

# CITY of CASCADE LOCKS

## *AGENDA*

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**City Council REGULAR MEETING 7:00PM**  
**Monday, September 22, 2025, City Hall**

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1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or Amendments to the Agenda.** (The Mayor or Presiding Officer may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged).
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
  - a. **Approval of Action Minutes of September 3, 2025 Special Meeting.**
  - b. **Approval of Action Minutes of September 8, 2025.**
  - c. **Ratification of the Bills in the Amount of \$ 328,109.94.**
  - d. **Approval of OLCC Renewal for pFriem Brewing.**
4. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda)
5. **Public Hearings.** None.
6. **Action Items:**
  - a. **Adopt Ordinance 467 – Amend Article III of the CDC**
  - b. **Adopt Ordinance 468 – Amend Article V of the CDC**
7. **Reports and Presentations.**
  - a. **Committee Reports – None**
  - b. **Audit Status**
  - c. **City Administrator Bennett Report**
10. **Mayor and City Council Comments.**
11. **Executive Session,** if necessary.
12. **Adjournment.**

Public access to the meeting is available via YouTube [YouTube - Cascade Locks - Live Stream](#)

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.

Action Minutes  
City Council Special Meeting  
September 3, 2025

**1. Call to Order/Pledge of Allegiance/Roll Call.** CM Happy called the meeting to order at 6:00 PM. CM's Bump, Keilman, Happy, Pruitt, Seeger, and Mayor Wood (Zoom) were present. CM Keller was excused. Also present were City Administrator Bennett and City Recorder Woosley.

**2. Action Items:**

**a. Prepared Food and Beverage Tax. Motion:** CM Pruitt moved, seconded by CM Bump, to approve the removal of the Prepared Food and Beverage Tax from the November 4, 2025 ballot. The motion passed unanimously by CM's Bump, Keilman, Happy, Pruitt, Seeger, and Mayor Wood.

**3. Adjournment. Motion:** CM Bump moved, seconded by CM Keilman, to adjourn the meeting. The motion carried with CM's Bump, Keilman, Happy, Pruitt, Seeger, and Mayor Wood voting in favor.

Prepared by  
Kathy Woosey, City Recorder

APPROVED:

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Brenda Wood, Mayor

**1. Call to Order/Pledge of Allegiance/Roll Call.** Mayor Brenda Wood called the meeting to order at 7:01 PM. CM's Marianne Bump, Courtnee Keilman, Pete Happy, Eric Keller, Tiffany Pruitt, and Bernard Seeger were present. Also present were City Administrator Jordon Bennett, City Recorder Kathy Woosley, and Nan Noteboom.

**2. Additions or Amendments to the Agenda. Motion:** CM Happy moved, seconded by CM Keller, to add Hispanic Heritage Month Proclamation to the Agenda. The motion failed with CM's Bump, Keilman, Pruitt, and Mayor Wood voting against the motion. CM's Happy, Keller and Seeger voted in favor of the motion.

**3. Adoption of Consent Agenda.**

**a. Approval of Action Minutes of August 25, 2025**

**a. Ratification of the Bills in the Amount of \$122,568.43.**

**c. Annual OLCC License Renewals.**

**Motion:** CM Pruitt moved, seconded by CM Seeger, to approve the Consent Agenda. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.

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

**5. Public Hearings.** None.

**6. Action Items:**

**a. Adopt Ordinance No. 463 – Amended Zoning and Comprehensive Plan Maps. Motion:** CM Happy moved, seconded by CM Seeger, to adopt Ordinance No. 463. The motion passed with CM's Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor. CM Bump opposed the motion.

**b. Resolution No. 1523 – Water Rates. Motion:** CM Pruitt moved, seconded by CM Seeger, to approve Resolution No. 1523 updating the City of Cascade Locks water rates. After discussion, CM Pruitt amended her motion to change the word, “charge” to rate and to change the WSIP Loan fee to \$11.10. CM Seeger agreed to the amendment. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.

**c. Committee Appointments. Motion:** CM Pruitt moved, seconded by CM Happy, to approve the appointments of Heidi Halliwell and Sally Drew to the Tourism Committee. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood voting in favor.

**7. Reports and Presentations.**

**a. Committee Reports – None**

**b. Audit Update**

**c. City Administrator Bennett Report**

**10. Mayor and City Council Comments.**

**11. Executive Session.** Mayor Wood recessed Regular Session and Entered into Executive Session. CM's Bump, Keilman, Happy, Keller, Pruitt, Seeger, and Mayor Wood were present. Also present were City Administrator Bennett and City Recorder Woosley.

**12. Adjournment. Motion:** CM Pruit moved, seconded by CM Seeger, to adjourn the meeting. The motion carried with CM's Bump, Keilman, Happy, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

Prepared by  
Kathy Woosley

APPROVED:

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Brenda Wood, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

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DEPARTMENT: CITY OF CASCADE LOCKS  
COVER SHEET AND SUMMARY

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DATE: 9/22/2025 DESCRIPTION: AMOUNT: \$ 328,109.94

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9/19/2025 **Payroll** 16624 \$ 28,372.72

MASA\*

AFLAC\*

OR DOR Taxes \$ 3,507.76

PERS \$ 12,622.10

OSGP\* \$ 25.00

IRS \$ 11,432.54

Union Dues

ASI Flex\* \$ 50.00

9/2 and 9/15/25 **AP** \$ 272,099.82

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\* Voluntary Employee Elections

Party Fund\* \$ 44.00

APPROVAL:

\_\_\_\_\_  
Mayor Brenda Wood

\_\_\_\_\_  
Council Member

Report Criteria:  
 Report type: GL detail

| Check Number | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee                         | Description                             | GL Account | Amount   | Void/Manual |
|--------------|-----------|------------------|---------------|-------------|-------------------------------|---|------------|----------|-------------|
| 16580        | 09/25     | 09/02/2025       | 610           | 927425      | Cascade Columbia Distribution | Chlorine                                | 2140562650 | 377.50   |             |
| 16580        | 09/25     | 09/02/2025       | 610           | 927425      | Cascade Columbia Distribution | Soda ash                                | 2140562651 | 1,135.00 |             |
| Total 16580: |           |                  |               |             |                               |   |            | 1,512.50 |             |
| 16585        | 09/25     | 09/15/2025       | 7208          | 2025.0139 0 | Advanced Energy Systems LLC   | Design                                  | 0740562135 | 7,324.00 |             |
| Total 16585: |           |                  |               |             |                               |   |            | 7,324.00 |             |
| 16586        | 09/25     | 09/15/2025       | 45            | 11964-07R   | AKS Engineering               | planning services                       | 0140262075 | 1,159.80 |             |
| Total 16586: |           |                  |               |             |                               |   |            | 1,159.80 |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 13TM-KFJG-  | Amazon Capital Services       | chair mat, keyboard, mouse              | 0140162010 | 78.84    |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 13TM-KFJG-  | Amazon Capital Services       | wheelbarrow tire                        | 0140462520 | 73.45    |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 13TM-KFJG-  | Amazon Capital Services       | fuel pump, fuel tank lock ring tool     | 2140562441 | 180.66   |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 13TM-KFJG-  | Amazon Capital Services       | fuel pump                               | 3140562441 | 159.99   |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 13TM-KFJG-  | Amazon Capital Services       | d cell batteries                        | 5140562560 | 58.18    |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 13TM-KFJG-  | Amazon Capital Services       | d cell batteries                        | 5140662560 | 41.11    |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 1MGV-TXPY-  | Amazon Capital Services       | air freshner,toilet paper, paper towels | 0540562440 | 108.61   |             |
| 16587        | 09/25     | 09/15/2025       | 7240          | 1MGV-TXPY-  | Amazon Capital Services       | wall pack lights, flood lights          | 0540563000 | 614.76   |             |
| Total 16587: |           |                  |               |             |                               |   |            | 1,315.60 |             |
| 16588        | 09/25     | 09/15/2025       | 290           | 1048985     | Aqua-Aerobic Systems, Inc.    | contactor, 3 pole abb                   | 3140562560 | 317.65   |             |
| Total 16588: |           |                  |               |             |                               |   |            | 317.65   |             |
| 16589        | 09/25     | 09/15/2025       | 370           | 120017      | Bio-Med Testing Service       | drug test                               | 2140562110 | 40.00    |             |
| Total 16589: |           |                  |               |             |                               |   |            | 40.00    |             |
| 16590        | 09/25     | 09/15/2025       | 7021          | 260818      | Blue Mountain Networks LLC    | internet and phone                      | 0140162050 | 266.50   |             |
| 16590        | 09/25     | 09/15/2025       | 7021          | 260818      | Blue Mountain Networks LLC    | internet and phone                      | 0540562050 | 134.75   |             |
| 16590        | 09/25     | 09/15/2025       | 7021          | 260818      | Blue Mountain Networks LLC    | internet and phone                      | 3140562050 | 99.99    |             |

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| Total 16590: |           |                  |               |             |                               |                          |            | 501.24   |             |
| 16591        | 09/25     | 09/15/2025       | 6839          | 85908407    | Bound Tree Medical            | Medical supplies         | 0540562351 | 165.95   |             |
| Total 16591: |           |                  |               |             |                               |                          |            | 165.95   |             |
| 16592        | 09/25     | 09/15/2025       | 6900          | V102107     | BSK Associates                | WATER SAMPLES            | 2140562150 | 40.00    |             |
| 16592        | 09/25     | 09/15/2025       | 6900          | V102108     | BSK Associates                | WATER SAMPLES            | 2140562150 | 40.00    |             |
| 16592        | 09/25     | 09/15/2025       | 6900          | VIO21097    | BSK Associates                | WATER SAMPLES            | 2140562150 | 40.00    |             |
| 16592        | 09/25     | 09/15/2025       | 6900          | VIO2199     | BSK Associates                | WATER SAMPLES            | 2140562150 | 40.00    |             |
| Total 16592: |           |                  |               |             |                               |                          |            | 160.00   |             |
| 16593        | 09/25     | 09/15/2025       | 610           | 933652      | Cascade Columbia Distribution | Sodium Hypochlorite      | 2140562650 | 8.75     |             |
| Total 16593: |           |                  |               |             |                               |                          |            | 8.75     |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100001500 0 | Cascade Locks, City of        | fire station             | 0540562439 | 1,004.89 |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100003500 0 | Cascade Locks, City of        | res #2                   | 2140562070 | 42.36    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100030200 0 | Cascade Locks, City of        | pump lift station        | 3140562070 | 53.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100038903 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100039801 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100379100 0 | Cascade Locks, City of        | treatment plant          | 3140562070 | 3,909.95 |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100381300 0 | Cascade Locks, City of        | warehouse                | 2140562070 | 86.01    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 100473101 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 10087500 09 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 103742700 0 | Cascade Locks, City of        | Wasco creek lift station | 3140562070 | 91.53    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 103814000 0 | Cascade Locks, City of        | corrosion control        | 2140562070 | 238.38   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 200120000 0 | Cascade Locks, City of        | Cemetery water           | 1740562551 | 217.83   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 200120300 0 | Cascade Locks, City of        | eastgate park irrigation | 0140162552 | 95.00    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 201063000 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300155100 0 | Cascade Locks, City of        | main lift station        | 3140562070 | 710.99   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300155900 0 | Cascade Locks, City of        | museum                   | 0140762630 | 222.71   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300159000 0 | Cascade Locks, City of        | overlook park restroom   | 0140162552 | 423.72   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300163700 0 | Cascade Locks, City of        | senior sewer subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300171800 0 | Cascade Locks, City of        | mall lighting            | 5140562800 | 143.24   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300176801 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300180101 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 300192800 0 | Cascade Locks, City of        | Senior Sewer Subsidy     | 0140862025 | 22.70    |             |

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|--------------|-----------|------------------|---------------|-------------|---------------------------------------|---|------------|----------|-------------|
| 16594        | 09/25     | 09/15/2025       | 900           | 600135000 0 | Cascade Locks, City of                | City hall utilities                         | 0140162552 | 524.15   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 600135700 1 | Cascade Locks, City of                | sewer lift station cascade street           | 3140562070 | 38.00    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 600136900 0 | Cascade Locks, City of                | 87 ruckel                                   | 3140562070 | 54.25    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 600146502 0 | Cascade Locks, City of                | Senior Sewer Subsidy                        | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 600149800 0 | Cascade Locks, City of                | city hall irrigation                        | 0140162552 | 251.91   |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 601359100 0 | Cascade Locks, City of                | Senior Sewer Subsidy                        | 0140862025 | 22.70    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 601369800 0 | Cascade Locks, City of                | radio tower                                 | 0540562439 | 86.13    |             |
| 16594        | 09/25     | 09/15/2025       | 900           | 613692200 0 | Cascade Locks, City of                | Dry Creek booster pump station              | 2140562070 | 75.29    |             |
| Total 16594: |           |                  |               |             |                                       |   |            | 8,519.74 |             |
| 16595        | 09/25     | 09/15/2025       | 740           | INV-10209   | Caselle Inc                           | payroll processing                          | 0140162110 | 1,300.00 |             |
| Total 16595: |           |                  |               |             |                                       |   |            | 1,300.00 |             |
| 16596        | 09/25     | 09/15/2025       | 6996          | 614814      | Certified Folder Display Service      | brochures                                   | 0840562114 | 1,468.80 |             |
| Total 16596: |           |                  |               |             |                                       |   |            | 1,468.80 |             |
| 16597        | 09/25     | 09/15/2025       | 8178          | 200120504 0 | Christopher Muse                      | customer paid online after closing accou    | 9911033    | 152.62   |             |
| Total 16597: |           |                  |               |             |                                       |   |            | 152.62   |             |
| 16598        | 09/25     | 09/15/2025       | 7300          | 1341702     | Clifford & Martin                     | Water                                       | 2140562150 | 28.85    |             |
| 16598        | 09/25     | 09/15/2025       | 7300          | 1346886     | Clifford & Martin                     | Cooler Rent                                 | 2140562150 | 12.00    |             |
| Total 16598: |           |                  |               |             |                                       |   |            | 40.85    |             |
| 16599        | 09/25     | 09/15/2025       | 1120          | 45889       | Columbia Ace Hardware                 | fire ext sign, switch, outlet, handybox, wi | 0140462520 | 92.67    |             |
| 16599        | 09/25     | 09/15/2025       | 1120          | 46013       | Columbia Ace Hardware                 | connector                                   | 3140562560 | 3.88     |             |
| 16599        | 09/25     | 09/15/2025       | 1120          | 46046       | Columbia Ace Hardware                 | poly tube, nipple                           | 2140562560 | 49.23    |             |
| 16599        | 09/25     | 09/15/2025       | 1120          | 46048       | Columbia Ace Hardware                 | copper tube                                 | 2140562560 | 10.75    |             |
| Total 16599: |           |                  |               |             |                                       |   |            | 156.53   |             |
| 16600        | 09/25     | 09/15/2025       | 1135          | 83652       | Communications Northwest              | radio and programming                       | 0540563008 | 1,682.63 |             |
| Total 16600: |           |                  |               |             |                                       |   |            | 1,682.63 |             |
| 16601        | 09/25     | 09/15/2025       | 7028          | 25.08-1710  | Curran-McLeod Inc Consulting Engineer | Underground utility easement                | 5141562115 | 1,155.00 |             |

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|--------------|-----------|------------------|---------------|-------------|---------------------------------------|---|------------|----------|-------------|
| 16601        | 09/25     | 09/15/2025       | 7028          | 25.08-1870  | Curran-McLeod Inc Consulting Engineer | 2025 SCA Wheeler, Sunset, Venture         | 0340562091 | 652.50   |             |
| Total 16601: |           |                  |               |             |                                       |   |            | 1,807.50 |             |
| 16602        | 09/25     | 09/15/2025       | 8185          | 1000423.09  | David Carrion                         | deposit refund                            | 5121130    | 195.60   |             |
| Total 16602: |           |                  |               |             |                                       |   |            | 195.60   |             |
| 16603        | 09/25     | 09/15/2025       | 1400          | 3001800.01  | Denise Emmerling-Baker                | deposit refund                            | 5121130    | 118.86   |             |
| Total 16603: |           |                  |               |             |                                       |   |            | 118.86   |             |
| 16604        | 09/25     | 09/15/2025       | 2195          | 11839       | Guzman Brothers                       | Tow Oneonta St motorhome                  | 0140462115 | 3,600.00 |             |
| Total 16604: |           |                  |               |             |                                       |   |            | 3,600.00 |             |
| 16605        | 09/25     | 09/15/2025       | 8166          | 2001031.14  | John Mayhew                           | deposit refund                            | 5121130    | 154.26   |             |
| Total 16605: |           |                  |               |             |                                       |   |            | 154.26   |             |
| 16606        | 09/25     | 09/15/2025       | 3050          | R27044      | League of Oregon Cities               | 2025 LOC Fall Conference                  | 0140162094 | 840.00   |             |
| Total 16606: |           |                  |               |             |                                       |   |            | 840.00   |             |
| 16607        | 09/25     | 09/15/2025       | 2930          | INV42250    | LED Lighting Solutions                | pole top area light                       | 5140562800 | 2,816.84 |             |
| Total 16607: |           |                  |               |             |                                       |   |            | 2,816.84 |             |
| 16608        | 09/25     | 09/15/2025       | 3770          | 22-202508   | Net Assets                            | Title Search                              | 0140162110 | 16.00    |             |
| Total 16608: |           |                  |               |             |                                       |   |            | 16.00    |             |
| 16609        | 09/25     | 09/15/2025       | 6949          | 25208       | Northwest Graphic Works               | Uniforms-job shirts, polos, and embroider | 0540562029 | 2,112.62 |             |
| 16609        | 09/25     | 09/15/2025       | 6949          | 25210       | Northwest Graphic Works               | Snapback caps                             | 0540562029 | 454.56   |             |
| Total 16609: |           |                  |               |             |                                       |   |            | 2,567.18 |             |
| 16610        | 09/25     | 09/15/2025       | 4020          | ME134265    | ODOT Fuel Sales                       | Fuel                                      | 0140462530 | 291.38   |             |
| 16610        | 09/25     | 09/15/2025       | 4020          | ME134265    | ODOT Fuel Sales                       | Fuel                                      | 0540562420 | 795.51   |             |
| 16610        | 09/25     | 09/15/2025       | 4020          | ME134265    | ODOT Fuel Sales                       | Fuel                                      | 2140562530 | 204.22   |             |

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|--------------|-----------|------------------|---------------|-------------|------------------------------|---|------------|----------|-------------|
| 16610        | 09/25     | 09/15/2025       | 4020          | ME134265    | ODOT Fuel Sales              | Fuel                                    | 5140562200 | 67.39    |             |
| 16610        | 09/25     | 09/15/2025       | 4020          | ME134265    | ODOT Fuel Sales              | Fuel                                    | 5140662200 | 44.93    |             |
| Total 16610: |           |                  |               |             |                              |   |            | 1,403.43 |             |
| 16611        | 09/25     | 09/15/2025       | 4070          | 5080325     | One Call Concepts            | Locates: Call Before You Dig Center     | 5140562110 | 23.10    |             |
| Total 16611: |           |                  |               |             |                              |   |            | 23.10    |             |
| 16612        | 09/25     | 09/15/2025       | 7189          | 005         | Pinnacle Mt. Hood            | Lobbying services                       | 5140662110 | 9,900.00 |             |
| Total 16612: |           |                  |               |             |                              |   |            | 9,900.00 |             |
| 16613        | 09/25     | 09/15/2025       | 4650          | 6025648     | Platt Electric Supply        | dual wire stripper                      | 0540562440 | 20.97    |             |
| Total 16613: |           |                  |               |             |                              |   |            | 20.97    |             |
| 16614        | 09/25     | 09/15/2025       | 6824          | 62844       | Providence Health & Services | testing                                 | 0540562017 | 141.00   |             |
| Total 16614: |           |                  |               |             |                              |   |            | 141.00   |             |
| 16615        | 09/25     | 09/15/2025       | 4845          | 107925      | Radcomp Technologies         | Battery backup and surge protector w/us | 0140162010 | 120.00   |             |
| 16615        | 09/25     | 09/15/2025       | 4845          | MSP-107880  | Radcomp Technologies         | IT Services                             | 0140162082 | 4,557.49 |             |
| Total 16615: |           |                  |               |             |                              |   |            | 4,677.49 |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 0121052    | 52.88    |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 0140862023 | 1.08     |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 0321052    | 48.57    |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 0521052    | 193.71   |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 0540561060 | 10.58    |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 1721052    | 5.08     |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 2121052    | 35.27    |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 3121052    | 15.09    |             |
| 16616        | 09/25     | 09/15/2025       | 5125          | 1001960318  | SAIF Corporation             | workers comp ins                        | 5121052    | 151.14   |             |
| Total 16616: |           |                  |               |             |                              |   |            | 513.40   |             |
| 16617        | 09/25     | 09/15/2025       | 7026          | 8011883011  | Shred-it                     | shredding service                       | 0140162110 | 102.77   |             |

| Check Number   | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee                        | Description                  | GL Account | Amount     | Void/Manual |
|----------------|-----------|------------------|---------------|-------------|------------------------------|------------------------------|------------|------------|-------------|
| Total 16617:   |           |                  |               |             |                              |                              |            | 102.77     |             |
| 16618          | 09/25     | 09/15/2025       | 7115          | INV459794   | Solutions Yes                | Color Copies                 | 0140162110 | 97.46      |             |
| Total 16618:   |           |                  |               |             |                              |                              |            | 97.46      |             |
| 16619          | 09/25     | 09/15/2025       | 7092          | 16371       | VanKoten & Cleaveland        | Attorney services            | 0140162100 | 1,200.00   |             |
| Total 16619:   |           |                  |               |             |                              |                              |            | 1,200.00   |             |
| 16620          | 09/25     | 09/15/2025       | 6250          | 211850      | Vantage Point Solutions Inc. | EDA Hardening Substation     | 5141562115 | 1,657.50   |             |
| 16620          | 09/25     | 09/15/2025       | 6250          | 211850      | Vantage Point Solutions Inc. | EDA Hardening Substation     | 5141562115 | 109.96     |             |
| 16620          | 09/25     | 09/15/2025       | 6250          | 213436      | Vantage Point Solutions Inc. | EDA Hardening Substation     | 5141562115 | 3,840.00   |             |
| 16620          | 09/25     | 09/15/2025       | 6250          | 213436      | Vantage Point Solutions Inc. | EDA Hardening Substation     | 5141562115 | 109.96     |             |
| 16620          | 09/25     | 09/15/2025       | 6250          | 300108      | Vantage Point Solutions Inc. | EDA Hardening Substation     | 5141562115 | 23,925.00  |             |
| 16620          | 09/25     | 09/15/2025       | 6250          | 300109      | Vantage Point Solutions Inc. | EDA Hardening Substation     | 5141562115 | 10,800.00  |             |
| Total 16620:   |           |                  |               |             |                              |                              |            | 40,442.42  |             |
| 16621          | 09/25     | 09/15/2025       | 6765          | 1965664     | Walter E. Nelson             | paper towel, toilet tissue   | 0140462540 | 514.45     |             |
| Total 16621:   |           |                  |               |             |                              |                              |            | 514.45     |             |
| 16622          | 09/25     | 09/15/2025       | 6590          | 17403801    | Wilbur-Ellis                 | Bare Spot Monobor-chlorate   | 5140562910 | 7,223.76   |             |
| Total 16622:   |           |                  |               |             |                              |                              |            | 7,223.76   |             |
| 16623          | 09/25     | 09/15/2025       | 7040          | 3434        | Yates Line Co.               | refuse cut out               | 5140562110 | 523.74     |             |
| 16623          | 09/25     | 09/15/2025       | 7040          | 3510        | Yates Line Co.               | Energize 3 phase transformer | 5140562110 | 471.93     |             |
| Total 16623:   |           |                  |               |             |                              |                              |            | 995.67     |             |
| 9152501        | 09/25     | 09/15/2025       | 440           | AUG255-PW   | BPA                          | Power Bill PYRAMID           | 5140562820 | 141,360.00 | M           |
| 9152501        | 09/25     | 09/15/2025       | 440           | AUG255-PW   | BPA                          | ACTON POWER                  | 5140662820 | 9,525.00   | M           |
| Total 9152501: |           |                  |               |             |                              |                              |            | 150,885.00 |             |
| 9152502        | 09/25     | 09/15/2025       | 440           | AUG25-TRN   | BPA                          | PYRAMID TRANSMISSION         | 5140562821 | 15,005.00  | M           |
| 9152502        | 09/25     | 09/15/2025       | 440           | AUG25-TRN   | BPA                          | ACTON TRANSMISSION           | 5140662821 | 1,011.00   | M           |

| Check Number   | GL Period | Check Issue Date | Vendor Number | Invoice No. | Payee | Description | GL Account | Amount     | Void/Manual |
|----------------|-----------|------------------|---------------|-------------|-------|-------------|------------|------------|-------------|
| Total 9152502: |           |                  |               |             |       |             |            | 16,016.00  |             |
| Grand Totals:  |           |                  |               |             |       |             |            | 272,099.82 |             |

Summary by General Ledger Account Number

| GL Account   | Debit    | Credit     | Proof      |
|--------------|----------|------------|------------|
| 01-21010     | .00      | 16,131.96- | 16,131.96- |
| 01-21052     | 52.88    | .00        | 52.88      |
| 01-401-62010 | 198.84   | .00        | 198.84     |
| 01-401-62050 | 266.50   | .00        | 266.50     |
| 01-401-62082 | 4,557.49 | .00        | 4,557.49   |
| 01-401-62094 | 840.00   | .00        | 840.00     |
| 01-401-62100 | 1,200.00 | .00        | 1,200.00   |
| 01-401-62110 | 1,516.23 | .00        | 1,516.23   |
| 01-401-62552 | 1,294.78 | .00        | 1,294.78   |
| 01-402-62075 | 1,159.80 | .00        | 1,159.80   |
| 01-404-62115 | 3,600.00 | .00        | 3,600.00   |
| 01-404-62520 | 166.12   | .00        | 166.12     |
| 01-404-62530 | 291.38   | .00        | 291.38     |
| 01-404-62540 | 514.45   | .00        | 514.45     |
| 01-407-62630 | 222.71   | .00        | 222.71     |
| 01-408-62023 | 1.08     | .00        | 1.08       |
| 01-408-62025 | 249.70   | .00        | 249.70     |
| 03-21010     | .00      | 701.07-    | 701.07-    |
| 03-21052     | 48.57    | .00        | 48.57      |
| 03-405-62091 | 652.50   | .00        | 652.50     |
| 05-21010     | .00      | 7,526.67-  | 7,526.67-  |
| 05-21052     | 193.71   | .00        | 193.71     |
| 05-405-61060 | 10.58    | .00        | 10.58      |
| 05-405-62017 | 141.00   | .00        | 141.00     |
| 05-405-62029 | 2,567.18 | .00        | 2,567.18   |
| 05-405-62050 | 134.75   | .00        | 134.75     |
| 05-405-62351 | 165.95   | .00        | 165.95     |
| 05-405-62420 | 795.51   | .00        | 795.51     |
| 05-405-62439 | 1,091.02 | .00        | 1,091.02   |
| 05-405-62440 | 129.58   | .00        | 129.58     |
| 05-405-63000 | 614.76   | .00        | 614.76     |
| 05-405-63008 | 1,682.63 | .00        | 1,682.63   |
| 07-21010     | .00      | 7,324.00-  | 7,324.00-  |
| 07-405-62135 | 7,324.00 | .00        | 7,324.00   |
| 08-21010     | .00      | 1,468.80-  | 1,468.80-  |
| 08-405-62114 | 1,468.80 | .00        | 1,468.80   |
| 17-21010     | .00      | 222.91-    | 222.91-    |
| 17-21052     | 5.08     | .00        | 5.08       |

| GL Account    | Debit      | Credit      | Proof       |
|---------------|------------|-------------|-------------|
| 17-405-62551  | 217.83     | .00         | 217.83      |
| 21-21010      | .00        | 2,684.27-   | 2,684.27-   |
| 21-21052      | 35.27      | .00         | 35.27       |
| 21-405-62070  | 442.04     | .00         | 442.04      |
| 21-405-62110  | 40.00      | .00         | 40.00       |
| 21-405-62150  | 200.85     | .00         | 200.85      |
| 21-405-62441  | 180.66     | .00         | 180.66      |
| 21-405-62530  | 204.22     | .00         | 204.22      |
| 21-405-62560  | 59.98      | .00         | 59.98       |
| 21-405-62650  | 386.25     | .00         | 386.25      |
| 21-405-62651  | 1,135.00   | .00         | 1,135.00    |
| 31-21010      | .00        | 5,455.02-   | 5,455.02-   |
| 31-21052      | 15.09      | .00         | 15.09       |
| 31-405-62050  | 99.99      | .00         | 99.99       |
| 31-405-62070  | 4,858.42   | .00         | 4,858.42    |
| 31-405-62441  | 159.99     | .00         | 159.99      |
| 31-405-62560  | 321.53     | .00         | 321.53      |
| 51-21010      | .00        | 230,432.50- | 230,432.50- |
| 51-21052      | 151.14     | .00         | 151.14      |
| 51-21130      | 468.72     | .00         | 468.72      |
| 51-405-62110  | 1,018.77   | .00         | 1,018.77    |
| 51-405-62200  | 67.39      | .00         | 67.39       |
| 51-405-62560  | 58.18      | .00         | 58.18       |
| 51-405-62800  | 2,960.08   | .00         | 2,960.08    |
| 51-405-62820  | 141,360.00 | .00         | 141,360.00  |
| 51-405-62821  | 15,005.00  | .00         | 15,005.00   |
| 51-405-62910  | 7,223.76   | .00         | 7,223.76    |
| 51-406-62110  | 9,900.00   | .00         | 9,900.00    |
| 51-406-62200  | 44.93      | .00         | 44.93       |
| 51-406-62560  | 41.11      | .00         | 41.11       |
| 51-406-62820  | 9,525.00   | .00         | 9,525.00    |
| 51-406-62821  | 1,011.00   | .00         | 1,011.00    |
| 51-415-62115  | 41,597.42  | .00         | 41,597.42   |
| 99-11033      | 152.62     | .00         | 152.62      |
| 99-21010      | .00        | 152.62-     | 152.62-     |
| Grand Totals: | 272,099.82 | 272,099.82- | .00         |

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Report Criteria:  
Report type: GL detail

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## AGENDA ITEM NO 3.d.

### STAFF REPORT

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**Date Prepared:** 9/17/25

**For City Council Meeting on: 9/22/25**

**TO:** Honorable Mayor and City Council

**PREPARED BY:** Kathy Woosley, Administrative Services Director

**APPROVED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Approve 2025 OLCC Liquor License Renewals.

**SYNOPSIS:** Annual Liquor License Renewal letters were mailed to City businesses asking them to pay the annual license renewal fee to the City by August 28<sup>th</sup>.

The following businesses have paid their annual renewal fee to the City:

Brigham Fish Market  
Landmass Wines  
Buddies Barcade, LLC  
Cascade Locks Shell  
Cascade Locks KOA  
Gorges Brewing  
Ixtapa N/A  
Whiskey Flats N/A  
Jetty Light N/A  
CL Chevron N/A  
Bridgeside N/A

The following businesses have not responded to the City's request to pay their renewal fee to the City:

Santo Spirito, LLC  
Yamtunk, LLC  
Columbia Market  
RML168, LLC  
Native cider, LLC  
Thunder Island Brewing (responded – awaiting payment)

An email has been sent to OLCC regarding businesses that have not paid their local government fee.

## CASCADE LOCKS STAFF REPORT

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**Date Prepared:** September 5, 2025

**For Council Meeting on:** September 22, 2025

**TO:** Honorable Mayor and Council Members

**PREPARED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Adopt Ordinance 467 - Amend Article III of the CDC

**SYNOPSIS:** In 2022, the City of Cascade Locks partnered with consultants from the University of Oregon's Institute for Policy Research and Engagement (IPRE) to develop a Strategic Plan. The 2023 Strategic Plan outlines five key categories for action:

|                           |                   |                    |
|---------------------------|-------------------|--------------------|
| Downtown Revitalization   | Code Improvements | Affordable Housing |
| Communication Enhancement | Public Service    |                    |

Many of these goals focus on enhancing the visual and functional aspects of downtown, streamlining city processes to be more business-friendly, and updating the Development Code to reflect current community priorities.

In 2024, the City received a Technical Assistance Grant from the Department of Land Conservation and Development (DLCD) to support implementation of short-term Strategic Plan goals. Specifically, the grant funded the development of a Downtown Plan and revisions to the Cascade Locks Development Code to promote a more business-friendly environment.

The City again contracted with IPRE to lead this effort. The Downtown Revitalization Plan was completed in February 2025.

Major Goals of the Downtown Revitalization Plan were:

1. Assessment and Recommendations

Evaluate existing assets and barriers to economic development, and provide actionable recommendations including design code amendments, expanded public parking, recreational trail connections, signage improvements and funding strategies for key projects.

2. Code Modernization

Draft updated language for the Cascade Locks Community Development Code to simplify and improve processes for developers, businesses, residents, and staff.

3. Community Engagement

Ensure open, transparent planning processes with meaningful public involvement.

IPRE staff, City staff, and the Downtown Revitalization Project Steering Committee collaborated to draft proposed amendments to Article III – Land Use Districts of the Development Code. These amendments primarily focus on the following zones:

#### 8-6.70 Downtown Zone

- Simplified purpose statement
- Updated permitted and conditional uses
- Addition of Mobile Food Units, Cottage Clusters, and Childcare Centers as permitted uses
- Clarified dimensional standards, building height, and parking requirements
- New design standards to promote a mixed-use, pedestrian-oriented corridor that preserves views, reflects regional architecture, and supports a cohesive streetscape

#### 8-6.72 Commercial Zone

- Addition of Mobile Food Units and Childcare Centers as permitted uses
- Replacement of design standards with those proposed for the Downtown Zone

#### 8-6.76 Commercial/Residential Zone

- Addition of Childcare Centers as permitted uses
- Replacement of design standards with those proposed for the Downtown Zone

#### 8-6.84 Light Industrial Zone

- Addition of Mobile Food Units as permitted uses

#### 8-6.92 Public Zone

- Addition of Mobile Food Units as permitted uses

#### Public Hearings and Revisions

The Cascade Locks Planning Commission held a public hearing on May 19, 2025 and unanimously recommended approval of the proposed amendments to City Council.

City Council held a public hearing on June 23, 2025, and left the public comment period open until July 7, 2025.

Between the June 23 hearing and the upcoming September 22 Council meeting, staff have incorporated additional revisions:

Cottage Clusters added to the Downtown Zone, in response to a developer's interest in building on a lot being rezoned from Commercial to Downtown. Council previously expressed openness to this change.

Childcare Centers added as permitted uses in the Downtown, Commercial, and Commercial/Residential Zones, in alignment with HB 3560, which mandates such allowances statewide by 2027. Staff recommend updating the code proactively.

[HB3560 - Childcare Facility Siting Expansion](#)

Attached for review are Ordinance 467 and Chapter 8 of the City Charter.

A copy of the ordinance was provided to Council and posted at City Hall seven days prior to this meeting, satisfying the requirement to read the ordinance by title only—unless a Council member objects.

The ordinance may be passed in a single reading if the title is read twice and the vote is unanimous.

Does any Council member object to reading the ordinance by title only?

**CITY COUNCIL OPTIONS:**

- 1) Adopt Ordinance 467
- 2) Amend Ordinance 467 and bring back for another reading
- 3) Not adopt Ordinance 467

**RECOMMENDED MOTION:** “I move to adopt Ordinance 467 amending Article III of the Cascade Locks Community Development Code.”

## ORDINANCE NO. 467

### AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODE ARTICLE III LAND USE DISTRICTS

**WHEREAS**, the City’s Planning Commission held a Public Hearing on May 19, 2025, on the issue of deleting the existing Article III Land Use Districts of the Cascade Locks Community Development Code and replacing it with a new Article III that refines the allowed uses within the Downtown, Commercial, Commercial Residential, and Public Districts and amends the architectural design standards of the Downtown, Commercial, and Commercial Residential Districts (Exhibit A); and

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

**WHEREAS**, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on June 23, 2025, and held the public record open for written comments through July 7, 2025; and

**WHEREAS**, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.050:

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

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

The following findings of fact are offered in support of the proposed amendments:

- A. Comply with the Statewide Planning Goals and related administrative rules.*

FINDING: Of the Statewide Planning Goals only the following four are relevant to the proposed amendment: Goal 1 – Citizen Involvement; Goal 9 – Economic Development; Goal 10 – Housing; and Goal 12 – Transportation.

FINDING: Goal 1 – Public involvement is a required part of land use planning in Oregon. The proposed modifications to Article III are in compliance with this requirement, as they were made through an exhaustive community-driven process as part of the Cascade Locks Downtown Revitalization Plan project. This process included a steering committee appointed by the City of Cascade Locks City Council, extensive interviews with property owners and community groups, a community-wide survey, several public open houses, a Downtown walking tour, and a website. As public involvement and consensus was integral to the development of this proposed modification to Article III, the proposed code amendments are in compliance with Goal 1.

FINDING: Goal 9 – The purpose of Goal 9 planning is to make sure cities and counties have enough land available to realize economic growth and development opportunities. The proposed modifications to Article III are intended to implement the Cascade Locks Strategic Plan and the Cascade Locks Downtown Revitalization Plan, adopted in 2025. These modifications provide a wider range of potential service and retail uses within the Downtown District and allow for Mobile Food Carts within the Downtown, Commercial, Commercial Revival, and Public Districts, which will expand business opportunities within these districts. The modifications also create clear and objective standards for commercial and housing development within the Downtown, Commercial, and Commercial/Residential Districts, which will eliminate existing constraints to development caused by confusing and conflicting discretionary criteria. These changes to Article III are in compliance with Goal 9.

FINDING: Goal 10 – Goal 10 requires communities to maintain an inventory of lands that can be used to meet the community’s needs for housing. This includes offering people a range of different places to live, different community densities to choose from, and options that do not overburden the financial resources of the group living there. The proposed modifications to Article III are primarily to those sections identified as part of the Commercial land inventory, rather than the housing land inventory. However, changes to the Downtown District permitted land use categories do allow greater options for mixed residential and commercial development, which will provide opportunities for new apartments within the Downtown District. Through these modifications, this development code changes meet the goals of Goal 10.

FINDING: Goal 12 - Goal 12 requires cities, counties and the state to create a transportation system plan that takes into account all relevant modes of transportation: mass transit, air, water, rail, highway, bicycle and pedestrian. The resulting plan should support a variety of transportation modes so residents are not limited in the ways they can access the jobs, goods, or services available in different parts of their community.

The proposed amendments to Article III of the Cascade Locks Development Code are intended to implement the Downtown Revitalization Plan, which focuses on the commercial district along WaNaPa Street, an ODOT arterial. The changes modify the list of permitted and conditionally permitted retail and service uses within the Downtown District to be as broad as possible, while retaining limitations against uses that would either take up too much land (e.g. big-box retail, auto sales/service) or have negative impacts upon the pedestrian atmosphere or adjacent residential uses (e.g. industrial, warehouses, drive-throughs). Residential use along WaNaPa is clarified to match Medium Density Residential standards. As such, single family homes are no longer included as either permitted or conditionally permitted uses. The amendments also develop a consolidated set of clear and objective architectural and site standards that can be applied throughout the Downtown and Commercial districts, including standards for access management, off-street parking and loading, architectural design, and activities exterior to the buildings. These amendments are designed to support community needs for access to jobs, goods, and services within the central business district, compliant with Goal 12.

The proposed modifications to Article III Land Use Districts recognize the importance of the Transportation System Plan and coordination with ODOT during any modifications to existing properties fronting upon WaNaPa. Access and internal circulation of vehicles are required to comply with Oregon Department of Transportation Access Management Standards for State Highways. Cascade Locks is working ODOT to update the current Transportation System Plan to

meet the needs of the state highway in 2025 and will incorporate any changes recommended through that process into Article III after its completion (scheduled for June 2026).

The proposed amendment meets the intent and requirements of Goal 12 to ensure that the transportation system meets the needs of the community, and will work in conjunction with the updated Transportation System Plan to ensure that future development does not negatively impact the use of or function of the state highway. Hence the proposed code amendments are in compliance with Goal 12.

*B. Comply with the Comprehensive Plan goals, policies, and implementation strategies.*

The following Comprehensive Plan Goals and Policies are relevant to the proposed Code amendment:

FINDING: The development of the proposed amendment followed an extensive community engagement plan, which complies with the Comprehensive Plan Citizen Involvement goal by improving the opportunity for citizens to actively participate in all phases of the planning process.

FINDING: The proposed amendment complies with the Comprehensive Plan Jobs Creation goal by implementing the Economic Development Plan for the City of Cascade Locks.

FINDING: The proposed amendment complies with the Comprehensive Plan Housing Opportunities Goal to provide adequate housing opportunities and Policy 1, “Encourage a variety of housing types and prices.” It also complies with Implementation Strategy 2, “Streamline ordinance procedures to make it easier to provide new housing.”

FINDING: The proposed amendment complies with the Comprehensive Plan Commercial and Industrial Revitalization and Development Goal of promoting a “diversified city economy” and related Policies, including Policy 2, “provide sufficient quantities of appropriately located and zoned land for new businesses in the community,” Policy 3, “Provide facilities, services, and amenities to promote tourism” and Policy 4, “Promote the downtown as the primary commercial and service center of the city.”

*C. Be internally consistent with related Comprehensive Plan or Development Code provisions.*

FINDING: The proposed language improves and makes more consistent the provisions of the Development Code by clarifying permitted and conditionally permitted uses within commercial districts and by providing clear and objective standards for new commercial and mixed use development in commercial districts that are in consistent with the goals of the Comprehensive Plan, Cascade Locks Strategic Plan, and Cascade Locks Community Development Code.

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

FINDING: The proposed language provides clear and objective standards for new commercial and mixed use development, which include the provision of adequate public facilities for these development types and allow for the provision of needed community services.

**NOW THEREFORE:**

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

**SECTION 1. Article III Land Use Districts is hereby rescinded in its entirety and replaced with the revised Article III as follows:**

**ARTICLE III  
LAND USE DISTRICTS**

**Chapter 8-6.44**

**GENERAL PROVISIONS**

Sections

- 8-6.44.010 Districts Generally
- 8-6.44.020 Zoning Classification Districts
- 8-6.44.030 Location of Districts on the City Zoning Map
- 8-6.44.040 Zoning of Annexed Areas
- 8-6.44.050 Additional Yard and Setback Requirements
- 8-6.44.060 Exceptions to Building Height Requirements

8-6.44.010 Districts Generally

All lands, tracts, and area within the corporate limits of the city area are included within one of the following described land use zoning districts. The purpose of use, classification, and uses of each tract within the corporate limits of the city shall be limited to those applicable to the zoning classification district within which such tract or lands are situated.

8-6.44.020 Zoning Classification Districts

The city is divided into the following Comprehensive Plan designations and zoning classification districts:

Zoning District

Abbreviated Designation

Residential:

|  |     |
|--|-----|
| Rural Residential (1 home/acre)              | RR  |
| Low Density Residential (2-5 homes/acre)     | LDR |
| Medium Density Residential (6-10 homes/acre) | MDR |
| High Density Residential (10-20+ homes/acre) | HDR |
| Mobile Home Park Residential                 | MHR |
| Downtown                                     | D   |

Commercial:

|                        |    |
|------------------------|----|
| Commercial             | C  |
| Commercial Residential | CR |
| Resort Commercial      | RC |

Industrial:

|                  |    |
|------------------|----|
| Light Industrial | LI |
| Heavy Industrial | HI |

Public:

Public  
Open Space

P  
OS

#### 8-6.44.030 Location of Districts on the City Zoning Map

- A. The boundaries for the districts listed in this chapter are indicated on the city zoning map which is adopted by reference. The boundaries shall be modified in accordance with the provisions of this code.
- B. The boundaries, legends, symbols, notations, and references of each of the zoning classification districts as depicted on the city zoning map are adopted by reference.
- C. Unless otherwise specified, district and subdistrict boundaries are section lines, subdivision lines, lot lines, center lines of street or railroad rights-of-way, or the extension of such lines.

#### 8-6.44.040 Annexed Property

- A. Zoning
  - 1. Zoning regulations applicable to an area prior to annexation to the city shall continue to apply and shall be enforced by the City until a zone change for the area has been adopted by the City Council as provided in Chapter 8-6.176.
  - 2. The city may also enter into zoning and land use agreements with owners of property prior to annexation, provided the proceedings follow all requirements of Chapters 8-6.172 and 8-6.176.
- B. Recognition of Pre-Existing Permitted and Conditional Use Rights
  - 1. A pre-existing use on property which is annexed into the City and rezoned to a City zoning district shall be a permitted use when the pre-existing use was legally established in the County and it is listed as a permitted use in the applicable City zoning district.
  - 2. A pre-existing use on property which is annexed into the City and rezoned to a City zoning district shall be a conditional use when it is listed as a conditional use in the applicable City zoning district and:
    - a. The pre-existing use was legally established in the County as a permitted or conditional use; and
    - b. The pre-existing use complies with any applicable conditions of approval imposed by the County.
  - 3. Expansion or modification of a pre-existing permitted or conditional use shall be subject to the provisions of Sections 8-6.148.020 and .030 and 8-6.152.020 and .030.

#### 8-6.44.050 Additional Yard and Setback Requirements

##### A. Substandard Street Right-of-Way

Where a yard or setback abuts a street having insufficient right-of-way width, the minimum yard or setback requirement shall be increased by the amount of right-of-way, measured from the street centerline, necessary to meet applicable city, county, or state standards.

##### B. Projections into Required Yards

- 1. Cornices, eaves, belt courses, sills, canopies, fireplace chimneys, or similar architectural

features may extend or project a maximum of 36 inches into a required yard provided the width of such yard is not reduced to less than 3 feet.

2. Open porches, decks, or balconies not more than 30 inches in height and not covered by a roof or canopy may extend or project a maximum of 36 inches into a required yard area provided the yard area is not reduced to less than 3 feet.
3. Porches, decks, or balconies that exceed 30 inches in height or are covered by a roof or canopy shall comply with the setback standards of the applicable zone.

#### 8-6.44.060 Exceptions to Building Height Requirements

##### A. Projections

Projections attached to a building, such as chimneys, spires, domes, elevator shaft housings, towers, silos, aerials, flag poles, utility poles, and other similar structures not used for human occupancy, are not subject to the building height limitations of the applicable zone district.

##### B. Height Restriction Which Continue to Apply

The applicable height requirements for the Airport Protection Overlay Zone (Chapter 8-6.132), Signs (Chapter 8-6.144), and Communication Facilities and Structures (Chapter 8-6.168) shall continue to apply to building projections in Section 8-6.44.060 A.

Chapter 8-6.48

CODE INTERPRETATIONS

Sections

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

8-6.48.010 Purpose

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

8-6.48.020 Administration

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

8-6.48.030 Approval Standards – Similar Use

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

- A. The use is not specifically listed in another zone as either a permitted use or a conditional use;
- B. The use is consistent with the Comprehensive Plan;
- C. The use is consistent with the intent and purpose of the applicable zoning district;
- D. The use is similar to and of the same general type as the uses listed in the zoning district;
- E. The use has similar intensity, density, and off-site impacts as the uses listed in the zoning district; and
- F. The use has similar impacts on the community facilities as the listed uses.

8-6.48.040 Approval Standards – Code Interpretation

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

4. Other relevant factors under applicable law.

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

### Chapter 8-6.52

### RURAL RESIDENTIAL ZONE (RR)

#### Sections

|            |                          |
|------------|--------------------------|
| 8-6.52.010 | Purpose                  |
| 8-6.52.020 | Permitted Uses           |
| 8-6.52.030 | Conditional Uses         |
| 8-6.52.040 | Dimensional Requirements |

#### 8-6.52.010 Purpose

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

#### 8-6.52.020 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 RR district are:

- A. Dwelling, single-family detached;
- B. Manufactured home on an individual lot;
- C. Residential home;
- D. Family day care (Family Care);
- E. Accessory buildings; and
- F. Home occupations.

#### 8-6.52.030 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 RR district are:

- A. Schools;
- B. Utilities;
- C. Parks and open space;
- D. Religious assembly;
- E. Public facilities;
- F. Day care group home (Family Care); and
- G. Bed and breakfast facilities.

#### 8-6.52.040 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 R-R district are:

- A. A minimum lot area of 30,000 square feet and an average lot of 1 acre (43,560 square feet) when two or more lots are created.
- B. A minimum average lot width of 100 feet.
- C. A minimum average lot depth of 100 feet.
- D. A minimum lot width at the street of 40 feet and 20 feet on a cul-de-sac or for a flag lot.
- E. Minimum building setback requirements of:
  - 1. Front yard of 20 feet;
  - 2. Side yard of 10 feet;
  - 3. Side yard (street) of 10 feet;
  - 4. Rear yard of 30 feet; and
  - 5. Garage vehicle entrance setback of 20 feet.
- F. No building shall exceed 35 feet in height.
- G. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
- H. The maximum coverage of buildings and impervious surfaces shall not exceed 20 percent of the total lot area.

## Chapter 8-6.56

### LOW DENSITY RESIDENTIAL ZONE (LDR)

#### Sections

- 8-6.56.010 Purpose
- 8-6.56.020 Permitted Uses
- 8-6.56.030 Conditional Uses
- 8-6.56.040 Dimensional Requirements

#### 8-6.56.010 Purpose

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

#### 8-6.56.020 Permitted Uses

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

- A. Dwelling, single-family detached;
- B. Dwelling, duplex;
- C. Accessory Residential Unit;
- D. Manufactured home on an individual lot;
- E. Residential home;
- F. Family day care (Family Care);
- G. Accessory structures not exceeding 400 square feet; and
- H. Home occupations.

#### 8-6.56.030 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 LDR district are:

- A. Dwelling, zero side yard, meeting standards of Section 8-6.102; and approved only if conditioned so as to be compatible in design with the surrounding neighborhood particularly in regards to height and traffic generation.
- B. Schools;
- C. Utilities;
- D. Community services;
- E. Parks and open space;
- F. Religious assembly;
- G. Public facilities;
- H. Day care group home (Family Care); and
- I. Bed and breakfast facilities;
- J. Accessory structures exceeding 400 square feet.

8-6.56.040 Dimensional Requirements

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

- A. All uses except Zero Side Yard and Duplex Dwellings:
  - 1. A minimum lot area 6,500 for individual lots and an average minimum lot size of 7,500 square feet when two or more lots are created; and
  - 2. A minimum average lot width of 50 feet.
  - 3. A minimum average lot depth of 80 feet.
  - 4. A minimum lot width at the street of 40 feet and 20 feet on a cul-de-sac or for a flag lot.
  
- B. Zero Side Yard and Duplex Dwellings
  - 1. A minimum lot size for the entire development of 12,000 square feet and an average lot size for individual lots created within the development of 3,500 square feet. See Section 8-6.102.
  - 2. A minimum lot size for duplex dwellings of 3,500 square feet per dwelling unit (7,000 square feet per duplex).
  - 3. A minimum lot width of 20 feet.
  
- C. Minimum building setback requirements of:
  - 1. Front yard of 15 feet;
  - 2. Side yard of 5 feet, or 0 feet for attached single family dwellings or detached single family dwellings where the setback between structures on the abutting property is approved by the Building Official and is permanently assured;
  - 3. Side yard (street) of 10 feet;
  - 4. Rear yard of 15 feet; and
  - 5. Garage vehicle entrance setback of 20 feet.
  
- D. No building shall exceed 35 feet in height.
  
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
  
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.
  
- G. New single family dwellings and duplexes shall conform to the building design standards in Chapter 8-6.101.

[SECTION 8-6.56.020, 8-6.56.030, AND 8-6.56.040 AMENDED BY ORDINANCE NO. 446, ADOPTED BY THE CITY COUNCIL ON JUNE 11, 2018]

## Chapter 8-6.60

### MEDIUM DENSITY RESIDENTIAL ZONE (MDR)

#### Sections

- 8-6.60.010 Purpose
- 8-6.60.020 Permitted Uses
- 8-6.60.030 Conditional Uses
- 8-6.60.040 Dimensional Requirements

#### 8-6.60.010 Purpose

The purpose of the MDR zone is to provide land for housing opportunities for individual households. The zone implements the Comprehensive Plan policies and regulations that are intended to create, maintain, and promote residential neighborhoods with a mixture of dwelling types.

#### 8-6.60.020 Permitted Uses

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

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

#### 8-6.60.030 Conditional Uses

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 MDR district are:

- A. Schools;
- B. Utilities;
- C. Community services;
- D. Parks and open space;
- E. Religious assembly;
- F. Public facilities;
- G. Day care group home (Family Care);
- H. Adult day care (Family Care);
- I. Bed and breakfast facilities;
- J. Accessory structures exceeding 400 square feet; and
- K. Dwelling, cottage development, meeting standards of Section 8-6.166.

8-6.60.040 Dimensional Requirements

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

- A. Lot area:
  - 1. Detached single family dwellings. A minimum lot size of 4,500 square feet and an average minimum lot size of 5,000 square feet when two or more lots are created.
  - 2. Zero side yard dwellings. A minimum lot size for the entire development of 8,000 square feet and a minimum lot size for individual lots created within the development of 2,000 square feet. See Section 8-6.102.
  - 3. Duplex, triplex, and fourplex dwellings. A minimum of 4,000 square feet per unit.
- B. A minimum average lot width of 40 feet for detached single family units, and 25 feet per unit for duplex, triplex, and fourplex units. See 8-6.102 for zero side yard dwelling units.
- C. A minimum average lot depth of 80 feet.
- D. A minimum lot width at the street of 30 feet and 20 feet on a cul-de-sac or for a flag lot.
- E. Minimum building setback requirements of:
  - 1. Front yard of 15 feet;
  - 2. Side yard of 5 feet or 0 feet for attached single family dwellings or detached single family dwellings where the setback between structures on the abutting property is approved by the Building Official and is permanently assured;
  - 3. Side yard (street) of 10 feet;
  - 4. Rear yard of 15 feet; and
  - 5. Garage vehicle entrance setback of 20 feet.
- F. No building shall exceed 35 feet in height.
- G. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
- H. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.

**[SECTION 8-6.60.020 AND 8-6.60.040 GENERAL PROVISIONS AMENDED BY ORDINANCE NO. 376, ADOPTED BY THE CITY COUNCIL ON JUNE 27, 2005]**

**[SECTION 8-6.60.030 AND 8-6.60.040, ADOPTED BY THE CITY COUNCIL ON JUNE 11, 2018]**

Chapter 8-6.64

HIGH DENSITY RESIDENTIAL (HDR)

Sections

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

8-6.64.010 Purpose

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

8-6.64.020 Permitted Uses

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

- A. Dwelling, single-family detached;
- B. Dwelling, zero side yard, meeting standards of Section 8-6.102;
- C. Dwelling, duplex, triplex and fourplex;
- D. Dwelling, multi-family;
- E. Manufactured home on an individual lot;
- F. Residential home;
- G. Residential Facility;
- H. Accessory buildings;
- I. Family day care (Family Care);
- J. Bed and breakfast facilities;
- K. Home occupations; and
- L. **Childcare Centers.**

8-6.64.030 Conditional Uses

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

- A. Schools;
- B. Utilities;
- C. Community services;
- D. Parks and open space;
- E. Religious assembly;

- F. Public facilities;
- G. Group home (Family Care); and
- H. Adult day care (Family Care).

#### 8-6.64.040 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 HDR district are:

- A. Lot area:
  - 1. Detached single family dwellings. A minimum lot size of 4,500 square feet and an average minimum lot size of 5,000 square feet when two or more lots are created.
  - 2. Zero side yard dwellings. A minimum lot size for the entire development of 8,000 square feet and a minimum lot size for individual lots created within the development of 2,000 square feet. See Section 8-6.102.
  - 3. Duplex, triplex, and fourplex dwellings. A minimum of 2,500 square feet per unit.
  - 4. Multi-family dwellings. A minimum of 2,000 square feet per unit.
- B. A minimum average lot width of 40 feet for detached single family units, and 25 feet per unit for duplex, triplex, fourplex, and multi-family units. See 8-6.102 for zero side yard dwelling units.
- C. A minimum average lot depth of 80 feet.
- D. A minimum lot width at the street of 30 feet and 20 feet on a cul-de-sac or for a flag lot.
- E. Minimum building setback requirements of:
  - 1. Front yard of 15 feet for the building and garage;
  - 2. Side yard of 5 feet or 0 feet for attached single family dwellings or detached single family dwellings where the setback between structures on the abutting property is approved by the Building Official and is permanently assured;
  - 3. Side yard (street) of 10 feet;
  - 4. Rear yard of 15 feet; and
  - 5. Garage vehicle entrance setback of 20 feet.
- F. No building shall exceed 35 feet in height.
- G. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
- H. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.

## Chapter 8-6.68

### MANUFACTURED/MOBILE HOME PARK RESIDENTIAL (MHR)

#### Sections

- 8-6.68.010 Purpose
- 8-6.68.020 Permitted Uses
- 8-6.68.030 Conditional Uses
- 8-6.68.040 Dimensional Requirements

#### 8-6.68.010 Purpose

The purpose of the MHR zone is to provide land for housing opportunities for manufactured and mobile homes. The zone implements the Comprehensive Plan policies and regulations that are intended to create, maintain, and promote a wide variety of housing opportunities for city residents.

#### 8-6.68.020 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 MHR zone are:

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

#### 8-6.68.030 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 MHR district are:

- A. Schools;
- B. Utilities;
- C. Community services;
- D. Parks and open space;
- E. Religious assembly;
- F. Public facilities;

- G. Day care, group home (Family Care);
- H. Adult day care (Family Care); and
- I. Residential facility.

**8-6.68.040 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 MHR district are:

- A. Manufactured or mobile homes located in manufactured or mobile home parks shall meet the requirements of Section 8-6.100.030.
- B. Lot area:
  - 1. Detached single family dwellings. A minimum lot size of 4,500 square feet and an average minimum lot size of 5,000 square feet when two or more lots are created.
  - 2. Zero side yard dwellings. A minimum lot size for the entire development of 8,000 square feet and a minimum lot size for individual lots created within the development of 2,000 square feet. See Section 8-6.102.
  - 3. Duplex, triplex, and fourplex dwellings. A minimum of 3,000 square feet per unit.
  - 4. Multi-family dwellings and manufactured or mobile home parks. A minimum of 2,000 square feet per unit.
- C. See 8-6.102 for zero side yard dwelling units.
- D. A minimum average lot depth of 80 feet.
- E. A minimum lot width at the street of 30 feet and 20 feet on a cul-de-sac or for a flag lot.
- F. Minimum building setback requirements of:
  - 1. Front yard of 15 feet for the building and garage;
  - 2. Side yard of 5 feet;
  - 3. Side yard (street) of 10 feet;
  - 4. Rear yard of 15 feet; and
  - 5. Garage vehicle entrance setback of 20 feet.
- G. No building shall exceed 35 feet in height.
- H. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
- I. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.

**[SECTION 8-6.68.020 AND 8-6.68.040 GENERAL PROVISIONS AMENDED BY ORDINANCE NO. 376, ADOPTED BY THE CITY COUNCIL ON JUNE 27, 2005]**

## Chapter 8-6.70

### DOWNTOWN ZONE (D)

#### Sections

- 8-6.070.010 Purpose
- 8-6.070.020 Permitted Uses
- 8-6.070.030 Conditional Uses
- 8-6.070.050 Dimensional Standards
- 8-6.070.070 Height Limitation
- 8-6.070.080 Landscape Requirements
- 8-6.070.090 Access and Circulation
- 8-6.070.100 Activities External to a Building
- 8-6.070.110 Off-Street Parking and Loading
- 8-6.070.120 Downtown Zone Design Standards

#### 8-6.70.010 Purpose

The “D” zone is intended to encourage and guide development and the use of land within downtown Cascade Locks in a manner that strengthens the downtown core as the economic and cultural center of the City, that makes downtown an extraordinary place, and that provides the design standards and regulations necessary to guide new development.

#### 8-6.70.020 Permitted Uses

- A. Retail sales and service (conducted totally indoors);
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Entertainment-oriented; and (see 8-6.146 for specific standards for Adult Entertainment Businesses); and
  - 4. Repair-oriented;
- B. Office;
- C. Hotel/Motel;
- D. Community services (without drive-throughs);
- E. Recreational facilities;
- F. Residential facility;
- G. Adult day care (Family Care);
- H. Group Home (Family Care);
- I. Mixed Use Apartments (above, below, or behind 25’ deep ground floor commercial use);
- J. Dwelling, multi-family;

- K. Home occupations;
- M. Pedestrian Amenities;
- N. Informational kiosks and stands;
- O. Accessory buildings;
- P. Utilities (excepting cell towers);
- Q. Parking (municipal);
- R. Mobile Food Units;
- S. **Cottage Clusters**; and
- T. **Childcare Centers**.

8-6.70.030 Conditional Uses

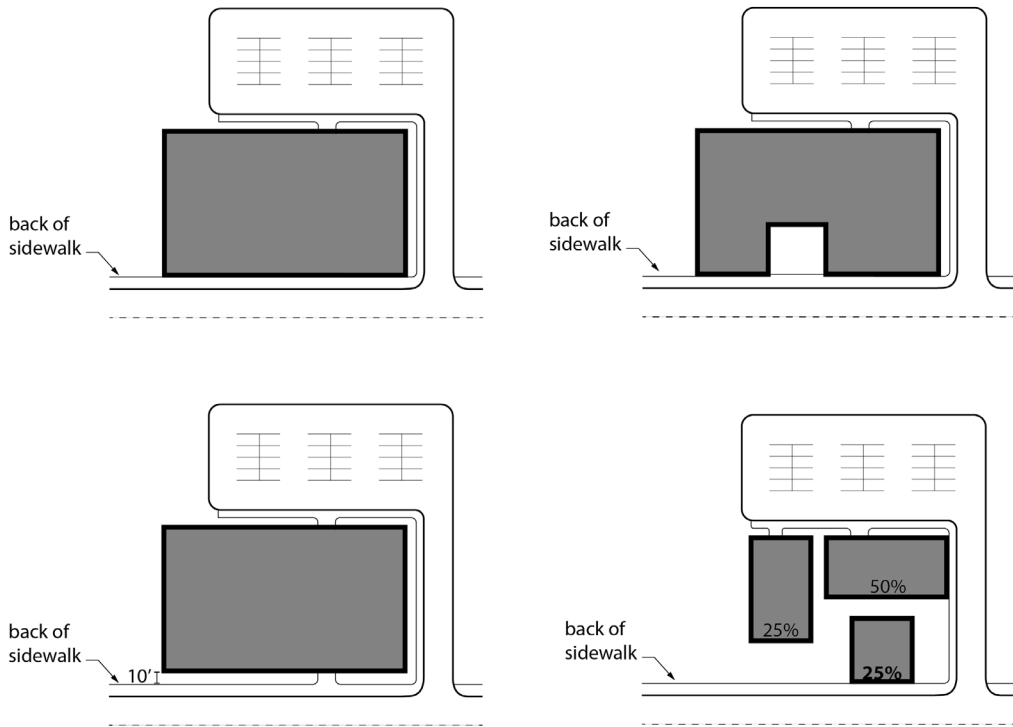
A conditional use is a use which is subject to a discretionary decision by the Planning Commission. The approval criteria are set forth in Chapter 8-6.152. If a use is not listed as a conditional use, it may be held to be a similar unlisted use under the provisions of Chapter 8-6.48, Unlisted Use. Conditional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

- A. Retail sales and service (conducted outdoors);
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Entertainment-oriented;
  - 4. Retail sales and service; and
  - 5. Drive-through facilities.
- B. Quick vehicle servicing;
- C. Assembly or light manufacturing uses;
- D. Recreational vehicle campground;
- E. Religious assembly;
- F. Hospital, assisted living facility;
- G. Public facilities;
- H. Parks and open space; and
- I. Community services (with drive-throughs).

8-6.070.050 Dimensional Standards

- A. Lot Area, Lot Width, and Lot Depth. No minimum requirement.
- B. Setbacks.

1. Minimum Setbacks:
  - a. Against Residential Zones: A minimum 15-foot setback is required along a property line that abuts any Residential Zone.
  - b. Along Street Frontages: 100% of the building shall be built to the adjacent street frontage(s) (right-of-way or back of sidewalk).
    1. The street setback may be increased to a maximum of 10 feet through Design Review when pedestrian amenities are provided between a primary building entrance and the street right-of-way. The setback area shall be used exclusively for street furniture, outdoor dining areas, sidewalk to the front door, or landscaping.
    2. 25% of the building frontage may be stepped back further from the right-of-way to allow for outdoor dining or pedestrian amenities.
    3. For a property with multiple buildings, at least 25% of the aggregate building frontage shall be at the street right-of-way (zero (0) feet).



**Figure 1: Illustration of 8-6.070.050.B.1.b**

- C. Commercial buildings between 25,000 square feet and 50,000 square feet. No new buildings shall exceed a combined contiguous length of three hundred (300) feet; nor shall any one building exceed a footprint of 50,000 square feet.

8-6.070.070 Height Limitation

- A. The maximum height of a structure shall be 35 feet.

8-6.070.080 Landscaping Requirements

A. A minimum of five percent of the lot area shall be landscaped in accordance with Chapter 8-6.104.

8-6.070.090 Access and Circulation

A. Adequate provisions for access and internal circulation of vehicles shall be provided for all uses allowed in the Downtown Zone in accordance with the requirements of this code and in compliance of ODOT Access Management Standards for State Highways.

8-6.070.100 Activities External to a Building

- A. External Storage of Merchandise - The external storage of merchandise and/or materials, directly or indirectly related to a business, is hereby prohibited within the Downtown Zone.
- B. Outdoor Seasonal Displays and Sales of Merchandise - Outdoor seasonal displays and sales of merchandise are permitted during business hours only and shall not exceed ten percent of the total retail sales area.
- C. Outdoor Dining Areas – Outdoor dining areas are permitted providing all applicable Fire and Building Codes are met, and all OLCC regulations are met. Amplified music shall be limited to 12:00 PM to 10:00 PM..
- D. Pedestrian Walkways – A minimum 60-inch wide pedestrian walkway will be maintained along any sidewalk or internal walkway. This area shall be free from any impediments to walking or use of a wheelchair and allow for the free movement of pedestrian traffic.

8.6.070.110 Off-Street Parking and Loading

- A. The minimum off-street parking requirement for all uses in the Downtown zone is one space per 1000 square feet of net floor area (the actual occupied areas of a floor, excluding accessory unoccupied areas such as stairs, elevators, storage rooms, HVAC shafts, and mechanical rooms). Required parking may be provided on-site, in on-street parking spaces abutting the subject use, and/or on another site within the Downtown zone if the City finds that the substitute parking reasonably satisfies the parking requirements of this section. All required parking shall conform to the parking dimensional standards of Chapter 8-6.108.
- B. No off-street parking and loading shall be required for residential units located in mixed-use buildings.

8-6.070.120 Downtown Zone Design Standards

- A. Design Purpose and Intent: The purpose and intent of the Downtown Zone Design Standards is to create a mixed-use, pedestrian-oriented corridor that preserves pedestrian scale, retains views of the mountains and the river, references regional architectural designs, and supports a vibrant, cohesive streetscape.
- B. Applicability:
  - 1. All new development and major remodels shall be subject to these design standards, which are applied through City Administrator level Site Plan Review or Planning Commission level Design Review (8-6.148).
  - 2. Existing buildings within the Downtown zone shall be altered by exterior alterations, additions, painting or other means in a manner consistent with these design standards. Exterior alterations, additions, or remodels of existing buildings shall be subject to the provisions of the Site Plan and Design Review Chapter (8-6.148).
  - 3. Minor repairs (i.e., replacement of small portions of siding, window or door repair, wood post replacement, roof repair, repainting) may be made with like materials without Site

Plan and/or Design Review.

C. Architectural Standards:

The design of all buildings on a site shall support a safe and attractive pedestrian environment. These standards are met when the City Administrator finds that all of the criteria in 1-10, below, are met. Alternatively, the Planning Commission may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard.

1. Entrances.

- a. At least one building entrance shall face each street frontage(s). For corner lots, corner entrances may count as an entrance for either, but not both, frontages.
- b. Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk.
- c. Every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access.
- d. Buildings located at the intersection of two streets shall have a corner entrance to the building within 15' of the corner, or otherwise have detailing such as a canopy, porch, or other building feature that expresses the corner location.

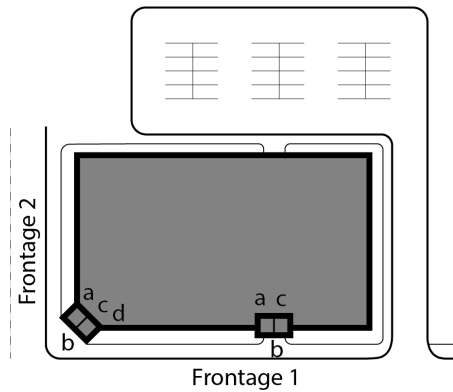


Figure 2: Illustration of 8-6.070.120.C.1

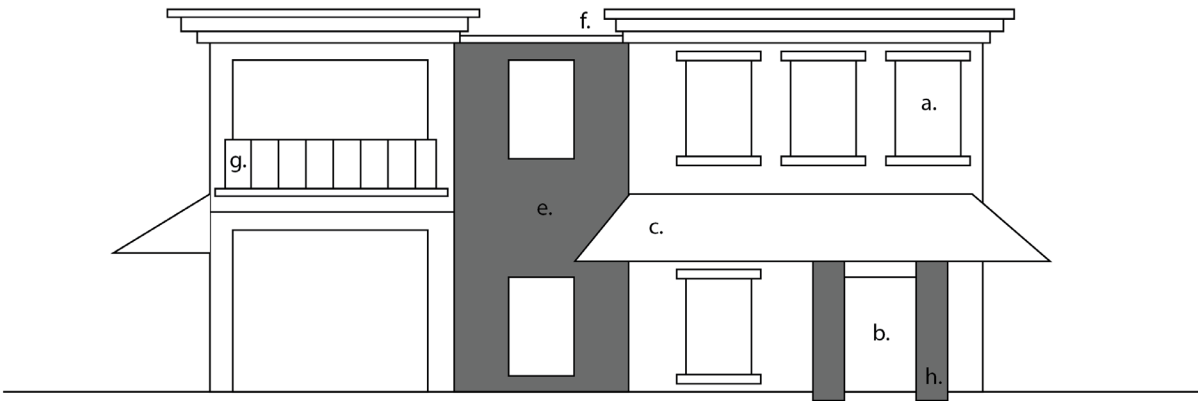
2. Articulation.

Street-facing facades shall be varied and articulated to provide visual interest to pedestrians. Variations in facades, floor levels, architectural features, and exterior finishes shall create the appearance of several small buildings.

This criterion is met when an elevation contains at least 1 of the following features for every 20 feet of building (horizontal length):

- a. Windows;
- b. Primary entrances;
- c. Weather protection (awnings, canopies, arbors), sheltering roofs;
- d. Building offsets;

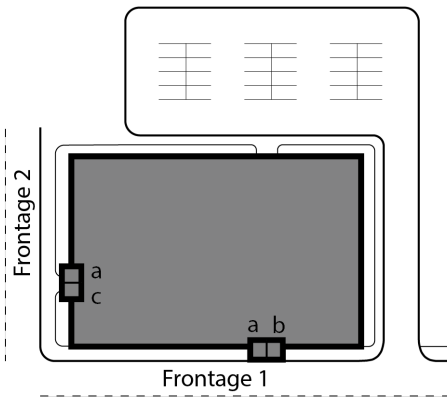
- e. Horizontal articulation such as projections and recesses;
- f. Vertical articulation such as changes in roof lines and stepped parapet;
- g. Elevated terraces, balconies;
- h. Use of masonry elements to create depth;
- i. And/or similar features.



**Figure 3: Illustration of 8-6.070.120.C.2**

3. Weather Protection.

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



**Figure 4: Illustration of 8-6.070.120.C.3**

4. Ground Floor Windows.

- a. All new buildings shall provide ground floor windows along at least 50% of the building's (ground floor) street-facing elevation(s) that allow views of the interior activity or display areas.
- b. Ground floor windows are also required on facades facing any parking lot. The minimum requirement is 16 square feet per story, or six percent of the total square footage of the facade, whichever is greater. Reflective glass and painted or darkly tinted glass shall not be used.
- c. The bottom of windows shall be no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.

5. Building Materials and Colors.

- a. Where masonry is used for exterior finish, decorative patterns must be incorporated. Examples of these decorative patterns include multicolored masonry units such as brick, stone, or cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction.
- b. Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern. T1-11 and vinyl siding are not permitted.
- c. Colors for exterior building finishes shall be earth tone or dark earth tones, as shown in the Recommended Colors List for the Columbia River Gorge Scenic Area ("Building in the Scenic Area: Scenic Resources Implementation Handbook"). High-intensity primary colors, metallic colors, and black may be utilized as trim and detail colors but shall not be used as primary wall colors. Murals are exempt from this color palette.

6. Roof Materials.

- a. Visible sloped roofs must be dark gray, black, or dark brown.
- b. Visible roof materials must be wood or architectural grade composition shingle or sheet metal with standing or batten seam.

7. Parking Lots.

- a. For new development, the parking lots shall be located at the rear of all lots. For corner lots, this shall be identified as being opposite, and furthest from, the intersecting streets.
- b. Off-street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented.
- c. Preferred vehicular accesses are on secondary streets and/or shared with adjacent uses. Shared accesses, as few accesses as possible, primary access off of WaNaPa if possible.

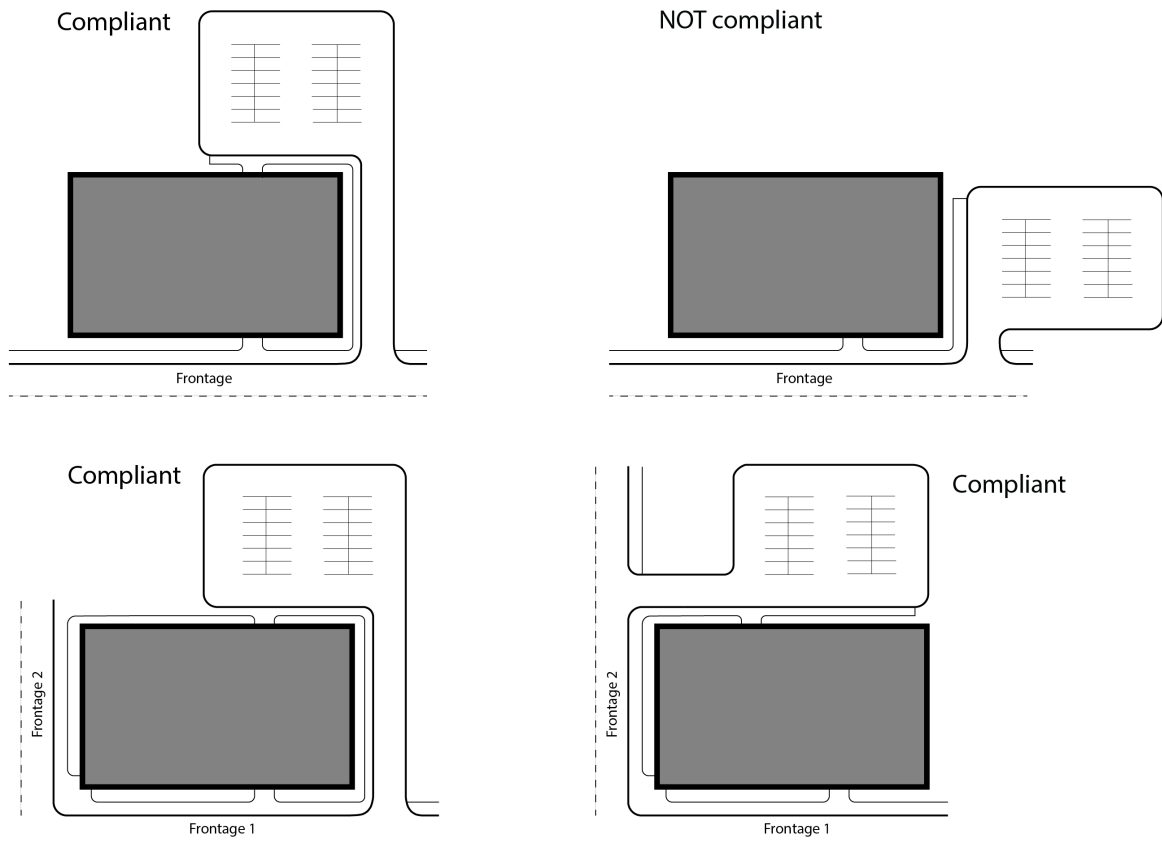


Figure 5: Illustration of 8-6.070.120.C.7

8. Lighting.

- a. All building entrances and exits must be well lit. The minimum lighting level for building entries and exits is four-foot candles and the source light must be shielded to reduce glare.
- b. All lighting shall be directed downwards and shall not shine into the sky.

9. Trash and Recycling Storage.

- a. All trash collection areas must be located within the structure, or behind the building in an enclosure.
10. Signage. All standards of Chapter 8-6.144 of this Code shall apply in the D zone except for the following standards:
- a. Allowed sign types: monument signs (no more than 6' in height), wall signs, projecting (blade) signs (min. 8' above pedestrian walkways), awning and canopy signs, and back-lit or front-lit signs.
  - b. Prohibited sign types: Freestanding pole signs, internally illuminated (box) signs, strobe lights.
  - c. Temporary portable signs: Commercial businesses may have one temporary portable sandwich board (A-frame) sign per business or in the public right-of-way adjoining the lot provided the sign area does not exceed 15 square feet total, is only in view of the public when the business is open (e.g. taken in at night), and is located out of the ADA pedestrian corridor, away from fire exits or hydrants, and out of any vision clearance area.

Chapter 8-6.72

COMMERCIAL ZONE (C)

Sections

- 8-6.72.010 Purpose
- 8-6.72.020 Permitted Uses
- 8-6.72.030 Conditional Uses
- 8-6.72.040 Dimensional Requirements

8-6.72.010 Purpose

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

8-6.72.020 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 C district are as follows:

- A. Retail sales and service (conducted totally indoors);
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Entertainment-oriented; and (see 8-6.146 for specific standards for Adult Entertainment Businesses); and
  - 4. Repair-oriented;
- B. Office;
- C. Motel;
- D. Community services;

- E. Religious assembly;
- F. Residential facility;
- G. Adult day care (Family Care);
- H. Group Home (Family Care);
- I. Dwelling, single family only in conjunction with another use on the same lot which is allowed in Sections 8-6.72.020 or 8-6.72.030;
- J. Dwelling, multi-family;
- K. Accessory buildings;
- L. Home occupations;
- M. Mobile Food Units; and
- N. **Childcare Centers.**

8-6.72.030 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 C district are as follows:

- A. Retail sales and service (conducted outdoors);
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Entertainment-oriented;
  - 4. Retail sales and service; and
  - 5. Drive-through facilities.
- B. Quick vehicle servicing;
- C. Assembly or limited manufacturing uses including artisan foundries, meaning foundries used to cast sculpture.
- D. Recreational vehicle campground;
- E. Hospital;
- F. Utilities;
- G. Public facilities; and
- H. Parks and open space.

8-6.72.040 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 C district area as follows:

- A. There is no minimum lot size, except that multi-family dwellings shall have a minimum of 1,000

square feet of land area per unit.

- B. There is no minimum lot width or lot depth requirement.
- C. 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.
- D. No building shall exceed a height of 35 feet.
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structure.
- F. There are no maximum coverage requirements for buildings and impervious surfaces, however, landscaping provisions of this title shall apply.

#### 8-6.72.050 Design Standards

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

- A. Applicability:
  - 1. All new development and major remodels shall be subject to these design standards, which are applied through City Administrator level Site Plan Review or Planning Commission level Design Review (8-6.148).
  - 2. Existing buildings within the Commercial zone shall be altered by exterior alterations, additions, painting or other means in a manner consistent with these design standards. Exterior alterations, additions, or remodels of existing buildings shall be subject to the provisions of the Site Plan and Design Review Chapter (8-6.148).
  - 3. Minor repairs (i.e., replacement of small portions of siding, window or door repair, wood post replacement, roof repair, repainting) may be made with like materials without Site Plan and/or Design Review.
- B. The following standards shall be used for reviewing proposed site and building designs:

The design of all buildings on a site shall support a safe and attractive pedestrian environment. These standards are met when the City Administrator finds that all of the criteria in 1-10, below, are met. Alternatively, the Planning Commission may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard.

  - 1. Entrances.
    - a. At least one building entrance shall face each street frontage(s). For corner lots, corner entrances may count as an entrance for either, but not both, frontages.
    - b. Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk.
    - c. Every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access.

- d. Buildings located at the intersection of two streets shall have a corner entrance to the building within 15' of the corner, or otherwise have detailing such as a canopy, porch, or other building feature that expresses the corner location.

2. Articulation.

Street-facing facades shall be varied and articulated to provide visual interest to pedestrians. Variations in facades, floor levels, architectural features, and exterior finishes shall create the appearance of several small buildings.

This criterion is met when an elevation contains at least 1 of the following features for every 20 feet of building (horizontal length):

- a. Windows;
- b. Primary entrances;
- c. Weather protection (awnings, canopies, arbors), sheltering roofs;
- d. Building offsets;
- e. Horizontal articulation such as projections and recesses;
- f. Vertical articulation such as changes in roof lines and stepped parapet;
- g. Elevated terraces, balconies;
- h. Use of masonry elements to create depth;
- i. And/or similar features.

3. Weather Protection.

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

4. Ground Floor Windows.

- a. All new buildings shall provide ground floor windows along at least 50% of the building's (ground floor) street-facing elevation(s) that allow views of the interior activity or display areas.
- b. Ground floor windows are also required on facades facing any parking lot. The minimum requirement is 16 square feet per story, or six percent of the total square footage of the facade, whichever is greater. Reflective glass and painted or darkly tinted glass shall not be used.

- c. The bottom of windows shall be no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.
5. Building Materials and Colors.
  - a. Where masonry is used for exterior finish, decorative patterns must be incorporated. Examples of these decorative patterns include multicolored masonry units such as brick, stone, or cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction.
  - b. Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern. T1-11 and vinyl siding are not permitted.
  - c. Colors for exterior building finishes shall be earth tone or dark earth tones, as shown in the Recommended Colors List for the Colombia River Gorge Scenic Area (“Building in the Scenic Area: Scenic Resources Implementation Handbook”). High-intensity primary colors, metallic colors, and black may be utilized as trim and detail colors but shall not be used as primary wall colors. Murals are exempt from this color palette.
6. Roof Materials.
  - a. Visible sloped roofs must be dark gray, black, or dark brown.
  - b. Visible roof materials must be wood or architectural grade composition shingle or sheet metal with standing or batten seam.
7. Parking Lots.
  - a. For new development, the parking lots shall be located at the rear of all lots. For corner lots, this shall be identified as being opposite, and furthest from, the intersecting streets.
  - b. Off-street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented.
  - c. Preferred vehicular accesses are on secondary streets and/or shared with adjacent uses.
8. Lighting.
  - a. All building entrances and exits must be well lit. The minimum lighting level for building entries and exits is four-foot candles and the source light must be shielded to reduce glare.
  - b. All lighting shall be directed downwards and shall not shine into the sky.
9. Trash and Recycling Storage.
  - a. All trash collection areas must be located within the structure, or behind the building in an enclosure.
10. Signage. All standards of Chapter 8-6.144 of this Code shall apply in the C zone except for the following standards:

- a. Allowed sign types: monument signs (no more than 6' in height), wall signs, projecting (blade) signs (min. 8' above pedestrian walkways), awning and canopy signs, and back-lit or front-lit signs.
- b. Prohibited sign types: Freestanding pole signs, internally illuminated (box) signs, strobe lights.
- c. Temporary portable signs: Commercial businesses may have one temporary portable sandwich board (A-frame) sign per business or in the public right-of-way adjoining the lot provided the sign area does not exceed 15 square feet total, is only in view of the public when the business is open (e.g. taken in at night), and is located out of the ADA pedestrian corridor, away from fire exits or hydrants, and out of any vision clearance area.

## Chapter 8-6.76

### COMMERCIAL/RESIDENTIAL ZONE (CR)

#### Sections

|            |                          |
|------------|--------------------------|
| 8-6.76.010 | Purpose                  |
| 8-6.76.020 | Permitted Uses           |
| 8-6.76.030 | Conditional Uses         |
| 8-6.76.040 | Dimensional Requirements |

#### 8-6.76.010 Purpose

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

#### 8-6.76.020 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 CR district are as follows:

- A. Retail sales and service (conducted totally indoors);
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Entertainment-oriented; and
  - 4. Repair-oriented;
- B. Office;
- C. Hotel/Motel;
- D. Community services;
- E. Religious assembly;
- F. Residential facility;
- G. Residential home;

- H. Family day care (Family Care);
- I. Adult day care (Family Care);
- J. Group home (Family Care);
- K. **Childcare Center;**
- L. Accessory buildings; and
- M. All residential uses permitted in the HDR district (Chapter 8-6.64).

8-6.76.030 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 CR district are as follows:

- A. Retail sales and service (conducted outdoors);
  - 1. Sales-oriented;
  - 2. Personal service-oriented;
  - 3. Drive-through facilities; and
  - 4. Entertainment-oriented;
- B. Quick vehicle servicing;
- C. Hospital;
- D. Utilities;
- E. Public facilities; and
- F. Parks and open space.

8-6.76.035 Prohibited Uses

- A. Adult Entertainment Businesses

8-6.76.040 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 CR district area as follows:

- A. There is no minimum lot size, except that residential uses shall satisfy lot area standards of the HDR zone.
- B. There is no minimum lot width or lot depth requirement.
- C. 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 5 feet

for a residential use or 10 feet for a non-residential use shall be required; and

3. No required rear yard setback, except when abutting a residential zone, a rear yard setback of 15 feet for a residential use or 20 feet for a non-residential use shall be required.
- D. No building shall exceed a height of 35 feet.
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structure.
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 85 percent of the total lot area.

#### 8-6.76.050 Design Standards

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

A. Applicability:

1. All new development and major remodels shall be subject to these design standards, which are applied through City Administrator level Site Plan Review or Planning Commission level Design Review (8-6.148).
2. Existing buildings within the Downtown zone shall be altered by exterior alterations, additions, painting or other means in a manner consistent with these design standards. Exterior alterations, additions, or remodels of existing buildings shall be subject to the provisions of the Site Plan and Design Review Chapter (8-6.148).
3. Minor repairs (i.e., replacement of small portions of siding, window or door repair, wood post replacement, roof repair, repainting) may be made with like materials without Site Plan and/or Design Review.

B. Architectural Standards:

The design of all buildings on a site shall support a safe and attractive pedestrian environment. These standards are met when the City Administrator finds that all of the criteria in 1-10, below, are met. Alternatively, the Planning Commission may approve a different design upon finding that the design contains an equally good or superior way of achieving the above standard.

1. Entrances.
  - a. At least one building entrance shall face each street frontage(s). For corner lots, corner entrances may count as an entrance for either, but not both, frontages.
  - b. Primary building entrances shall open directly to the outside and, if not abutting a street, shall have walkways connecting them to the street sidewalk.
  - c. Every building shall have at least one primary entrance that does not require passage through a parking lot or garage to gain access.
  - d. Buildings located at the intersection of two streets shall have a corner entrance to the building within 15' of the corner, or otherwise have detailing such as a canopy, porch, or other building feature that expresses the corner location.
2. Articulation.

Street-facing facades shall be varied and articulated to provide visual interest to pedestrians. Variations in facades, floor levels, architectural features, and exterior finishes shall create the appearance of several small buildings.

This criterion is met when an elevation contains at least 1 of the following features for every 20 feet of building (horizontal length):

- a. Windows;
- b. Primary entrances;
- c. Weather protection (awnings, canopies, arbors), sheltering roofs;
- d. Building offsets;
- e. Horizontal articulation such as projections and recesses;
- f. Vertical articulation such as changes in roof lines and stepped parapet;
- g. Elevated terraces, balconies;
- h. Use of masonry elements to create depth;
- i. And/or similar features.

3. Weather Protection.

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

4. Ground Floor Windows.

- a. All new buildings shall provide ground floor windows along at least 50% of the building's (ground floor) street-facing elevation(s) that allow views of the interior activity or display areas.
- b. Ground floor windows are also required on facades facing any parking lot. The minimum requirement is 16 square feet per story, or six percent of the total square footage of the facade, whichever is greater. Reflective glass and painted or darkly tinted glass shall not be used.
- c. The bottom of windows shall be no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.

5. Building Materials and Colors.
  - a. Where masonry is used for exterior finish, decorative patterns must be incorporated. Examples of these decorative patterns include multicolored masonry units such as brick, stone, or cast stone, in layered or geometric patterns, or split-faced concrete block to simulate a rusticated stone-type construction.
  - b. Wood siding must be bevel, shingle siding, or channel siding and must not be applied in a diagonal or herringbone pattern. T1-11 and vinyl siding are not permitted.
  - c. Colors for exterior building finishes shall be earth tone or dark earth tones, as shown in the Recommended Colors List for the Colombia River Gorge Scenic Area (“Building in the Scenic Area: Scenic Resources Implementation Handbook”). High-intensity primary colors, metallic colors, and black may be utilized as trim and detail colors but shall not be used as primary wall colors. Murals are exempt from this color palette.
6. Roof Materials.
  - a. Visible sloped roofs must be dark gray, black, or dark brown.
  - b. Visible roof materials must be wood or architectural grade composition shingle or sheet metal with standing or batten seam.
7. Parking Lots.
  - a. For new development, the parking lots shall be located at the rear of all lots. For corner lots, this shall be identified as being opposite, and furthest from, the intersecting streets.
  - b. Off-street parking, driveways, and other vehicle areas shall not be placed between buildings and the street(s) to which they are oriented.
  - c. Preferred vehicular accesses are on secondary streets and/or shared with adjacent uses. Shared accesses, as few accesses as possible, primary access off of WaNaPa if possible.
8. Lighting.
  - a. All building entrances and exits must be well lit. The minimum lighting level for building entries and exits is four-foot candles and the source light must be shielded to reduce glare.
  - b. All lighting shall be directed downwards and shall not shine into the sky.
9. Trash and Recycling Storage.
  - a. All trash collection areas must be located within the structure, or behind the building in an enclosure.
10. Signage. All standards of Chapter 8-6.144 of this Code shall apply in the D zone except for the following standards:
  - a. Allowed sign types: monument signs (no more than 6’ in height), wall signs, projecting (blade) signs (min. 8’ above pedestrian walkways), awning and canopy signs, and back-lit or front-lit signs.

- b. Prohibited sign types: Freestanding pole signs, internally illuminated (box) signs, strobe lights.
- c. Temporary portable signs: Commercial businesses may have one temporary portable sandwich board (A-frame) sign per business or in the public right-of-way adjoining the lot provided the sign area does not exceed 15 square feet total, is only in view of the public when the business is open (e.g. taken in at night), and is located out of the ADA pedestrian corridor, away from fire exits or hydrants, and out of any vision clearance area.

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

- E. Parks and open space; and
- G. Surface mining (Government Rock peninsula only).

8-6.80.035 Prohibited Uses

- A. Adult Entertainment 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.
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 85 percent of the total lot area.

Chapter 8-6.84

LIGHT INDUSTRIAL ZONE (LI)

Sections

- 8-6.84.010 Purpose
- 8-6.84.020 Permitted Uses
- 8-6.84.030 Conditional Uses
- 8-6.84.040 Dimensional Requirements

8-6.84.010 Purpose

The purpose of the LI zone is to provide a mix of industrial and commercial services and employment opportunities for the community.

#### 8-6.84.020 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 LI district are as follows:

- A. Dwelling, one unit per lot for a caretaker;
- B. Manufacturing and production;
- E. Wholesale sales;
- F. Industrial services, light;
- G. Accessory buildings;
- H. Community services;
- I. Retail sales and service (conducted indoors or outdoors):
  - 1. Personal service-oriented, excluding drive-through facilities;
  - 2. Entertainment oriented, excluding drive-through facilities;
  - 3. Repair-oriented;
  - 4. Vehicle sales/rental and repair;
- J. Office;
- K. Community services;
- L. Religious assembly;
- M. Day care group home (Family Care);
- N. Adult day care (Family Care); and
- O. Accessory buildings;
- P. Parking Lots; and
- Q. Mobile Food Units.

#### 8-6.84.030 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 LI district are as follows:

- A. Utilities;
- B. Public facilities;
- C. Parks and open space;
- D. Retail sales and service:
  - 1. Personal service-oriented, including drive-through facilities;

- 2. Entertainment-oriented, including drive-through facilities;
- E. Quick vehicle servicing; and
- F. Hospital.

8-6.84.040 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 LI district area as follows:

- A. There is no minimum lot size.
- B. There is no minimum lot width or lot depth requirement.
- C. The minimum setback requirements shall be as follows:
  - 1. Front yard setback of 10 feet;
  - 2. No required side yard setback, except when abutting a residential zone, a side yard of 20 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.
- D. No building shall exceed a height of 45 feet.
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structure.
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 85 percent of the total lot area.

Chapter 8-6.88

HEAVY INDUSTRIAL ZONE (HI)

Sections

- 8-6.88.010 Purpose
- 8-6.88.020 Permitted Uses
- 8-6.88.030 Conditional Uses
- 8-6.88.040 Dimensional Requirements

8-6.88.010 Purpose

The purpose of the HI zone is to provide industrial employment opportunities for the community.

8-6.88.020 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 used under the provisions of Chapter 8-6.48, Unlisted Use. Permitted uses in the HI district are as follows:

- A. Dwelling, one unit per lot for a caretaker;
- B. Manufacturing and production;
- C. Wholesale sales;
- D. Industrial services, light;

- E. Accessory buildings; and
- F. Community services.

8-6.88.030 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 HI district are as follows:

- A. Surface mining;
- B. Industrial services, heavy;
- C. Utilities;
- D. Public facilities; and
- E. Parks and open space.

8-6.88.040 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 HI district area as follows:

- A. There is no minimum lot size.
- B. There is no minimum lot width or lot depth requirement.
- C. The minimum setback requirements shall be as follows:
  - 1. Front yard setback of 10 feet;
  - 2. No required side yard setback, except when abutting a residential zone, a side yard of 20 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.
- D. No building shall exceed a height of 45 feet.
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structure.
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 90 percent of the total lot area.

Chapter 8-6.92

PUBLIC ZONE (P)

Sections

- 8-6.92.010 Purpose
- 8-6.92.020 Permitted Uses
- 8-6.92.030 Conditional Uses
- 8-6.92.040 Dimensional Requirements

8-6.92.010 Purpose

The purpose of the P zone is to provide land for community and recreation facilities to be used by city residents and visitors. The zone implements the Comprehensive Plan policies and regulations that are intended to create, maintain, and promote these activities.

#### 8-6.92.020 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 P zone are:

- A. Community services;
- B. Schools; and
- C. Accessory structures.

#### 8-6.92.030 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 P district are:

- A. Retail sales and service (conducted indoors or outdoors):
  - 1. Personal service-oriented, excluding drive-through facilities;
  - 2. Entertainment oriented, excluding drive-through facilities;
  - 3. Recreational vehicle campgrounds;
- B. Parks and open space;
- C. Marinas;
- D. Utilities;
- E. Public facilities; and
- F. Mobile Food Units.

#### 8-6.92.040 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 P district are as follows:

- A. There is no minimum lot size.
- B. There is no minimum lot width or lot depth requirement.
- C. The minimum setback requirements shall be as follows:
  - 1. Front yard setback of 10 feet;
  - 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 10 feet shall be required.
- D. No building shall exceed a height of 35 feet.
- E. The maximum height and size and minimum setbacks for accessory structures shall comply with

the provisions of Chapter 8-6.164, Accessory Structures.

- F. The maximum coverage of buildings and impervious surfaces shall not exceed 85 percent of the total lot area.

## Chapter 8-6.96

### OPEN SPACE (OS)

#### Sections

|            |                          |
|------------|--------------------------|
| 8-6.96.010 | Purpose                  |
| 8-6.96.020 | Permitted Uses           |
| 8-6.96.030 | Conditional Uses         |
| 8-6.96.040 | Dimensional Requirements |

#### 8-6.96.010 Purpose

The purpose of the OS zone is to provide land for open space and recreational purposes for the residents of the city. The zone implements the Comprehensive Plan policies and regulations that are intended to create, maintain, and promote these activities.

#### 8-6.96.020 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 OS zone are:

- A. Parks and open space; and
- B. Accessory structures.

#### 8-6.96.030 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 OS district are:

- A. Public facilities.

#### 8-6.96.040 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 OS district are as follows:

- A. There is no minimum lot size.
- B. There is no minimum lot width or lot depth requirement.
- C. The minimum setback requirements shall be as follows:
  - 1. Front yard setback of 10 feet;
  - 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 10 feet shall be required.
- D. No building shall exceed a height of 35 feet.

- E. The maximum height and size and minimum setbacks for accessory structures shall comply with the provisions of Chapter 8-6.164, Accessory Structures.
- F. The maximum coverage of buildings and impervious surfaces shall not exceed 75 percent of the total lot area.

**SECTION 7. Separability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

**SECTION 8. Effective Date.** This ordinance shall become effective (thirty) 30 days after adoption by the City Council and approval by the Mayor.

**ADOPTED** by the City Council this \_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED** by the Mayor this \_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

(C) Conviction of any felony or a crime relating to performance of Council duties.

**Section 30. FILLING OF VACANCIES.** Council vacancies shall be filled by a majority of the remaining members of the Council. The appointee's term of office shall begin immediately and shall continue until the next general election and the term for that position shall be the unexpired portion of the remaining term.

## **CHAPTER VIII ORDINANCES**

**Section 31. ENACTING CLAUSE.** The enacting clause of all ordinances hereafter enacted shall be, "The City of Cascade Locks ordains as follows:"

**Section 32. METHODS OF ADOPTION.**

- (1) An ordinance shall be fully and distinctly read in open Council meeting on two different meetings before being adopted by the Council; and
- (2) An ordinance may be adopted at a single meeting by unanimous vote of the entire Council, if:
  - (A) Two readings, by title only or in full, shall occur, and
  - (B) Any section of a proposed ordinance containing substantive change shall be read in full prior to consideration.
- (3) A reading of an ordinance may be by title only if:
  - (A) No member of the Council present at the meeting requests that that ordinance be read in full, and
  - (B) At least one week before the reading:
    - (1) A copy of the ordinance is provided to each member of the Council, and
    - (2) Copies of the ordinance are available for public inspection in the office of the City Recorder, and
    - (3) Notice of the availability and the title page of the ordinance is posted at the City Hall.

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

**[Section 4 is added as an amendment to the Charter per November 4, 2008 General Election]**

**CASCADE LOCKS STAFF REPORT**

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**Date Prepared:** September 4, 2025

**For Council Meeting on:** September 22, 2025

**TO:** Honorable Mayor and Council Members

**PREPARED BY:** Jordon Bennett, City Administrator

**SUBJECT:** Adopt Ordinance 468- Amend Article V of the CDC

**SYNOPSIS:** In 2022, the City of Cascade Locks partnered with consultants from the University of Oregon’s Institute for Policy Research and Engagement (IPRE) to develop a Strategic Plan. The 2023 Strategic Plan outlines five key categories for action:

|                           |                   |                    |
|---------------------------|-------------------|--------------------|
| Downtown Revitalization   | Code Improvements | Affordable Housing |
| Communication Enhancement | Public Service    |                    |

Many of these goals focus on enhancing the visual and functional aspects of downtown, streamlining city processes to be more business-friendly, and updating the Development Code to reflect current community priorities.

In 2024, the City received a Technical Assistance Grant from the Department of Land Conservation and Development (DLCD) to support implementation of short-term Strategic Plan goals. Specifically, the grant funded the development of a Downtown Plan and revisions to the Cascade Locks Development Code to promote a more business-friendly environment.

The City again contracted with IPRE to lead this effort. The Downtown Revitalization Plan was completed in February 2025.

Major Goals of the Downtown Revitalization Plan were:

**1. Assessment and Recommendations**

Evaluate existing assets and barriers to economic development, and provide actionable recommendations including design code amendments, expanded public parking, recreational trail connections, signage improvements and funding strategies for key projects.

**2. Code Modernization**

Draft updated language for the Cascade Locks Community Development Code to simplify and improve processes for developers, businesses, residents, and staff.

**3. Community Engagement**

Ensure open, transparent planning processes with meaningful public involvement.

IPRE staff, City staff, and the Downtown Revitalization Project Steering Committee have developed proposed amendments to the Cascade Locks Development Code, specifically targeting Article V – Review Procedures. These revisions are designed to:

- Simplify administrative processes
- Reduce the burden on the Planning Commission
- Remove existing barriers to development

### **Summary of Proposed Amendments**

#### 8-6.148.010 – Purpose

- Remove outdated references to the previous Downtown Plan.

#### 8-6.148.020 – Applicability of Provisions

- Establish two levels of plan review:
  - City Administrator Level Site Plan Review
  - Planning Commission Level Design Review
- Expand the list of activities exempt from review.

#### 8-6.148.030 – Administration

- Clarify procedures for Site Plan and Design Review.

#### 8-6.148.040 – Submittal Requirements

- Update plan submission format requirements to reflect current standards.

#### 8-6.148.090 – Landscape/Streetscape Plans

- Remove the requirement to submit plans for exterior furniture and fixtures not attached to buildings.

#### 8-6.148.110 – Approval Standards

- Eliminate references to the Architectural Review Committee.
- Simplify standards for multi-family residential structures, including:
  - Removal of private outdoor area requirement
  - Removal of additional buffering requirements

#### 8-6.148.120 – Exceptions to Provisions

- Correct formatting issues.
- Add justification criteria for design modifications to preserve natural features or visual amenities.

#### 8-6.148.140 – Maintenance

- Clarify that buildings and structures must be maintained in good, serviceable condition.

#### 8-6.152.060 – Conditional Use: Approval Standards for Specific Uses

- Remove noise as an approval criterion (per LUBA case law).

- Eliminate allowance for over-height buildings (should require a variance).
- Add requirement for drive-through queuing areas.

#### 8-6.156.050 – Nonconforming Situations

- Lower the threshold for replacement of nonconforming uses from 80% to 60% of assessed value.

#### Chapter 8-6.160 – Variance

- Establish a three-tiered administrative process for variance applications.

#### Chapter 8-6.164 – Accessory Structures

- Delete this section entirely.

#### Chapter 8-6.165 – Accessory Residential Units (ARUs)

- Simplify approval standards for ARUs.

#### 8-6.172.050 – Annexation: Approval Standards

- Reduce annexation criteria for properties within the Urban Growth Boundary to the minimum necessary to ensure adequate utility and service provision.

#### 8-6.176.030 – Comprehensive Plan, Zoning & Development Code Amendments Administration

- Allow legislative amendments to be submitted by parties other than the City, following a pre-application meeting.

#### Public Hearings and Revisions

The Cascade Locks Planning Commission held a public hearing on May 19, 2025 and unanimously recommended approval of the proposed amendments to City Council.

City Council held a public hearing on June 23, 2025, and left the public comment period open until July 7, 2025.

Attached for review are Ordinance 468 and Chapter 8 of the City Charter.

A copy of the ordinance was provided to Council and posted at City Hall seven days prior to this meeting, satisfying the requirement to read the ordinance by title only—unless a Council member objects.

The ordinance may be passed in a single reading if the title is read twice and the vote is unanimous.

Does any Council member object to reading the ordinance by title only?

#### **CITY COUNCIL OPTIONS:**

- 1) Adopt Ordinance 468
- 2) Amend Ordinance 468 and bring back for another reading
- 3) Not adopt Ordinance 468

**RECOMMENDED MOTION:** "I move to adopt Ordinance 468 amending Article V of the Cascade Locks Community Development Code."

## ORDINANCE NO. 468

### AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODE ARTICLE V DEVELOPMENT REVIEW

**WHEREAS**, the City’s Planning Commission held a Public Hearing on May 19, 2025, on the issue of deleting the existing Article V Development Review of the Cascade Locks Community Development Code and replacing it with a new Article V that updates site plan and design review requirements (Exhibit A); and

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

**WHEREAS**, the City Council held a Public Hearing on the issue of adopting the Code amendment ordinance on June 23, and held open the record until July 7; and

**WHEREAS**, the City Council makes the following findings in accordance with the criteria of CDC 8-6.176.050:

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

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

The following findings of fact are offered in support of the proposed amendments:

- A. *Comply with the Statewide Planning Goals and related administrative rules.*

FINDING: Of the Statewide Planning Goals only the following three are relevant to the proposed amendment: Goal 1 – Citizen Involvement; Goal 9 – Economic Development; Goal 10 – Housing.

FINDING: Goal 1 – Public involvement is a required part of land use planning in Oregon. The proposed modifications to Article III are in compliance with this requirement, as they were made through an exhaustive community-driven process as part of the Cascade Locks Downtown Revitalization Plan project. This process included a steering committee appointed by the City of Cascade Locks City Council, extensive interviews with property owners and community groups, a community-wide survey, several public open houses, a Downtown walking tour, and a website. As public involvement and consensus was integral to the development of this proposed modification to Article III, the proposed code amendment is in compliance with Goal 1.

FINDING: Goal 9 – The purpose of Goal 9 planning is to make sure cities and counties have enough land available to realize economic growth and development opportunities. The proposed modifications to Article V are intended to implement the Cascade Locks Strategic Plan and the Cascade Locks Downtown Revitalization Plan, adopted in 2025. These modifications provide a

simplify submission requirements and administration of the Development Code and clarify the difference between Site Plan review and Design Review, which will facilitate development. The modifications also modify the Variance section to allow for faster review of small variances and more comprehensive analysis of greater variances. As these modifications will remove barriers to new development while improving the administration of the Development Code, these changes to Article V are in compliance with Goal 9.

FINDING: Goal 10 – Goal 10 requires communities to maintain an inventory of lands that can be used to meet the community’s needs for housing. This includes offering people a range of different places to live, different community densities to choose from, and options that do not overburden the financial resources of the group living there. The proposed modifications to Article V are primarily to administrative sections and are intended to simplify and clarify the development process. These modifications include changes to the Accessory residential Units standards, which clarify the requirements for these types of accessory residential uses. Through these modifications, this development code change meets the goals of Goal 10.

FINDING: Goal 12 -- Goal 12 Transportation requires cities, counties and the state to create a transportation system plan that takes into account all relevant modes of transportation: mass transit, air, water, rail, highway, bicycle and pedestrian. The resulting plan should support a variety of transportation modes so residents are not limited in the ways they can access the jobs, goods, or services available in different parts of their community. The proposed modifications to Article V are primarily to administrative sections and are intended to simplify and clarify the development process. The requirements and standards associated with transportation, access management, etc., will remain unaltered by this process modification. Staff will continue to work with ODOT to review and condition applicable projects, including any alterations or new development that may have a proposed impact to the state highway system. Hence compliance with Goal 12 will be met through the proposed amendments to Article V.

*B. Comply with the Comprehensive Plan goals, policies, and implementation strategies.*

The following Comprehensive Plan Goals and Policies are relevant to the proposed Code amendment:

FINDING: The development of the proposed amendment followed an extensive community engagement plan, which complies with the Comprehensive Plan Citizen Involvement goal by improving the opportunity for citizens to actively participate in all phases of the planning process.

FINDING: The proposed amendment complies with the Comprehensive Plan Jobs Creation goal by implementing the Economic Development Plan for the City of Cascade Locks.

FINDING: The proposed amendment complies with the Comprehensive Plan Housing Opportunities Goal to provide adequate housing opportunities and Policy 1, “Encourage a variety of housing types and prices.” It also complies with Implementation Strategy 2, “Streamline ordinance procedures to make it easier to provide new housing.”

FINDING: The proposed amendment complies with the Comprehensive Plan Commercial and Industrial Revitalization and Development Goal of promoting a “diversified city economy” and related Policies, including Policy 2, “provide sufficient quantities of appropriately located and

zoned land for new businesses in the community,” Policy 3, “Provide facilities, services, and amenities to promote tourism” and Policy 4, “Promote the downtown as the primary commercial and service center of the city.”

FINDING: The proposed amendment complies with the Land Use Planning Implementation Strategy by amending zoning designations and code as necessary to address changing circumstances.

C. *Be internally consistent with related Comprehensive Plan or Development Code provisions.*

FINDING: The proposed language improves and makes more consistent the provisions of the Development Code by clarifying and simplifying the requirements for Site Plan and Design Review, Conditional Use, and Variance applications and administration in a manner that is consistent with the goals of the Comprehensive Plan, Cascade Locks Strategic Plan, and Cascade Locks Community Development Code.

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

FINDING: The proposed language provides clear administrative procedures for new development, which include the provision of adequate public facilities and allow for the provision of needed community services.

**NOW THEREFORE:**

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

**SECTION 1. Article V Development Review is hereby rescinded in its entirety and replaced with the revised Article V as follows:**

**ARTICLE V  
DEVELOPMENT REVIEW**

**Chapter 8-6.148**

**SITE PLAN AND DESIGN REVIEW**

Sections

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

8-6.148.130 Agreement and Security  
8-6.148.140 Maintenance

8-6.148.010 Purpose

- A. The purpose of the site plan and design review provisions is to establish process and standards for the review of development proposals to assist in conserving and enhancing the appearance of the city, and to assist in promoting functional, safe and innovative site development.
- B. It is in the public interest that this chapter be applied to:
  - 1. Eliminate undue burdens on public facilities; and
  - 2. Assure that scale, layout and design are compatible with the surrounding environment and the character of the surrounding neighborhood or area.
- C. The intent is to assure that:
  - 1. There is compatibility between adjoining uses;
  - 2. Privacy is maximized;
  - 3. Private and common outdoor space is provided;
  - 4. Vehicular, pedestrian, and bicycle access and circulation are safe and convenient;
  - 5. Parking areas are made attractive and safe;
  - 6. The site is well drained;
  - 7. The needs of the handicapped are met;
  - 8. Adequate landscaping is provided to assure visual quality; and
  - 9. Crime prevention and public safety factors are considered.

8-6.148.020 Applicability of Provisions

Site plan review shall be applicable to all new developments and major modifications of existing developments. In addition, Design Review may be applicable to new development in the D (Downtown), C (Commercial) and RC (Resort Commercial) zones.

The following shall be exempt from City Administrator level Site Plan Review or Planning Commission level Design Review:

- A. Single-family detached dwellings or manufactured homes on individual lots, and accessory parking on the same lot.
- B. A single duplex, or up to two single family attached (town home) units not requiring a land division, and accessory parking on the same lot.
- C. Home occupations as defined in this title.
- D. Family day care (Family Care) as defined in this title.
- E. Residential home as defined in this title.
- F. Temporary outdoor businesses requiring a permit under Municipal Code Chapter 110;
- G. Accessory structures and accessory parking;
- H. Development and land uses that are part of a previously approved Site Design Review or Conditional Use Permit application;

- I. Public improvements required by conditions of approval (e.g., transportation facilities and improvements, parks, trails, and similar improvements);
- J. Maintenance of existing buildings, including painting, siding, and roofing replacement, provided the architectural design standards applicable to each zone are followed.
- K. A minor modification of an existing development which does not cause or create:
  - 1. An increase in the height of the building(s) by more than 20 percent;
  - 2. A change in the type and location of accessways and parking areas where off-site traffic would be affected;
  - 3. An increase in vehicular traffic to and from the site of more than 20 vehicles per day as determined by using the International Transportation Engineer's (ITE's) Manual or a professional traffic engineer;
  - 4. An increase in the floor area of a residential use of more than 1,000 square feet;
  - 5. An increase in the floor area of nonresidential uses by more than 10 percent, excluding expansions under 5,000 square feet;
  - 6. A reduction in project amenities below the minimum established by this title or by more than 10 percent where specified in the approved site plan, including:
    - a. Recreational facilities;
    - b. Screening and buffer areas; and/or
    - c. Landscaping and open space.
  - 7. A modification of the conditions imposed at the time of site plan or design review or conditional use approval.
- L. Alterations which cause or create one or more of the impacts listed in Section 8-6.148.020 K. shall be considered as a major modification.

8-6.148.030 Administration

- A. Land Use Review: Permits for modifications or developments which are exempt from Site Plan or Design Review per 8-6.148.020 shall be administered and reviewed as an Administrative decision in accordance with Article II, Procedures, of this title.
- B. Site Plan Review: Major modifications to existing development and new buildings shall be administered and reviewed as a City Administrator decision in accordance with Article II, Procedures, of this title.
- C. Design Review: Major modifications to existing development and new buildings that request modifications to nondiscretionary criteria shall be administered and reviewed as a Planning Commission review in accordance with Article II, Procedures of this title.

8-6.148.040 Submittal Requirements

- A. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit each of the following:
  - 1. A site plan, with the number of copies to be determined at the preapplication conference, and necessary data or narrative which explains how the development conforms to the standards using the following format:

- a. The site plans and required drawings shall be drawn on sheets preferably not exceeding 18 inches by 24 inches;
  - b. The site plan shall be drawn to scale; and
  - c. All drawings of structure elevations or floor plans shall be drawn to scale.
2. The site plan, data and narrative shall include the following:
    - a. An existing site conditions analysis as described in Section 8-6.148.050;
    - b. A site plan, as detailed in Section 8-6.148.060; and
    - c. A grading plan as detailed in Section 8-6.148.070.
  3. Architectural elevations of all structures as detailed in Section 8-6.148.080.
  4. A landscape plan as detailed in Section 8-6.148.090.
  5. A sign plan as detailed in Section 8-6.148.100 (optional).
- B. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.
- C. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

#### 8-6.148.050 Site Conditions

The site analysis drawings shall include:

- A. A vicinity map showing streets and access points, pedestrian and bicycle pathways, and utility locations.
- B. The site size and its dimensions.
- C. Topography (base maps available at City Hall).
- D. The location of drainage patterns and drainage courses.
- E. The location of natural hazard areas including:
  1. The 100-year flood plain (Chapter 8-6.120);
  2. Areas of potential geologic hazard (Chapter 8-6.124);
  3. Areas having a severe soil erosion potential;
  4. Areas having severe weak foundation soils; and
  5. Airport protection areas (Chapter 8-6.132).
- F. The location of wetland and riparian areas (Chapter 8-6.128) including those shown on the National Wetland Inventory Maps (available at City Hall):
  1. Wildlife habitats;
  2. Wetlands; and
  3. Riparian areas.
- G. The location of other significant natural features including, but not limited to:

1. Rock outcroppings;
2. Steep slopes over 25% (4:1);
3. Trees or groupings of trees with 6 inches diameter or greater measured 4 feet from ground level; or
4. Streams, springs, or drainage ways.

H. The location of existing structures on the site and proposed use of those structures.

#### 8-6.148.060 Site Plan

The proposed site plan shall be at the same scale as the site analysis and shall include the following information:

- A. The proposed site and surrounding properties.
- B. The location, dimensions and names of all:
  1. Existing and platted streets and other public ways and easements on the site and on adjoining properties; and
  2. Proposed streets or other public ways and easements on the site.
- C. The location and dimensions of:
  1. Entrances and exits on the site;
  2. Parking and circulation areas;
  3. Loading and service areas;
  4. Pedestrian and bicycle circulation;
  5. Outdoor common areas; and
  6. Above ground utilities.
- D. The location, dimensions, setback distances, and orientation of all:
  1. Existing structures, improvements on the site or which are located on adjacent property within 25 feet of the site; and
  2. Proposed structures, improvements, and utilities on the site.
- E. The location of all areas to be landscaped.
- F. The location and type of outdoor lighting.

#### 8-6.148.070 Grading Plan

If applicable, the site plan shall include a grading plan at the same scale as the site analysis drawings and shall contain the following information:

- A. The location and extent to which grading will take place indicating general contour lines, slope ratios, and slope stabilization proposals.
- B. A statement from a registered engineer supported by factual data substantiating:
  1. The validity of the slope stabilization proposals;

2. That any increase in intensity of the runoff caused by development will be detained and managed on the site and the intensity of runoff leaving the site in its developed state shall not exceed that in its undeveloped state. The statement shall include as a minimum a storm frequency of occurrence of ten years or greater, depending upon evaluation of potential for damage when a storm of higher frequency occurs;
  3. When on-site detention of an increased volume of water caused by development is not feasible or acceptable, a plan which identifies and which mitigates any off-site adverse effects resulting from increased runoff shall be prepared by a registered civil engineer; and
  4. Proper erosion control techniques to be used during construction.
- C. The Oregon Department of Transportation requires a permit for drainage connections to state facilities and review of potential impacts of a 25-year storm event.

#### 8-6.148.080 Architectural Drawings

The application shall include:

- A. Floor plans indicating the square footage of all structures proposed for use on-site; and
- B. Typical elevation and section drawings of each structure with at least one of the drawings in color showing all the proposed colors for the structure or structures.
- C. A color palette of all colors to be used on the exterior of all structures.

#### 8-6.148.090 Landscape/Streetscape Plans

- A. The landscape and streetscape plan shall be drawn at the same scale as the site analysis plan, or a larger scale if necessary, and shall indicate:
  1. Proposed irrigation method if applicable;
  2. Location and height of fences, buffers, and screening;
  3. Location of terraces, decks, shelters, play areas, and common open spaces; and
  4. Location, type, size and species of existing and proposed plant materials.
- B. The landscape plan shall include a narrative which addresses:
  1. Soil conditions; and
  2. Erosion control measures that will be used.

#### 8-6.148.100 Sign Plan

Sign drawings may be submitted in accordance with Chapter 8-6.144 of this title. Signs which are not reviewed as part of site plan or design review shall be subject to an administrative review by the City Administrator as provided in Article II, Procedures of this title.

#### 8-6.148.110 Approval Standards

The City Administrator or Planning Commission shall approve, approve with conditions or deny an application based on findings of fact with respect to the approval standards of this section.

- A. The applicable provisions of this title are:
  1. Accessory structures - Chapter 8-6.164;
  2. Additional yard and setback requirements - Section 8-6.44.060;

3. Base zone requirements - Chapters 8-6.44 through 8-6.96;
4. Building height exceptions - Section 8-6.44.060;
5. Circulation and access - Chapter 8-6.112;
6. Landscaping and screening - Chapter 8-6.104;
7. Parking and loading - Chapter 8-6.108;
8. Public facility and service requirements;
9. Flood Plain Overlay Zone - Chapter 8-6.120;
10. Geologic Hazard Overlay Zone - Chapter 8-6.124;
11. Airport Protection Overlay Zone - Chapter 8-6.132
12. Downtown Design Overlay Zone - Chapter 8-6.136;
13. Signs - Chapter 8-6.144;
14. Vision clearance - Chapter 8-6.116;
15. Wetland and Riparian Areas - Chapter 8-6.128;
16. Manufactured and Mobile Homes - Chapter 8-6.100;
17. The Design Standard sections of the D, C, and RC zones; and
18. Traffic Impact Analysis – Chapter 8-6.145.

**B. Relationship of the Natural and Physical Environment**

1. Buildings shall be:
  - a. Located to preserve existing trees, topography, and natural drainage to the degree possible;
  - b. Located in areas not subject to ground slumping or sliding; and
2. Trees having a 6-inch diameter or greater diameter, 4 feet from the base, shall be preserved or replaced by new plantings.

**C. Multi-family Residential design standards**

1. Exterior Elevations
  - a. Along the vertical face of single-family attached and multifamily structures, offsets shall occur at a minimum of every 30 feet by providing any two of the following:
    1. Recesses (decks, patios, entrances, floor area, etc.), of minimum depth of eight feet;
    2. Extensions (decks, patios, entrances, floor area, etc.), of minimum depth of 8 feet, a maximum length of an overhang shall be 25 feet; or
    3. Offsets or breaks in roof elevations of 3 or more feet in height.
2. Privacy

- a. Structures which include residential dwelling units shall provide private outdoor areas that are screened from adjoining units;

3. Shared Outdoor Recreation Areas - Residential Uses

- a. In addition to the requirements of Subsections 8-6.148.110 E. and F., outdoor recreation space shall be provided in multi-family or manufactured/mobile home park residential development for the shared or common use of all residents in the following amounts:

- 1. Studio size up to and including two-bedroom units, 200 hundred square feet per unit; and
- 2. Three or more bedroom units, 300 square feet per unit.

- b. The required recreation space may be provided using one or more of the following options:

- 1. It may be all outdoor space;
- 2. It may be part outdoor space and part indoor space, for example, an outdoor tennis court, and indoor recreation room;
- 3. It may be all public or common space;
- 4. It may be part common space and part private, for example, it could be an outdoor tennis court, indoor recreation room and balconies on each unit; or
- 5. Where balconies are added to units, the balconies shall not be less than 48 square feet.

4. Demarcation of Public, Semipublic and Private Spaces - Crime Prevention

- a. The structures and site improvements shall be designed so that public areas such as streets or public gathering places, semipublic areas and private outdoor areas are clearly defined in order to establish persons having a right to be in the space, in order to provide for crime prevention and to establish maintenance responsibility; and

- b. These areas may be defined by:

- 1. A deck, patio, low wall, hedge, or draping vine;
- 2. A trellis or arbor;
- 3. A change in the texture of the path material;
- 4. Signs; or
- 5. Landscaping.

- c. Mail boxes shall be located in lighted areas having vehicular or pedestrian traffic.

- d. Light fixtures shall be provided in parking lots, stairs, ramps, and abrupt grade changes.

D. Landscaping

- 1. All landscaping shall be designed in accordance with the requirements set forth in this title.
- 2. Residential Zones. In addition to the open space and recreation area requirements of subsections 8-6.148.110 E. and F., a minimum of 25 percent of the gross area including parking, loading and service areas shall be landscaped.

3. CR, RC, LI, P, and OS Zones. A minimum of 15 percent of the site area shall be landscaped.
4. HI Zone. A minimum of 10 percent of the site area shall be landscaped.
5. C Zone. A minimum of 5 percent of the site area shall be landscaped.
6. D Zone. A minimum of 5 percent of the site area shall be landscaped.
7. Parking, Loading or Service Areas.
  - a. A parking, loading or service area which abuts a street shall be set back from the right-of-way line by a landscaped strip at least 10 feet in width and the landscaped area shall: comply with the provisions of Chapter 8-6.104, Landscaping.
  - b. A parking, loading or service area which abuts a property line shall be separated from the property line by a landscaped area that complies with the provisions of Chapter 8-6.104, Landscaping.

E. Drainage

All drainage plans shall be designed to comply with city public facilities standards and Oregon Department of Transportation requirements.

F. Natural Features

Evidence of compliance with applicable state and federal protection and notification requirements regarding wetlands, riparian areas, and wildlife habitat.

G. Mail Boxes

Mail boxes are prohibited in public road right-of-way.

8-6.148.120 Exceptions to Provisions

- A. The Planning Commission may grant an exception to the dimensional building setback or yard requirements of the applicable zone based on findings that the approval will result in the following:
  1. A reduction of a required setback which is not greater than 15 percent; and
  2. Promotion of a more efficient use of the site or preservation of unique site conditions or features such as wetlands, flood plains, steep slopes, or mature trees.
- B. The Planning Commission, as part of the Design Review process, may allow modification to the design requirements in the Downtown, Commercial, or Commercial/Residential Zones when both of the following criteria are satisfied:
  - a. The modification is necessary to provide design flexibility where:
    1. Conditions unique to the site require such modification; or,
    2. Parcel shape or configuration precludes compliance with provisions; or,
    3. A modification is necessary to preserve trees, other natural features or visual amenities determined by the Planning Commission to be significant to the aesthetic character of the area.
  - b. Modification of the standards in this Section shall only be approved if the Planning Commission finds that the specific design proposed is substantially in compliance with the intent and purpose of the applicable zone's design provisions.

8-6.148.130 Agreement and Security

The developer and property owner shall, as a condition of approval, execute a development agreement for any public improvements required by site plan review. The agreement shall be on a form approved by the city attorney. The property owner may be required to file with the city a performance bond or other security as approved by the city attorney to assure full performance of the required improvements. The bond shall be for the estimated cost of the improvements plus 10 percent. The bond shall remain in effect until the public improvements are accepted by the city. Landscaping shall be installed prior to issuance of an occupancy permit unless the City Administrator determines that a delay in planting is justified to promote the maintenance of the landscaping. In this case, security equal to the cost of landscaping, as determined by the City Administrator, must be filed with the city assuring installation of landscaping within six months after occupancy.

#### 8-6.148.140 Maintenance

All on-site improvements shall be the ongoing responsibility of the property owner or occupant. Should landscaping materials die after installation, it shall be the ongoing responsibility of the property owner to provide replacement plantings to maintain the intent of the approved landscape plan. All other facilities, including all buildings and structures, parking areas, walks, signage and other improvements shall be maintained in good serviceable quality so that the quality appearance of the site is maintained at all times.

### **Chapter 8-6.152**

#### **CONDITIONAL USES**

##### Sections

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##### 8-6.152.010 Purpose

- A. A conditional use review is intended to evaluate land uses which are generally regarded as being appropriate provided that the potential negative impacts of the use are properly mitigated.
- B. In permitting such uses, it shall be determined that the use at the particular location is desirable to the public convenience and welfare and not detrimental or injurious to the public health, peace or safety or to the character of the surrounding properties.
- C. It is in the public interest that this chapter be applied to:
  - 1. Eliminate undue burdens on public facilities; and
  - 2. Assure that scale, layout and design of a proposed conditional use are compatible with the environment and the character of the surrounding neighborhood or area.
- D. The intent is to assure that:

1. There is compatibility between adjoining uses;
2. Privacy is maximized;
3. Private and common outdoor space is provided;
4. Vehicular, pedestrian, and bicycle access and circulation is safe and convenient;
5. Parking areas are made attractive and safe;
6. The site is well drained;
7. The needs of the handicapped are met;
8. Adequate landscaping is provided to assure visual quality; and
9. Crime prevention and public safety factors are considered.

#### 8-6.152.020 Applicability of Provisions

- A. The provisions of this chapter shall apply to all conditional uses listed in this title. It shall also apply to a proposed major modification of an existing development using the criteria described in Section 8-6.148.020 F. of this title.
- B. Minor modifications of an existing conditional use, using criteria described in Section 8-6.148.020 F., shall not be subject to the provisions of this chapter.
- C. In the case of a use existing prior to the effective date of this title, and classified in this title as a conditional use, any change in the use or in lot area or an alteration of structure shall conform with the requirements of this chapter for conditional uses.

#### 8-6.152.030 Administration

- A. Conditional use applications and major modifications of existing conditional uses shall be administered and reviewed as a Planning Commission decision in accordance with Article II, Procedures of this title.
- B. Minor modifications of an existing conditional use shall be administered and reviewed as a City Administrator decision in accordance with Article II, Procedures of this title.

#### 8-6.152.040 Submittal Requirements

- A. The submittal for a Conditional Use shall be the same as the requirements for Site Plan Review applications in Sections 8-6.148.050 through 8-6.148.100 of this title.
- B. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.
- C. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

#### 8-6.152.050 General Approval Standards

The Planning Commission shall approve, approve with conditions, or deny an application for a conditional use or major modification of an existing conditional use based on findings of fact with respect to each of the following criteria:

- A. The site size and dimensions provide adequate area for the needs of the proposed use;
- B. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and natural features;

- C. All required public facilities have adequate capacity to serve the proposal;
- D. The applicable requirements of the zoning district are met except as modified by this chapter;
- E. The applicable criteria set forth in Section 8-6.148.110 and Section 8-6.152.060 are met; and
- F. The applicable criteria in Section 8-6.152.060 are satisfied.

8-6.152.060 Approval Standards for Specific Uses

Additional approval criteria for specific conditional uses are indicated below. They shall be satisfied in addition to Section 8-6.152.050 and the standards of the applicable zoning district.

A. Bed and Breakfast Facilities

- 1. Minimum lot area of 8,000 square feet.
- 2. Sufficient on-site and off-site access and parking to accommodate the anticipated number of guests without creating adverse impacts for neighboring properties.

B. Community Services

- 1. If the use is in a residential zone, its location will not by itself or in combination with other nearby conditional uses, decrease the desirability of the area for the retention of existing housing or the development of new housing.
- 2. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other design features.
- 3. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to collector or arterial streets, transit availability, on-street parking impacts, access requirements, and neighborhood impacts.
- 4. Safe and convenient pedestrian and bicyclist access shall be provided to the site.

C. Family Care - day care group home and adult day care

- 1. Minimum lot area of 8,000 square feet.
- 2. Sufficient on-site and off-site access and parking to accommodate the anticipated number of employees, clients, and visitors without creating adverse impacts for neighboring properties.

D. Hospital

- 1. If the use is in a residential zone, its location will not by itself or in combination with other nearby conditional uses, decrease the desirability of the area for the retention of existing housing or the development of new housing.
- 2. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other design features.
- 3. The transportation system is capable of safely supporting the proposed use in addition to the existing uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to arterials, transit availability, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian and bicyclist safety.
- 4. Any ambulance service provided by the hospital shall have direct access to a collector or arterial street.

E. Industrial Services, Heavy

1. Outdoor storage areas for vehicles or equipment shall be screened with fences, walls, evergreen landscaping, or similar method.
2. Nearby properties shall be protected from potential impacts from fumes, odors, dust, or glare related to activities occurring on the site, including inside the building(s).
3. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to collector or arterial streets, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian and bicyclist safety.
4. All storage or use of flammable or hazardous substances proposed on the site have been approved by the Fire Chief and/or other appropriate regulatory agencies.

F. Marinas

1. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to collector or arterial streets, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian and bicyclist safety.
2. Business hours shall be limited between 8 a.m. and 10 p.m. for any incidental commercial uses, such as boat fuel sales, unless the approval authority finds that the proposed use can successfully satisfy the applicable criteria in this chapter with extended hours. If extended hours are approved, they shall be specified by the approval authority.
3. The marina has or shall obtain all necessary development permits from state and federal agencies and the Columbia River Gorge Commission.

G. Parks and Open Space

1. Active recreation areas, such as playgrounds, tennis courts, basketball courts, and baseball diamonds, and off-street parking lots shall be located a minimum of 50 feet from any adjoining residential properties.
2. Safe vehicular, bicycle, and pedestrian access shall be available to the site.

H. Public Facilities

1. If the use is in a residential zone, its location will not by itself or in combination with other nearby conditional uses, decrease the desirability of the area for the retention of existing housing or the development of new housing.
2. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other design features.
3. Facilities that will generate significant traffic volumes shall have direct access to a collector or arterial street. Access to a local street may be allowed only if it is found that adverse traffic impacts will not be created for surrounding properties. The approval authority may grant an exemption to these requirements when access is limited by City, Hood River County, or Oregon Department of Transportation requirements. However, access must be approved by the Fire Chief.

I. Quick Vehicle Servicing

1. All cleaning, repair, and maintenance work shall be conducted indoors.
2. Outdoor storage areas for vehicles or equipment shall be screened with fences, walls, evergreen landscaping, or similar method.
3. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include street capacity and level of

service, access to collector or arterial streets, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian and bicyclist safety.

4. Drive-up/in queuing areas shall be designed so that vehicles do not obstruct a driveway, fire access lane, walkway, or public right-of-way.

J. Recreational Vehicle Campground

1. Activity areas, such as playgrounds, tennis courts, basketball courts, and baseball diamonds, rest rooms, concession facilities, and off-street parking lots shall be located a minimum of 50 feet from any adjoining residential properties.
2. Facilities that will generate significant traffic volumes shall have direct access to a collector or arterial street. Access to a local street may be allowed only if it is found that adverse traffic impacts will not be created for surrounding properties. The approval authority may grant an exemption to these requirements when access is limited by City, Hood River County, or Oregon Department of Transportation requirements. However, access must be approved by the Fire Chief.

K. Religious Assembly

1. If the use is in a residential zone, its location will not by itself or in combination with other nearby conditional uses, decrease the desirability of the area for the retention of existing housing or the development of new housing.
2. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other design features.
3. The use shall have direct access to a collector or arterial street. Access to a local street may be allowed only if it is found that adverse traffic impacts will not be created for surrounding properties. The approval authority may grant an exemption to these requirements when access is limited by City, Hood River County, or Oregon Department of Transportation requirements. However, access must be approved by the Fire Chief.

L. Residential Facility

1. Minimum lot area of 8,000 square feet.
2. Sufficient on-site and off-site access and parking to accommodate the anticipated number of employees, clients, and visitors without creating adverse impacts for neighboring properties.

M. Retail Sales and Service (conducted outdoors)

1. Uses in non-commercial zones shall have activity areas, such as building entrances, parking lots, and loading areas located a minimum of 100 feet from the nearest residential property.
2. Business hours shall be limited between 8 a.m. and 10 p.m. in the CR zone unless the approval authority finds that the proposed use can successfully satisfy the applicable criteria in this chapter with extended hours. If extended hours are approved, they shall be specified by the approval authority.

N. Retail Sales and Service (drive-through facilities/entertainment or personal service oriented)

1. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to collector or arterial streets, transit availability, on-street parking impacts, access requirements, and neighborhood impacts.
2. Drive-through facilities shall be designed to provide safe and convenient pedestrian and bicyclist access. Drive-up/in queuing areas shall be designed so that vehicles do not obstruct a driveway, fire access lane, walkway, or public right-of-way.
3. Business hours shall be limited between 8 a.m. and 10 p.m. in the CR zone unless the approval authority finds that the proposed use can successfully satisfy the applicable criteria in this chapter with extended hours. If extended hours are approved, they shall be specified by the approval authority.

O. Retail Sales and Service (Public Zone)

1. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street

capacity and level of service, access to collector or arterial streets, transit availability, on-street parking impacts, access requirements, and neighborhood impacts.

2. Drive-through facilities shall not be permitted.
3. Business hours shall be limited between 8 a.m. and 10 p.m. unless the approval authority finds that the proposed use can successfully satisfy the applicable criteria in this chapter with extended hours. If extended hours are approved, they shall be specified by the approval authority.

P. Schools

1. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other design features.
2. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to collector or arterial streets, transit availability, on-street parking impacts, access requirements, neighborhood impacts, and pedestrian and bicyclist safety.
3. Schools shall be designed to provide safe and convenient pedestrian and bicyclist access.
4. Facilities shall be provided to accommodate student drop-off and pick-up by automobiles and buses so that public streets are not adversely affected.

Q. Surface Mining

1. Nearby properties shall be buffered from potential noise, dust, fumes, and other impacts related to activities occurring on the site. Special attention shall be given to excavation areas, processing facilities, parking, truck circulation, and hours of operation.
2. The transportation system is capable of safely supporting the proposed use in addition to the existing and planned uses in the area. Evaluation factors include, but are not limited to, street capacity and level of service, access to collector or arterial streets, the structural ability of existing streets to accommodate the anticipated truck traffic, access requirements, and neighborhood impacts.

R. Utilities

1. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other design features.
2. Utilities intended for public access, such as transit stops or park and ride facilities, shall provide safe and convenient pedestrian and bicyclist access.

8-6.152.070 Conditions of Approval

In permitting a new conditional use or a major modification of an existing conditional use, the Planning Commission may impose, in addition to those standards and requirements expressly specified in this title, additional conditions which the commission considers necessary to protect the best interests of the surrounding area or the city as a whole. The conditions may include, but are not limited to the following:

- A. Increasing the required lot size or yard dimensions;
- B. Limiting the height, size or location of buildings;
- C. Controlling the location or number of vehicle access points;
- D. Increasing the street width and/or providing additional traffic controls to mitigate transportation impacts;
- E. Increasing the number of required off-street parking spaces;
- F. Limiting the number, size, location, or lighting of signs;
- G. Requiring fencing, screening, landscaping or other facilities to protect adjacent or nearby property;

- H. Designating sites for open space; and
- I. Limiting hours of business operation.

#### 8-6.152.080 Exceptions to Provisions

The Planning Commission may grant an exception to the dimensional building setback or yard requirements in an applicable zone based on findings that the approval will result in the following:

- A. A reduction of a required setback which is not greater than 15 percent;
- B. Promotion of a more efficient use of the site; and
- C. Preservation of unique site conditions or features such as wetlands, flood plains, steep slopes, or mature trees.

#### 8-6.152.090 Agreement and Security

The developer and property owner shall, as a condition of approval, execute a development agreement for any public improvements required by the conditional use approval. The agreement shall be on a form approved by the city attorney. The property owner may be required to file with the city a performance bond or other security as approved by the city Attorney to assure full performance of the required improvements. The bond shall be for the estimated cost of the improvements plus 10 percent. The bond shall remain in effect until the public improvements are accepted by the city. Landscaping shall be installed prior to issuance of an occupancy permit unless the City Administrator determines that a delay in planting is justified to promote the maintenance of the landscaping. In this case, security equal to the cost of landscaping, as determined by the City Administrator, must be filed with the city assuring installation of landscaping within six months after occupancy.

#### 8-6.152.100 Maintenance

All on-site improvements shall be the ongoing responsibility of the property owner or occupant. Should landscaping materials die after installation, it shall be the ongoing responsibility of the property owner to provide replacement plantings to maintain the intent of the approved landscape plan. All other facilities, including buildings and structures, parking areas, walks, signage and other improvements shall be maintained in good serviceable quality so that the quality appearance of the site is maintained at all times.

## Chapter 8-6.156

### NONCONFORMING SITUATIONS

#### Sections

- 8-6.156.010 Purpose
- 8-6.156.020 Administration
- 8-6.156.030 Types of Nonconforming Situations
- 8-6.156.040 Regulations that Apply to All Nonconforming Situations
- 8-6.156.050 Specific Provisions for Nonconforming Situations

#### 8-6.156.010 Purpose

Nonconforming uses and development are created when the application of a specific zoning district to a site changes, or a regulation in this title changes. As a result of such changes, existing uses or development may no longer be allowed. The intent of these amendments is not to force all nonconforming situations to be immediately brought into compliance. Instead, the intent is to guide future uses and development in a new direction consistent with city policy.

This chapter provides a method to limit modifications to nonconforming situations while allowing their continuation in a manner that is not unnecessarily burdensome to the property or business owner.

#### 8-6.156.020 Administration

- A. The Administrator shall make an Administrative decision whether a situation is nonconforming as provided in Article II, Procedures of this title.
- B. If the applicant wishes to provide evidence to prove legal nonconforming status, such evidence will be reviewed as a City Administrator decision as provided in Article II, Procedures.

#### 8-6.156.030 Types of Nonconforming Situations

- A. Nonconforming uses are activities conducted on a property that are not listed as a permitted or conditional use for the applicable zoning district.
- B. Nonconforming development or structures are physical site improvements such as buildings, driveways, parking areas, landscaping, and signs that do not comply with the dimensional standards of this title.
- C. Nonconforming residential density applies to residential development which exceeds the maximum allowable density for the applicable zoning district.
- D. Nonconforming lots of record that do not meet the area or dimensional standards of the applicable zoning district.

#### 8-6.156.040 Regulations that Apply to All Nonconforming Situations

- A. Ownership changes do not affect the status of nonconforming situations.
- B. Change to a conforming situation may occur by right as a permitted use or through conditional use approval. Once a conforming situation occupies the property or site, the nonconforming rights are lost and a nonconforming use may not be re-established.
- C. Normal maintenance and repair of nonconforming situations is allowed.

#### 8-6.156.050 Specific Provisions for Nonconforming Situations

- A. Nonconforming Uses
  - 1. A nonconforming use may continue to operate. Changes in operations are allowed if they otherwise meet the requirements of this title.

2. A nonconforming use cannot be changed without approval by the city as a permitted or conditional use.
3. A nonconforming use shall not expand the building floor area or land area occupied on a site.
4. If a nonconforming use is discontinued or abandoned for any reason for a period exceeding one year, any subsequent use shall conform to the regulations specified in this title.
5. When a structure containing a nonconforming use is damaged, the use shall not be re-established if the repair cost of the structure is more than 60 percent of its assessed value according to the Hood River County Assessor's records or 60 percent of its appraised value as determined by a qualified appraiser.
6. A nonconforming residence which is partially or totally destroyed may be repaired or replaced within 1 year from the date the damage occurred (permits for replacement must be issued within 1 year of date the damage occurred). Any repair or replacement which occurs after more than 1 year shall conform with the provisions of this title.

B. Nonconforming Development or Structures

1. A nonconforming site development or structure may be expanded, enlarged, or modified only if such change does not increase its degree of nonconformity with the provisions of this title.
2. When a nonconforming development or structure is damaged, it shall not be re-established if the repair cost of the structure is more than 60 percent of its assessed value according to the Hood River County Assessor's records or 60 percent of its appraised value as determined by a qualified appraiser.

C. Nonconforming Residential Density

1. A residential development that exceeds the applicable density standards may be modified, as provided by this title, if the number of dwelling units is not increased.
2. When a residential structure containing nonconforming residential units is damaged, it may be repaired or replaced as provided in Section 8-6.156.050 A.6.

D. Nonconforming Lots of Record

Nonconforming lots may be developed or redeveloped when all other relevant requirements this title are satisfied.

## Chapter 8-6.160

### VARIANCE

#### Sections

- 8-6.160.010 Purpose
- 8-6.160.020 Applicability of Provisions
- 8-6.160.030 Class A Variance
- 8-6.160.040 Class B Variance
- 8-6.160.050 Class C Variance

#### 8-6.160.010 Purpose

The purpose of this chapter is to provide standards for the granting of variances from the applicable provisions of this title where it can be shown that, owing to special and unusual circumstances, the literal interpretation of these provisions would cause an undue or unnecessary hardship without a corresponding public benefit.

#### 8-6.160.020 Applicability of Provisions

Variances may not be approved to allow a use that is not included in the underlying zoning district's permitted or conditionally permitted use list.

#### 8-6.160.030 Class A Variance

- A. Applicability. The following variances are reviewed using a Ministerial procedure, as governed by Article II, Procedures, of this title, using the approval criteria in Subsection B, below:
  - 1. Front yard setbacks. Up to a 10 percent change to the front yard setback standard in the land use district.
  - 2. Interior setbacks. Up to a 10 percent reduction of the dimensional standards for the side and rear yard setbacks required in the base land use district.
  - 3. Lot coverage. Up to 10 percent increase of the maximum lot coverage required in the base land use district.
  - 4. Landscape area. Up to 10 percent reduction in landscape area (overall area or interior parking lot landscape area).
- B. Approval criteria. A Class A Variance shall be granted if the applicant demonstrates compliance with all of the following criteria:
  - 1. The variance requested is required due to the lot configuration, or other conditions of the site;
  - 2. The variance does not result in the removal of trees, or it is proposed in order to preserve trees, if trees are present in the development area;
  - 3. The variance will not result in violation(s) of any other adopted ordinance or code standard; each code standard to be modified shall require a separate variance request.
  - 4. An application for a Class A variance is limited to one lot per application.
  - 5. No more than three Class A variances may be approved for one lot or parcel in 12 months.
  - 6. A variance shall not be granted for a self-imposed hardship.
- C. Approval Process. A Class A Variance shall be processed using a Ministerial procedure, as governed by Article II, Procedures, of this title. If the Administrator determines that discretionary decision-making is necessary to apply the approval criteria, an Administrative approval procedure shall be used.

#### 8-6.160.040 Class B Variance

- A. Applicability. Class B variance requests apply to the types of requests below in B-D, below.
- B. Administration. Class B variances shall be reviewed using an Administrative procedure, in accordance with Article II, Procedures:
  - 1. The Class B variance standards apply to individual platted and recorded lots only.
  - 2. The Class B variance procedure shall not be used to modify a standard for lots yet to be created through a partition or subdivision process; such requests shall utilize the Class C variance procedure.
  - 3. A variance shall not be approved that would vary the “permitted uses” or "prohibited uses" of a land use district.
  - 4. A variance shall not be granted for a self-imposed hardship.

C. Variance to Vehicular Access and Circulation Standards.

Where vehicular access and circulation cannot be reasonably designed to conform to Code standards within a particular parcel, shared access with an adjoining property shall be considered. If shared access in conjunction with another parcel is not feasible, the City may grant a variance to the access requirements after finding all of the following:

- 1. There is not adequate physical space for shared access, or the owners of abutting properties do not agree to execute a joint access easement;
- 2. There are no other alternative access points on the street in question or from another street;
- 3. The access separation requirements cannot be met;
- 4. The request is the minimum variance required to provide adequate access;
- 5. The approved access or access approved with conditions will result in a safe access;
- 6. The visual clearance requirements will be met; and
- 7. Variances for street access deviations shall be subject to review and approval by the roadway authority.

D. Variance to Parking Standards.

- 1. The City may approve, approve with conditions, or deny variances to the minimum or maximum standards for off-street parking (quantities and dimensions of parking spaces) upon finding all of the following:
  - a. The individual characteristics of the use at that location require more or less parking than is generally required for a use of this type and intensity, or modified parking dimensions, as demonstrated by a parking analysis or other facts provided by the applicant if such a reduction is deemed appropriate after analysis of the size and location of the development, limited services available and other pertinent factors; and
  - b. The need for additional parking cannot reasonably be met through provision of on-street parking or shared parking with adjacent or nearby uses.

8-6.160.050 Class C Variance

- A. Applicability. Class C variance requests are those that do not meet the requirements for a Class A and Class B variance, and that meet the criteria in 1-3, below.
  - 1. The Class C variance procedure may be used to modify a standard for 3 or fewer lots, including lots yet to be created through a partition process.
  - 2. An applicant who proposes to vary a standard for lots yet to be created through a subdivision process may not utilize the Class C variance procedure. Approval of a Master Planned Development shall be required to vary a standard for lots yet to be created through a subdivision process, where a specific code section does not otherwise permit exceptions.
  - 3. A variance shall not be approved that would vary the “permitted uses” or “prohibited uses” or “maximum density” of a land use district.
- B. Administration

Class C Variance applications are those that do not qualify as Class A or Class B Variances shall be administered and reviewed as a Planning Commission review in accordance with Article II, Procedures, of this title.

C. Submittal Requirements

1. In addition to the application form and information required in Section 8-6.24.030, the applicant shall provide a narrative or letter explaining the reason for his/her request, alternatives considered, how the stated variance criteria are satisfied, and why the subject standard cannot be met without the variance.
2. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.
3. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

D. Approval Criteria

The City shall approve, approve with conditions, or deny an application for a variance based on all of the following:

1. Strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or necessary physical hardship inconsistent with the objectives of this Code;
2. Strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by owners or other properties classified in the same land use district;
3. There are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other properties classified in the same land use district;
4. The granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same lands use district;
5. The granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity;
6. Existing physical and natural systems, such as but not limited to traffic, drainage, natural resources, and parks will not be adversely affected any more than would occur if the development occurred as specified by the subject Code standard;
7. The hardship is not self-imposed; and
8. The variance requested is the minimum variance that would alleviate the hardship.

## Chapter 8-6.165

### ACCESSORY RESIDENTIAL UNITS

#### Sections:

8-6.165.010 Purpose  
8-6.165.020 Standards

#### 8-6.165.010 Purpose

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

#### 8-6.165.020 Standards.

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

- A. One Unit. A maximum of one ARU is allowed per legal lot; the ARU may be a detached cottage, a unit attached to a dwelling, or separate unit in a portion of an existing dwelling.
- B. Occupancy. ARUs shall not be used for transient lodging (less than 30 day occupancy).
- C. Floor Area. The ARU shall not exceed 800 square feet of net floor area (the actual occupied areas of a floor, excluding accessory unoccupied areas such as stairs, elevators, storage areas, HVAC shafts, and mechanical rooms).
- D. Building Design. The ARU shall comply with applicable Oregon Structural Specialty Code requirements.
- E. Building Height. The height of the ARU shall not the height limit of the zone.
- F. Parking. A minimum of two off-street parking spaces are required total for the primary dwelling unit and the ARU.
- G. Screening and Buffering. A sight-obscuring landscape hedge (reaching six feet at maturity) or a six-foot sight-obscuring fence shall be installed on the property line between a detached ARU and abutting lot containing a single-family dwelling, where the ARU is placed within 10 feet of the common property line.
- H. Utility Connections. The accessory dwelling shall have its own water and sanitary sewer connections to the public system, unless applicant can show that the existing water and sanitary sewer connections for the primary residence are sized appropriately to accommodate the additional impacts.
- I. Deed Restriction. A deed restriction shall be recorded at Hood River County Deeds and Records stating that the second dwelling unit is an “accessory residential unit,” and cannot be used as justification for later land division or sale or utilized other than as required by this code.

## Chapter 8-6.166

### COTTAGE DEVELOPMENTS

#### Sections:

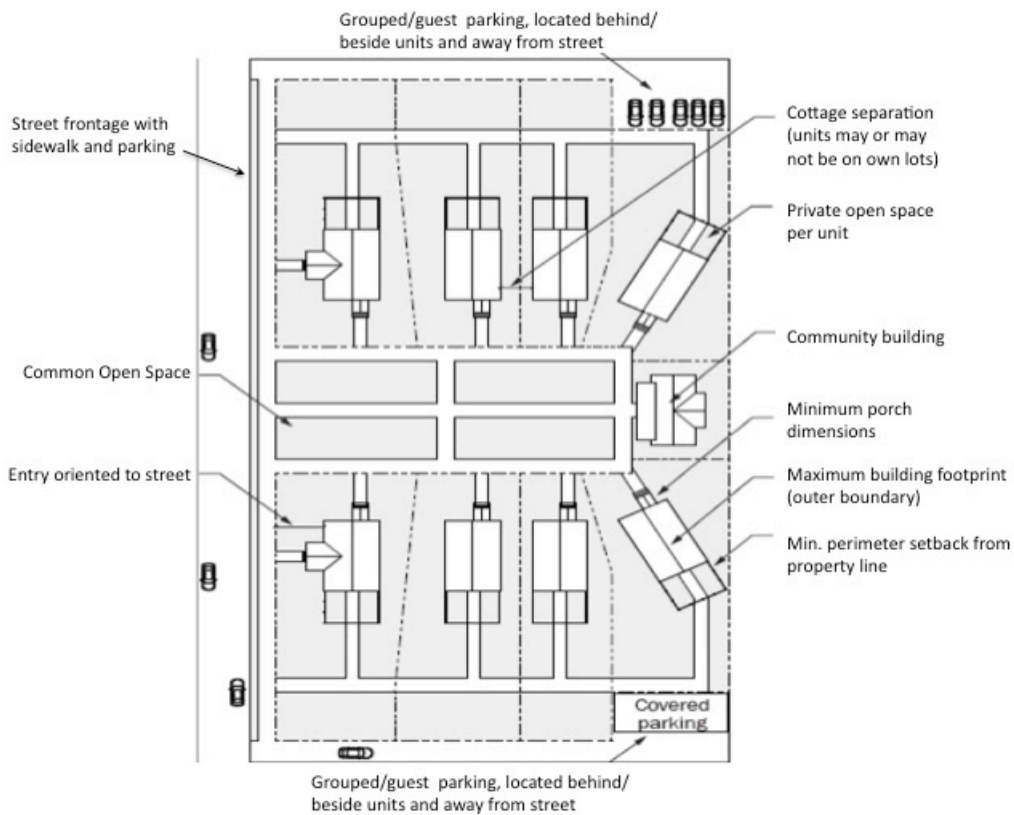
8-6.166.010 – Purpose and intent.  
8-6.166.020 - Density and lot area.  
8-6.166.030 - Unit size.  
8-6.166.040 - Lot coverage.

- 8-6.166.050 - Open space.
- 8-6.166.060 - Building separation.
- 8-6.166.070 - Setbacks.
- 8-6.166.080 - Building height.
- 8-6.166.090 - Parking and storage.
- 8-6.166.100 - Design standards.
- 8-6.166.110 - Alternative cottage housing development designs.
- 8-6.166.120 – Assurance for common areas maintenance.

8-6.166.010 – Purpose and intent.

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

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



8-6.166.020 - Density and lot area.

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

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

8-6.166.030 - Unit size.

- A. **Floor Area.** To ensure that the overall size, including bulk and mass, of cottage structures and cottage housing developments is small and in scaled with adjacent development, and creates less visual and physical impact than standard sized single-family dwellings that are required to be located on larger lots, the following floor area limitations apply to cottage housing. Two types of cottages are provided for to allow for a mixture of building sizes and footprints, while anticipating and addressing the varied impacts from each housing type.

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

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

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

8-6.166.040 - Lot coverage.

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

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

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

8-6.166.050 - Open space.

- A. Common open space. Common open space is intended to provide a centrally located area that can be developed and maintained so it is usable for active and passive recreation. Unless the shape or topography of the site precludes the ability to locate units adjacent to common open space, the following requirements shall be met:
1. There shall be a minimum of four hundred square feet of common open space provided for each unit.

2. Common open space shall abut at least 50 percent of the cottages in a cottage housing development.
  3. Common open space shall have cottages abutting on at least two sides and be easily accessible to all dwellings within the development.
  4. Common open space shall not include portions of private yards and shall be jointly owned by all residents.
  5. The common open space shall be outside of wetlands, streams and sensitive area buffers, and shall be on slopes of twelve percent or less.
  6. Grading and removal of mature trees shall be limited to meeting the City's development standards and to providing natural light for home sites.
  7. Landscaping in common areas shall be designed to allow for easy access and use of the space by residents, and to facilitate maintenance needs.
- B. Private open space. There shall be a minimum of three hundred square feet of contiguous, usable private open space provided adjacent to each unit for the exclusive use of the cottage resident. Private open space is intended to provide private areas such as patios, decks and gardens, around the individual cottages and to enable diversity in landscape design.

8-6.166.060 - Building separation.

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

8-6.166.070 - Setbacks.

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

8-6.166.080 - Building height.

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

8-6.166.090 - Parking and storage.

- A. One off-street parking space is required for each cottage dwelling.
- B. Off-street parking and accessory storage shall be:
  1. Fully contained on the cottage development site; any storage must be enclosed in a structure or cabinet designed for outdoor use.
  2. Screened from view from abutting residences. This may be accomplished with landscaping or structural screens.
  3. Grouped to correspond with cottage clusters and avoid single large parking areas that are difficult to screen from view.
  4. Where practical, clustered to limit grading, curb cuts, and impervious surfaces.
- C. Detached garage and carport structures:
  1. Where provided, shared carports or garages shall be limited to a maximum of four vehicles per structure and shall be detached from the dwelling units.
  2. The design of carports and garages must have roof lines and use materials similar to that of the dwelling units within the development.

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

8-6.166.100 - Design standards.

A. Site Design.

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

B. Building Design.

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

C. Community Buildings.

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

8-6.166.110 - Alternative cottage housing development designs.

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

8-6.166.120 – Assurance for common areas maintenance.

Prior to issuance of any development permit (grading, public improvements, building, etc.) the applicant shall provide evidence acceptable to the City Administrator that common areas and elements will be maintained. This may be met by submitting draft Bylaws and Covenants, Restrictions and Conditions (CC&Rs) for the development's Homeowners Association for review and approval by the City. Where the

development contains multiple lots, the assurance, which shall be recorded at Hood River County, shall require joint ownership and maintenance of all common areas by all owners of the cottage dwellings.

**Chapter 8-6.168**

**COMMUNICATION FACILITIES AND STRUCTURES**

Sections

- 8-6.168.010 Purpose
- 8-6.168.020 Applicability of Provisions
- 8-6.168.030 Administration
- 8-6.168.040 Submittal Requirements
- 8-6.168.050 Approval Standards

8-6.168.010 Purpose

The purpose of this chapter is to:

- A. Establish criteria for regulating the type, size, and location of communication facilities and structures in all zoning districts;
- B. Allow the construction of communication facilities and structures in a manner which is compatible with adjacent land uses, especially residential neighborhoods;
- C. Encourage co-location of wireless communication facilities to minimize the number of separate communication facilities while providing quality wireless communications services for the city and surrounding area; and
- D. Comply with the requirements of the federal Telecommunications Act of 1996.

8-6.168.020 Applicability of Provisions

- A. Communication facilities and structures shall satisfy the provisions of this chapter except for the following situations:
  - 1. Emergency or routine repairs and maintenance, reconstruction, or replacement which do not increase the facility's height or create a significant additional visual impact of a previously approved facility;
  - 2. Facilities and structures which do not exceed 10 feet in height; and
  - 3. Related equipment buildings or cabinets which are less than 120 square feet in gross floor area and 10 feet in height.
- B. All of the provisions and regulations of the applicable zone and this title apply unless modified by this chapter.

8-6.168.030 Administration

- A. Applications to construct or alter a communication facility and/or structure shall be administered and reviewed as an Administrative, City Administrator, or Planning Commission review in accordance with Article II of this title. The type of review procedure is determined in Section 8-6.168.030 B.
- B. Review Procedures for Communication Facilities or Equipment

| Facility Type | Residential and<br>Public Zones | Commercial<br>Zones | Industrial Zones |
|---------------|---------------------------------|---------------------|------------------|
|---------------|---------------------------------|---------------------|------------------|

**1. New Facilities and New Structures**

|   |                                       |  |                    |
|---|---------------------------------------|--|--------------------|
| Between 10 ft. high and maximum height of base zone | City Administrator                    | Administrative                         | Administrative     |
| Between maximum height of base zone and 150 ft.     | Planning Commission (Conditional Use) | Planning Commission (Site Plan Review) | City Administrator |

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**2. New Facilities Attached to Existing Structures**

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|  |                    |                |                |
|--|--------------------|----------------|----------------|
| Extension of greater than 10 feet above existing structure shall be reviewed according to Section 1. above | City Administrator | Administrative | Administrative |
|--|--------------------|----------------|----------------|

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**3. Accessory Equipment Buildings or Cabinets**

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Review in conjunction with new facilities in Sections 1. or 2. above. Proposals to only construct a new or enlarged accessory building or cabinet shall be reviewed according to the provisions of Chapter 8-6.192 Accessory Structures

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**4. Interior Facilities**

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|                           |                    |                |                |
|---------------------------|--------------------|----------------|----------------|
| Located inside a building | City Administrator | Administrative | Administrative |
|---------------------------|--------------------|----------------|----------------|

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**5. Private Communication Equipment**

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|   |                     |                    |                    |
|---|---------------------|--------------------|--------------------|
| Between 10 ft. high and maximum height of base zone | Administrative      | Administrative     | Administrative     |
| Between maximum height of base zone and 80 ft.      | Planning Commission | City Administrator | City Administrator |

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- C. A conflict of interpretation concerning whether a facility and/or structure is subject to the provisions of this chapter shall be resolved in accordance with the provisions of Section 8-6.20.060.

8-6.168.040 Submittal Requirements

- A. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit each of the following:
1. A site plan, with the number of copies to be determined at the preapplication conference, and necessary data or narrative which explains how the communication facility conforms to the standards using the following format:
    - a. The site plans and required drawings shall be drawn on sheets preferably not exceeding 18 inches by 24 inches;
    - b. The site plan shall be drawn to scale; and
    - c. All drawings of structure elevations or floor plans shall be drawn to scale.
  2. The site plan, data, and narrative shall include the following:
    - a. An existing site conditions analysis as described in Section 8-6.148.050;
    - b. A site plan, as detailed in Section 8-6.148.060; and
    - c. A grading plan, if necessary, as detailed in Section 8-6.148.070.
  3. Architectural elevations of all structures as detailed in Section 8-6.148.080.
  4. A landscape plan as detailed in Section 8-6.148.090.
- B. The City Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.
- C. The City Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

8-6.168.050 Approval Standards

A. General Standards

Communication facilities, structures, and private communication equipment shall comply with all of the following standards:

1. Building permit approval as required by the Hood River County Building Official.
2. Structures or equipment which are between 10 feet high and the maximum height allowed in the base zone (e.g., 35 or 45 feet), shall meet the applicable setback requirements of the base zone.
3. For communication structures which exceed the maximum base zone height, the setback requirements shall be:
  - a. A minimum of 15 feet, plus an additional foot of setback for every foot in height over 50 feet, from residential (RR, LDR, MDR, HDR, and MHR); commercial (C, CR, and RC); or Public (P, and OS) properties; and
  - b. A minimum setback of 15 feet from industrial (LI and HI) properties.
4. Suitable protective anti-climb fencing and a landscape planting screen, in accordance with Chapter 8-6.104, Landscaping and Beautification, shall be provided and maintained around these structures and accessory attachments.

5. The applicant shall present documentation of the possession of any required license by any federal, state, or local agency.

**B. New Wireless Communication Facilities and Structures**

1. Requests for wireless communication facilities and structures must be accompanied by evidence that the applicant made every reasonable effort to locate on existing wireless communication facilities and/or existing buildings, with no success or that location on existing towers is not feasible.
2. The wireless communication facilities and structures which are located within or on properties adjacent to a residential zoning district must be a monopole design, and the facilities must be sleek, clean, and uncluttered in appearance.
3. Facilities and structures located within or on properties adjacent to a residential zoning district must be screened by a ring of trees. The trees must be a variety that has a mature tree height which is not taller than the height of the proposed structure. The trees must be spaced in a way that provides a visual barrier around the structure.
4. Accessory equipment associated with the facility is encouraged to be stored underground or inside an existing building. If a new structure is necessary, it must be designed and/or screened to be compatible with the adjacent residentially zoned properties.
5. New wireless communication facilities and structures shall be located on properties with a minimum lot size of 40,000 square feet within a residential, public, or open space zone and 20,000 square feet within a commercial or industrial zone.
6. New wireless communication facilities and structures shall be designed to allow co-location of wireless communication facilities on the new structure.

**C. New Wireless Communication Facilities Attached to Existing Structures or Buildings**

1. New communication facilities which are co-located on an existing communication structure with similar facilities shall not cause the height of the structure and facilities to exceed the existing height by more than 10 feet. Additional height over 10 feet shall be reviewed as a new communications structure.
2. New communication facilities which are located on the exterior of other structures or buildings must be hidden from view or sufficiently camouflaged as to not be readily visible. This can be accomplished by using compatible building features such as dormers, mounted flush to the facade of the building and painted to match, located in the middle of a roof where it is not visible from the street below, or hidden by other method that minimizes visual impact.
3. Accessory equipment associated with the facility can be stored underground or inside an existing building. If a new accessory equipment structure is necessary, it must be designed and/or screened to be compatible with the adjacent residentially zoned properties.
4. TV receiving dishes may be erected upon the roof of a building only within a commercial or industrial zone.

**D. Accessory Equipment Buildings or Cabinets**

Accessory equipment buildings or cabinets shall be subject to the provisions of Chapter 8-6.164, Accessory Structures.

**E. New Wireless Communication Facilities Which Are Located Inside Buildings**

1. The facilities must be hidden from view by being locating inside of a building. This can be accomplished by locating the facility in an enclosed space or by using compatible building features such as dormers to hide the facility.

2. Accessory equipment associated with the facility cannot be visible. It can be stored underground, inside of an existing building. If a new structure is necessary, it must be designed to be compatible with the existing structures on the site.

8-6.168.060 Unused Facilities

A wireless communication facility or structure which has not been used for a continuous period of one year, shall be removed by the property owner. Failure to remove these facilities and structures shall be enforced as a zoning violation according to this title.

## Chapter 8-6.172

### ANNEXATION

#### Sections

- 8-6.172.010 Purpose
- 8-6.172.020 Applicability of Provisions
- 8-6.172.030 Administration
- 8-6.172.040 Submittal Requirements
- 8-6.172.050 Approval Standards

#### 8-6.172.010 Purpose

The purpose of this chapter is to:

- A. Implement the policies of the comprehensive plan;
- B. Provide for city review of all annexation requests to determine the adequacy of facilities and services as related to the proposal; and
- C. Provide for city and county coordination of annexation requests.

#### 8-6.172.020 Applicability of Provisions

The provisions of this chapter shall apply to unincorporated properties located within the Cascade Locks Urban Growth Boundary (UGB).

#### 8-6.172.030 Administration

Annexation applications shall be administered and reviewed as a City Council decision in accordance with Article II, Procedures of this title.

#### 8-6.172.040 Submittal Requirements

- A. In addition to the application form and all information required in Section 8-6.24.030, the applicant shall submit the following:
  - 1. A vicinity map;
  - 2. A site map; and
  - 3. Narrative which explains how the proposed annexation satisfies the standards in Section 8-6.172.050.
- B. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.
- C. The Administrator may waive a specific requirement for information when it is found that such information is not necessary to properly evaluate the application.

8-6.172.050 Approval Standards

The City Council shall approve, approve with conditions, or deny an application for an annexation based on findings of fact with respect to each of the following criteria:

- A. All required public facilities and services have adequate capacity to serve the property to be annexed, without negatively impacting the City's ability to adequately serve all areas within the existing city limits.
- B. Annexation of the property will result in a city limit boundary that can efficiently receive city services.
- C. The territory is contiguous to the city limits and within the Urban Growth Boundary.

## Chapter 8-6.176

### COMPREHENSIVE PLAN, ZONING, AND DEVELOPMENT CODE AMENDMENTS

- 8-6.176.010 Purpose
- 8-6.176.020 Applicability of Provisions
- 8-6.176.030 Administration
- 8-6.176.040 Submittal Requirements
- 8-6.176.050 Approval Criteria - Comprehensive Plan and Development Code Text Amendments
- 8-6.176.060 Approval Criteria - Legislative Comprehensive Plan Map and Zoning Map Amendments
- 8-6.176.070 Approval Criteria - Quasi-Judicial Comprehensive Plan Map and Zoning Map Amendments

#### 8-6.176.010 Purpose

The purpose of this chapter is to implement the Statewide Planning Goals and Guidelines and the City of Cascade Locks Comprehensive Plan.

#### 8-6.176.020 Applicability of Provisions

This chapter applies to the:

- A. City of Cascade Locks Comprehensive Plan text and map; and
- B. City of Cascade Locks Development Code text and zoning map.

#### 8-6.176.030 Administration

- A. Application(s) for an amendment to the Comprehensive Plan or Development Code text or a legislative Comprehensive Plan map amendment shall follow the City Council review process in accordance with Article II, Procedures.
- B. Application for a quasi-judicial Comprehensive Plan and/or zoning map amendment shall follow the Planning Commission review process in accordance with Article II, Procedures.
- C. Amendment applications shall be initiated in the following manner:
  - 1. Quasi-Judicial  
Requests for Comprehensive Plan map amendments, which are quasi-judicial, and zoning map amendments may be initiated by an applicant, the Planning Commission, or the City Council. The City Administrator may request the Planning Commission to initiate an amendment.
  - 2. Legislative  
Requests for Comprehensive Plan map amendments, which are legislative, and Comprehensive Plan or Development Code text amendments may be initiated by the Planning Commission or the City Council. A pre-application conference is required for all Legislative applications initiated by a party other than the City of Cascade Locks.

#### 8-6.176.040 Submittal Requirements

- A. In addition to the application form and information required in Section 8-6.24.030, the applicant shall submit a supporting narrative, illustrations, plans, etc. to demonstrate compliance with the provisions of this chapter.
- B. The Administrator may require information in addition to that required by this chapter when it is found that certain information is necessary to properly evaluate the application.

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

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

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

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

8-6.176.060 Approval Criteria - Legislative Comprehensive Plan Map and Zoning Map Amendments

To approve a legislative amendment to the Comprehensive Plan map and zoning map, it shall be found that:

- A. The proposal complies with the Statewide Planning Goals and administrative rules as they relate to the proposal.
- B. The proposal complies with the Comprehensive Plan goals, policies, and implementation strategies.
- C. The Comprehensive Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation, and the proposed map amendment is consistent with projected needs expressed in the Comprehensive Plan.
- D. The Comprehensive Plan provides more than the projected need for lands in the existing land use designation.
- E. The uses allowed in the proposed designation will not produce significant adverse impacts on existing or planned uses on adjacent lands.
- F. Public facilities and services necessary to support uses allowed in the proposed designation are available or can be made available at the time of development.

8-6.176.070 Approval Criteria - Quasi-Judicial Comprehensive Plan Map and Zoning Map Amendments

To approve an application to amend the Comprehensive Plan map and zoning map, it shall be found that:

- A. The proposed zone complies with the Comprehensive Plan map designation.
- B. Allowed uses under the proposed zoning designation can be accommodated on the site according to Development Code requirements without an apparent need for variances.
- C. The uses allowed in the proposed designation will not produce significant adverse impacts on existing or planned uses on adjacent lands.
- D. Public facilities and services necessary to support uses allowed in the proposed designation are available or can be made available at the time of development.

**SECTION 7. Separability.** Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause, or phrase; and if this ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said ordinance, or such portion thereof, was enacted.

**SECTION 8. Effective Date.** This ordinance shall become effective (thirty) 30 days after adoption by the City Council and approval by the Mayor.

**ADOPTED** by the City Council this \_\_\_ day of \_\_\_\_\_, 2025.

**APPROVED** by the Mayor this \_\_\_ day of \_\_\_\_\_, 2025.

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Mayor

ATTEST:

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City Recorder

(C) Conviction of any felony or a crime relating to performance of Council duties.

**Section 30. FILLING OF VACANCIES.** Council vacancies shall be filled by a majority of the remaining members of the Council. The appointee's term of office shall begin immediately and shall continue until the next general election and the term for that position shall be the unexpired portion of the remaining term.

## **CHAPTER VIII ORDINANCES**

**Section 31. ENACTING CLAUSE.** The enacting clause of all ordinances hereafter enacted shall be, "The City of Cascade Locks ordains as follows:"

**Section 32. METHODS OF ADOPTION.**

- (1) An ordinance shall be fully and distinctly read in open Council meeting on two different meetings before being adopted by the Council; and
- (2) An ordinance may be adopted at a single meeting by unanimous vote of the entire Council, if:
  - (A) Two readings, by title only or in full, shall occur, and
  - (B) Any section of a proposed ordinance containing substantive change shall be read in full prior to consideration.
- (3) A reading of an ordinance may be by title only if:
  - (A) No member of the Council present at the meeting requests that that ordinance be read in full, and
  - (B) At least one week before the reading:
    - (1) A copy of the ordinance is provided to each member of the Council, and
    - (2) Copies of the ordinance are available for public inspection in the office of the City Recorder, and
    - (3) Notice of the availability and the title page of the ordinance is posted at the City Hall.

(4) After January 1, 2008, any such ordinance, or resolution or order approved by a majority of the Council that creates or increases any tax, charge or fee, the ordinance shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is a general election in an even numbered year.

**[Section 4 is added as an amendment to the Charter per November 4, 2008 General Election]**



## **City Administrator Report to the City Council Monday, September 22, 2025**

### **LOC Fall Conference**

I will be attending the League of Oregon Cities (LOC) Fall Conference in Portland on October 2–3. I will not be requesting hotel accommodations due to the close proximity.

### **OMEU Annual Conference**

I will also be attending the Oregon Municipal Electric Utilities (OMEU) Annual Conference at Timberline Lodge on October 16–17. Again, I will not be requesting hotel accommodations due to the close proximity.

### **Safe Routes to School**

Hood River County and the Hood River School District have partnered to complete a Safe Routes to School Plan. It focused on walking and biking paths around to school to increase safety and options for children. A summary flyer is attached and currently available for community review. The City will incorporate the outcomes of this plan into its own Transportation System Plan.

### **Financial Software Update**

Finance Director Clarke and I have been reviewing and demoing several software options to replace Caselle. At this time, it's clear that we do not have sufficient funding to comfortably cover the implementation fees and ongoing costs. As a result, we are pivoting to meet with Caselle to explore short-term performance improvements.

### **Tourism Committee Support Services**

I will attend the Tourism Committee meeting on September 29 to discuss the support services contract, which expires on November 30. The current contract includes an option for a one-year extension, or the committee may choose to issue a new RFP. I plan to bring the committee's recommendation to Council at the October 13 meeting.

### **Quarterly Newsletter**

Staff is finalizing the content and layout for the Fall 2025 newsletter, which is tentatively scheduled for release in mid-October. We will promote the newsletter via the City website and Facebook. To manage costs, we do not plan to mail copies. A limited number of hard copies will be printed for distribution around town, including City Hall. Additional distribution locations are still being determined.

Submitted by,

*Jordon Bennett*

Jordon Bennett  
City Administrator

# Cascade Locks: We need your input on the Hood River County Safe Routes to School Plan!

You're invited to share your feedback on the draft Hood River County Safe Routes to School Plan!

This plan highlights issues students face when walking or biking to school and makes recommendations to make these routes safer. Recommendations for Cascade Locks Elementary School are shown in the map below and described in more detail in the table on the next page. You can also read the full plan by following the link in the blue box.

Share your feedback



Scan the QR code or [click here](#) to read and provide your input on the draft plan.

**Questions?**  
Contact  
Megan Ramey -  
megan.ramey@hoodriver.k12.or.us



CASCADE LOCKS CONSTRUCTION PROJECT  
RECOMMENDATIONS



# Construction Recommendations (Page 1 of 2)

| Issue  | Recommendation  |
|--|---|
| <b>CASCADE LOCKS ELEMENTARY SCHOOL CAMPUS</b>  |   |
| <p>1 <b>The path along the rear of the school is narrow and cars that are coming around the corner from the pickup/drop-off area don't always see pedestrians as they travel along this route.</b></p>   | <p>Consider clearing vegetation along the south side of the driveway and using pavement striping to define a pedestrian area. If this is not possible due to the steep slope along the south side of the driveway, consider striping a dashed line along the edge of the driveway to alert people driving to the possibility of people walking or biking along this route. Install an additional speed bump along the south side of the school, just after the turn toward the back of the building. Consider installing larger signage at the SE corner of the building to encourage drivers to slow down. At the SW corner of the school, install "Do Not Enter" and "Wrong Way" signage.</p> |
| <b>ONEONTA ST</b>  |   |
| <p>2 <b>There are no facilities for walking or biking along Oneonta St.</b></p>  | <p>Install "No Outlet" and "School Ahead" signage on Oneonta St. Install speed bumps. Stripe fog lines along both sides of the road to visually narrow the roadway.</p>   |
| <b>WA NA PA ST (US 30)</b>   |   |
| <p>3 <b>Some residents feel that the current speed limit of 30 mph is excessive and reduces safety for people walking and biking in Cascade Locks.</b></p>   | <p>Apply with ODOT for a speed zone investigation on Wa Na Pa St through the city of Cascade Locks. Analyze whether a business statutory speed limit could be obtained.</p>   |
| <p>4 <b>There are bike lanes along Wa Na Pa St, but these don't offer the level of protection most cyclists would like. Because less-confident eastbound cyclists may not feel comfortable transitioning from the Historic Columbia River Highway Trail to on-street facilities on the opposite side of the road, many people tend to just use the north sidewalk, rather than cross over to use the facilities on the road.</b></p> | <p>Consider installing bi-directional protected bike lanes on the north side of Wa Na Pa St, connecting from the Historic Columbia River Highway Trail to Forest Lane. As an interim measure, or if installing bi-directional bike lanes on Wa Na Pa St is infeasible, install wayfinding signage and pavement markings to instruct bicyclists exiting the Historic Columbia River Highway Trail on how to access the crosswalk at Bridge of the Gods and transition to the bike lanes on the south side of Wa Na Pa St. Consider adding a pedestrian refuge island or curb extension to facilitate an easier crossing of Wa Na Pa St.</p>  |
| <p>5 <b>At Wa Na Pa St and Oneonta St, there is a crossing on the SE leg of the intersection, but there is no crossing on the NE leg.</b></p>  | <p>If feasible, install an additional enhanced crossing (high-visibility crosswalk with lighting) across the NE leg of the crossing.</p>  |
| <p>6 <b>The school crossing at School Dr is located at a bend in the road where it is not highly visible to people driving.</b></p>  | <p>Install an enhanced crossing (high-visibility crosswalk with lighting) at this location. Consider constructing a median or pedestrian refuge island to provide improved comfort for students and families accessing the school. (A pedestrian refuge island is a concrete area located midway through the crossing for pedestrians to wait.)</p>   |
| <p>7 <b>The community has flashing School Zone speed limit signage, but most of the tourist destinations are located within the school zone, meaning that people driving may not realize they are in a school zone.</b></p>  | <p>Consider installing a permanent speed feedback sign within the school zone. If this is not feasible, consider installing supplemental school zone speed limit signage.</p>   |

## Construction Recommendations (Page 2 of 2)

| Issue   | Recommendation  |
|---|---|
| <b>PORT OF CASCADE LOCKS</b>  |   |
| <p><b>8</b>     <b>The tunnel to Thunder Island is narrow and can only fit one direction of traffic at a time. Pedestrians report feeling unsafe while walking through the tunnel.</b></p>  | <p>Install lighting in the tunnel. Install painted Yield teeth markings and yield signage for the northbound entrance to the tunnel. Stripe an edge lane on either side of the tunnel, creating a narrowing effect and dedicating space for pedestrian. (An edge lane is a road where the middle is shared by cars going both directions, and the edges are for bikes and pedestrians.)</p>   |
| <b>FOREST LN</b>  |   |
| <p><b>9</b>     <b>There are sidewalks located on the south side of Forest Ln within the City limits, but there is no pedestrian-scale lighting along this route, including at crossing locations. To the NE of the City limits, sidewalks mostly only present where new developments have come in.</b></p> | <p>Construct missing sidewalk on the south side of Forest Lane from Wa Na Pa Street to Herman Creek Road/ Shahala Drive. Install pedestrian-scale lighting along the south side of Forest Ln, making sure there is also adequate lighting at existing and planned crossing locations. Where the roadway narrows at the bridge, consider installing edge lane striping to maintain dedicated space for people walking and biking on either side of the road.</p> |
| <p><b>10</b>     <b>There are bike lanes within the city limits, but these were consistently blocked with parked cars, forcing cyclists to enter the roadway frequently and unpredictably. Outside of the city limits, there are no bike lanes and shoulders are narrow.</b></p>                            | <p>Install bike facilities along Forest Ln. Add in more bike pavement markings along the route to discourage vehicles from parking in the bike lane.<br/>NOTE: Bike facilities on Forest Ln should transition from Wa Na Pa St facilities. If Wa Na Pa St bike lanes are moved to the north side, consider two-way facilities on the north side of Forest Ln, as well.</p>  |
| <p><b>11</b>     <b>There are few crossings of Forest Ln.</b></p>   | <p>Install additional high-visibility crosswalks at Crest Dr, Hammond Ave, Cascade Locks Airport Baseball Field, Sheridan St, and Shahala Dr / Herman Creek Ln. If feasible, install pedestrian-scale lighting at these new crosswalk locations to improve visibility.</p>  |



# Cascade Locks: ¡Necesitamos tu opinión sobre el Plan de Rutas Seguras a la Escuela del Condado de Hood River!

¡Estás invitado(a) a compartir tus comentarios sobre el borrador del Plan de Rutas Seguras a la Escuela del Condado de Hood River!

Este plan identifica los problemas que enfrentan los estudiantes al caminar o andar en bicicleta a la escuela y propone recomendaciones para hacer estas rutas más seguras. Las recomendaciones para Cascade Locks Elementary se muestran en el mapa a continuación y se describen con más detalle en la tabla de la siguiente página. También puede leer el plan completo haciendo clic en el enlace del recuadro azul.

Comparte tus comentarios



Escanea el código QR o haga clic [aquí](#) para leer y dar tu opinión sobre el borrador del plan.

**Preguntas?**

Contacto:

Megan Ramey -  
megan.ramey@hoodriver.k12.or.us



CASCADE LOCKS CONSTRUCTION PROJECT  
RECOMMENDATIONS



## Recomendaciones de Construcción (Página 1 de 2)

| Problema   | Recomendación  |
|--|--|
| <b>CAMPUS DE CASCADE LOCKS ELEMENTARY SCHOOL</b>   |  |
| <b>1</b> El camino en la parte trasera de la escuela es angosto y los autos que giran desde el área de recogida/dejada a veces no ven a los peatones que transitan por esa ruta.                                 | Considerar limpiar la vegetación en el lado sur del camino de entrada y usar marcas en el pavimento para definir una zona peatonal. Si esto no es posible debido a la pendiente empinada en ese lado, considerar marcar una línea discontinua a lo largo del borde del camino para alertar a los conductores sobre la posibilidad de personas caminando o en bicicleta. Instalar un tope de velocidad adicional en el lado sur de la escuela, justo después de la curva hacia la parte trasera del edificio. Considerar señalización más grande en la esquina sureste del edificio para incentivar la reducción de velocidad. En la esquina suroeste, instalar señalización de “Prohibido Entrar” y “Dirección Contraria”. |
| <b>ONEONTA ST</b>  |  |
| <b>2</b> No hay infraestructura para caminar o andar en bicicleta en Oneonta St.   | Instalar señalización de “Calle sin salida” y “Zona Escolar Adelante” en Oneonta St. Instalar topes de velocidad. Marcar líneas de niebla (líneas blancas al borde de la calzada) en ambos lados para dar la impresión de un camino más estrecho.  |
| <b>WA NA PA ST (US 30)</b>   |  |
| <b>3</b> Algunos residentes consideran que el límite de velocidad actual (30 mph) es excesivo y reduce la seguridad de peatones y ciclistas.   | Solicitar al ODOT una investigación de zona de velocidad en Wa Na Pa St a través de la ciudad de Cascade Locks. Analizar si se puede aplicar un límite de velocidad comercial por estatuto.  |
| <b>4</b> Hay ciclovías en Wa Na Pa St, pero no ofrecen la protección deseada por la mayoría de los ciclistas. Muchos ciclistas menos experimentados prefieren usar la acera norte en lugar de cruzar a la calle. | Considerar la instalación de ciclovías bidireccionales protegidas en el lado norte de Wa Na Pa St, desde el Historic Columbia River Highway Trail hasta Forest Lane. <br>Como medida provisional, o si las ciclovías bidireccionales no son viables, instalar señalización de orientación y marcas en el pavimento para guiar a los ciclistas que salen del trail hacia el cruce en Bridge of the Gods y luego hacia las ciclovías del lado sur. Considerar una isla peatonal de refugio o una extensión de la acera para facilitar el cruce.  |
| <b>5</b> En la intersección de Wa Na Pa St y Oneonta St hay un cruce en el lado sureste, pero no en el noreste.  | Si es factible, instalar un cruce mejorado (cruce de alta visibilidad con iluminación) en el lado noreste de la intersección.  |
| <b>6</b> El cruce escolar en School Dr está ubicado en una curva, lo cual reduce su visibilidad para quienes conducen.   | Instalar un cruce mejorado (cruce de alta visibilidad con iluminación). Considerar construir una isla de refugio peatonal para aumentar la seguridad de estudiantes y familias.  |
| <b>7</b> La zona escolar tiene señalización intermitente, pero muchos destinos turísticos están dentro de esta zona, lo cual puede hacer que los conductores no se den cuenta de que están en un área escolar.   | Considerar instalar un cartel fijo con indicador de velocidad dentro de la zona escolar. Si no es posible, instalar señalización adicional de límite de velocidad escolar.   |

## Recomendaciones de Construcción (Página 2 de 2)

| Problema  | Recomendación   |
|---|---|
| <b>PUERTO DE CASCADE LOCKS (PORT OF CASCADE LOCKS)</b>  |   |
| <b>8</b> El túnel hacia Thunder Island es estrecho y solo permite el paso en una dirección a la vez. Las personas que caminan reportan sentirse inseguras.  | Instalar iluminación dentro del túnel. Pintar marcas de “ceda el paso” en la entrada norte y colocar señalización correspondiente. Marcar carriles al borde en ambos lados del túnel para estrechar visualmente la calzada y destinar espacio para peatones.  |
| <b>FOREST LN</b>  |   |
| <b>9</b> Hay aceras en el lado sur dentro de los límites de la ciudad, pero no hay iluminación peatonal a lo largo de la ruta ni en los cruces. Fuera de la ciudad, las aceras solo están donde hay desarrollos nuevos.           | Construir las aceras faltantes en el lado sur de Forest Ln desde Wa Na Pa St hasta Herman Creek Rd / Shahala Dr. Instalar iluminación a escala peatonal a lo largo del lado sur, asegurando buena visibilidad en los cruces actuales y futuros. Donde la carretera se estrecha en el puente, considerar marcar carriles al borde para mantener espacio para caminar y andar en bicicleta. |
| <b>10</b> Las ciclovías dentro de los límites de la ciudad suelen estar bloqueadas por autos estacionados, obligando a los ciclistas a ingresar a la vía. Fuera de los límites, no hay ciclovías y los acotamientos son angostos. | Instalar infraestructura ciclista en Forest Ln. Agregar marcas de bicicleta en el pavimento para desalentar el estacionamiento en las ciclovías.<br>NOTA: Las instalaciones ciclistas deben conectarse con las de Wa Na Pa St. Si las ciclovías de Wa Na Pa se trasladan al lado norte, considerar ciclovías bidireccionales también en el lado norte de Forest Ln.                       |
| <b>11</b> Hay pocos cruces en Forest Ln.  | Instalar cruces peatonales de alta visibilidad en: Crest Dr, Hammond Ave, campo de béisbol del aeropuerto de Cascade Locks, Sheridan St y Shahala Dr / Herman Creek Ln. Si es posible, instalar iluminación peatonal en estos nuevos cruces.  |