CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
PLANNING DEPARTMENT

AGENDA
CITY OF THE DALLES PLANNING COMMISSION

CITY HALL COUNCIL CHAMBERS
313 COURT SREET
THE DALLES, OREGON 97058
CONDUCTED IN A MEETING ROOM IN COMPLIANCE WITH ADA STANDARDS

THURSDAY, FEBRUARY 1, 2018
6:00 P.M.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. ELECTION OF OFFICERS

V. APPROVAL OF MINUTES: November 16, 2017 and December 7, 2017

VI. PUBLIC COMMENTS

VII. PRESENTATION

A. Blue Zone Project Presentation

VI. ACTION ITEMS

A. Conditional Use Permit No. 173-14 - Dry Hollow Elementary School Implementation of Student Drop-Off/Pick-Up - Status Report

B. Conditional Use Permit No.180-16 – Heath RV Park, 3021 W. 10th Street – Status Report

VIII. STAFF COMMENTS

A. Site Plan Review No. 42-83 A & P Recycling Closure – Status Report

B. Next regularly scheduled meeting: February 15, 2018

IX. COMMISSIONER COMMENTS OR QUESTIONS

X. ADJOURNMENT

CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

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MINUTES
CITY OF THE DALLES PLANNING COMMISSION

CITY HALL COUNCIL CHAMBERS
313 COURT SREET
THE DALLES, OREGON 97058
CONDUCTED IN A MEETING ROOM IN COMPLIANCE WITH ADA STANDARDS

THURSDAY, NOVEMBER 16, 2017
6:00 P.M.

CALL TO ORDER
Chair Lavier called the meeting to order at 6:00 p.m.

ROLL CALL
In Attendance

Commissioners:	Sherry DuFault, Bruce Lavier, April Moore, John Nelson, Mark Poppoff and Jeff Stiles
Absent:	Steve Ross
Staff:	Planning Director Steve Harris, City Attorney Gene Parker, Senior Planner Dawn Hert, Planner Garrett McAllister and City Engineer Dale McCabe

APPROVAL OF AGENDA
Commissioner DuFault moved to approve the agenda. Commissioner Nelson seconded the motion; the motion passed unanimously.

APPROVAL OF MINUTES
Commissioner Moore moved to approve the minutes of October 5, 2017. Commissioner Poppoff seconded the motion; the motion passed unanimously.

PUBLIC COMMENTS
None.

PUBLIC HEARING
REQUEST: Conditional Use Permit 173-14 – Reconsideration of Condition of Approval No. 13 Pertaining to Submission of a Traffic and Improvement Plan for Dry Hollow Elementary School

Chair Lavier read the rules for a public hearing. He then asked if the Commission had any ex parte contact, conflict of interest or bias which would prevent an impartial decision.

Commissioner Nelson stated he was on the District 21 School Board. City Attorney Parker stated based on his review there would not be a conflict for Commissioner Nelson; Parker saw no basis for Nelson to be disqualified.

Chair Lavier re-opened the public hearing at 6:08 p.m.

Director Harris presented the amended staff report.

Randy Anderson
Chief Financial Officer
School District 21
3632 W. 10th Street
The Dalles, Oregon 97058

Mr. Anderson expressed his appreciation for cooperation received from Staff and the City Attorney in drafting an agreement. Anderson stated they were pleased with the outcome of the drafted condition.

Chair Lavier invited comments from those in opposition to the proposal.

Daniel Hammel
2005 Lewis Street
The Dalles, Oregon 97058

Hammel stated he was neither in opposition or approval. Hammel acknowledged there were a number of factors outside the District's control, yet those factors did not eliminate the need for safety.

Kathy Ursprung
School Board Chair
1525 E. 10th Street
The Dalles, Oregon 97058

Ursprung stated she was speaking on her own behalf, not that of the District. Ursprung asked if there was any latitude in this condition for materially correcting the traffic situation through non-construction means.

Chair Lavier asked the District to respond to the question.

To clarify, Ursprung asked if non-construction interventions would provide a better outcome, would the Planning Commission consider such intervention a solution.

Anderson said what they were considering would move some of the congestion off the street and onto the school's property. The condition as presented was a step in the right direction.

Commissioner Nelson asked if the proposed capital improvements referred to a physical change on site. City Attorney Parker replied it referred to capital improvements. His understanding was the Commission wanted to see commitment to a long term solution.

Further discussion covered changes implemented, different access, non-construction alternatives, the lack of infrastructure, and additional data provided by the District.

Russ Brown
903 E. 14th Street
The Dalles, Oregon 97058

Brown stated he is the City Council's representative on the Traffic Safety Committee. Brown said the traffic issue at Dry Hollow Elementary has been discussed at length.

Attorney Parker suggested the possibility of using Enterprise Zone funds.

Chair Lavier closed the public hearing at 7:43 p.m.

Commissioner Moore motioned to approve the request. Commissioner DuFault seconded the motion; the motion passed unanimously.

DRAFT

QUASI-JUDICIAL HEARING

REQUEST: Zoning Ordinance Amendment 96-17 and Comprehensive Plan Amendment 43-17; Chris Rogers

Chair Lavier asked if the Commission had any ex parte contact, conflict of interest or bias which would prevent an impartial decision. Hearing none, Chair Lavier opened the quasi-judicial hearing at 6:49 p.m.

Director Harris introduced the new Planner, Garrett McAllister.

Director Harris presented the staff report. Harris clarified this approval would be a recommendation to the City Council.

Commissioner Nelson expressed concern regarding the depletion of property zoned for light industrial use. Harris replied the property was currently in use as residential; there was considerable industrial inventory that was under-utilized.

Further discussion touched on possible additional pressure for urban expansion into the Scenic Area to accommodate industrial use, the need for cost effective homes, whether non-conforming status would restrict expansion, and future plans of School District 21.

Chris Rogers
2160 Childs Road
Lake Oswego, Oregon 97034

Rogers stated his intention was to add to an existing living situation. The Dalles is in desperate need of housing; companies struggle to find employee housing.

Commissioner DuFault motioned to direct staff to prepare a resolution recommending approval of Zoning Ordinance Amendment 96-17 and Comprehensive Plan Amendment 43-17. Commissioner Moore seconded the motion. The motion passed 5-1, Nelson opposed, Ross absent.

STAFF COMMENTS

Director Harris stated there were no public hearings scheduled for the December 7, 2017, meeting. The next scheduled meeting would be December 21, 2017.

COMMISSIONER COMMENTS OR QUESTIONS

Commissioner Stiles was approached by a citizen who said he was experiencing difficulty building a warehouse. Director Harris stated he would follow up.

ADJOURNMENT

Chair Lavier adjourned the meeting at 7:30 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary

_____
Bruce Lavier, Chair

DRAFT

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THURSDAY, DECEMBER 7, 2017
6:00 P.M.

CALL TO ORDER

Chair Lavier called the meeting to order at 6:00 p.m.

ROLL CALL

In Attendance

Commissioners:	Bruce Lavier, John Nelson, Jeff Stiles and Steve Ross
Absent:	Sherry DuFault, Mark Poppoff, and April Moore
Staff:	Planning Director Steve Harris

APPROVAL OF AGENDA

Commissioner Stiles moved to approve the agenda. Commissioner Ross seconded the motion; the motion passed unanimously.

PUBLIC COMMENTS

None.

RESOLUTION 570-17 – Approving Comprehensive Plan Amendment 43-17 and Zoning Ordinance Amendment 96-17 for rezoning from Commercial Light Industrial to Residential Medium Density.

Director Harris presented the staff report.

Chair Lavier invited questions. Commissioner Nelson stated he voted against this application. Nelson felt that re-zoning should be carefully considered with knowledge of what led to the original zoning determination. Nelson said there was very little industrial land within the urban area and questioned if re-zoning that would jeopardize the ability of the City to have the proper amount of industrial land.

Commissioner Stiles moved to approve Resolution 570-17 Comprehensive Plan Amendment 43-17 and Zoning Ordinance Amendment 96-17 based on findings of fact. Commissioner Ross seconded the motion. The motion passed 3-1, Nelson opposed.

STAFF COMMENTS

Director Harris stated there were no agenda items for the scheduled December 21, 2017 meeting. The December 21, 2017 meeting was cancelled.

Commissioner Nelson asked what criteria determined an application should go before the Planning Commission rather than be handled administratively. Lavier replied that some criteria are specified in the LUDO. Director Harris briefly explained the process.

Director Harris stated an annual report would be presented to the Planning Commission early in 2018.

Director Harris updated the Commission on the current status of Mid-Columbia Building Codes.

Director Harris stated a status report would be provided on A & P Recycling next month.

COMMISSIONER COMMENTS OR QUESTIONS

Commissioner Nelson said he attended the Blue Zones Built Environment meeting. The meeting suggested some solutions for Dry Hollow School's traffic issue. Also discussed were "marquee projects" and a route across town separating bicycle and pedestrian traffic from Sixth Street.

ADJOURNMENT

Chair Lavier adjourned the meeting at 6:30 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary

_____
Bruce Lavier, Chair

DRAFT

PLANNING COMMISSION
STAFF REPORT
CITY OF THE DALLES

PLANNING DEPARTMENT

DATE: February 1, 2018

TO: Chairman and Members of the Planning Commission

FROM: Steven Harris, AICP
Planning Director

ISSUE: **Conditional Use Permit No. 173-14 – Dry Hollow Elementary School Implementation of Student Drop-Off/Pick-Up Plan – Status Report**

BACKGROUND
At the meeting of November 16, 2017, the Planning Commission approved a modification to condition of approval No. 13 (see attached) which required periodic updates by the North Wasco County School District on the student drop-off/pick-up plan at Dry Hollow Elementary School.

District representatives will provide the update report and respond to questions from the Commission.

RECOMMENDATION
Receive report and provide direction as appropriate

ATTACHMENTS
- PC Agenda Report (dated November 16, 2017)
- Meeting Minutes (dated November 16, 2017)
- Exhibit A – Condition No. 13 – Modification

PLANNING COMMISSION
STAFF REPORT
CITY OF THE DALLES

PLANNING DEPARTMENT

DATE: November 16, 2017

TO: Honorable Chairman and Members of the Planning Commission

FROM: Steven Harris, AICP
Planning Director

ISSUE: **Conditional Use Permit No. 173-14 – Reconsideration of Condition of Approval No. 13 Pertaining to Submission of a Traffic and Improvement Plan for Dry Hollow Elementary School located at 1314 E. 19th Street, The Dalles – 1N 13E 10 Tax Lot 100 – Continued Public Hearing**

BACKGROUND
The North Wasco County School District No. 21 has requested reconsideration of a condition of approval pertaining to the submission of a traffic and improvement plan for student pick-up, drop-off and parking required for the installation of two modular classroom facilities at Dry Hollow Elementary School. Specifically the School District requests the Planning Commission grant an extension of time for the construction of improvements identified in the traffic and improvement plan.

PROCEDURE
Quasi-judicial hearing.

NOTIFICATION
Continued public hearing from October 5, 2017 Planning Commission meeting; no additional public notice given. Property owners within 300 feet, City Departments and franchise utilities were mailed a notice on September 11, 2017, as required by Section 3.020.050 D.

DISCUSSION
This item was continued from the October 5, 2017 Planning Commission meeting to allow School District representatives to meet with City staff to discuss their plans to address this issue, as well as to allow time for City staff to draft alternative language to Condition of Approval No. 13 for the Commission's consideration. (See attached "Exhibit A" for proposed condition modification.)

The condition under discussion pertains to the development and implementation of an improvement plan to address traffic safety issues associated with student drop-off/pick-up at the Dry Hollow Elementary School. This condition, Condition of Approval No. 13, of Planning Commission Resolution No. 538-14 reads as follows:

> *13. North Wasco County School District #21 shall provide a traffic and improvement plan that acknowledges the pedestrian, vehicular drop off and parking issues which exist, and will be created with the addition of the two new modular buildings. The plan will need to be submitted within one year of the approval of this application to the Planning Commission to review and provide options and timings of necessary improvements to ensure the safety of the children that are walking to, or being dropped off/picked up at Dry Hollow Elementary. The plan shall include a provision acknowledging the Planning Commission's expectation that construction of improvements designed to implement the plan be completed by September 1, 2017. In the event North Wasco County School District #21 determines it cannot complete construction of the improvements by September 1, 2017, the District shall notify the Planning Director of this determination by no later than June 30, 2017. A hearing will then be scheduled before the Planning Commission during which the Planning Commission will consider progress made on the improvement plan to date and will determine whether to grant an extension of the timeline for construction of the improvements.*

Staff contacted the School District in June of this year inquiring into the status of the required improvement plan and improvements. The District informed staff that they are unable to satisfy the subject condition of approval. City and District representatives met to discuss the matter, where at District staff were requested to submit a narrative of actions undertaken, or to be taken, to mitigate the traffic impacts attributed to the two modular classrooms (see attached).

District and school representatives provided comments at the October 5th Planning Commission hearing, explaining measures they have implemented to reduce potential student/traffic conflicts for this current school year. The representatives also stated that the District has yet to approve a final improvement plan, nor do they have the resources to fund such improvements.

COMMISSION ALTERNATIVES

The following alternatives were presented to the Commission at the meeting of October 5th:

1. Modify Condition No. 13 with the establishment of a new deadline for construction of the improvements.

2. Modify Condition No. 13, eliminating the deadline and/or requirement of constructing the improvements.

3. Determine that the School District has not fulfilled the requirements established in Condition No. 13, and direct staff to initiate revocation proceedings of the conditional use permit.

4. Another alternative for the Planning Commission to consider would be to grant an extension of time referencing the measures outlined in the *Dry Hollow Drop-Off/Pick-Up Update* memorandum (dated September 24, 2017) and *Dry Hollow Elementary Arrival & Dismissal Procedures* handout for the 2017-18 school year. The Drop-Off/Pick-Up memorandum includes the original implementation items as well as a status update on each of the measures.

   The granting of the time extension would also be conditioned with the requirement that periodic updates would be provided to the City Traffic Safety Commission and Planning Commission. The progress reports would address the measures included in the materials above and also the District's ability to fund the identified physical improvements.

   Staff also suggests that at the conclusion of the 2017-18 school year, School/District representatives return to the Planning Commission with an evaluation of the traffic mitigation measures undertaken and any proposed modifications to those measures. The Commission at that time would have the option of revisiting the pertinent conditions of approval.

FOLLOW UP ACTIONS

Subsequent to the October 5th meeting, City staff and School District representatives met to discuss the Commission's direction and possible solutions to mitigate traffic safety concerns at the school. District representatives provided the attached chart which illustrates the mode of transportation (walking, bus and auto) utilized by students arriving and departing from the school.

At the meeting City staff proposed that the School District's annual Enterprise Zone revenues (approximately $240,000) be designated for the Dry Hollow Elementary School traffic improvements, including preparation of engineered plans, cost estimates and an implementation schedule. City staff believes this approach is consistent with a list of capital projects generated by the District in 2013, which identified $300,000 for the "Dry Hollow Elementary School Parent Drop Off" (see attached).

A City staff prepared modification to Condition of Approval No. 13 is shown on attached "Exhibit A." Staff recommends the Commission discuss the proposed language and if appropriate move to approve.

ATTACHMENTS

Exhibit A Proposed Modification to Condition of Approval No. 13
Projects – North Wasco County School District (dated August 21, 2013)
Dry Hollow Arrivals and Dismissal Procedures
Dry Hollow Elementary – Student Arrivals and Departures Chart

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CONDUCTED IN A MEETING ROOM IN COMPLIANCE WITH ADA STANDARDS

THURSDAY, NOVEMBER 16, 2017
6:00 P.M.

CALL TO ORDER
Chair Lavier called the meeting to order at 6:00 p.m.

ROLL CALL
In Attendance

Commissioners:	Sherry DuFault, Bruce Lavier, April Moore, John Nelson, Mark Poppoff and Jeff Stiles
Absent:	Steve Ross
Staff:	Planning Director Steve Harris, City Attorney Gene Parker, Senior Planner Dawn Hert, Planner Garrett McAllister and City Engineer Dale McCabe

APPROVAL OF AGENDA
Commissioner DuFault moved to approve the agenda. Commissioner Nelson seconded the motion; the motion passed unanimously.

APPROVAL OF MINUTES
Commissioner Moore moved to approve the minutes of October 5, 2017. Commissioner Poppoff seconded the motion; the motion passed unanimously.

PUBLIC COMMENTS
None.

PUBLIC HEARING
REQUEST: Conditional Use Permit 173-14 – Reconsideration of Condition of Approval No. 13 Pertaining to Submission of a Traffic and Improvement Plan for Dry Hollow Elementary School

Chair Lavier read the rules for a public hearing. He then asked if the Commission had any ex parte contact, conflict of interest or bias which would prevent an impartial decision.

Commissioner Nelson stated he was on the District 21 School Board. City Attorney Parker stated based on his review there would not be a conflict for Commissioner Nelson; Parker saw no basis for Nelson to be disqualified.

Chair Lavier re-opened the public hearing at 6:08 p.m.

Director Harris presented the amended staff report.

Randy Anderson
Chief Financial Officer
School District 21
3632 W. 10th Street
The Dalles, Oregon 97058

Mr. Anderson expressed his appreciation for cooperation received from Staff and the City Attorney in drafting an agreement. Anderson stated they were pleased with the outcome of the drafted condition.

Chair Lavier invited comments from those in opposition to the proposal.

Daniel Hammel
2005 Lewis Street
The Dalles, Oregon 97058

Hammel stated he was neither in opposition or approval. Hammel acknowledged there were a number of factors outside the District's control, yet those factors did not eliminate the need for safety.

Kathy Ursprung
School Board Chair
1525 E. 10th Street
The Dalles, Oregon 97058

Ursprung stated she was speaking on her own behalf, not that of the District. Ursprung asked if there was any latitude in this condition for materially correcting the traffic situation through non-construction means.

Chair Lavier asked the District to respond to the question.

To clarify, Ursprung asked if non-construction interventions would provide a better outcome, would the Planning Commission consider such intervention a solution.

Anderson said what they were considering would move some of the congestion off the street and onto the school's property. The condition as presented was a step in the right direction.

Commissioner Nelson asked if the proposed capital improvements referred to a physical change on site. City Attorney Parker replied it referred to capital improvements. His understanding was the Commission wanted to see commitment to a long term solution.

Further discussion covered changes implemented, different access, non-construction alternatives, the lack of infrastructure, and additional data provided by the District.

Russ Brown
903 E. 14th Street
The Dalles, Oregon 97058

Brown stated he is the City Council's representative on the Traffic Safety Committee. Brown said the traffic issue at Dry Hollow Elementary has been discussed at length.

Attorney Parker suggested the possibility of using Enterprise Zone funds.

Chair Lavier closed the public hearing at 7:43 p.m.

Commissioner Moore motioned to approve the request. Commissioner DuFault seconded the motion; the motion passed unanimously.

DRAFT

QUASI-JUDICIAL HEARING

REQUEST: Zoning Ordinance Amendment 96-17 and Comprehensive Plan Amendment 43-17; Chris Rogers

Chair Lavier asked if the Commission had any ex parte contact, conflict of interest or bias which would prevent an impartial decision. Hearing none, Chair Lavier opened the quasi-judicial hearing at 6:49 p.m.

Director Harris introduced the new Planner, Garrett McAllister.

Director Harris presented the staff report. Harris clarified this approval would be a recommendation to the City Council.

Commissioner Nelson expressed concern regarding the depletion of property zoned for light industrial use. Harris replied the property was currently in use as residential; there was considerable industrial inventory that was under-utilized.

Further discussion touched on possible additional pressure for urban expansion into the Scenic Area to accommodate industrial use, the need for cost effective homes, whether non-conforming status would restrict expansion, and future plans of School District 21.

Chris Rogers
2160 Childs Road
Lake Oswego, Oregon 97034

Rogers stated his intention was to add to an existing living situation. The Dalles is in desperate need of housing; companies struggle to find employee housing.

Commissioner DuFault motioned to direct staff to prepare a resolution recommending approval of Zoning Ordinance Amendment 96-17 and Comprehensive Plan Amendment 43-17. Commissioner Moore seconded the motion. The motion passed 5-1, Nelson opposed, Ross absent.

STAFF COMMENTS

Director Harris stated there were no public hearings scheduled for the December 7, 2017, meeting. The next scheduled meeting would be December 21, 2017.

COMMISSIONER COMMENTS OR QUESTIONS

Commissioner Stiles was approached by a citizen who said he was experiencing difficulty building a warehouse. Director Harris stated he would follow up.

ADJOURNMENT

Chair Lavier adjourned the meeting at 7:30 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary

_____
Bruce Lavier, Chair

DRAFT

"EXHIBIT A"

Conditional Use Permit No. 173-14
Condition of Approval No. 13
Proposed Modification

13. During the 2017-2018 school year, North Wasco County School District #21 shall implement the procedures and practices set forth in the Arrival and Dismissal Procedures for Dry Hollow Elementary, and the Dry Hollow Drop-off and Pick-up Update dated September 24, 2017. The School District shall provide updates by no later than January 5, 2018, and April 6, 2018 to the Planning Commission as to the effectiveness of these procedures and practices in addressing traffic congestion in the area near Dry Hollow Elementary where students are dropped off and picked up.

In July, 2018, a hearing will be held before the Planning Commission where the School District will present a report as to progress in identifying a funding source for proposed capital improvements which are part of a long-term plan to address the traffic safety issues associated with the drop-off and pick-up of students at Dry Hollow Elementary.

As part of its report to the Planning Commission, the School District shall report on its efforts to secure an amendment to the intergovernmental agreement with the City and Wasco County related to annual project fees paid to the School District, pursuant to the Enterprise Zone Tax Abatement Agreement executed on September 24, 2013, to allow the project fees to be used as a source of funding for the capital improvements to be constructed as part of the School District's plan to address traffic safety issues associated with the drop-off and pick-up of students at Dry Hollow Elementary School.

The report shall also include estimated engineering and construction costs for the capital improvements, and a timeline for completion of construction of the capital improvements.

PLANNING COMMISSION
STAFF REPORT
CITY OF THE DALLES

PLANNING DEPARTMENT

DATE: February 1, 2018

TO: Chairman and Members of the Planning Commission

FROM: Steven Harris, AICP
Planning Director

ISSUE: **Conditional Use Permit No. 180-16 – Heath RV Park, 3021 W. 10th Street – Status Report**

BACKGROUND
Conditional Use Permit No. 180-16 was approved by the Planning Commission on August 22, 2016. Pursuant to LUDO Section 3.050.070 the CUP is valid for one year (August 22, 2017) following approval. The section also states that "if the construction is commenced within the one year period and is being pursued diligently toward completion, the CUP shall stay in full force for an additional year (August 22, 2018). In the case of unavoidable delay or an extensive construction schedule, the Commission may extend the time limit for completion of the project."

DISCUSSION
This item is being brought forward to keep the Commission apprised of the construction progress of the recreational vehicle park approved via CUP No. 180-16. As referenced in the attachments, the applicant Ms. Linda Heath has experienced a number of development-related issues (several of which have been self-imposed) that have prevented the timely completion of the project.

RECOMMENDATION
Staff requests that the Commission review the progress to date and determine if there is the need to formally extend the CUP to allow for the completion of the project. If the Commission determines that the project is not "being pursued diligently toward completion," then staff suggests that the Commission consider the following options: 1) require the applicant to provide regular status updates; or 2) direct staff to initiate revocation proceedings of the CUP.

ATTACHMENTS
- Letter to Applicant (dated September 5, 2017)
- Emails between Applicant and Planning Director (various dates)

CITY of THE DALLES
313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
FAX: (541) 298-5490
PLANNING DEPARTMENT

September 5, 2017

Ms. Linda Heath
1800 E. 11th Street
The Dalles, OR 97058

Re: CUP No. 180-16 - RV Park located at 3021 W.10th Street, The Dalles, OR

Dear Ms. Heath;

This letter is written as a follow up to our meeting on August 15th where at the status of the RV Park development was discussed. In attendance at the meeting were various City representatives including Mayor Lawrence, City Manager Krueger, Public Works Director Anderson, and City Engineer McCabe, in addition to myself. Also in attendance were representatives from Northern Wasco County PUD and Mid-Columbia Fire and Rescue.

I have been requested to review the various required submittals for completeness, adequacy and consistency with the City's Land Use and Development Ordinance (LUDO) requirements. I have not reviewed the adequacy of the submittals as they pertain to the plan review and permitting requirements performed by MCCOG's Building Codes Services. It is my understanding that there are still unresolved issues with the permitting and construction phase of your project.

In my review of Planning Department files, including the submittals required as conditions of approval, I met with Mr. Nick Kraemer who was the project planner for this application. As a result of my research and meeting with Mr. Kraemer, I now have a better understanding of the status of the application. In speaking with Mr. Kraemer he assured me that you were informed that the submittals required post-Planning Commission approval were <u>accepted</u> for review and <u>not approved</u> as you stated in our meeting of August 15th.

The result of my review of the seventeen (17) conditions of approval included in Resolution No. PC 554-16 is as follows:

1. Installation of improvements in accordance with the LUDO: Unknown. Permits

SCANNED

have yet to be issued for the required on-site improvements. On-site electrical work was undertaken without proper plans or permits.

2. Satisfied. Wastewater Survey Questionnaire has been submitted.

3. Preconstruction meeting has not been held. See condition number one.

4. Operational standards – to be determined.

5. Operational standards – to be determined.

6. Evidence of State-required registration for RV Parks: Unknown.

7. Sign permit application has not been submitted.

8. Unknown. Other than the unpermitted electrical work, City staff has not been notified of the status of the building plans and permits to be issued by MCCOG's Building Codes Services.

9. Revised site plan has been submitted, but not approved. Site plan does not meet the requirements of LUDO Section 3.030.030.

10.,11. & 12. Conditions refer to submission of driveway improvement plans, turning radius exhibits, and landscaping restrictions with sight visibility area for driveways. Exhibits submitted do not satisfy LUDO standards. These deficiencies were identified and a solution discussed at the August 15th meeting.

13. Landscaping plans as submitted are deficient and do not satisfy standards established in LUDO Section 3.03.030. (B).

14. Satisfied. Operational plan submitted.

15. Systems Development Charges (SDC's) have yet to be calculated.

16. Site plan submitted does not adequately identify the adjacent Chenowith Creek or the required 50 foot setback as required by LUDO Section 5.130 Stream Corridor Overlay District.

17. Delayed Development Agreement has not been prepared.

Enclosed are copies of LUDO code sections that pertain to site plan and landscaping plan submittals. These code sections are specific in what constitutes an adequate submittal (e.g., scaled drawings, north arrow, planting specifications, etc.). <u>The plans submitted to date do not meet the minimum requirements as set forth in the LUDO, and are therefore deemed inadequate.</u>

Given the above and in an effort to facilitate plan review and permitting for this project, it is my determination that all such submittals required by Resolution No. P.C. 554-16 shall be professionally prepared. At the August 15th meeting the City Engineer displayed a set of professionally prepared plans so that you would have an understanding of what is being requested. I believe your project engineer, who was in attendance at the meeting, would be able to assist you with these requirements.

If you still have questions regarding this matter after reviewing with your project engineer, I would be available to meet with the both of you to discuss further.

Respectfully submitted,

Steven K. Harris, AICP
Planning Director

Enc

Cc: Julie Krueger, City Manager
Dave Anderson, Public Works Director
Dale McCabe, City Engineer
Tony Clifton, Building Official MCCOG
Project File

CITY of THE DALLES
313 COURT STREET
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(541) 296-5481 ext. 1125
Planning Department

RESOLUTION NO. P.C. 554-16

Adopting Conditional Use Permit Application #180-16 of Linda Heath to develop a 10 space Recreational Vehicle Park (RV Park). The property is located at 3821 W. 10th Street and is further described as 2N 13E 29CA t.l. 1600 and is zoned "RM" – Residential Medium Density.

I. RECITALS:

A. The Planning Commission of the City of The Dalles has conducted a public hearing to consider the above request on August 18, 2016. A staff report was presented, stating the findings of fact, conclusions of law, and a staff recommendation.

B. Staff's report of Conditional Use Permit #180-16 and the minutes of the August 18, 2016 Planning Commission meeting, upon approval, provide the basis for this resolution and are incorporated herein by reference.

II. RESOLUTION:

Now, therefore, be it FOUND, DETERMINED, and RESOLVED by the Planning Commission of the City of The Dalles as follows:

A. In all respects as set forth in Recitals, Part "I" of this resolution.
CUP #180-16 is hereby ***approved*** with the following conditions of approval:

1. All improvements must be installed by the applicant in accordance with the Land Use Development Ordinance.
2. The applicant shall submit a completed Wastewater Survey Questionnaire to the City Planning Department. The results of the survey will determine if an industrial wastewater discharge permit is required. If a permit is required, there will need to be a method to meter this discharge. This is for compliance of the City's state mandated wastewater pre-treatment program. General Ordinance #08-1292
3. Prior to the start of any City utility connection work or required changes, the City requires that a pre-construction meeting be held with the applicant, the City Engineer, and the Development Inspector.
4. Any activity that produces radio or television interference, noise, glare, dust or particulate matter, vibration, smoke or odor beyond the site, or beyond allowable levels as determined by local, state, and federal standards shall not be allowed. Noise impacts across the property line shall not exceed 60 decibels. Lighting impacts across the property line shall not exceed 0.5 foot-candles.
5. Each RV Park shall at all times keep a neat appearance. All materials and supplies must be stored within the structure. No outside storage of materials or supplies will be allowed.
6. The applicant must register the RV Park with the State and meet all applicable requirements from the State.
7. Signs will be applied for under a separate permit.

8. The applicant must meet all State Building Code requirements and complete the permitting process through Mid-Columbia Building Codes.
9. A revised site plan must be submitted at time of building permit that shows measurements of front, side and rear yard setbacks in relation to RV spaces. RV Spaces shall maintain a 5' setback minimum to the adjacent property lines and public right of way.
10. The stopping sight distances must be met by locating landscaping outside of vision clearance areas
11. Driveway improvements must be completed to bring the driveway into compliance with Section 6.060 Driveway and Entrance Standards.
12. The applicant must apply "large vehicle turning templates" to the proposed driveway to ensure that the width, surface, grade, and location of the driveway can safely accommodate large vehicles.
13. A Detailed Landscaping Plan meeting the requirements listed in Section 3.030.030(B) is required to be submitted at time of building permit.
14. The applicant must follow the detail provided in the Operational Plan regarding length of stay etc. Any changes to the Operational Plan must be proposed to the Planning Department and may need to be brought back to Planning Commission as an modification to the Conditional Use Permit.
15. System development charges are to be assessed based on the details submitted in the Operational Plan regarding length of stay designations and must be paid at the time of development.
16. Applicant must adhere to requirements detailed in Section 5.130 Stream Corridor Overlay District.
17. Applicant must complete a Delayed Development Agreement which will specify terms for when and how the City can initiate the installation of a sidewalk along the W 10th Street frontage of the subject property.

III. APPEALS, COMPLIANCE, AND PENALTIES:

A. Any party of record may appeal a decision of the Planning Commission to the City Council for review. Appeals must be made according to Section 3.020.080 of the Land Use and Development Ordinance, and must be filed with the City Clerk within ten (10) days of the date of mailing of this resolution.

B. Failure to exercise this approval within the time limits set either by resolution or by ordinance will invalidate this permit.

C. All conditions of approval must be met within the time limits set by this resolution or by ordinance. Failure to meet any condition will prompt enforcement proceedings that can result in: 1) permit revocation; 2) fines of up to $500.00 per day for the violation period; 3) a civil proceeding seeking injunctive relief.

The Secretary of the Commission shall (a) certify to the adoption of the Resolution; (b) transmit a copy of the Resolution along with a stamped approved/denied site plan or plat to the applicant.

APPROVED AND ADOPTED THIS 22th DAY OF August, 2016.

Bruce E Lavier

Bruce Lavier, Chairman
Planning Commission

I, Richard Gassman, Planning Director for the City of The Dalles, hereby certify that the foregoing Resolution was adopted at the regular meeting of the City Planning Commission, held on the 18th day of August, 2016.

AYES: Lavier, Poppoff, DuFault, Zukin, Stiles

NAYS: None

ABSENT: Nelson

ABSTAIN: None

ATTEST: Richard Gassman

Richard Gassman, Planning Director
City of The Dalles

Steve Harris

From: Steve Harris
Sent: Monday, December 18, 2017 2:10 PM
To: 'Linda Heath'
Cc: Julie Krueger; Dave Anderson; Dale McCabe; 'Tony Clifton'; 'Dan Hammel'
Subject: RE: CUP #180-16 - Resolution # PC 554-16

Ms Heath,

In response to your request to be more specific regarding "depending upon the completion schedule" statement.

As previously stated in my email of December 1st:

> As you may recall the conditional use permit (CUP) was approved on Aug 22, 2016 by the Planning Commission. Pursuant to LUDO Section 3.050.070 the CUP is valid for one year following approval, and "if construction is commenced within the one year period and is being pursued diligently toward completion, the CUP shall stay in full force for an additional year. In the case of unavoidable delay or an extensive construction schedule, the Commission may extend the time limit for completion of the project."

Steven Harris, AICP || Director
Planning Department
City of The Dalles || 541.296.5481 x1151
313 Court Street || The Dalles, OR 97058
www.thedalles.org

From: Linda Heath [mailto:lheath.ak@gmail.com]
Sent: Monday, December 18, 2017 11:07 AM
To: Steve Harris
Cc: Julie Krueger; Dave Anderson; Dale McCabe; 'Tony Clifton'; 'Dan Hammel'
Subject: RE: CUP #180-16 - Resolution # PC 554-16

Mr. Harris,
Thank you for the response. Mr. Summersett (engineer) informed me on Wednesday, after reviewing Ms. Samantha Tanner (surveyor) submission, he sent it back with review comments/revisions for her to consider/incorporate. I am waiting for Mr. Summersett's to get back to me.
Please be more specific regarding "depending upon the completion schedule" statement.

Thank you,
Linda Heath

From: Steve Harris [mailto:sharris@ci.the-dalles.or.us]
Sent: Friday, December 08, 2017 3:00 PM
To: 'Linda Heath'
Cc: Julie Krueger; Dave Anderson; Dale McCabe; 'Tony Clifton'; 'Dan Hammel'
Subject: RE: CUP #180-16 - Resolution # PC 554-16

Ms Heath,

Thank you for the update. Please keep us informed on the progress of the work cited below. Depending upon the completion schedule, it may be necessary for the Planning Commission to take formal action to extend the Conditional Use Permit

Steven Harris, AICP | Director
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From: Linda Heath [mailto:lheath.ak@gmail.com]
Sent: Tuesday, December 05, 2017 7:55 AM
To: Steve Harris
Cc: Julie Krueger; Dave Anderson; Dale McCabe; 'Tony Clifton'; 'Dan Hammel'
Subject: RE: CUP #180-16 - Resolution # PC 554-16

Dear Mr. Harris,
Please be advised, I am diligently working towards meeting the conditions of the Cup #180-16 – Resolution # PC 554-16. I respectfully, request the CUP stay in full force for an additional year.
Per your suggestion, I followed up with Klein & Associates to assist in the requirement of professional drawings for the RV Project. Due to Klein & Associates previous/current committed work load, they referred me to several of their associates.

- Summersett Civil Engineering, Hood river, Oregon is working to the completion of the professional drawings. I expect to know this week on the completion date.
- PUD's required construction fee for the removal of the power pole and install of underground service is paid. Conduit was buried and inspected by PUD. The work will be completed upon the issuance of a permit.
- Electrical Contractor, North Ridge Electrical, LLC deposit (50% of estimated work) is paid.
- RV Electrical 50 AMP Pedestals have been purchased.
- Mill Creek Plumbing & Mechanical's cost estimate has been accepted
- Crestline cost estimate for entrance, pathways and RV Pads has been accepted.
- Construction MCCOG permit fee for reception area is paid; it is in suspense waiting City Planning's conditions approval of Cup #180-16 – Resolution #PC 554-16.

Please advise me of any additional information you require.

Respectfully,
Linda Heath

From: Steve Harris [mailto:sharris@ci.the-dalles.or.us]
Sent: Friday, December 01, 2017 11:11 AM
To: 'Linda Heath'
Cc: Julie Krueger; Dave Anderson; Dale McCabe; 'Tony Clifton'; Dan Hammel
Subject: RE: CUP #180-16 - Resolution # PC 554-16

Ms Heath;

Hello, at your earliest convenience please provide a status update on your development project. As you may recall the conditional use permit (CUP) was approved on Aug 22, 2016 by the Planning Commission. Pursuant to LUDO Section 3.050.070 the CUP is valid for one year following approval, and *"if construction is commenced within the one year period and is being pursued diligently toward completion, the CUP shall stay in full force for an additional year. In the case of unavoidable delay or an extensive construction schedule, the Commission may extend the time limit for completion of the project."*

Thanks,

Steven Harris, AICP | Director
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From: Linda Heath [mailto:lheath.ak@gmail.com]
Sent: Friday, September 08, 2017 1:59 PM
To: Steve Harris
Cc: Julie Krueger; Dave Anderson; Dale McCabe; 'Tony Clifton'
Subject: RE: CUP #180-16 - Resolution # PC 554-16

As per the communication via email from Ms. Krueger and cc. Mr. Harris dated August 18, 2017 I am confirming, I have actively been moving forward with the process. Currently in process is:

- Mr. Dan Bolt, surveyor, is to provide the measurements necessary to verify the turning template from 10th Street ingress and egress.
- Three engineer firms are providing bids for the requested storm water calculations
- Mr. McCabe emailed the directive for the Sewer connect to the gravity flow line and the city standard clean out connect.
- Regarding Condition #6 & #8: As per The State of Oregon, OAR 918-650 are the rules for construction of an RV park. The local jurisdiction is Mid Columbia Inpsections. They will conduct inspections on the park. Once they have approved the park, the health department will inspect and issue an operating license.
- As per Ms. Krueger's request, I requested a formal appeal from Mr. Anderson, State Electrical Inspector regarding a permit to remove the existing power pole. The response was; the appeal was not warranted as I am still working with City Planning.

I look forward to moving this project forward.

Thank you,
Linda Heath

From: Steve Harris [mailto:sharris@ci.the-dalles.or.us]
Sent: Tuesday, August 22, 2017 3:15 PM
To: 'Linda Heath'
Cc: Julie Krueger; Dave Anderson; Dale McCabe; Tony Clifton (tony.clifton@mccog.com)
Subject: CUP #180-16 - Resolution # PC 554-16

Ms Heath,

As a follow up to last week's mtg re the processing status of your RV Park application, I had the opportunity to meet with Mr Nick Kraemer (project planner) to discuss the application and the various required submittals. I will follow up this email with a more detailed narrative of the status of those plans and the need for any revisions as required by the City's Land Use and Development Ordinance (Condition of Approval #1). You will also need to satisfy building codes requirements (Condition of Approval #8) and to register the RV Park with the State and meet all applicable requirements from the State (Condition of Approval # 6).

Steven Harris, AICP | Director
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