to a single “blended rate” for downtown (8-6.108.030).
- E. Add clarity to the current in lieu fee option (8-6.070.110 B).

III. CURRENT REGULATORY REQUIREMENTS

Existing parking requirements in Cascade Locks have been developed to address local goals and objectives over the years. The consultant reviewed all parking requirements related to new development as contained in Chapter 8-6.108 – Parking and Loading in the City’s Municipal Code.

Additional references to parking regulations were also reviewed in Chapter 8-6.70- Downtown Zone (D) and Section 8-6.104.130 – Parking and Loading Areas.

The purpose of the review was to evaluate the appropriateness of the City's parking standards from a "best practices" perspective as well as within the context of the City's goals and objectives as envisioned in its 2004 Downtown Plan Project Objectives and Goals. Considerations/recommendations for improving and/or revising the code are provided below for those sections the consultant believes can be clarified or strengthened.

A. *Intent and Purpose of the Parking Code*

8-6.108.010 Purpose

The City's stated purpose in regulating and/or requiring parking "*is to establish parking areas having adequate capacity and which are appropriately located and designed to accommodate the majority of traffic generated by the range of uses which may locate on a site over time.*"¹

It is recommended that the purpose statement be expanded to also include the following sub-elements (underline indicates recommended new language):

1. Provide for a mix of and intensification of desired land uses to ensure economic viability.
2. Allow for the consolidation of parking, to include development of public or shared-use parking facilities.
3. Create an attractive and marketable development environment.
4. Attainment of adopted City and Regional transportation goals for all modes (i.e., auto, transit, bike, walk and rideshare).
5. A financially feasible product that is accepted by affected developments, stakeholders and the public.

These additional statements of purpose create a more robust statement of intent and purpose and underscore the intent that the City will not only regulate parking but take an active role in parking to facilitate desired outcomes; particularly as they relate to new land uses, economic development and multi-modal access. They also support and integrate better with already adopted Downtown Plan Project Objectives and Goals outlined in Chapter 8-6.70.010 Downtown Zone (D), which emphasizes:

Downtown Plan Project Objectives (specifically supported by this recommendation)

- Establishing street design and streetscape standards for the downtown
- Encourage walking and bicycling
- Reduce reliance on automobile trips
- Encourage more mixed-use and efficient use of land in the Downtown, consistent with the City's Comprehensive Plan.

¹ Cascade Locks Municipal Code: Chapter 8-6.108 Parking and Loading (page 21).

Downtown Plan Project Goals (specifically supported by this recommendation)

- Establish a more “friendly” pedestrian/bicycle environment that will reduce the necessity for and impact of automobiles.
- Create stronger visual, vehicular, and pedestrian links between Downtown and Marine Park working to blend the two activity areas into one experience.
- Create pedestrian/bicycle linkages to all major points in the community.

B. General Provisions

The City may want to consider clarifications and/or revisions to the following code sections:

8-6.108.020 (C) Availability

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

As written, the code limits use of required parking to residents, customers or employees *of the use*. This makes sense if it is the City’s belief that the required minimum number of parking stalls will be fully used at all times (sans a shared use agreement). As such, a development that builds to the minimum standard, but finds that it has available parking (e.g., during the day, evening or during events) technically cannot provide that available parking to other uses.

It is recommended that 8-6.108.020 (C) is amended to state the following (underline indicates recommended new language):

“Required parking spaces must be made available for the use of residents, customers or employees of the use. Required parking spaces can be provided during periods of underuse to residents, customers and employees of other uses, as well as during events. Required parking spaces may not be assigned in any way to a use on another site as a means to comply with a minimum parking requirement, except for shared parking situations (per 8-5.108.020 E, Shared Parking, below). Required parking may not be used for the parking of equipment or storage of goods or inoperable vehicles.”

8-6.108.020 (D) Location

Current code states that *“required parking spaces for residential uses must be located on the site of the use. Required parking spaces for nonresidential uses must be located on the site of the use or in parking areas whose closest point is within 300 feet of the site.”*

To a certain degree, this provision (especially for nonresidential uses) is in conflict with the Downtown Plan’s Project goals for pedestrian linkages “to all major point in the community” (see 8-6.70.010). This provision, as stated, also limits the allowed shared use parking arrangements to 300 feet, as stated in 8-6.108.020 (E). As walkability and linkage is a key purpose in the Downtown Zone, 300 feet is a very

short distance to walk and shared use opportunities are more feasible if the distance allowed were greater.

It is recommended that 8-6.108.020 (D) is amended to state the following (underline indicates recommended new language):

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

C. Minimum Off-street Parking Requirements

The City may want to consider clarifications and/or revisions to the following code sections:

8-6.108.030 (B) Minimum Off-street Parking Requirements (Commercial Categories)

Determining the “right size” for parking minimum requirements for any city is difficult. Most cities are hard pressed to describe their minimum code standards as reflecting the actual local market demand for parking in their downtowns. Most are derived from (a) borrowing standards from other cities deemed comparable, (b) use of parking generation standards developed in manuals from the Institute of Transportation Engineers (ITE) – a national data source, and/or (c) a combination of both. Also, comparative evaluations between cities are challenging as different cities use different descriptors for individual land uses. And, finally, not all cities are the same physically, operationally and dynamically. As such, apples to apples comparisons of parking standards should be considered as informative rather than a definitive source for evaluating existing code standards. Overall, minimum parking standards for non-residential development should be structured to assure that the amount of parking required is:

1. Adequate to meet parking demand (ideally based on a study of actual local demand),
2. Low enough to not discourage development,
3. Flexible (e.g., fee-in-lieu) to support desired new development that may be challenged by site size and/or other barriers to meeting a parking requirement.

Given the fact that Cascade Locks provides for an in-lieu option in its code (8-6-070.110), the current code does provide for the flexibility necessary to allow desired developments to move forward if parking is not feasible on the development site (bullet point 3, above). However, some of the City’s existing standards may be too high when evaluated against bullet points 1 and 2 above.

Table 1 (next page) provides a summary of Cascade Locks’ code standards for common downtown uses as contrasted to other Gorge cities.

**Table 1
Comparative: Non Residential Minimum Parking Requirements (Downtown)**

Required Standard	Minimum Parking Requirements – Downtown Zones: Commercial Development			
	Cascade Locks	Hood River	The Dalles	Troutdale
Office – Professional/Govt.	2.5 per 1,000 SF Fee-in-lieu option	1.20 per 1,000 SF Fee-in-lieu option	2.0 per 1,000 SF	2.70 per 1,000 SF
Office – Medical/Dental	4 per 1,000 SF Fee-in-lieu option		3.0 per 1,000 SF	3.90 per 1,000 SF
Retail Sales & Service – + Small + Large + Food/Health Club/mtg. rooms	3.0 per 1,000 SF 1.0 per 1,000 SF 4.0 per 1,000 SF Fee-in-lieu option		3.50 per 1,000 SF 2.0 per 1,000 SF 5.0 – 7.0 per 1,000 SF	4.10 per 1,000 SF 2.0 per 1,000 SF 8.0 – 10.0 per 1,000 SF
Bed & Breakfast	2 spaces plus 1.0 per guest room Fee-in-lieu option		1 per room after 2 rooms	N/A
Hotel/Motel	1 per room plus 1 per 2 employees Fee-in-lieu option		1.0 per room	1.0 per room

Table 1 provides a summary comparison of common downtown development land uses between the selected cities. As the table demonstrates, requirements vary greatly between the cities. In some cases, Cascade Locks has lower minimums (e.g., retail sales and service); in other cases higher minimums (e.g., office/government). The upside for Cascade Locks is the fee-in-lieu option that allows a developer to pay the City a fee for each space required that is not built. Interestingly, Hood River maintains the lowest minimum requirements for downtown development and has standardized its “commercial” development requirement to 1.20 stalls per 1,000 SF for all non-residential uses. This is coupled with a fee-in-lieu option similar to Cascade Locks. Given the physical constraints within Hood River’s downtown, most developments likely opt for the fee-in-lieu.

The difficulty for Cascade Locks at this time is there is not accurate information/data available on true local parking demand for the downtown as a mixed use environment. True demand as defined here is the relationship between actual vehicles parked in the peak hour correlated to actual occupied non-residential building area in the downtown zone.

It is recommended that Cascade Locks move to simplify its minimum parking development standards for commercial parking in the downtown along the lines of the Hood River model. Commercial minimums should be collapsed into a single blended rate standard for the downtown and supported with the existing in-lieu option (8-6.070.110 B) and the City’s shared parking provision (8-6.108.020 E). To accomplish this, additional study will need to be pursued to quantify a mixed-use blended rate for downtown Cascade Locks. The City should consider the following:

1. Conduct a parking demand study in the downtown to derive an actual “blended” parking demand rate for non-residential uses. The combined or blended demand for a mixed use district is more reflective of actual market demand for a business district than numerous distinct land use categories that comprise the current code.
2. Collapse existing downtown commercial use categories into a single set of uses based on findings from the demand study. At this time, it is very difficult to determine the basis for parking demand from which each use category is derived in the general tables for non-residential uses (8-6.108.030 B). It is questionable whether some of the unique distinctions within uses (e.g., sales and services or entertainment uses) actually create significant impacts on the actual amount of parking built between developments versus a single standard.

8-6.108.030 (A) (2) Minimum Off-street Parking Requirements (Residential Categories: Multi-Family)

Cascade Locks requires a minimum standard of 1 parking stall per unit for multi-family residential development, unless the residential units are located in mixed use buildings (per 8-6.070.110). This is a very good standard for a city the size of Cascade Locks that, over time, would seek more residential development in its downtown. It also encourages the parking efficiency that mixed-use projects can bring to the downtown, in a format that would put residential units over ground level retail/office. As a comparison, minimum requirements from other Gorge cities show that Cascade Locks is providing a greater range of development “options” for parking than other cities. This is summarized in Table 2. As the table indicates, Cascade Locks’ downtown base standard (1.0 per unit) is consistent with The Dalles and Troutdale and lower than Hood River. The consultant team believes the current standard and in-lieu fee option should be retained.

**Table 2
Comparative: Multi-Family Residential Minimum Parking Requirements (Downtown)**

Required Standard	Minimum Parking Requirements – Downtown Zones: Multi-Family Development			
	Cascade Locks	Hood River	The Dalles	Troutdale
Multi-Family Residential	1.0 per unit 0.0 if in mixed use building In-lieu fee option (if not mixed-use)	1.50 per unit	1.0 per unit	1.0 per unit

D. In Lieu Fee

8-6.070.110 B Off-street Parking and Loading

The City code provides for an in-lieu fee option for developments in the downtown. An in-lieu fee allows a developer or owner to pay a fee to the City rather than build parking to the minimum standards outlined in 8-6.108.030. Such fees are not unusual in many cities, particularly cities that (1) have

minimum parking requirements, (2) strive to meet a “main street” vision for downtown development and (3) are constrained/challenged by geography and site (parcel) size. To this end, Cascade Locks maintains an option in its code that provides flexibility for developers who may not be able to meet required standards on their development site.

Current code states *“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 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.”*

As currently written, the in lieu provision leaves open the question as to whether the city will actually provide an access entitlement to parking in “a municipally owned parking lot” in return for payment of the in lieu fee and/or any annual operation and maintenance charges assessed. The City’s intent should be more clearly stated to provide a high level of certainty to the developer as to whether they will or will not be provided parking in return for the fee. Given that the fee is intended to reflect the actual cost of “creating a parking space” in the Downtown area, it can be inferred that the City will direct new parking demand (related to the in lieu fee) to existing publically owned facilities or create new supply within the downtown. Without more clarity in the code language, the in lieu provision may not support new development, or be viewed as a reasonable option by developers if capacity for new parking demand is not accommodated.

It is recommended that 8-6.070.110 B amended to state the following (underline indicates recommended new language):

Amount of Fee: “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 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.”

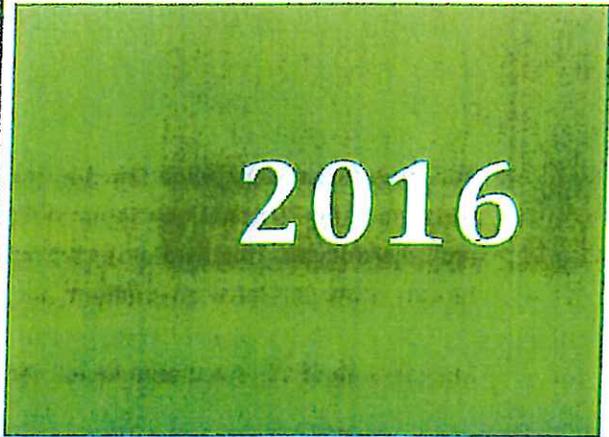
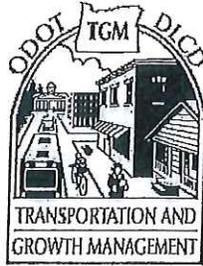
Use of Fees. In-Lieu Parking Fees shall be deposited in a dedicated fund for the development and provision of public parking facilities. The collected Fees may be applied only to development and provision of public parking that serves the Downtown Zone or the development of City owned parking lots located in non-residential zones. Development and provision of parking includes, but is not limited to, paving, striping, sidewalks, acquisition of real property, payment of administrative costs, and construction.

IV. SUMMARY

This review has endeavored to offer insights into specific provisions in the Cascade Locks municipal code related to parking requirements for new development. For the most part, the recommendations

offered for consideration provide for a higher level of clarity within specific sections and better integration between requirements between provisions. Most of the recommendations are simple language additions/revisions. The most challenging recommendation – related to parking minimums – will likely require additional data collection to facilitate an accurate “right sizing” of parking demand that is specific to the local conditions of parking activity in Cascade Locks.

**ATTACHMENT B:
PARKING INVENTORY MEMO (TASK 2.2)**



City of Cascade Locks, Oregon Parking Inventory Memorandum

PARKING INVENTORY TECH MEMO (Task 2.2)

FINAL REPORT
MARCH 14, 2016



RICK WILLIAMS CONSULTING
Parking & Transportation

This project is partially funded by the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM project is financed, in part, by federal Moving Ahead for Progress in the 21st Century (MAP-21), local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

TGM supports community efforts to expand transportation choices for people. Linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

CITY OF CASCADE LOCKS – PARKING INVENTORY TECHNICAL MEMO

With support from the Oregon Transportation and Growth Management Program (TGM), Rick Williams Consulting was retained to examine parking management issues for the City of Cascade Locks. The objective of the project is to provide information and strategies that the City can implement to address parking for special events and tourists, both vital for the downtown economy, while maintaining a pedestrian-friendly environment.



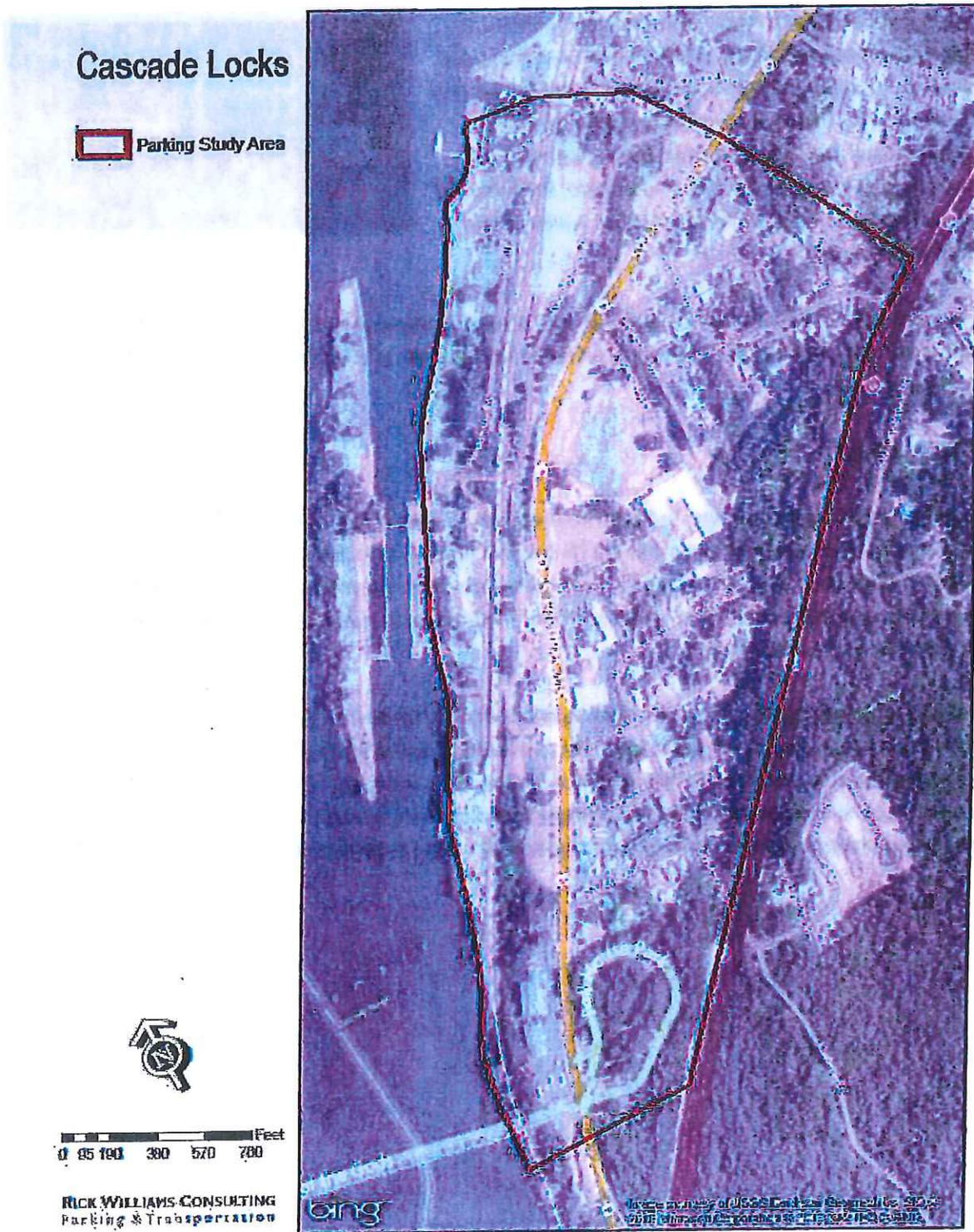
The objective of this Technical Memorandum is to accurately summarize the supply of commercially available on- and off-street parking supply within the study area, as provided for in Task 2.2 of the project work scope.

I. STUDY AREA

The City of Cascade Locks is interested in an accurate assessment of the dynamics of use within the parking supply, both on-street and off-street (public and private) associated with the area north of I-84 and west of Edgewood Avenue and the Cascade Locks Cemetery. *The intent of the inventory is to best represent the supply of parking that typically serves the downtown as opposed to residential parking in areas adjacent to the downtown.*

To this end, on-street parking focused on that supply primarily located on the north and south sides of WaNaPa Street as well as 32 off-street lots (both public and private) located throughout the study area. Off-street lots were assessed within the inventory as sites that currently, or that could possibly, serve commercial uses in the downtown. **Figure A** (page 2) depicts the Cascade Locks study area boundary. Additional graphics provided as a part of this report will provide detailed analysis of each inventory type.

Figure A: Parking Inventory Study Area



II. METHODOLOGY – QUANTIFYING THE SUPPLY

The consultant team inventoried the on- and off-street parking supply on the morning of Wednesday, February 10th, 2016. The inventory day was selected in consultation with Cascade Locks City staff as were specific streets and lots seen as reasonably serving downtown uses and/or showing potential for serving downtown.

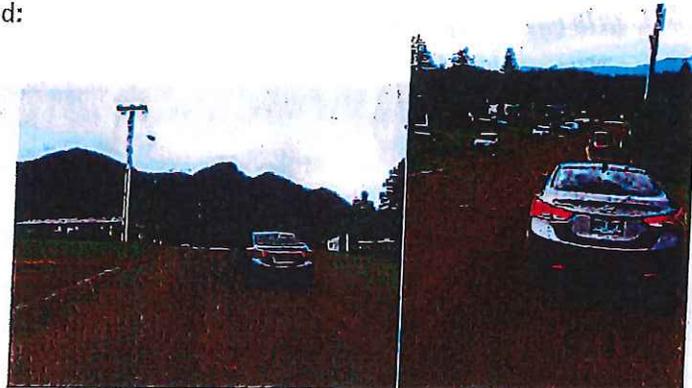
The parking assessment and resulting considerations for the City were grounded in an accurate understanding of existing conditions along WaNaPa Street and within the 32 off-street lots that were identified. The primary components used as the basis for the assessment include:

On-street

As most on-street parking spaces are not striped, the consultant team physically measured street area that currently provides parking along the main commercial corridor through the downtown (i.e., WaNaPa Street). The inventory team quantified the estimated number of on-street stalls by location using an assumed automobile parking stall length of 23 linear feet. The team also accounted for driveways, reasonable site distances and other factors that would preclude parking (e.g., fire hydrant, area marked “no parking,” etc.). Based on this format, a total of 234 stalls were estimated to compose the parking supply on WaNaPa Street; 108 stalls on the south side of the street and 126 stalls on the north side.

The consultant team also evaluated the seven “side streets” that abut WaNaPa Street (running north/south). These cross streets included:

- SW Wasco St.
- SW Venture St.
- SW Regulator St.
- SW Oneonta St.
- SW School St.
- SW Benson St.
- SW Cascade Ave.



The same 23 linear feet standard used on WaNaPa Street was used to evaluate where parking on these streets might be feasible.¹ An additional standard was applied that assessed “feasibility” only on streets that were at least 22 feet wide (which would allow for parking on one side of the street). This standard assumes that streets that do not meet this width standard would make parking unsafe if it was provided in the public right of way as well as preclude two-way traffic movement (see photos above).

¹ Most of these streets lack curbs and/or a definitive delineation between the public right of way and a property line.

Using these metrics, only two streets (SW Benson and SW Regulator) met a standard where parking might be feasibly provided.² It was estimated that 5 stalls could be provided on SW Benson Street and 6 stalls on SW Regulator. In both cases, parking would need to be located on just one side of the street.

Potential parking added by these two streets brings the total on-street parking supply to 245 stalls.

Off-street

Off-street parking sites were identified anywhere they were found within the study area boundary. No determination at this time was made as to whether or not they are currently made available to general public parking uses, only to quantify the supply. Thirty sites were identified and striped stalls on those lots were calculated (see Table 2, page 5). Two additional sites were identified (Lots 31 and 32 in Table 2), large gravel areas that could possibly be improved to provide off-street parking. Total land area for these sites was estimated, but potential stall totals not developed. Based on this methodology, a total of 738 off-street stalls were identified.

III. TABLES AND MAPS

Table 1 presents a breakout of the on- and off-street parking surveyed in Cascade Locks. All of the on-street parking stalls are currently unmarked and do not have a time limit. As indicated above, the majority of on-street parking is located on WaNaPa Street. There are very limited opportunities to safely add parking on adjacent streets.

Table 1: 2016 Cascade Locks Inventory

	# of Automobile Stalls	% of Total
South side of WaNaPa St ³	108	44.0%
North side of WaNaPa St	126	51.4%
SW Benson Street	5	2.2%
SW Regulator Street	6	2.4%
Total On-Street Supply	245	100%
Total Off-Street Supply (30 sites)	738 ⁴	100%
Total Parking Supply	983	100%

² Some streets do have vehicles parked along the street, but RWC surveyors estimated that the vehicles were generally parked on private property and not fully in the public right of way. To put the vehicle fully in the public right of way would create a hazard. As such, these streets were not deemed feasible for public on-street parking.

³ All on-street parking stalls are unmarked, unsigned, and have no time limit.

⁴ This total does not include the two measured, unmarked gravel lots, shown in the Inventory by Site table (Table 2).

Table 2 depicts the off-street inventory by site location and number of stalls. Thirty sites were identified plus 2 large gravel lots that could provide future parking opportunities.

Table 2: 2016 Cascade Locks Off-Street Inventory by Site

Lot Number	Parking Facility	# of Stalls	% of Total
1	Cascade Locks Trail Head Lot	15	2.0%
2	Bridgeside	60	8.1%
3	Best Western	58	7.9%
4	Service Station	5	0.7%
5	Bridge of the Gods Motel RV Park	11	1.5%
6	Brigham Fish	6	0.8%
7	Jumpin' Jax Java	5	0.7%
8	Post Office	23	3.1%
9	Cascade Locks Ale House	10	1.4%
10	Cascade Locks Columbia Market	38	5.1%
11	Cascade Inn/ Justice Court/ Columbia Gorge Inn	70	9.5%
12	Chevron	3	0.4%
13	Shell/CFN	10	1.4%
14	Cum Oak	6	0.8%
15	Eastwind Drive-In	12	1.6%
16	Lorang Fine Art	4	0.5%
17	Boat Launch Parking	89	12.1%
18	Historical Museum	8	1.1%
19	Port Offices	14	1.9%
20	Locktender Home	12	1.6%
21	Thunder Island Brewing Company	5	0.7%
22	Entrance Strip to Waterfront Grill	53	7.2%
23	Cascade Locks Waterfront Grill	76	10.3%
24	Port of Cascade Locks/ Marina	24	3.3%
25	Cascade Locks School	29	3.9%
26	Cascade Locks Community Church	15	2.0%
27	Cascade Locks City Hall	20	2.7%
28	Soderberg	5	0.7%
29	Cascade Locks Cemetery	26	3.5%
30	Columbia View Apartments	26	3.5%
Total Off-Street Supply (30 sites)		738	100%
31	Gravel Lot - South	23,880 square feet	
32	Gravel Lot - North	150,350 square feet	

Figure B (attached) summarizes all identified on-street parking. Total supply is broken out by segments along the roadway (shaded in dark blue). Segments are generally separated by intersecting roadways and/or driveways. Number of stalls per segment is identified in the figure.

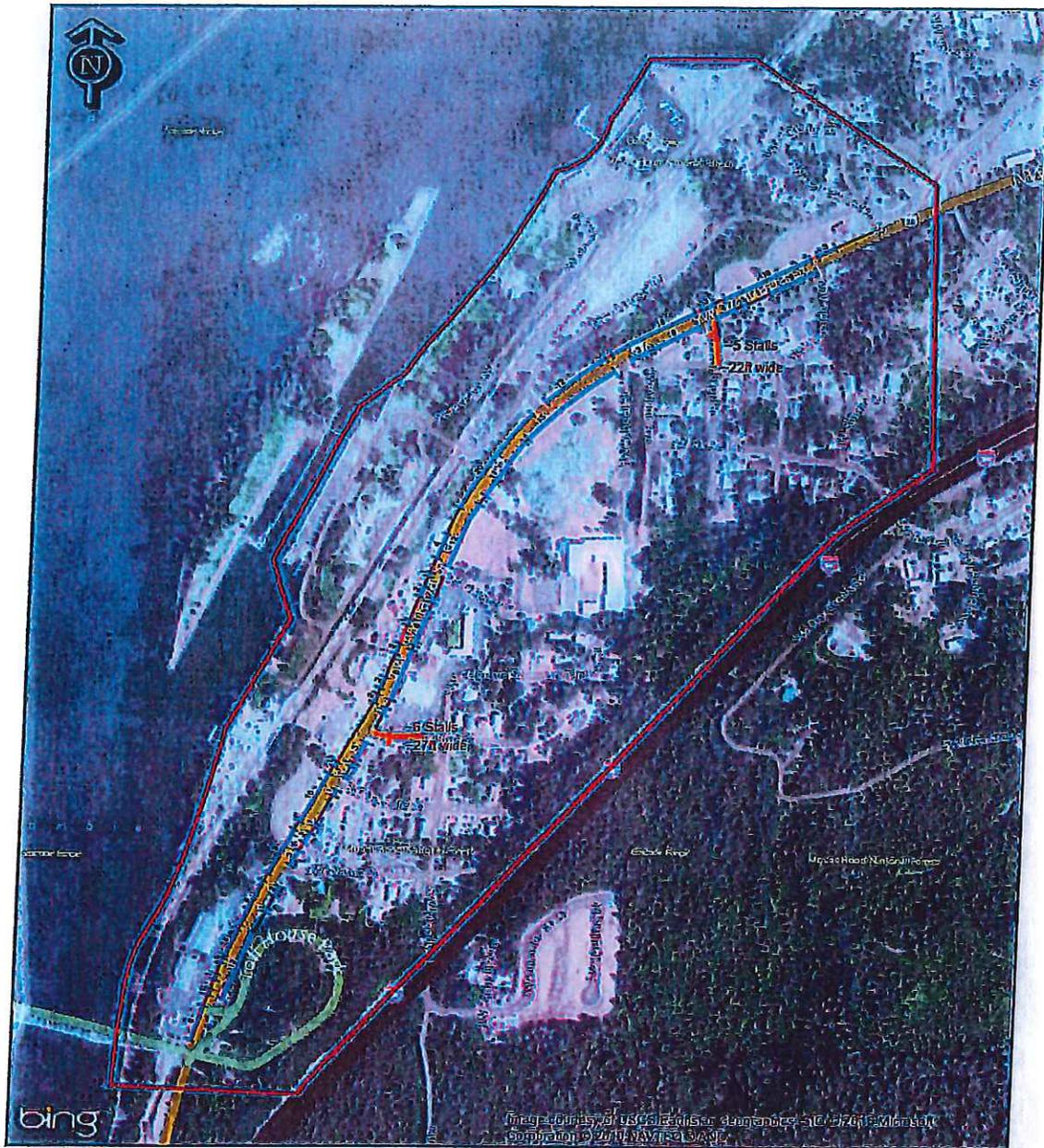
Figure C (attached) summarizes all identified off-street parking. Sites are denoted by Lot # (in red), corresponding with **Table 2** (page 5). Individual lot stall totals are denoted in parentheses. In total 32 lots were identified. Two lots (31 and 32) are large gravel areas that could serve as future parking supply. Stall totals for these two lots were not estimated, rather surface area (in square feet) is estimated.

IV. SUMMARY

Cascade Locks' on-street parking supply is limited, totaling 245 stalls, of which 234 are located on WaNaPa Street. Opportunities to add capacity to serve downtown uses on adjacent side streets is likely not feasible, based on road widths and issues related to safety and traffic movement.

The off-street supply is actually fairly large, totaling 738 stalls in 30 lots. This supply is spread throughout the study area and is primarily in formats that are intended to serve single uses and not the downtown in general. Two additional off-street sites were identified that are currently vacant gravel areas. These sites are sizeable and could serve as future parking opportunities.

Figure B: On-street Parking Inventory (segment map)

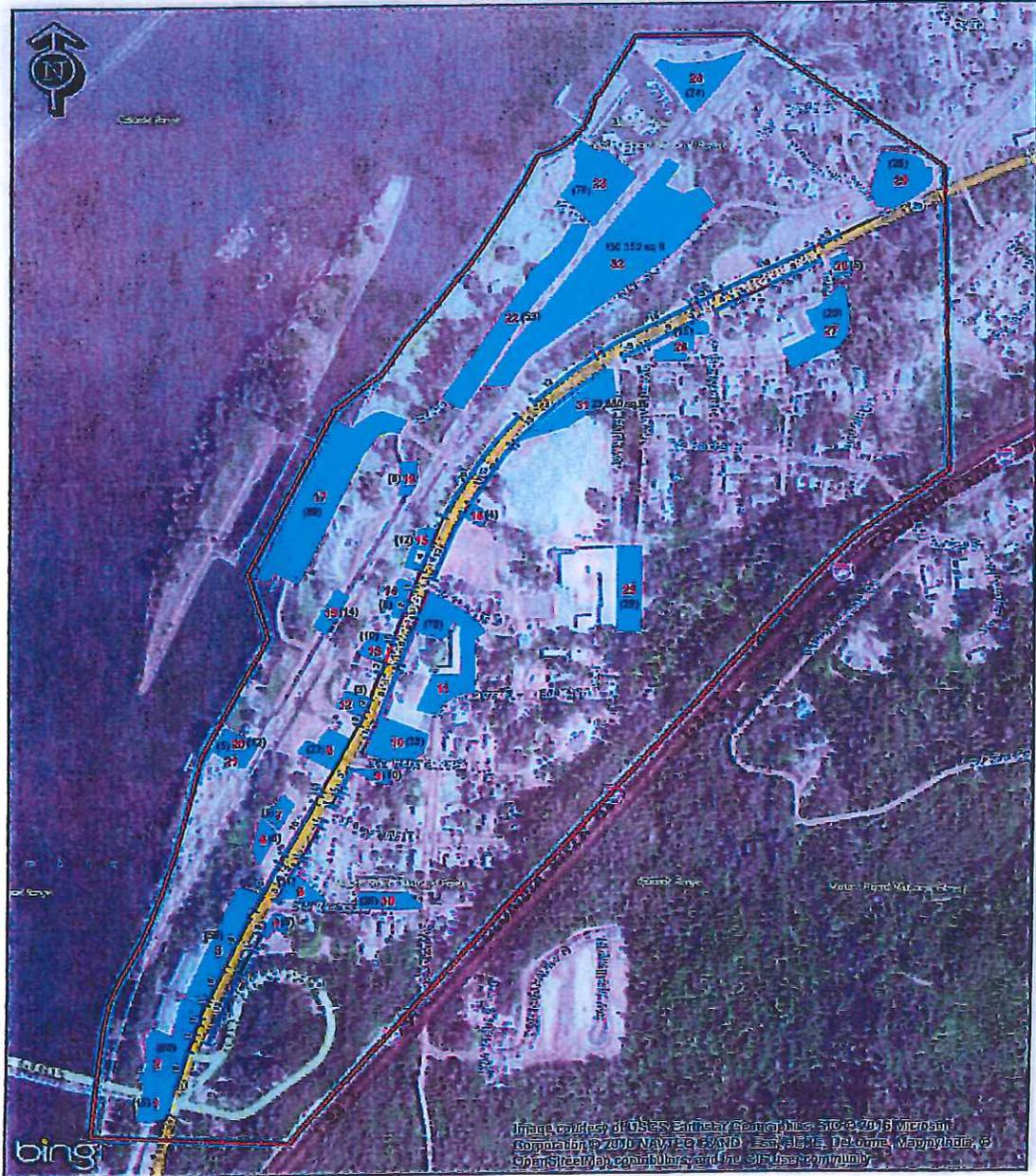


Cascade Locks
 Automobile Parking Inventory
February 10, 2016
RICK WILLIAMS CONSULTING
 Parking & Transportation

- Parking Study Area
- Curbside
- Driveway
- No Parking
- Automobile Parking Inventory - 234 stalls
XX Number of Stalls
- Possible Parking Stalls
- Approximate Number of Stalls and Street Width



Figure C: Off-street Parking Inventory



Cascade Locks
 Automobile Parking Inventory
 February 10, 2016
 RICK WILLIAMS CONSULTING
 Parking & Transportation

Parking Study Area	Automobile Parking Inventory - 234 stalls XX Number of Stalls
Curbside	Parking Facility - 738 stalls XX Lot Number - (XX) Number of Stalls
Driveway	
No Parking	

0 95 190 380 570 760 Feet