

CITY of CASCADE LOCKS

AGENDA

City Council
6:30 WORK SESSION and 7:00 REGULAR MEETING
Monday, October 13, 2025, City Hall

6:30 Work session

1. **Prepared Food and Beverage Tax**

7:00 Regular Meeting

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 22, 2025.**
 - b. **Ratification of the Bills in the Amount of \$118,020.38.**
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. **Performance Review of City Administrator**
 - b. **Adopt Ordinance 467 – Amend Article III of the CDC**
 - c. **Tourism Committee Support**
 - d. **Approve Recruitment of Utilities Director**
7. **Reports and Presentations.**
 - a. **Committee Reports – None**
 - b. **August Finance Report – Director Clarke**
 - c. **Audit Status**
 - d. **City Administrator Bennett Report**
8. **Mayor and City Council Comments.**
9. **Executive Session.** ORS 192.660 (2)(a) Employment of specific public officers, employees and agents and under limited circumstances.
10. **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
September 22, 2025**

1. Call to Order/Pledge of Allegiance/Roll Call. Mayor Brenda Wood called the meeting to order at 7:01 PM. CM's Bump, Keilman, Happy, Keller, Pruit, and Seeger were present. Also present were City Administrator Jordon Bennett, City Recorder Kathy Woosley, Finance Director Chantia Clarke, JoAnn Wittenberg, and Laura Meyers.

2. Additions or Amendments to the Agenda. None.

3. Adoption of Consent Agenda.

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.

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

4. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. JoAnn Wittenberg spoke to Council. Heather Weaver and Cody Steelman emailed comments to be read before Council.

5. Public Hearings. None.

6. Action Items:

a. Adopt Ordinance No. 467 – Amend Article III of the CDC. Motion: CM Happy moved, seconded by CM Keller, to adopt Ordinance No. 467 amending Article III of the Cascade Locks Community Development Code. Several changes were made. CM Happy rescinded his motion.

b. Adopt Ordinance No. 468 – Amend Article V of the CDC. Motion: CM Happy moved, seconded by CM Keller, to adopt Ordinance No. 468 amending Article V of the Cascade Locks Community Development Code with the addition of “exceed” in E. of Section 8-6.165.020 and adding electricity to H in that same section and eliminating the rest of the sentence starting with the word “unless”. The motion passed with CM's Bump, Keilman, Happy, Keller, Pruit, Seeger, and Mayor Wood voting in favor.

7. Reports and Presentations.

a. Committee Reports – None

b. Audit Status

c. City Administrator Bennett Report

8. Mayor and City Council Comments.

9. Executive Session. None.

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

Prepared by
Kathy Woosley

APPROVED:

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: 10/13/2025 DESCRIPTION: AMOUNT: \$ 118,020.38

10/3/2025	Payroll	16643, 16644	\$	31,100.64
	MASA*	16647	\$	28.00
	AFLAC*	16645	\$	430.02
	OR DOR Taxes		\$	3,756.72
	PERS		\$	12,379.66
	OSGP*		\$	25.00
	IRS		\$	11,994.92
	Union Due:	16646	\$	148.57
	ASI Flex		\$	50.00

9/30/2025 **AP** \$58,106.85

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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
16625	09/25	09/30/2025	36	186749	AED Brands	Lifepak Fully Auto AED	0540563030	3,282.00	
Total 16625:								3,282.00	
16626	09/25	09/30/2025	45	11964-08	AKS Engineering	Water System CCR and General Plannin	0140262075	6,175.00	
16626	09/25	09/30/2025	45	11964-08	AKS Engineering	Water System CCR and General Plannin	0140262090	1,247.50	
Total 16626:								7,422.50	
16627	09/25	09/30/2025	6839	85913713	Bound Tree Medical	Medical supplies	0540562351	211.32	
16627	09/25	09/30/2025	6839	85920361	Bound Tree Medical	IV solution, Saline	0540562351	164.04	
16627	09/25	09/30/2025	6839	85923871	Bound Tree Medical	Ondansetron tablets and narcotics box	0540562351	187.77	
Total 16627:								563.13	
16628	09/25	09/30/2025	590	IN-1202022	Carson Oil Company	Bio Diesel	3140562530	634.68	
Total 16628:								634.68	
16629	09/25	09/30/2025	610	933654	Cascade Columbia Distribution	Sodium Hypochlorite	2140562651	582.50	
Total 16629:								582.50	
16630	09/25	09/30/2025	900	301877423	Cascade Locks, City of	Energy assistance 177	0140862027	150.00	
Total 16630:								150.00	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	0121070	8,621.08	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	0121075	166.70	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	medical insurance	0321070	268.08	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	0321075	1.68	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	0521070	5,303.65	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	0521075	114.02	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	2121070	2,145.95	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	2121075	7.60	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	3121070	121.91	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	3121075	.75	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	5121070	2,310.49	
16631	09/25	09/30/2025	6837	OCTOBER 2	CIS	Medical insurance	5121075	122.57	
Total 16631:								19,184.48	
16632	09/25	09/30/2025	7116	47753476	First-Citizens Bank & Trust Co	copier lease	0140162120	199.67	
16632	09/25	09/30/2025	7116	47758278	First-Citizens Bank & Trust Co	Folding machine lease	5140562110	179.00	
Total 16632:								378.67	
16633	09/25	09/30/2025	2501	MED091525	Hood River Fire & EMS	MEDICAL SUPPLIES	0540562351	185.08	
Total 16633:								185.08	
16634	09/25	09/30/2025	8186	600143605	Juan Carlos Romero	Dposit refund	5121130	273.36	
Total 16634:								273.36	
16635	09/25	09/30/2025	8190	CRDEPREF	Michael Bean	Deposit refund utility account 6001431.1	5121130	252.82	
Total 16635:								252.82	
16636	09/25	09/30/2025	8187	103742102	Nathan or Brittany McCaw	Deposit refund	5121130	194.18	
Total 16636:								194.18	
16637	09/25	09/30/2025	8129	CRKORESKE	Raisa Koreski	Refund on elec estimate	5130543701	10,619.73	
Total 16637:								10,619.73	
16638	09/25	09/30/2025	5655	OR-CLF-202	Tactical Business Group	MONTHLY EMS BILLING SERVICE	0540562111	525.00	
Total 16638:								525.00	
16639	09/25	09/30/2025	5735	CRRYAN091	Terry Ryan	refund on electricity estimate	5130543701	5,038.10	
Total 16639:								5,038.10	
16640	09/25	09/30/2025	6110	UB093025	US Postal Service	Utility billing postage due	0140162055	465.46	

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount	Void/Manual
Total 16640:								465.46	
16641	09/25	09/30/2025	6210	INV0081735	USABlueBook	Clear braided PVC hose, 100 ft	2140562560	188.95	
16641	09/25	09/30/2025	6210	INV0081742	USABlueBook	REPAIR KIT, test, lamotte	2140562560	1,861.07	
Total 16641:								2,050.02	
16642	09/25	09/30/2025	7040	3527	Yates Line Co.	Energize 3 phase transformer	5130543701	5,781.40	
16642	09/25	09/30/2025	7040	3527	Yates Line Co.	underground jobs	5140562110	523.74	
Total 16642:								6,305.14	
Grand Totals:								58,106.85	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	17,025.41-	17,025.41-
01-21070	8,621.08	.00	8,621.08
01-21075	166.70	.00	166.70
01-401-62055	465.46	.00	465.46
01-401-62120	199.67	.00	199.67
01-402-62075	6,175.00	.00	6,175.00
01-402-62090	1,247.50	.00	1,247.50
01-408-62027	150.00	.00	150.00
03-21010	.00	269.76-	269.76-
03-21070	268.08	.00	268.08
03-21075	1.68	.00	1.68
05-21010	.00	9,972.88-	9,972.88-
05-21070	5,303.65	.00	5,303.65
05-21075	114.02	.00	114.02
05-405-62111	525.00	.00	525.00
05-405-62351	748.21	.00	748.21
05-405-63030	3,282.00	.00	3,282.00
21-21010	.00	4,786.07-	4,786.07-
21-21070	2,145.95	.00	2,145.95
21-21075	7.60	.00	7.60
21-405-62560	2,050.02	.00	2,050.02
21-405-62651	582.50	.00	582.50
31-21010	.00	757.34-	757.34-
31-21070	121.91	.00	121.91
31-21075	.75	.00	.75
31-405-62530	634.68	.00	634.68
51-21010	.00	25,295.39-	25,295.39-
51-21070	2,310.49	.00	2,310.49
51-21075	122.57	.00	122.57
51-21130	720.36	.00	720.36
51-305-43701	21,439.23	.00	21,439.23
51-405-62110	702.74	.00	702.74
Grand Totals:	58,106.85	58,106.85-	.00

GL Account

Debit

Credit

Proof

Report Criteria:

Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: September 23, 2025

For Council Meeting on: October 13, 2025

TO: Honorable Mayor and Council Members

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Adopt Ordinance 467 – Amend Article III of 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 and Childcare Centers as permitted uses

- Addition of Cottage Clusters as conditional 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. A first reading of the ordinance occurred on September 22, 2025. During discussion at the first reading of the ordinance Council recommended several changes.

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

A copy of the updated 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 (and mentioning the sustainable changes) unless a Council member objects.

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

Substantial changes from first reading

Moving Downtown Zone from Residential designation to Commercial designation (page 4)

Moving Cottage Cluster from Permitted Use to Conditional Use in the Downtown Zone (page 19)

Change 1 parking spot per 1,000 net square feet to 1 per 1,000 gross square feet (page 21)

Clarification of design standard applicability to existing structures (page 21, 28, 33)

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

Commercial:

Downtown	D
Commercial	C
Commercial Residential	CR
Resort Commercial	RC

Industrial:

Light Industrial	LI
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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; and
- S. 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;
- I. Community services (with drive-throughs); and
- J. Cottage Cluster Developments.

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).

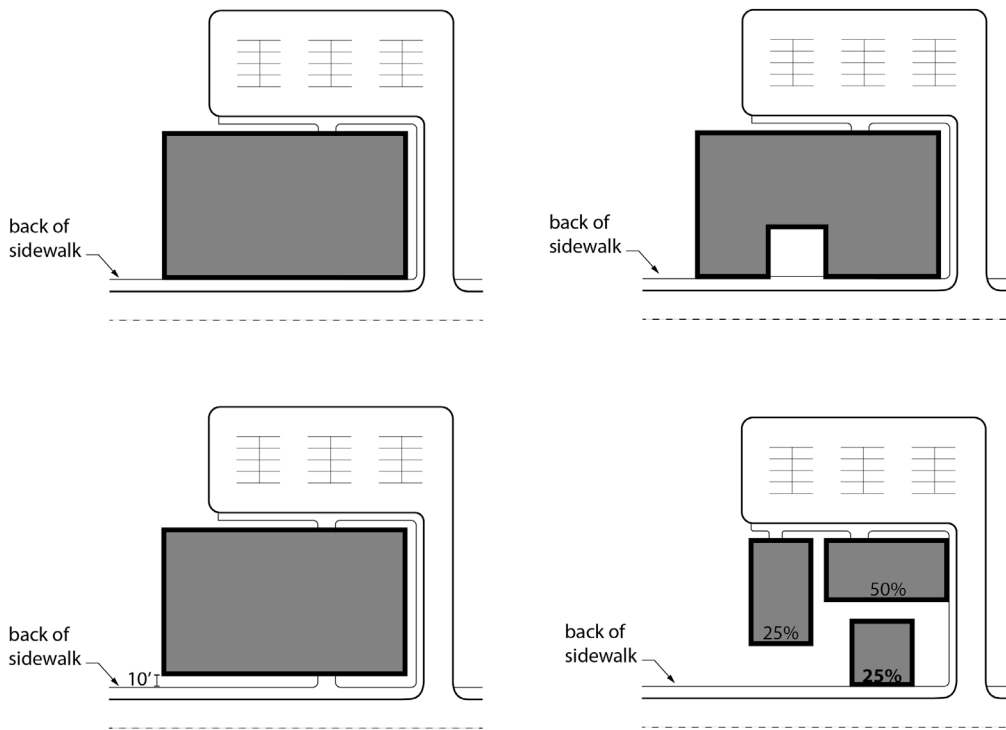


Figure 1: Illustration of 8-6.070.050.B.1.b

- 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 floor area. Required parking may be provided on-site, in on-street parking spaces abutting the subject use, and/or on another site within the Downtown zone 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. If an existing building within the Downtown zone is altered by exterior alterations, additions, painting or other means, alterations shall be 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). Existing non-conforming single family residential buildings are exempt from these Design Standards unless a change of use is proposed.
 - 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.

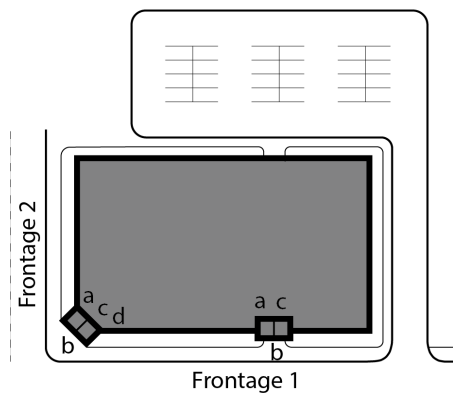


Figure 2: Illustration of 8-6.070.120.C.1

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.

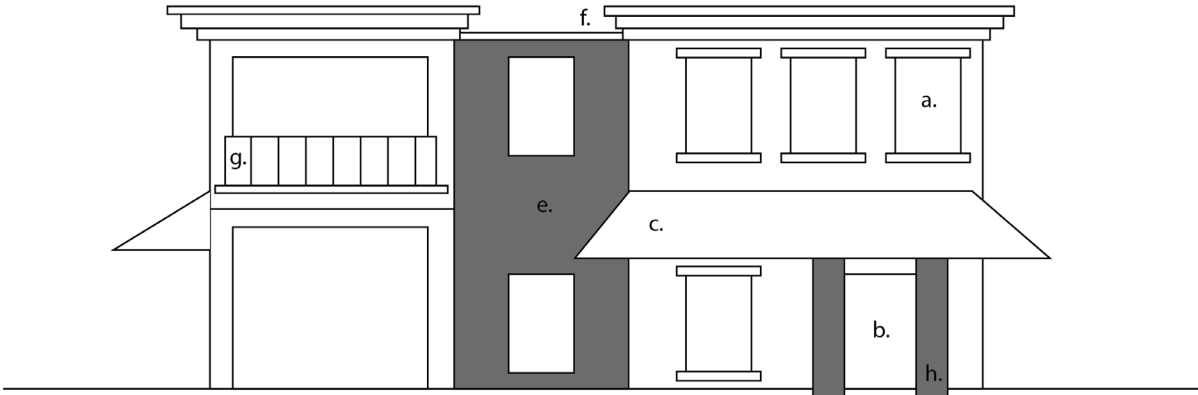


Figure 3: Illustration of 8-6.070.120.C.2

- 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.

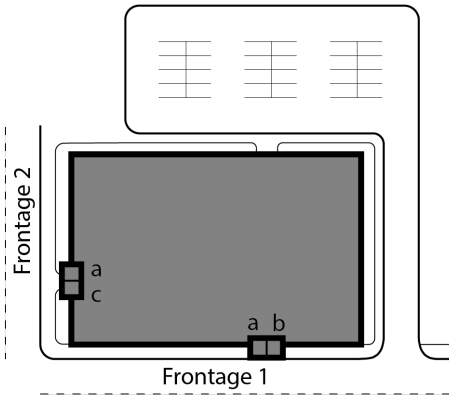


Figure 4: Illustration of 8-6.070.120.C.3

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 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.

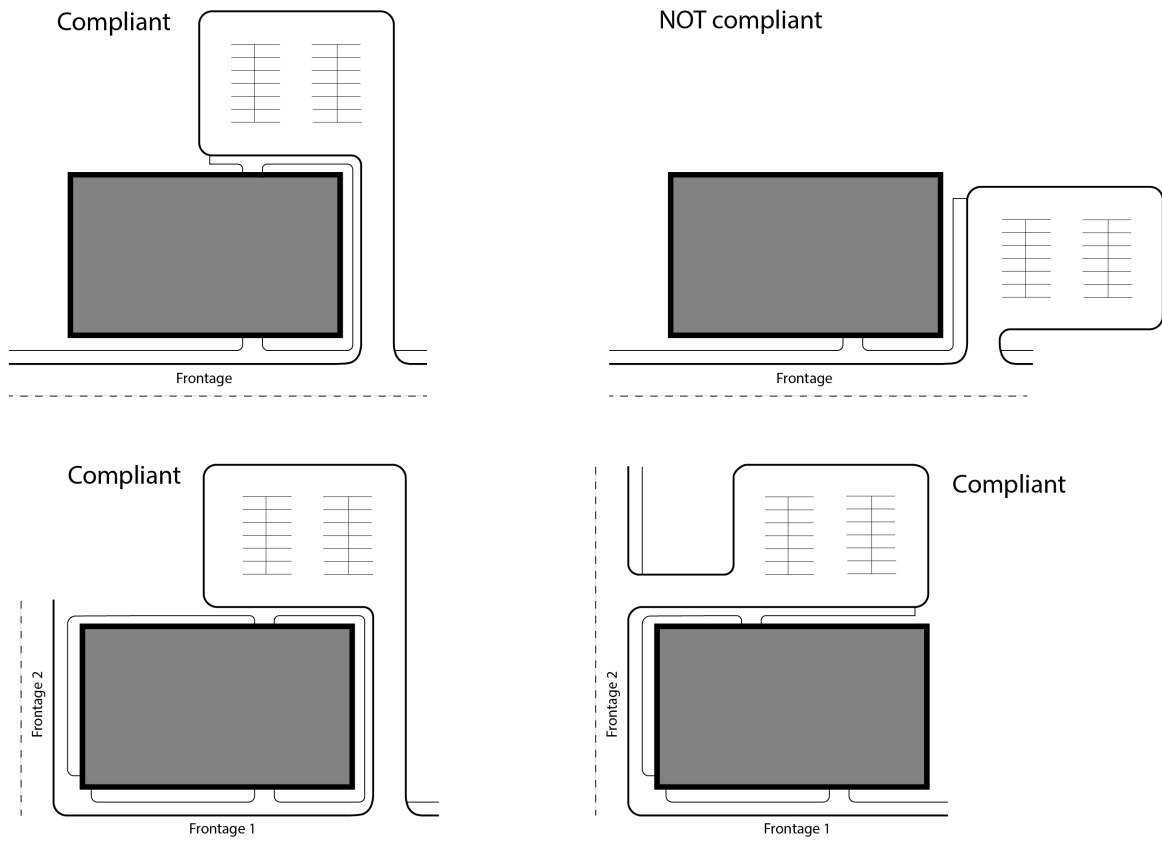


Figure 5: Illustration of 8-6.070.120.C.7

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 used 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. 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 Avenue 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. If an existing building within the Commercial zone is altered by exterior alterations, additions, painting or other means, alterations shall be 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). Existing non-conforming single family residential buildings are exempt from these Design Standards unless a change of use is proposed.
 - 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 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. If an existing building within the Commercial Residential zone is altered by exterior alterations, additions, painting or other means, alterations shall be 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). Existing non-conforming single family residential buildings are exempt from these Design Standards unless a change of use is proposed.
3. town 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).
4. 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 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.
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 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 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 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 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

Date Prepared: October 6, 2025

For City Council Meeting on: October 13, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Tourism Committee Support

CITY STRATEGIC GOALS:

Downtown Revitalization

Public Services

Communication Enhancement

Affordable/Workforce Housing

Code Improvements

SYNOPSIS: The current contract between the City and the Friends of the Cascade Locks Historical Museum for administrative support to the Tourism Committee is set to expire on November 30, 2025. City staff proposed three options to the Tourism Committee at their September 29, 2025 meeting.

1. Extend the current contract for one year (as permitted by the existing agreement, contingent on mutual consent).
2. Issue a new Request for Proposals (RFP) for tourism support services.
3. Bring the position in-house as a City staff role.

City staff recommend pursuing the one-year extension. This approach provides continuity during a period of transition, allowing new Tourism Committee members time to acclimate without the added burden of onboarding new support staff. It also gives the City time to conduct a comprehensive review of the committee's structure and long-term direction to ensure optimal performance.

The Committee felt they did not have the information they needed to make a discussion and wanted to get Council's thoughts as well.

City Staff and the current support staff felt this was perfect time to plan a joint work session between the Tourism Committee and City Council before the October 27th Council at 6:00pm. City and contract staff want to present to the committee and council on the history of the committee, a review of its current structure, possible paths forward and how it fits into the bigger picture of the city's needs and future.

CITY COUNCIL OPTIONS:

- 1) Approve Joint Work Session
- 2) Not Approve Joint Work Session

RECOMMENDED MOTION: "I move to approve a joint work session between the Tourism Committee and City Council for 6:00pm on Monday October 27th, 2025."

CASCADE LOCKS STAFF REPORT

Date Prepared: October 6, 2025

For City Council Meeting on: October 13, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Jordon Bennett, City Administrator

SUBJECT: Approve Recruitment of Utilities Director

CITY STRATEGIC GOALS:

- | | |
|--|---|
| <input type="checkbox"/> Downtown Revitalization | <input checked="" type="checkbox"/> Public Services |
| <input type="checkbox"/> Communication Enhancement | <input type="checkbox"/> Affordable/Workforce Housing |
| <input type="checkbox"/> Code Improvements | |

SYNOPSIS:

Utilities Director Recruitment Request

The approved 2025–2026 Cascade Locks budget (Resolution 1520) includes funding for a new Utilities Director position, effective January 1, 2026. Staff are requesting Council approval to begin the recruitment process. The job description and recruitment brochure are attached for review.

This position will oversee both the Public Works and Electric Departments, with:

- Direct supervision of the Public Works Supervisor and Working Foreman.
- Indirect supervision of the Journeyman Lineman and Operations Specialist in the Electric Department.

The position is budgeted at \$95,000 annually, plus benefits.

McCord Creek Powerline Relocation Project Update

Council has expressed concern regarding cost overruns on the McCord Creek Powerline Relocation Project. A detailed breakdown of expenses by fiscal year, category, and phase is attached.

The original project was expected to cost roughly \$900,000. Council approved the loan from the Oregon Transportation Infrastructure Bank for \$1,000,000 to allow room for contingencies. The bids received by the city came in at 1.1 million or more. Cost savings during the construction moved the final cost to just \$1,010,000. The total cost including engineering for the original project came in at \$1,094,250.93. A difference of \$94,350 over budget.

- **Original Estimate:** \$900,000
- **Loan Approved:** \$1,000,000 (via Oregon Transportation Infrastructure Bank)
- **Initial Bids:** \$1.1 million+
- **Final Construction Cost:** \$1,009,999.68
- **Total Cost Including Engineering:** \$1,094,250.93
- **Over Budget:** \$94,250.93

The unexpected process of removing a vault and rerouting a second time cost an extra \$109,000 in construction and just under \$7,000 in engineering. Putting the total cost at \$1,210,242.43.

- **Construction:** \$109,034
- **Engineering:** \$6967.50
- **Total Additional Cost:** \$115,991.50
- **Revised Total Project Cost:** \$1,210,242.43

The State of Oregon has provided \$1,000,000 to repay the loan. ODOT has acknowledged partial responsibility for the second relocation and committed \$60,000 toward the additional cost. A third-party engineer is currently reviewing documentation to help determine responsibility for the remaining \$49,034.

In the worst-case scenario, the City may need to absorb this remaining cost. This would result in the Electric Department incurring \$150,242.43 in unrecoverable expenses over three fiscal years.

Electric Department Financial Overview

Due to delayed reimbursements from the EDA Electrical System Upgrade Project, the Electric Department currently shows a net deficit of \$89,444 for fiscal years 2023–2024 and 2024–2025. The reimbursable amount is \$471,000, which, once received, will result in a net positive of approximately \$382,000. Please note these are rough estimates as audits are not complete.

For the current fiscal year (2025–2026), staffing delays have resulted in \$127,000 in savings on salaries and PERS contributions, as full staffing is not expected until early November 2025.

Conclusion

The Electric Department’s financial history and current-year savings position it to absorb the remaining costs of the McCord Creek project. Staff respectfully request Council approval to proceed with recruitment for the Utilities Director position.

CITY COUNCIL OPTIONS:

- 1) Approve Recruitment
- 2) Not Approve Recruitment

RECOMMENDED MOTION: “I move to approve the recruitment for the Utilities Director position.”

McCord Creek Powerline Relocation Expense and Revenue Breakdown

Expenses by Fiscal Year

FY23-24

BKI/VantagePoint (Engineering)	\$	64,469.75
Total		\$ 64,469.75

FY24-25

BKI/VantagePoint (Engineering)	\$	26,739.00
DJ's Electric (Construction)	\$	999,999.68
Total		\$ 1,026,738.68

FY25-26

DJ's Electric (Construction)	\$	119,034.00
Total		\$ 119,034.00

Grand Total \$ 1,210,242.43

Total Expenses by Category

BKI/VantagePoint (Engineering)	\$	91,208.75
DJ's Electric (Construction)	\$	1,119,033.68
Total		\$ 1,210,242.43

Expenses by Phases

Original

BKI/VantagePoint (Engineering)	\$	84,251.25
DJ's Electric (Construction)	\$	1,009,999.68
Total		\$ 1,094,250.93

Part 2 - Vault Removal

BKI/VantagePoint (Engineering)	\$	6,957.50
DJ's Electric (Construction)	\$	109,034.00
Total		\$ 115,991.50

Grand Total \$ 1,210,242.43



CASCADE LOCKS

Utilities Director

\$77,000 – \$107,000

Apply by **October 31, 2025**

About the City of Cascade Locks

Nestled in the heart of the Columbia River Gorge, Cascade Locks is a vibrant community dedicated to excellence in public service and innovation. We are seeking a dynamic leader to join our team as the next Utilities Director.

Position Overview

As the Utilities Director, you will manage, coordinate, and direct the operations, staff, and business activities of the City's Public Works and Electric departments. Reporting to the City Administrator, you'll play a pivotal role in planning, construction, operation, repair, maintenance, and replacement of City infrastructure—including electric, street, water, wastewater, storm drainage, fleet, parks, and facilities. You will lead and supervise personnel in both the Public Works and Electric Departments, ensuring effective team management and operational excellence. You will oversee all departmental operations, including task prioritization, scheduling, and progress tracking. Your responsibilities include developing and enforcing departmental goals, policies, procedures, and work standards, as well as preparing and monitoring budgets and financial plans to support the City's strategic objectives. Serving as the primary liaison between the departments and City leadership, you will coordinate construction and repair projects, manage contracts, and ensure regulatory compliance. Additionally, you will deliver presentations and communicate updates to the City Council, public groups, and media, evaluate legislative and regulatory changes for administrative impact, and promote departmental efficiency and customer service excellence throughout all operations.



Qualifications

- Bachelor's Degree in Engineering, Business, Public Administration, or related field
- Minimum three years' experience in Public Works, Electric Utilities, Capital Improvement projects, or department-level management
- Knowledge of utility rate setting, operations, laws and regulations, quality standards, and safety practices
- Strong leadership, analytical, and communication skills
- Ability to present complex issues to City Council and engage with the public
- Commitment to continuous improvement and professional development

How to Apply

Ready to make a difference in Cascade Locks? Submit your [application](#), resume, and cover letter to the City Administrator's office at jbennett@cascade-locks.or.us. For more information, visit our [website](#) or contact Human Resources at kwoosley@cascade-locks.or.us.



City of Cascade Locks - Position Description

Job Title: Utilities Director

Department: Administration

FLSA: Exempt

Union: Non-Union

Pay Grade: G (\$77,000 – \$107,000)

Position Summary

Under general direction of the City Administrator, the Utilities Director is responsible for managing, coordinating and directing the operations, staff and business activities of the City's Public Works and Electric departments. The position will perform a variety of supervisory, administrative and technical work in the planning, construction, operation, repair, maintenance, and replacement of City infrastructure, facilities, and equipment, including electric, street, water, wastewater, storm drainage, fleet, parks, facilities, and their associated systems.

Supervision

Work is performed under the general supervision of the City Administrator.

Exercises full supervision over Public Works and Electric Department personnel, including routine and non-routine work assignments, and evaluations.

Essential Functions

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Oversees and coordinates the activities of assigned staff, including task prioritization, scheduling, and progress tracking to ensure efficient departmental operations.
- Manages recruitment, onboarding, and performance evaluations; administers disciplinary actions when necessary and supports staff development through training, mentorship and professional development opportunities.
- Develops and enforces departmental goals, policies, procedures, and work standards; prepares and monitors departmental budgets and financial plans.
- Supervises administrative operations related to electrical, water and sewer services.
- Serves as the primary liaison between the department and City leadership, providing updates, recommendations, and administrative support on utility-related matters.
- Works with Finance Director to prepare financial forecasts, monitor expenditures, and ensures budget compliance; drafts justifications for budget adjustments and rate changes.
- Coordinates and monitors construction and repair projects from an administrative standpoint, including contract management, cost estimation, and compliance tracking.

- Reviews operational proposals and prepares policy recommendations, reports, and correspondence for internal and external stakeholders.
- Delivers presentations and communicates departmental updates to the City Council, public groups, and media; represents the department in interagency meetings.
- Evaluates legislative and regulatory changes for administrative impact; prepares testimony and documentation for advocacy efforts.
- Conducts site visits to assess operational conditions and ensure administrative compliance; supports emergency response coordination and workload management.
- Promotes departmental efficiency and customer service excellence by fostering collaboration and continuous improvement.
- Upholds the values of professionalism, integrity, and cooperation in all interactions with staff, stakeholders, and the public.
- Assists public with complaints and issues relating to the Public Works and Electric Departments.
- Attends meetings and conferences to keep abreast of new developments and municipal operations.

Experience and Qualifications

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Must possess a valid Oregon Driver's License.
- Bachelor's Degree in Engineering, Business or Public Administration, or related field
- Minimum three years' experience in Public Works, Electric Utilities, Capital Improvement projects, or department level management.

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles of utility rate setting.
- Materials, equipment, and tools used in water, sewer and electrical utility operation.
- Laws and regulations which pertain to water rights, water and sewer system operations, and water and sewer system design.
- Water quality standards.
- Occupational hazards and safety practices.
- Applicable federal, state and local laws and regulations.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skills and Abilities:

- Ability to Lead a team to complete complex operations
- Ability to present complex issues and policies to the City Council and effectively engage with the public.
- Ability to obtain required certifications once employed.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

- Ability to work independently or with a team member.
- Ability to research, analyze, and interpret data and make recommendations.
- Ability to plan, coordinate, direct, and supervise personnel.
- Ability to interpret laws, ordinances, and regulations common to public works operations.
- Ability to keep operating records and prepare reports.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public.

Physical Demands of Position:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, telephones, and driving; and while moving equipment and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 5-60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is primarily working indoors in an office environment. Occasionally subject to driving conditions. The noise level in the work environment is usually moderate and lighting is adequate. Employee may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends. Occasionally requires travel, from two to seven days in duration, for conferences and trainings.

The City of Cascade Locks provides equal opportunity in employment, activities, and its programs. It is the policy of City that there will be no discrimination or harassment in any programs, activities, or employment on the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws. EOE Employer.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

SIGNATURES:

This document has been reviewed, I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date
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Supervisor Name	Supervisor Signature	Date
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Date Revised: September 2025

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

CASCADE LOCKS STAFF REPORT

Date Prepared: October 8, 2025

For City Council Meeting on: October 13, 2025

TO: Honorable Mayor and City Council

PREPARED BY: Chantia Clarke, Finance Director

SUBJECT: Audit Status

CITY STRATEGIC GOALS:

Downtown Revitalization

Public Services

Communication Enhancement

Affordable/Workforce Housing

Code Improvements

SYNOPSIS: The audit tracker is prepared and updated for council to stay abreast of the progress that we are making getting audits up to date. Below is the tracking sheet. Updates will be made as each phase is completed.

				Dates	
Fiscal Year	Phase	Scheduled Completion	Actual completion		
22-23	Post Field work selections completed		8-Oct-25		
22-23	Report issued	28-Nov-25			
23-24	PBC List issued	6-Oct-25			
23-24	PBC List divided	1-Dec-25			
23-24	PBC List items uploaded to Auditors	29-Jan-25			
23-24	Auditors schedule field work				
23-24	Post Field work selections sent				
23-24	Post Field work selections completed				

CITY COUNCIL OPTIONS: Discussion Only

RECOMMENDED MOTION: N/A



**City Administrator Report to the City Council
Monday, October 13, 2025**

Mary St

Gorges Beer will be covering the cost to do an improvement of Mary St to allow them to use Mary St as an official entrance point for their business. Once completed Mary St will be maintained by the City. For the street to meet all design and safety requirements it needs to expand into Hood River School District property. The school district approved an easement to allow the street on their property. Attached is map of the updates. The **RED** outline is what "pavement" is currently there. The **BLUE** outline is where the street is surveyed to be. And the **GREEN** line is where the new street will be. If you would like more details reach out.

Curtain Burner

A second round of yard debris burning with the curtain burner is set for Monday October 20th. After this burn we will know if continuing the curtain burner program will work/fit in the city's budget. A reminder to council the city received a \$20,000 grant from the Oregon State Fire Marshal's office to test this program to see if it was feasible.

LOC Conference

As I mentioned in my weekly report, I attended the LOC conference in Portland. The biggest take away is the power of an Urban Renewal District and how they can be used to promote economic development. I plan to do more research over the fall and winter and present the idea to council in Spring 2026 to gauge interest.

Housing Code Grant

As I mentioned as well, we were awarded a grant from the Oregon Department of Land Conservation and Development to review and update the housing portion of our Community Development Code. The grant asked for \$100,000, however the exact amount will need to be worked out between the City, State and the consultant that is hired. Council will be kept up to date as it progresses.

SIPP Grant

The city applied for but did not receive a grant to do a leak detection study for the older portion of our water system. The grant would have also been used to test some meters and analysis water usage to determine a true water loss number. Staff will now turn back to a self review of the numbers with the assistance the engineer who help design the system.

OMEU Annual Conference

I will 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.

Submitted by,

Jordon Bennett

Jordon Bennett
City Administrator

Hood River County Sheriff's Office
 Statistical Information
 City of Cascade Locks
 SEPTEMBER , 2025

Case Numbers associated with Cascade Locks				Call Breakdown
Case #	Date	Call Type	Deputy	
S250718	09/21/25	911	32	1 911
S250722	09/23/25	AC	33	5 AC
S250657	09/01/25	OV	28	1 ALARM
S250691	09/12/25	PROP	21	1 AOA
S250708	09/17/25	THEFT	12	1 CE
S250729	09/24/25	THEFT	15	1 DOM
S250732	09/26/25	THEFT	13	1 FU
S250740	09/29/25	TRES	16	4 INFO
S250673	09/05/25	UNAD	21	1 MENT
S250677	09/07/25	WELF	17	1 MSG
S250742	09/29/25	WELF	20	2 NUIS
				4 OFCR
				1 OV
				1 PROP
				3 PS
				1 RFA
				1 SAR
				12 SUSP
				4 TC
				3 THEFT
				6 TRES
				1 UNAD
				15 VEH STOP
				2 WEAP
				7 WELF

Total 11

80 Total

Total Number of Cascade Locks patrols 46
 Total Calls for Service 80

Hours worked by HRSO 124.77