



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, OCTOBER 5, 2017

6:00 P.M.

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES – September 7, 2017
- V. PUBLIC COMMENT
- VI. PUBLIC HEARING

A. REQUEST: Conditional Use Permit 188-17 – Robert Wolfe

Site and construct an eight bay garage for storage of personal vehicles.

LOCATION: Property is located at 2504 E. 16th Street and is described as 1N 13E 11AA tax lot 1300. Property is zoned Low Density Residential – RL.

B. 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

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.

LOCATION: Property is located at 1314 E. 19th Street and is described as 1N 13E 10 tax lot 100. Property is zoned Residential Low Density – RL with a Community Facility Overlay – CFO.

VII. RESOLUTION

- A. RESOLUTION 567-17:** Approving Conditional Use Permit 188-17 of Robert Wolfe to site and construct an eight bay garage for storage of personal vehicles.

VIII. STAFF COMMENTS

Next scheduled meeting: October 19, 2017

IX. COMMISSIONER COMMENTS OR QUESTIONS

X. ADJOURNMENT



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
PLANNING DEPARTMENT

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, SEPTEMBER 7, 2017

6:00 P.M.

I. CALL TO ORDER

Chair Lavier called the meeting to order at 5:58 p.m.

II. ROLL CALL

In Attendance

Commissioners: Sherry DuFault, Bruce Lavier, April Moore, John Nelson, Mark Poppoff (arrived at 6:03 p.m.), Steve Ross and Jeff Stiles

Staff: Planning Director Steve Harris, City Attorney Gene Parker, and Senior Planner Dawn Hert

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF MINUTES

Commissioner DuFault moved to approve the minutes of July 20, 2017; Commissioner Moore seconded the motion. The motion passed 6-0; Stiles abstained.

V. PUBLIC COMMENTS

Leticia Valle, Community Program Manager for Blue Zones Project in The Dalles, provided information on the Built Environment Summit scheduled for September 25, 2017.

Valle stated the project is a community led, community wide health and well-being initiative that works with people, places and policies to create a built environment that will allow us to live longer, happier, healthier lives.

Project goals include:

- Engaging the community
- Access to healthy fresh fruits and vegetables
- Community gardens
- Health impact fee for sugary beverages

Valle stated the project works with the City, Wasco County and the entire Gorge area.

VI. PUBLIC HEARING

Chair Lavier read the rules for a public hearing. He then asked the Commission if they had any ex parte contact, conflict of interest or bias that would prevent an impartial decision. Hearing none, Lavier opened the public hearing at 6:10 p.m.

A. Conditional Use Permit 187-17 – Andrew Thompson

Senior Planner Hert presented the staff report.

In response to Commissioner questions:

- There will be an enclosed, slatted, fenced area; barbed wire will not be used.
- Due to larger sized parcels, eight properties were notified. The public is not notified individually; a notice is published in The Dalles Chronicle and notice is sent to related agencies.

Proponents:

Andrew Thompson
PO Box 187
Grass Valley, Oregon 97029

In response to Commissioner questions:

- The product can be smoked or vaped; with additional refinement, the product can be used for topicals and edibles.
- Solvents are 99 percent recycled; a small amount evaporates.
- OLCC defines “secure disposal.” Previously, plant material was mixed with used spent soil and deposited in the trash. Thompson will follow up with the OLCC for current requirements.
- The process is very stable; it is UL certified and previously used for essential oils.
- The process of extraction is regulated by the OLCC.
- Thompson must secure a license before acquiring customers. He plans to serve local dispensaries, as well as the rest of the Gorge and Oregon.
- Thompson planned to locate in The Dalles due to opportunity, a power source, and a lack of licensed processors in the Gorge.

There were no opponents.

The following topics were discussed:

- Hert stated there have been no complaints regarding existing operations.
- Thompson stated he has a bank account at a credit union.
- There is no data on residual effects to land used in the extraction process.
- Material is handled in a “seed to tracking sale” system. Thompson purchases the material from the grower. Material is packaged, sealed, and labeled for transfer transcript. The material is then picked up, paperwork is completed, and the material is taken to Thompson’s location.

Chair Lavier closed the public hearing at 6:36 p.m.

Commissioner Nelson moved to approve Conditional Use Permit 187-17 in accordance with the finding of facts and the recommended conditions of approval. Commissioner Ross seconded the motion. The motion passed 5-2, DuFault and Stiles opposed.

Chair Lavier read the rules for a public hearing. He then asked the Commission if they had any ex parte contact, conflict of interest or bias that would prevent an impartial decision. Hearing none, Lavier re-opened the public hearing at 6:39 p.m.

B. Adjustment 17-028 and Adjustment 17-029, Jeff and Gina Cochenour

Senior Planner Hert presented the staff report.

Proponents:

Jeff Cochenour
1902 Golden Way
The Dalles, Oregon 97058

Cochenour stated his plan was to develop the property to utilize the best view.

There were no opponents.

Chair Lavier closed the public hearing at 7:09 p.m.

Commissioner DuFault moved to approve Adjustment 17-028 and Adjustment 17-029 based on findings of fact and recommended conditions of approval. Commissioner Stiles seconded the motion; the motion passed unanimously.

VII. RESOLUTION

A. Resolution 567-17: Approving Conditional Use Permit 187-17, Andrew Thompson

Commissioner Nelson moved to approve Resolution 567-17; Commissioner Ross seconded the motion. The motion passed 5-2; DuFault and Stiles opposed.

B. Resolution 568-17: Approving Adjustment 17-028 and Adjustment 17-029, Jeff and Gina Cochenour

Commissioner Stiles moved to approve Resolution 568-17; Commissioner DuFault seconded the motion. The motion passed unanimously.

IX. STAFF COMMENTS

The next Commission meeting is scheduled for September 21, 2017.

Harris stated the agenda would include a public hearing for the North Wasco County School District 21, Dry Hollow Elementary School. One condition was that the school district submit a plan for parking, student drop off and pick up. This issue was also a topic of the City's Traffic Safety Committee.

In response to Commissioner Nelson's inquiry at the July 20, 2017, Planning Commission meeting, Harris stated that the setback condition specified only buildings (not cooling tanks). Condition 5 read, "No portion of the building over 55 feet in height shall be located within 50 feet of the Riverfront Trail." Condition 6 stated, "A landscape buffer will be provided between the buildings and the trail."

Commission discussion suggested further scrutiny of the conceptual plan process.

Director Harris provided an update on A&P Recycling. Mr. Lepinski submitted an appeal to the revocation of SPR 42-83. That appeal was found to be invalid. Mr. Lepinski is in the process of closing the operation.

Director Harris stated the Urban Renewal Agency Board was holding discussions on future priorities of the Agency. One item under discussion was a vision or master plan for the downtown. Harris said there may be an upcoming opportunity for a visioning exercise. Commission consensus was that some impact or role by the Planning Commission would be an appropriate contribution to those discussions.

Commissioner comments included an inquiry on the status of Wal-Mart; City Attorney Parker replied he was waiting on the Court of Appeals.

Also mentioned was the recreational marijuana establishment on West 6th Street. That issue has been turned over to the City Attorney's office.

X. ADJOURNMENT

Chair Lavier adjourned the meeting at 7:45 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary

Bruce Lavier, Chair

**PLANNING COMMISSION
STAFF REPORT
CITY OF THE DALLES**

PLANNING DEPARTMENT

Conditional Use Permit No. 188-17

Robert Wolfe

Prepared by: Dawn Marie Hert, Senior Planner

Procedure Type: Quasi-Judicial

Hearing Date: October 5, 2017

Assessor's Map: Township 1 North, Range 13 East, Map 11 AA

Tax Lot: 1300

Address: 2504 East 16th Street

Comprehensive Plan Designation: "RL" Residential Low Density

Zoning District: "RL" Residential Low Density

Request: The applicant is requesting to site and construct an eight bay garage for storage of personal vehicles.

BACKGROUND INFORMATION

Robert Wolfe is applying to site and construct a new eight bay garage to store his personal collection of vehicles. The property is located on a dead-end street that is currently graveled. The garage is planned to be constructed on the southwest portion of the property and be set back into the existing cut-out hillside. The appearance of the proposed garage will blend with the existing residence on the property.

NOTIFICATION

Property owners within 300 feet, City Departments, franchise utilities, Mid-Columbia Fire & Rescue, Wasco County Health Department, and State Building Codes.

COMMENTS RECEIVED

No comments were received as of the date this report was written.

RECOMMENDATION: Approval, with conditions, based upon the following findings-of-fact.

A. LAND USE AND DEVELOPMENT ORDINANCE 98-1222:

Section 3.010.040 Applications

Subsection B. Completeness.

FINDING A-1: This application was found to be complete on September 21, 2017. The 120-day State mandated decision deadline is January 19, 2017.

Section 3.020.050 Quasi-Judicial Actions

Subsection A. Decision Types, (3) Conditional Use Permits:

FINDING A-2: This application is for a Conditional Use Permit per Section 5.090.030 J. The decision criteria listed in this ordinance section is addressed in the body of this staff report. The hearing is a quasi-judicial hearing. Criterion met.

Subsection B. Staff Report. The Director shall prepare and sign a staff report for each quasi-judicial action, which identifies the criteria and standards applying to the application and summarizes the basic findings of fact. The staff report may also include a recommendation for approval with conditions, or denial.

FINDING A-3: The staff report will detail criteria and standards relevant to a decision, all facts will be stated, and explanations given. This will be detailed through a series of findings directly related to relevant sections and subsections of the ordinance as they relate to this request. Criterion met.

Subsection C. Public Hearings. Applications for quasi-judicial planning actions shall be heard within 45 days from the date the application is deemed complete.

FINDING A-4: The public hearing is scheduled for October 5, 2017, which is within 45 days from the date the application was deemed complete. Criterion met.

Subsection D. Notice of Hearing. At least 10 days before a scheduled quasi-judicial public hearing, notices shall be mailed to property owners within 300 feet of the property.

FINDING A-5: Appropriate mailings to property owners within 300 feet and notice to affected departments and agencies were made on September 21, 2017. Criterion met.

Section 3.050.030 Review Procedures

Subsection A. Applications. Conditional Use Permit applications shall be accompanied by at least 15 copies of the concept site plan, and when required, two

copies of the detailed landscape and construction/design plans, per Section 3.030: Site Plan Review.

FINDING A-6: The required plans have been submitted. Criterion met.

Section 3.050.040 Review Criteria

Subsection A. Permitted Conditional Uses. The proposed use is conditionally permitted in the zone district where it is proposed to be located.

FINDING A-7: The proposed use is permitted conditionally in the Residential Low Density zoning district. Criterion can be met with conditions of approval.

Subsection B. Standards. The proposed use conforms to all applicable standards of the zone district where the use is proposed to be located. The proposed use will also be consistent with the purposes of this ordinance, applicable policies of the Comprehensive Plan, and any other statutes, ordinances, or policies that may be applicable.

FINDING A-8: Section 5.010.060 sets out the development standards for the Residential Low Density zoning district. The applicant's plans show that the proposed garage meets the development standards. Criterion met.

Subsection C. Impact. The proposed structure(s) and use(s) shall be designed and operated in such a way as to meet the standards of this section. Impacts caused by the construction of the conditional use shall not be considered regarding a decision on the validation of the application.

1. Noise impacts across the property line shall not exceed 60 decibels. Noise related to traffic impacts shall not be included in this determination. Nothing in this section shall modify other noise ordinance standards as adopted by the City.

FINDING A-9: The proposed garage will be used for storage of personal vehicles. The applicant does not plan to use the garage in any commercial manner. The applicant will be advised of the allowable levels. Criterion can be addressed as a condition of approval.

2. Lighting impacts across the property line shall not exceed 0.5 foot-candles (a foot-candle is the amount of light falling upon a 1-square-foot surface which is 1 foot away from a 1-candlepower light source.)

FINDING A-10: The applicant has stated that he is not planning exterior lighting at this time. If lighting is planned in the future, he is willing to provide a photometric plan indicating lighting levels at the property line. Criterion can be met as a condition of approval.

3. Dust and other particulate matter shall be confined to the subject property.

FINDING A-11: The applicant will be required to confine dust and particulate matter to the subject property during construction and

general use of the new garage. Criterion can be addressed as a condition of approval.

4. *The following odors shall be completely confined to subject property:*
- a. *industrial and/or chemical grade chemicals, solvents, paints, cleaners, and similar substances;*
 - b. *fuels, and*
 - c. *fertilizers, manure, or other animal waste products, other than for landscape installation and maintenance.*

FINDING A-12: The proposed garage will be used for storage of personal vehicles. The applicant does not intend to store industrial or commercial grade chemicals, fuels or fertilizer. Criterion is not applicable.

5. *Vibrations shall not be felt across the property line.*

FINDING A-13: The use as a garage for personal vehicles is not known to cause vibrations. The applicant will be made aware of the requirement. The criterion can be addressed as a condition of approval.

6. *The transportation system is capable, or can be made capable, of supporting the additional transportation impacts generated by the use. Evaluation factors shall include, but are not limited to:*

- a. *Street designations and capacities; and*
- b. *On-street parking impacts.*

FINDING A-14: Site access is via East 16th Street, which is classified as a Local Residential street. There is no increase in the residential use with this application and the street capacity is capable of supporting the single family home. Single family homes are required to provide two parking spaces. There is no on-street parking available adjacent to the property. Criterion met.

7. *In areas designated as Historic Districts, proposed development and redevelopment shall first require review and approval of the Historic Landmarks Commission in accordance with the procedures of the Historic Resources Ordinance (General Ordinance No. 94-1194.)*

FINDING A-15: The property is not located in a historic district. Criterion does not apply.

Section 3.040 Neighborhood Compatibility

Section 3.040.010 Purpose

Neighborhood Compatibility Review addresses the issues of compatibility with overall neighborhood character in terms of the design of buildings, their size, massing, and architectural features. The purpose of Neighborhood Compatibility Review is to minimize the impacts of new development, and the impacts of additions or modifications to existing development, on the surrounding established neighborhood(s) by ensuring, to the greatest extent possible, that the design and

placement of new development, additions, or modifications are compatible with the surrounding established neighborhood(s).

Section 3.040.030 Applicability

Neighborhood Compatibility Review is required for all applications for new infill construction, or additions and modifications to existing buildings, in established neighborhoods (as defined in Subsection (B) above) in the RL - Low Density Residential, RH - High Density Residential, and NC - Neighborhood Center Overlay zone districts, with the following exceptions: A. Planned Developments and Subdivisions greater than 10 lots, where the developer constructs or sites the buildings. B. Designated local and national historic districts.

FINDING A-16: This application is for new accessory building construction on a RL – Low Density Residential lot. Criterion met.

Section 3.040.040 Review Procedure

A. **Applications.** In addition to the requirements of Section 3.010: Application Procedures, the applicant shall submit the following where applicable:

1. Plans indicating building orientation, garage/carport location, front porch details, exterior building elevations and details, building finish materials, parking location, location and description of fences and walls, parking lot landscaping, and pedestrian/bicycle circulation.
2. Photographs of the surrounding buildings shall also be submitted to provide context for the proposal.

FINDING A-17: The required plans and photographs have been submitted. Criterion met.

B. **Review.** The Director, or where applicable the Commission, shall review development applications for compliance with the standards of this Section. This review shall be processed as either a ministerial or planning action.

2. **Planning Actions.** Neighborhood Compatibility Review involving proposals for new construction or additions to buildings which are conditionally permitted or would otherwise normally require Site Plan Review shall be either administrative or quasi-judicial decisions depending on the level of application review, and processed accordingly per the appropriate provisions of Section 3.020.040: Administrative Actions or Section 3.020.050: Quasi Judicial Actions.

FINDING A-18: This application is for a new eight bay garage which is required to be review as a Conditional Use Permit. The application submitted is for a quasi-judicial action. Criterion met.

Section 3.040.050 Review Criteria

The following criteria shall be used to approve, approve with conditions, or deny the Neighborhood Compatibility Review:

- A. **City Ordinance Requirements.** The development proposal conforms with, or can be made to conform with through added conditions, any related requirements of this and other City Ordinances.

FINDING A-19: This application meets the development standards for the Residential Low Density zone, including setbacks and height requirements. Conditions will be added to ensure that conformance to the requirements set forth in the LUDO. Criterion will be addressed as a condition of approval.

B. Design Standards - All Development. Section 3.040 — Neighborhood Compatibility Review 3-43

1. *Scale. Buildings with walls greater than 80 feet in length shall include street facades that are varied and articulated at regular 20, 30, 40 or 50 foot intervals along the facade to provide the appearance of smaller buildings. Articulation shall be achieved through the use of offsets, jogs, variation of finishes, projections, windows, bays, porches, traditional storefront elements, entries or other similar distinctive changes.*

FINDING A-20(1): The proposed garage shows varied heights and building articulations. The finishes and materials will blend with the existing residence on the property. The garage will also be situated in a cut-out portion of the hillside to reduce any visual impact from the neighbors to the south. Criterion met.

2. *Parking Location. With the exception of driveway parking, parking areas and parking lots shall not be located in the front yard setback.*

FINDING A-20(2): The parking locations are not within in the front yard setback. Criterion met.

3. *Yards. Front and side yards that abut the street shall be visually open to the street.*

FINDING A-20(3): The front and side yards will remain visually open to the dead end street. Criterion met.

4. *Fences/Walls. Fences and walls in front yards and corner side yards shall be no more than 4 feet in height.*

FINDING A-20(4): No walls or fences are planned with this application. Criterion does not apply.

5. *Parking Lot Landscaping. Where more than four contiguous surface parking spaces are provided, the requirements of Subsection 7.030.040(B): Landscaping and Screening Along a Public Right-of-Way shall apply.*

FINDING A-20(5): Criterion does not apply.

6. *Pedestrian/Bicycle Circulation. Developments more than two acres in size shall include a pedestrian and bicycle circulation plan for the site.*

FINDING A-20(6): Criterion does not apply.

7. *Building Orientation.* New buildings shall have their primary orientation to the street utilizing features such as front porches, windows, doorways, walkways, and traditional storefront elements.

FINDING A-20(7): The garage will be situated to face towards East 16th Street, which is a dead-end street.

8. *Garage/Carport Location.* New garage/carport setbacks shall be similar to the existing garage/carport setbacks on the block (both sides of the street) where the development is proposed, subject to the following standards:

a. *When more than 50% of the existing garage/carport entrances on the subject block are either even with the front building line, or between the front building line and the street, the proposed garage/carport entrance may be even with or in front of the front building line, but no closer to the front property line than 20 feet.*

b. *When more than 50% of the existing garage/carport entrances on the subject block are set back behind the front facade of the house, the proposed garage/carport entrance shall be set back at least 5 feet behind the front building line.*

c. *For single family and duplex uses, three car garages/carports or combinations of garage and carport are permitted only when the third garage door or carport entrance is setback from the wall plane of the main garage or carport entrance by at least 2 feet.*

d. *A Conditional Use Permit shall be required for garages/carports larger than a three 3 car size in the R-L Low Density Residential zone district.*

FINDING A-20(8): This application is for a garage that is larger than 3 cars in size, which requires a Conditional Use Permit. The surrounding properties are large lots that are either vacant or have large single family homes. The surrounding properties have varying garage types and setbacks. The two lots to the east are currently vacant. The lot to the west has an attached garage that is set back from the main portion of the house as well as a detached garage. The house across the street has a garage that is closer to the front property line (snout-house). The proposed garage is detached and is proposed to set back from the main house and into the hillside to reduce the impact on adjacent properties. Criterion met.

9. *Front Porches.* When there are covered front porches on more than 65% of the residential structures on the block (both sides of the street) where the development is proposed, the new residential building shall have a covered front porch. Porch dimensions shall be a minimum of 6 feet in depth and 8 feet in length. A railing shall enclose the porch.

FINDING A-20(9): Criterion does not apply.

10. Trim and Details. Trim shall be used around the windows, doors, frieze, and corners of buildings. Details shall be used around the porch, fascia board, and window and door tops.

FINDING A-20(10): Trim and details were not provided on the submitted plans, however, the applicant has stated that the garage will compliment and be similar to his existing single family home on the property. Criterion can be addressed as a condition of approval.

B. Conclusion: The above findings demonstrate compliance with the Land Use and Development Ordinance 98-1222. Recommended conditions are added at the end of this document to provide compliance with City Ordinances.

IF APPROVED, RECOMMENDED CONDITIONS OF APPROVAL:

1. A Physical Constraints Permit will be required for any excavation that exceeds 50 cubic yards. Erosion and dust control plans will need to be submitted for construction and be included in the detailed drawings.
2. 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.
3. A lighting plan will be required with the addition of any exterior lighting to the proposed structure. The exterior lighting will be required to meet the standards set forth in the LUDO 98-1222.
4. Details and materials for the new garage will be required to be submitted with the building permit and will compliment and be similar to the existing house on the property.

CONDITIONAL USE PERMIT APPLICATION

CITY OF THE DALLES
Planning Department
313 Court Street
The Dalles, OR 97058
(541) 296-5481, ext. 1125
Fax (541) 298-5490
www.ci.the-dalles.or.us



Date Filed 9/11/17
File# CUP 188-17
Date Deemed Complete 9/14/17
Hearing Date 10/5/17
Approval Date _____
Permit Log # _____
Other Cross Reference# _____

APPLICANT

Name Robert Wolfe
Address 2504 E 16th St
Telephone # 541-993-2080
E-mail address: bobpegwolfe@charter.net

LEGAL OWNER (If Different than Applicant)

Name Same
Address _____
Telephone # _____

PROPERTY INFORMATION

Address 2504 E 16th St
Map and Tax Lot 1W 13E 11AA TL 1300
Size of Development Site RL
Zone District/Overlay East Inactive In City Limits: Yes No
Comprehensive Plan Designation RL Geohazard Zone: _____

PROJECT INFORMATION

New Construction Expansion/Alteration Change of Use Amend Approved Plan

Current Use of Property Residential
Proposed Use of Property Residential - Add 8 bay garage for storage of personal vehicles

Briefly Explain the Project

Constructing an 8-bay garage for my personal storage of vehicles. Garage will be built into the hillside of my property + will be minimally visible by other properties. Also our property is on a dead end street.

PROPOSED BUILDING(S) FOOTPRINT SIZE (in square feet)

3,159 square feet

PARKING INFORMATION

Total Number of Spaces Proposed 9

Square Footage of Parking Lot Landscaping Proposed N/A

LANDSCAPING INFORMATION

Total Square Footage Landscaping Proposed N/A Percent of Landscaping Irrigated N/A

ECONOMIC DEVELOPMENT INFORMATION

Proposed Project is located in the Enterprise Zone

N/A Full Time Equivalent (FTE) jobs are currently provided.

N/A FTE jobs are expected to be created by the proposed project.

Signature of Applicant

[Handwritten Signature]

9-11-17

Date

Signature of Property Owner* or Owners Agent

[Handwritten Signature]

9-11-17

Date

* Notarized Owner Consent Letter may substitute for signature of property Owner

NOTE:

This application must be accompanied by the information required in Section 3.050: Conditional Use Permits, contained in Ordinance No. 98-1222, The City of The Dalles Land Use and Development Ordinance.

PLANS REQUIRED:

At least 12 copies of concept site plan.

At least one 11 x 17 concept site plan.

2 copies detailed landscape plans

2 full size copies construction detail plans



2608

2529

2525

2515

16TH

2504

250

2543

□ = 10'

N

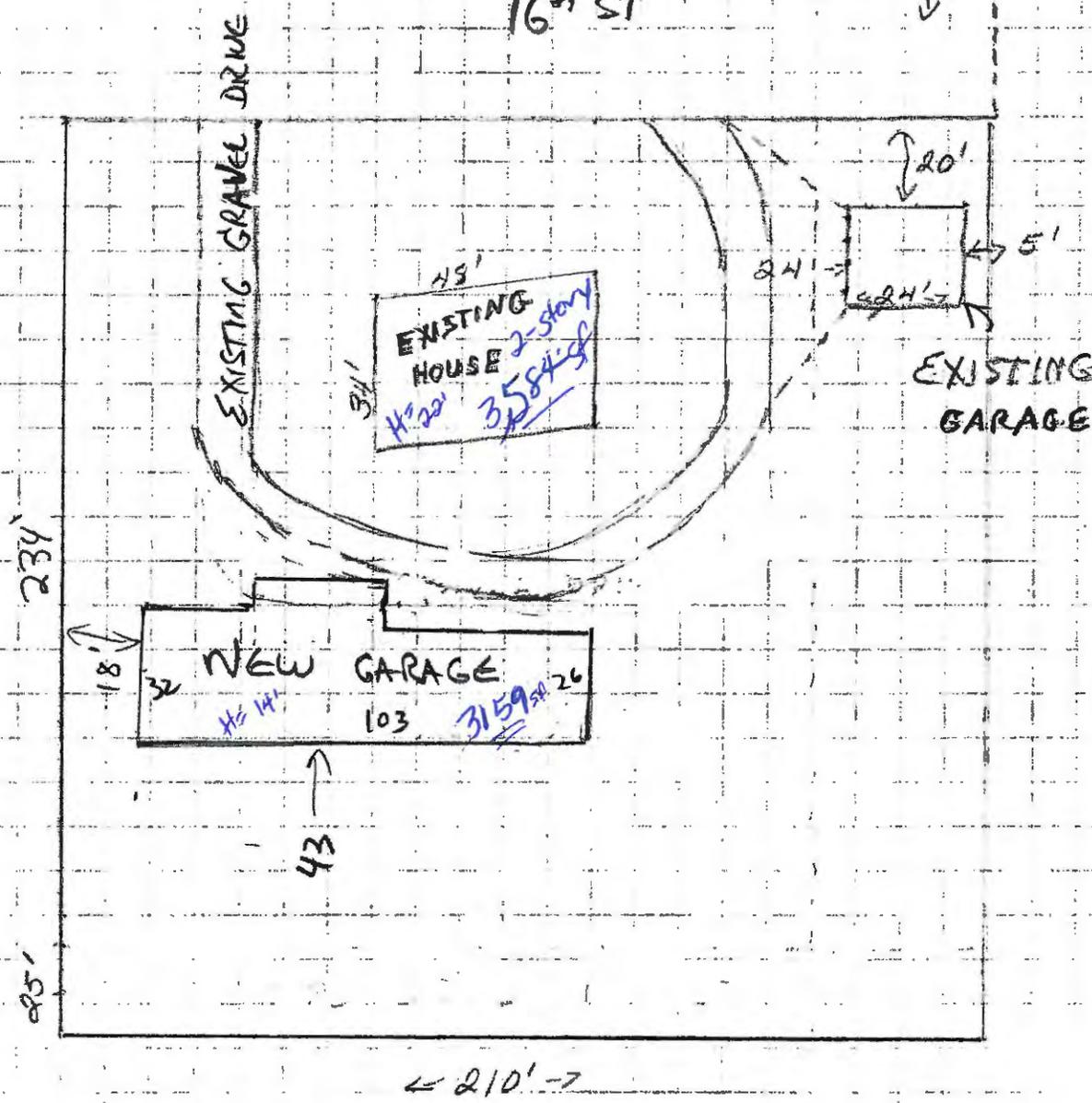
3587

TO THOMPSON



16th ST

60'



Zc

210'

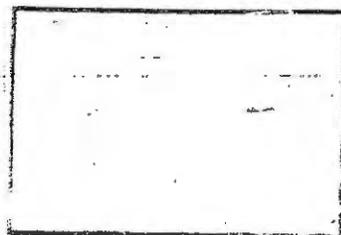
IN 13E 11AA TL 1300

1/4" = 10'

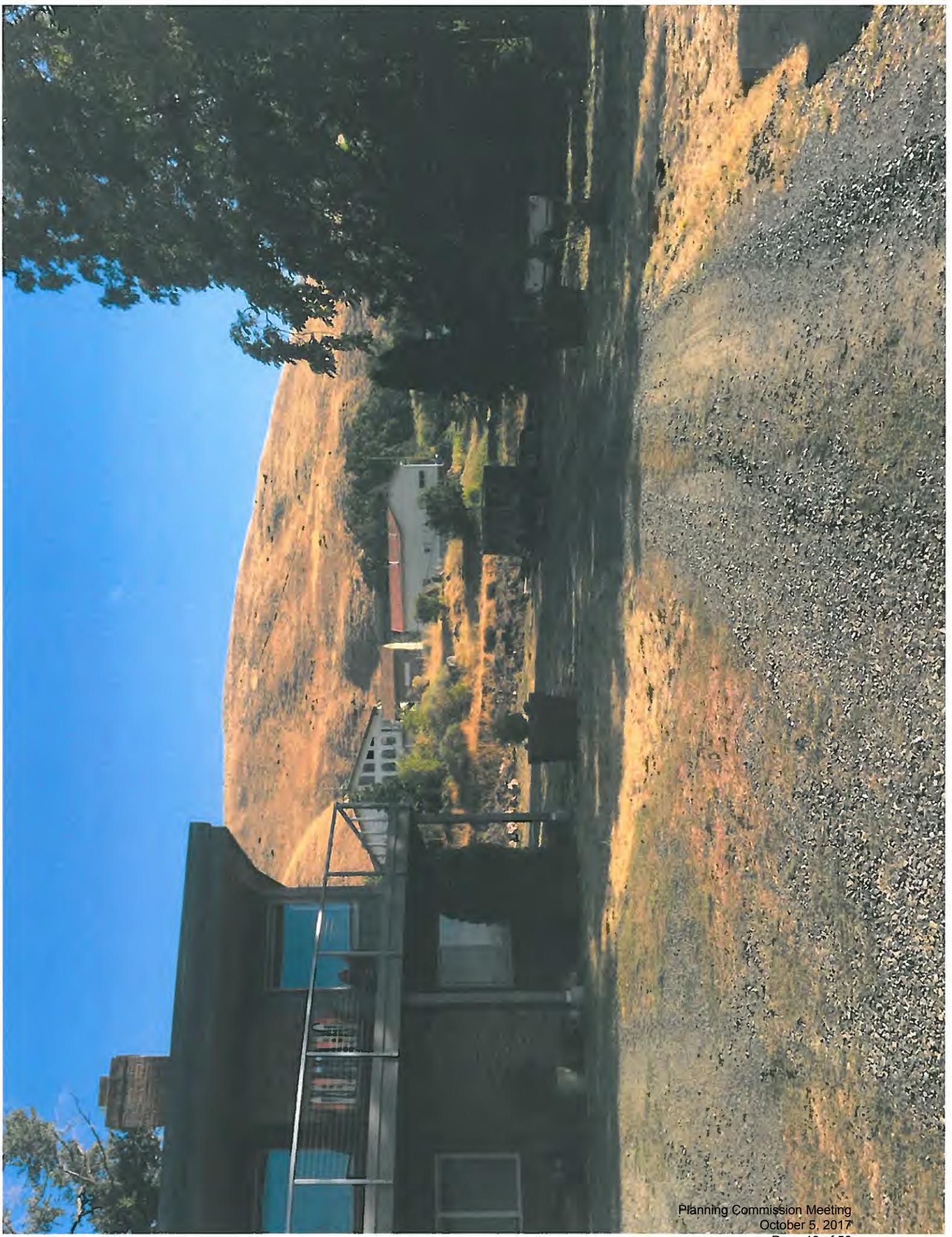
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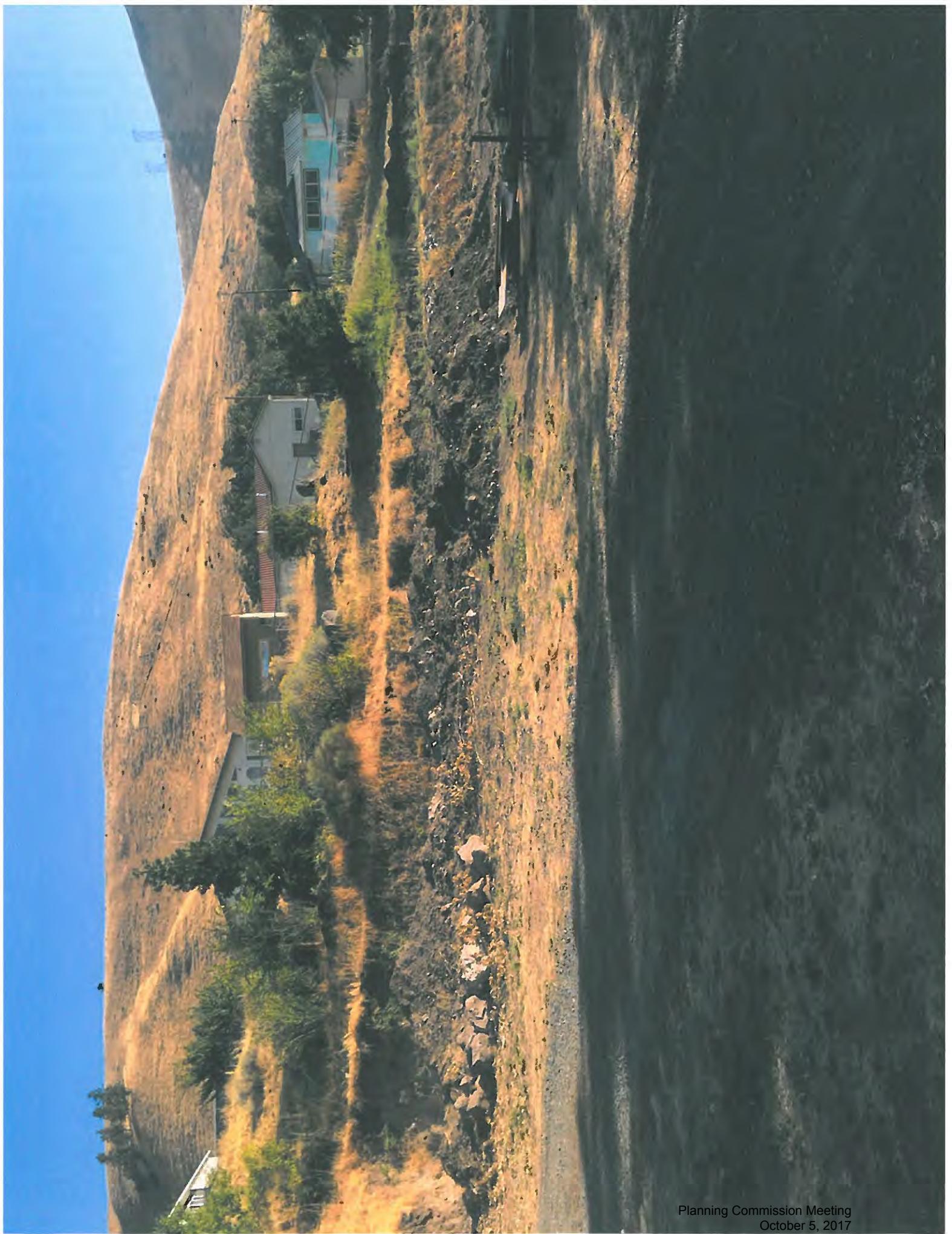
HEIGHT → HOUSE 22'
→ GARAGE 14'

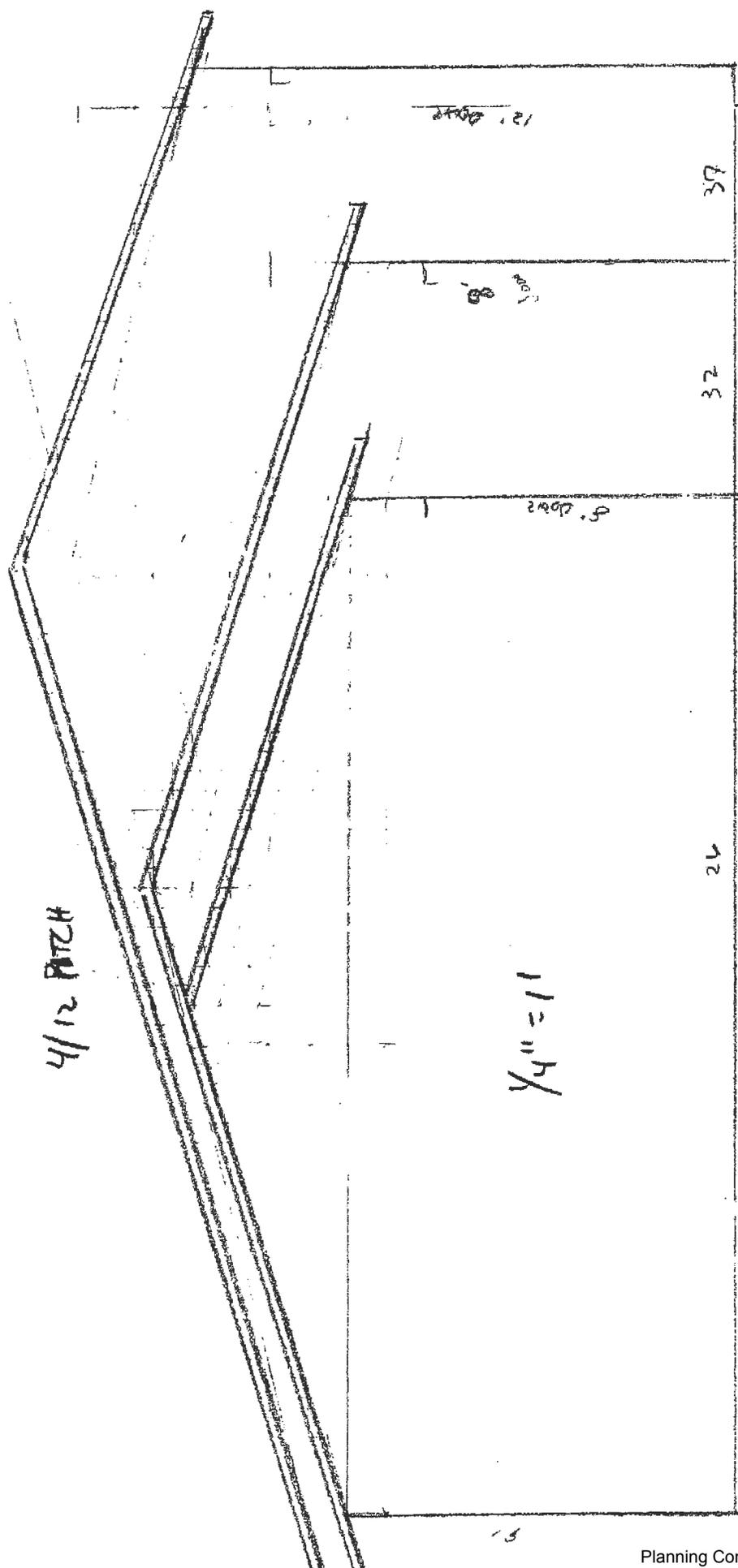
ROBERT WOLFE
2504 E 16th
THE DALLES, OR.



SHOP 20'







END VIEW

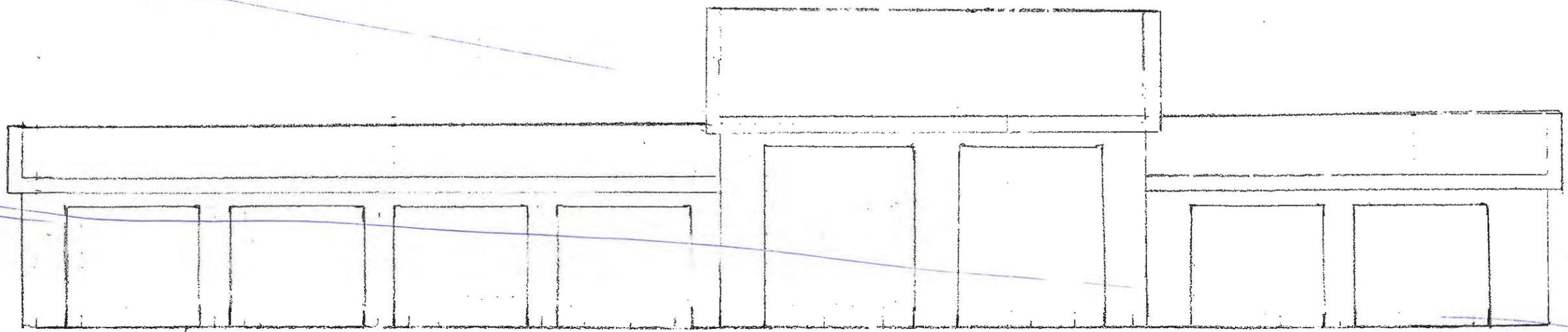
1/8"

Ground Elevations

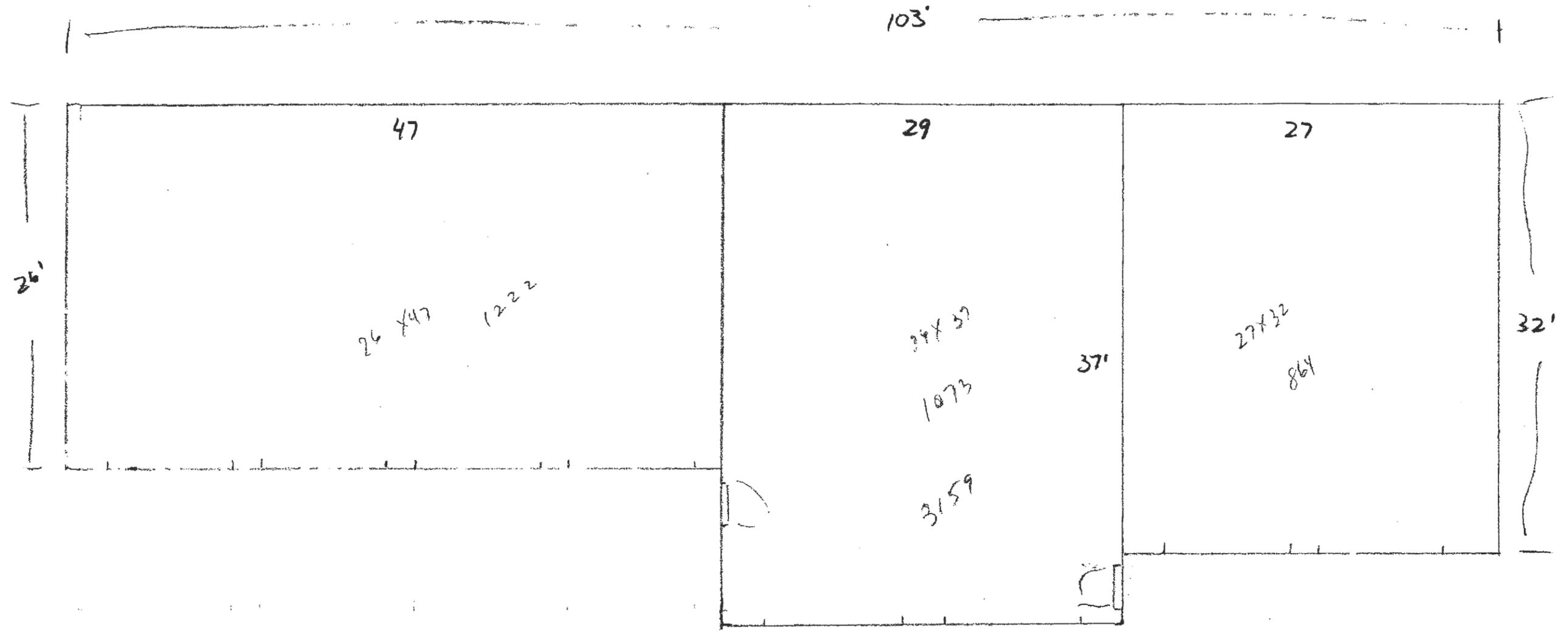
Fence Line elevation

1/8" = 1'

cut



103'





PLANNING COMMISSION STAFF REPORT CITY OF THE DALLES

PLANNING DEPARTMENT

DATE: October 5, 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**

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

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.

COMMENTS

Staff has received verbal inquiries regarding the public hearing and the School District's request. No written comments have been received to date.

DISCUSSION

On March 6, 2014, the Planning Commission approved a conditional use permit submitted by the North Wasco County School District No. 21 for the placement of two modular classroom facilities on the Dry Hollow Elementary School campus. Planning Commission Resolution No. 538-14, approved on March 20, 2014,

established the conditions of approval including the following which is the subject of this public hearing:

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.

(This memorandum, along with the original agenda report, meeting minutes, and resolution is attached for the Commission's information.)

At the April 19, 2017, Traffic Safety Commission meeting, traffic concerns at the school were discussed as a new business item. Below is an excerpt from the meeting minutes on this matter:

Officer Keinlin also spoke about 19th Street near the Dry Hollow School and how chaotic the traffic is during drop off and pick up times. Dale McCabe told the members about a year and a half ago D21/Dry Hollow added module buildings to their property and part of their requirements were to give the Planning Commission an update on the parking situation and their long term progress plan. Dale said at that time they had a conceptual design which was located next to the soccer field. Dale will check with the Planning Department to see what has been done. A suggestion was also made to bump out the curb (as was done on Kelly Avenue) to protect pedestrians from the traffic.

The matter was discussed again at the May 17, 2017, Traffic Commission meeting, as follows:

A) Dry Hollow School Parking Issue

Discussion was held regarding problems and solutions and Dale let members know this has been an ongoing problem for the Dry Hollow School and D#21 for a long time. D#21 is supposed to have more information and a plan by June 30th.

Fred Davis said this issue has been reviewed multiple times and made a motion as follows. The Traffic Safety Commission strongly recommends District 21 come up with a solution or plan before the beginning of September when the new school year begins. Donna Lawrence seconded the motion and the motion passed unanimously.

Dale will keep the members in the loop as upcoming information becomes available.

ANALYSIS

The purpose of this public hearing is for the Planning Commission to consider progress made by the School District on the improvement plan and to determine whether to grant an extension of the timeline for construction of the improvements, as required in Condition No. 13 of Resolution No. PC 538-14.

A representative of the District provided a status update on the improvement plan at the Commission meeting of May 7, 2015. A preliminary design and cost estimates for student pick-up/drop-off lanes and a new parking lot were discussed. At that meeting the representative stated that it was the District's position that the condition had been satisfied, and that establishing time limits for the construction of said improvements would not be "fair" (see attached meeting minutes).

As noted above, on May 17, 2017, the Traffic Safety Commission approved a motion that strongly encouraged the School District to develop a solution or plan to address their concerns, prior to the start of the school year. Previous concerns expressed by the Planning Commission at the March 6, 2014, public hearing can be found in the attached meeting minutes.

Traffic impacts such as those associated with destination type facilities (e.g., schools) are typically addressed through a comprehensive approach that involves both operational aspects (staggered start/end times, parent/student education, etc.) and physical improvements (dedicated drop-off/pick-up lanes, exclusive bus lanes/areas, turning movement restrictions, etc.).

COMMISSION ALTERNATIVES

Alternative actions available to the Planning Commission include the following:

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

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

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.

ATTACHMENTS

Dry Hollow Elementary Arrival & Dismissal Procedures Handout
 Dry Hollow Drop-Off/Pick-Up Update Memorandum (dated September 24, 2017)
 Planning Commission Agenda Report w/attachments (dated March 6, 2014)
 Planning Commission meeting minutes (dated March 6, 2014)
 Planning Commission meeting minutes (dated May 7, 2015)
 Resolution No. PC 538-14
 Aerial Photo
 Aerial Photo – with proposed improvements

Dry Hollow Elementary Arrival & Dismissal Procedures

Our primary concern is the safety of our students. We request that the following safety procedures be followed during arrival and dismissal times. These updated procedures will not only help with student safety, but also with traffic congestion.

General Procedures:

- Supervision on the playground begins at 7:25 am. *Please do not drop students off before that time.* If your child arrives after 7:55 am they need to check in at the office and get a tardy slip before continuing to class.
- Our school office is located to the left of the main entrance of the school. When visiting, please enter the building using the main entrance.
- As a safety measure we must know who is on campus at all times. ALL visitors, including parents, must sign in at the office and get a visitor's badge before proceeding beyond the office, or interacting with students. Visitors must sign out in the office before leaving campus.
- Please DO NOT drive into the parking lot during drop off and pick up. Space is *very* limited and buses are on a tight schedule to deliver students to the middle school and high school.
- When waiting to pick up your children, please do not park in, or block our neighbors' driveways. Our neighbors deserve our courtesy.
- Crossing guards are at the street corners during arrival and dismissal times to help students cross. Please be considerate of them as they assist students to safely cross streets.
- Students may cross streets *only* in marked crosswalks. Students should *never* cross in the middle of the road.
- It is illegal and unsafe to double park while dropping off/picking up your child even if you remain in the car.

Morning Drop-off

- Please use 19th Street to drop off students in the morning. New this year there is a marked area called the DROP & GO ZONE on 19th Street for students to be dropped off.
- For morning drop-off, please say your good-byes *before* your turn to unload, so traffic will move quickly.
- There is also an area marked PARK & WALK-IN ZONE for parents to park and walk their child in to the building. The PARK & WALK-IN ZONE begins just past the fence along 19th Street. Parents can also park in the gravel area around the lower field to park and walk their child into the building.

Afternoon Pick-up:

- New this year are labeled areas along 19th Street where various grade levels are located for pick-up. Kindergarten exits the building near the ramp coming from the office that Y's near 19th St. First Grade is along this same ramp extending along the fence. Second Grade is further down 19th St. near the east ramp. Third Grade is also along the east ramp on 19th St. Fourth and Fifth Grades exit the far west end of the building and can be met for pick up in the gravel area along the lower field.

Busses:

- The loading and unloading area for the bus is in the parking lot. For student safety and the high amount of bus traffic, we ask that parents *not* drop off/pick up their students in the parking lot.

Walkers:

- Students should enter the school building at the front of the school through the doors near the office.
- Students are instructed to use crosswalks. Please remind your child to look both ways to make sure no cars are coming before entering the crosswalk.
- Please remind students to stay on the sidewalk when walking to/from school. We ask that students be good citizens and stay off other people's property as they walk to and from school.

Thank you for helping us keep our students safe!

"The North Wasco County School District is an equal opportunity educator and employer."

Dry Hollow Elementary

Procedimientos de la llegada/despida

Nuestra primera preocupación es la seguridad de nuestros estudiantes. Les pedimos que el siguiente procedimiento de seguridad sea seguido durante la hora de llegada y despedida de los estudiantes. Este proceso no solo ayudará con la seguridad de los estudiantes sino también con la congestión de tráfico.

Proceso General:

- La supervisión en el patio de recreo empieza a las 7:25 am. Por favor no deje a su niño/a antes de esa hora. Si su hijo/a llega a la escuela después de las 7:55 am ellos necesitan reportarse a la oficina para recibir un pase de llegada tarde antes de seguir a clase.
- Nuestra oficina es localizada en la esquina del Noreste de nuestra escuela cerca a la entrada. Cuando visite, por favor entre la propiedad por la entrada principal.
- Como precaución para la seguridad de nuestros estudiantes debemos saber quién está en la escuela a todo tiempo. TODOS los visitantes incluyendo padres deben ir a la oficina y notificarles, ellos le darán una chapa de visita antes de que usted pueda ir al salón, hablar con los estudiantes, y maestros. Los visitantes tendrán que ir a la oficina y notificarles antes de irse de la escuela.
- Por favor NO DEJE NI RECOJE a su estudiante en el estacionamiento. El espacio es *muy* limitado y vehículos de servicio y descargo están entrando y saliendo durante el día. Es muy importante que los autobuses no tengan que esperar porque el horario es muy limitado y tienen que dejar a estudiantes en la secundaria y la preparatoria.
- Cuando venga recoger a su hijo/a, por favor no se parquee adentro o bloquee el camino de entrada de nuestros vecinos. Nuestros vecinos merecen nuestra cortesía.
- Los guardias del cruce de panteones están en cada esquina durante la hora de despedida para ayudar a los estudiantes a cruzar la calle seguramente. Por favor tenga consideración de ellos mientras que ellos ayudan a los niños a cruzar la calle.

Llegada/Despedida:

- Le pedimos que use la calle 19 para dejar y recoger a sus hijos. Los estudiantes deberán salir del carro por el lado de la curva solamente.
- Si va a caminar junto con su estudiante al edificio por favor estacionese en el estacionamiento de grava para que se puede usar la calle 19 para dejar a estudiantes.
- Despídase antes de que sea su turno de descargar, para que el tráfico siga corriendo rápidamente.
- Cuando llegué a la calle 19 para dejar o recoger a su estudiante, por favor haga que su hijo/a use el cruce de panteones. Los estudiantes *nunca* deberán cruzar a media calle.
- No es seguro y es ilegal estacionarse al lado de otro carro durante que deja o recoge a su hijo/a, aunque usted se mantenga adentro del carro.

Autobuses:

- El área de subida y bajada del autobús es en la calle Bridge. Para la seguridad de los estudiantes, y por la gran cantidad de tráfico, le pedimos a los padres que *no* dejen a su estudiante en la zona de autobuses.

Peatones:

- Estudiantes deben entrar a la escuela por la entrada al frente de la escuela.
- Estudiantes son instruidos a usar el cruce de peatones. Por favor recuerde a sus hijos a mirar a los dos lados para asegurarse de que no haya carros antes de entrar el cruce.
- Por favor hable con su estudiante acerca de ser un ciudadano responsable y que cuando viene/sale de la escuela no debe entrar en la propiedad de otra gente.

Dry Hollow Drop-Off/Pick-Up Update- September 24, 2017

Some things to consider include the current student enrollment of 545, and the staff size of 62. Also it is important to note that in the mornings we have students and staff arriving over a 45 minute period of time, however at the end of the day we have all 545 students leaving at once. Another challenge is that once on 19th Street heading east there is no longer a way for traffic to get back to Dry Hollow Road until Nevada Street.

The following is a list of things we are or will be doing to mitigate these challenges. An update on each is listed in red.

-The help of The Dalles City Police was enlisted to provide more of a presence during drop off and pick up times. This did help to curtail some of the aggressive drivers. (This is an on-going partnership with the police department, for all of our schools, not just Dry Hollow. I have emailed Chief Ashmore about this and will be meeting with him in early October, as well.)

-Continue to partner with the health department to encourage students to walk to and from school through monthly Step It Up, Walk to School events. (I reached out to the health department and facilitated the approval process for handing out flyers at all of our schools for the Step It Up! walk to school campaign. The first Step It Up! event will be October 4th. These will be held monthly at all of our elementary schools, and is an on-going partnership with the health department to encourage students to be healthy and to walk to school.)

-Other plans include purchasing updated school zone signs for the streets near the school as another visual reminder to drivers. Our maintenance staff will work with the public works department on installation. (These signs have been purchased by the district's maintenance department and the city has installed them. They are a bright yellow to catch people's attention.)

-A 'drop and go' zone will be marked down on 19th Street for parents to drop their students off in the morning. This, along with designated 'park and walk in' zones should help with the morning flow. (I have purchased banners as well as feather flags to delineate our 'Drop and Go Zone" and our "Park and Walk In Zone" for parents. The feather flags make the zone quite visible. This was all spelled out to parents in our Dry Hollow Arrival and Dismissal Procedures that was mailed home and again sent home with each child.)

-Once supervision staff has arrived we will open the east gate on 19th Street so students can be dropped off and go directly to the playground. (This has not yet happened due to staffing limitations as well as safety concerns that all adults visiting campus enter through the front door, instead of having access at the far east end of campus.)

-We dismiss our kindergarten students about 10 minutes before the rest of the students. This allows parents that are most likely to be picking their students up, due to their age, to get their child and go.

(We continue to dismiss our youngest students, our kindergarteners, first before the other grade levels.)

-We have all of our walkers and pick up kiddos go next so they can get on their way before the busses leave the parking lot. We try to have some of the congestion gone before the busses head down the Dry Hollow driveway. (We continue to orchestrate our dismissal so that our kindergarteners go first, then the students that walk or get picked up exit the building, and finally our bus students board the bus. This allows the majority of our walkers and students that are picked up to be on their way before the busses head down the drive-way into the flow of traffic.)

-Next year we will recommend that for parents that are picking their children up, they will meet them in specific areas- the fourth and fifth graders in the gravel lot, the first graders on 19th Street in a specific area, the second graders in a specific area and the third graders in a specific area. We will try and post signs for these areas at the beginning of the year. (We purchased banners that are posted along our fence on 19th Street showing where the various grade levels are dismissed. This was also outlined in our Dry Hollow Arrival and Dismissal Procedures which was mailed home with the registration letter in August and again sent home with each child the third week of school.)

-We will recommend that parents of older students consider parking on Dry Hollow Rd (the side with the sidewalk) and have their children meet them there. This will keep some traffic out of the congestion on 19th Street. (I have since noticed that there is a sign along Dry Hollow road indicating No Parking, so this is not something we will continue to ask parents to do. However, some parents may choose to do this even though there is a sign posted as No Parking.)

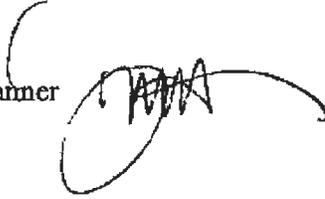
-We will work on training our crossing guards to better coordinate the flow of students and traffic, especially at dismissal time. There is some good information on the Oregon Department of Education website regarding this. Public works staff has also offered to assist with this. (I received a resource from Ray Johnson with the City of The Dalles. This was very helpful. I have also utilized an on-line video to help with on-going training of our crossing guards.)

-We will send information on the drop/off and pick/up expectations to parents with the August registration letter. This information will also be shared with parents on a monthly basis, and handed out at evening events such as the fall Open House and conferences. (We mailed our updated Dry Hollow Arrival and Dismissal Procedures as part of our registration letter which went to all Dry Hollow families in August. This was sent home in English and in Spanish. We also included this in our new student registration packet. We did not include it as a blanket hand-out to parents at Open House, however, it was available in our Parent Resource Center. The Dry Hollow Arrival and Dismissal Procedures was sent home with all students the third week of school. This went home with each child. I plan to hand these out again at conferences in December.)

**City of The Dalles
STAFF REPORT**

Conditional Use Permit No. 173-14

N. Wasco County School District # 21

Prepared by: Dawn Marie Hert, Senior Planner 

Procedure Type: Quasi-Judicial

Hearing Date: March 6, 2014

Assessor's Map: 1N 13E 10, tax lot 100

Address: 1314 East 19th

Comprehensive Plan

Designation: "RL" Low Density Residential District with a
"CFO" Community Facility Overlay.

Zoning District: "RL" Low Density Residential District with a
"CFO" Community Facility Overlay.

City Limits: Inside

Request: To install two modular classroom buildings.

BACKGROUND INFORMATION

The subject property is located at 1314 East 19th Street and has been the location of Dry Hollow Elementary School for many years.

In 2008 the applicant received approval from the Planning Commission on CUP 147-08 to site two modulars. The applicant is proposing to add two separate modular classroom buildings to the east of the existing elementary school. The work will also include connection to utilities.

Schools are by definition community facilities. Such a change to the site requires a conditional use permit. This staff report will include both the Conditional Use Permit review, as well as a Site Plan Review.

NOTIFICATION

Property owners within 300 feet, City Departments, franchise utilities, Mid-Columbia Fire & Rescue, Wasco County Health Department, and State Building Codes were mailed a notice on February 20, 2014, as required by Section 3.020.050 D.

COMMENTS RECEIVED

Pre-Application –Site Team. The application was reviewed by the Site Team members on January 23, 2014. The comments received from that application are included in this staff report.

Property Owner Comments – No comments were received as of the date this report.

RECOMMENDATION: Approval, with conditions, based upon the following findings-of-fact.

A. LAND USE AND DEVELOPMENT ORDINANCE 98-1222:

Section 3.010.040 Applications:

Subsection B. Completeness.

FINDING A-1: This application was found to be complete on February 20, 2014. The 120-day State mandated decision deadline is June 20, 2014.

Section 3.020.050 Quasi-Judicial Actions:

Subsection A. Decision Types, (1) Site Plan Review; (3) Conditional Use Permits:

FINDING A-2: This application is for a Conditional Use Permit and Site Plan Review as required by Section 5.050.040 (E). The decision criteria listed in this ordinance section is addressed in the body of this staff report.

Subsection B. Staff Report. The Director shall prepare and sign a staff report for each quasi-judicial action, which identifies the criteria and standards applying to the application and summarizes the basic findings of fact. The staff report may also include a recommendation for approval with conditions, or denial.

FINDING A-3: The staff report will detail criteria and standards relevant to a decision, all facts will be stated, and explanations given. This will be detailed through a series of findings directly related to relevant sections and subsections of the ordinance as they relate to this request.

Subsection C. Public Hearings.

FINDING A-4: The public hearing is scheduled for March 6, 2014.

Subsection D. Notice of Hearing.

FINDING A-5: Appropriate mailings to property owners within 300 feet and notice to affected departments and agencies have been completed.

Section 3.050.030 Review Procedures:

Subsection A. Applications. Conditional Use Permit applications shall be accompanied by at least 15 copies of the concept site plan, and when required, two copies of the detailed landscape and construction/design plans, per the provisions of Section 3.030: Site Plan Review.

FINDING A-6: Copies of the required plans have been submitted.
Criterion met.

Section 3.050.040 Review Criteria

Subsection A. Permitted Conditional Uses. The proposed use is conditionally permitted in the zone district where it is proposed to be located.

FINDING A-7: Schools are conditionally allowed in the RL zone.
Criterion met.

Subsection B. Standards. The proposed use conforms to all applicable standards of the zone district where the use is proposed to be located. The proposed use will also be consistent with the purposes of this ordinance, applicable policies of the Comprehensive Plan, and any other statutes, ordinances, or policies that may be applicable.

FINDING A-8: Section 5.010.050 sets out the development standards for the RL zone. The proposed buildings will meet all development standards. Criteria met.

Subsection C. Impact. The proposed structure(s) and use(s) shall be designed and operated in such a way as to meet the standards of this section. Impacts caused by the construction of the conditional use shall not be considered regarding a decision on the validation of the application.

1. Noise impacts across the property line shall not exceed 60 decibels. Noise related to traffic impacts shall not be included in this determination. Nothing in this section shall modify other noise ordinance standards as adopted by the City.

FINDING A-9: The use as a school has been established. The two added classrooms should not increase the existing noise generated by the school children and vehicles that access the site. The traffic impacts generated with this use cannot be used in making a determination. The applicant will be advised of the allowable noise levels.

2. Lighting impacts across the property line shall not exceed 0.5 foot-candles (a foot-candle is the amount of light falling upon a 1-square-foot surface which is 1 foot away from a 1-candlepower light source.)

FINDING A-10: Additional lighting was not shown on the Site Plan and will be addressed as a condition of approval and is discussed later in this report.

3. Dust and other particulate matter shall be confined to the subject property.

FINDING A-11: The proposed use would not typically create dust or other particulate matter. All areas of maneuvering for vehicles will be required to be a hard surface which should aide in a reduction in dust and particulate matter.

4. The following odors shall be completely confined to subject property:

- a. *industrial and/or chemical grade chemicals, solvents, paints, cleaners, and similar substances;*
- b. *fuels, and*
- c. *fertilizers, manure, or other animal waste products, other than for landscape installation and maintenance.*

FINDING A-12: The proposed use will not be using any of the listed items that cause odors. This proposal does not indicate that many of these nuisances need to be reviewed in depth for mitigation purposes. Trash receptacles should be sized to fully accommodate the needs of the uses at the site. No outdoor storage of materials or supplies related to this proposed use will be allowed. Criterion can be addressed as a condition of approval.

5. *Vibrations shall not be felt across the property line.*

FINDING A-13: The proposed development does not include machinery or equipment that causes vibration. Criterion does not apply.

6. *The transportation system is capable, or can be made capable, of supporting the additional transportation impacts generated by the use. Evaluation factors shall include, but are not limited to:*

- a. *Street designations and capacities; and*
- b. *On-street parking impacts.*

FINDING A-14: Access to this parcel is from Dry Hollow Road. No additional access is being requested. Staff discussed the traffic concerns that have been voiced at Traffic Safety Meetings and throughout the community and suggested that the applicant address the issues in their submittal for this application due to the increase of classrooms for full-day Kindergarten. Budgetary issues have a tendency to limit the school to make necessary improvements. However, staff would suggest that the Planning Commission discuss the traffic issues and look to some solution that will help ensure the safe travel and drop-off of the school children that attend this school. Staff suggests that this be addressed and that a requirement be placed upon the applicant to possibly phase some improvements in the coming years. Criterion will be addressed as a condition of approval.

7. *In areas designated as Historic Districts, proposed development and redevelopment shall first require review and approval of the Historic Landmarks Commission in accordance with the procedures of the Historic Resources Ordinance (General Ordinance No. 94-1194.)*

FINDING A-15: The subject property is not a historic landmark nor is it located in a National Historic District. Criterion does not apply.

Site Plan Review - Section 3.030.040 Review Criteria.

A. City Ordinance Provisions. *All the provisions from the applicable City ordinances have been met or will be met by the proposed development.*

FINDING A-16: All provisions are met by this proposal, or will be met, as a condition of approval. This will be detailed in the staff report through a series of findings.

B. Public Facilities Capacity. *Adequate capacity of City facilities for water, sanitary sewer, storm sewer, and streets and sidewalks can and will be provided to, and were applicable, through, the subject property.*

FINDING A-17: Adequate capacity exists for facilities including water, storm sewer, and streets. In regards to sidewalks, as stated above, staff has recommended that the Planning Commission discuss the safe travels of children that attend the school. Water and sanitary sewer are available from the City. The Dalles Public Works Department has verified this information. Criterion will be addressed as a condition of approval.

C. Arrangement of Site Elements.

1. Promote pedestrian, bicycle, and vehicular safety and welfare.

FINDING A-18: Pedestrian safety and welfare is promoted by the sidewalks along the immediate frontage of the property. Existing walkways are provided from the public sidewalk to the main entrance of the building. Existing parking is provided at the front of the building. Bicycle parking also exists at the school site. Vehicular safety is promoted by having adequate stall and aisle dimensions as well as an improved access point on Dry Hollow Road. As stated above, staff suggests that the Planning Commission address the traffic and safety concerns that exist and that will be created with the addition of the two new modular buildings.

2. Preserve and maintain public amenities and significant natural features.

FINDING A-19: There are no known public amenities or significant natural features on this site. Criterion does not apply.

3. Avoid traffic congestion.

FINDING A-20: The provided on-site parking appears to meet minimum spacing and lane requirements. Access to the parking lot will be via the existing access point. Criterion met.

4. Minimize potential adverse impacts on surrounding properties.

FINDING A-21: The range of uses for this site does not have a high potential for off-site impacts. Nuisance conditions that may develop are addressed on a complaint basis; this includes noise, dust, vibration, and odor. Those criterions are addressed earlier in the Conditional Use Permit portion this staff report.

D. Lighting. *Proposed lighting shall not directly illuminate adjoining properties.*

FINDING A-22: General lighting of the parking areas and the buildings is not shown on the site plan. Lighting is not allowed to illuminate adjoining properties. If additional exterior lighting is planned, a detailed site lighting/photometric plan shall be submitted and approved prior to the issuance of building permits. The plan shall demonstrate that the maximum illumination at the property line will not exceed an average horizontal foot candle of 0.3 for non-cut-off lights and 1.0 for cut-off lights. These items will be addressed as a condition of approval.

E. City Engineer Approval. *Detailed construction/design plans for public infrastructure, improvements, or rights of way affected by or located within a proposed development site shall be approved by the City Engineer as a condition of Site Plan Review approval.*

FINDING A-23: The detailed construction/design plans for all improvements located within the proposed development site shall be approved by the City Engineer prior to construction. Criterion will be addressed as a condition of approval.

F. Waiver of Remonstrance. *Where applicable, the applicant shall agree to waive any future rights to remonstrate against future improvements, per the provision of Section 6.110: Waiver of Right to Remonstrate of this ordinance.*

FINDING A-24: All improvements adjacent to the site are installed. A Waiver of Remonstrance may be an option that the Planning Commission could require in lieu of requiring improvements.

Section 5.060.040 - Conditional Uses B. Community Facilities

Section 5.100.020 - Conditional Uses L. Public and Private School Facilities

FINDING A-25: As indicated on the application submitted, the proposed use is for a public school. The use is allowed conditionally in the Residential Low Density zoning district with a Community Facility Overlay. Criterion met.

Sections 5.010.050 & 5.100.040 Development Standards:

The following table specifies General Commercial development standards applicable to this application.

Residential Low Density/ Community Facility Overlay	Standard	Proposal	Meets Requirements
Lot Size	<i>No minimum</i>	Existing lot, 13.75+ acres	Criterion met.
Setbacks	<i>Front and Side Yard: No minimum, except that vision clearance on corner lots shall be met.</i>	New classrooms are located to the east of the existing elementary school and not in the vision clearance area.	Criterion met.

Building Height	40 ft. maximum within 100 feet of a residential district.	One story modulars are approximately 14-16 feet.	Yes
Off-Street Parking	<i>Elementary Schools- 1.5(min) spaces per classroom - 2(max) spaces per classroom. & Bicycle spaces @ 5 per classroom.</i>	Parking and bicycle space was not provided with the application and can be addressed as a condition of approval. The existing parking lot appears that it may be adequate.	Automotive parking & bicycle parking will be addressed as a condition of approval.
Landscaping	Detailed Below	Detailed Below	Detailed Below

FINDING A-26: Criterion will be addressed with conditions of approval.

Section 5.050.060 Design Standards:

Subsection A. Exterior Elevations. Exterior elevations of buildings (except allowed 1 and 2 family dwellings) shall incorporate architectural design features such offsets, balconies, projections, base/wall/cornice design, windows, entries, bays, seating, wall articulation, traditional storefront elements, or similar elements to preclude large expanses of uninterrupted building surfaces.

1. *Horizontal. At least 3 architectural design features shall be incorporated along the horizontal face (side to side) of the structure.*
2. *Vertical. At least 2 architectural design features shall be incorporated along the vertical face (top to bottom) of the structure.*

FINDING A-27: The proposed building elevation drawings were not submitted with the application. Criterion will be addressed as a condition of approval.

Subsection B. Entries.

1. *Commercial and Residential. Primary entries shall face a public street or designated access drives and shall be accessed from a public sidewalk in accordance with the provisions of Subsection (C) below. Secondary entries may face parking lots or loading areas. Doors shall not swing into public rights-of-way.*

FINDING A-28: The primary entrance will face the public street Dry Hollow Road. Doors will not swing into the public right of way. Criterion met.

Subsection C. Pedestrian Walkways. Each developed site shall include pedestrian walkway(s) designed to connect buildings and other accessible site facilities clearly and directly to adjacent public street/sidewalk(s). Walkways shall meet City standards for sidewalk construction, and be the shortest practical distance between the main entry(ies) and the public right-of-way. If adjacent to parking where vehicles overhang the walkway, then the walkway shall be to the City standard plus 2 ½ feet in width for each side vehicles overhang. Walkways shall be distinguished from internal driveways and accessways using at-grade distinctive paving materials or other appropriate surfaces which contrast visually with adjoining surfaces.

Walkways, including driveway and accessway crossings, shall be constructed and maintained for pedestrian safety, and shall meet the requirements of the Oregon Americans with Disabilities Act, the State of Oregon Structural Specialty Code, and the Oregon Revised Statutes.

Section 10.040 Pedestrian Requirements:

Subsection B. Connectivity.

- (3) (a) The on-site pedestrian circulation system shall connect the sidewalk on adjacent street(s) to the main entrance of the primary structure on the site to minimize out-of-direction pedestrian travel.*
- (b) Walkways shall be provided to connect the on-site pedestrian circulation system with existing or planned pedestrian facilities which abut the site but are not adjacent to the streets abutting the site.*
- (c) Walkways shall be as direct as possible and avoid unnecessary meandering.*
- (d) Walkway/driveway crossings shall be minimized, and internal parking lot circulation design shall maintain ease of access for pedestrians from abutting streets and pedestrian facilities.*
- (e) Walkways shall be separated from vehicle parking or maneuvering areas by grade, different paving material, or landscaping. They shall be constructed in accordance with the sidewalk standards adopted by the City Engineer. (This provision does not require a separated walkway system to collect drivers and passengers from cars that have parked on site unless an unusual parking lot hazard exists).*

FINDING A-29: The site plan shows a proposed pedestrian walkway from the main building to the new classrooms. A few existing walkways are provided from the site to the public sidewalk. Criterion met.

Section 6.010 Landscaping Standards:

6.010.030 General Provisions

Subsection B. Landscape Plans; where landscaping is required by this Ordinance, detailed landscape plans may be submitted with the development application. If not submitted for approval with the application, approval of detailed landscape plans shall always be a condition of the concept plan approval of the Site Plan Review process.

FINDING A-30: The “CFO” Community Facility Overlay zone requires the underlying zone requirements be met, and the “RL” Residential Low Density zone requires 1.5 times the first floor area of all structures. A majority of the 13.75 acre parcel contains landscaping if not occupied by a structure, parking lot or paved play areas. Criterion met.

Section 7.030 General Design Standards for Surface Parking Lots:

7.030.040 Subsection C. Interior parking Lot Landscaping. In addition to buffer landscaping along public right-of-way (excluding alleys and accessways) and along interior lot lines where required, all surface parking lots greater than 6 spaces shall include landscaping to cover not less than 10% of the interior of the parking area in accordance with the following:

1. *A planting strip bay shall be located at the end of each parking row and at intervals between parking rows. Planting bays shall be a minimum of 9' wide; to allow doors to open without damage, and a minimum of 180 square feet. Each bay shall be curbed, and planted with 1 approved tree having a clear trunk height of at least 9 feet when mature. Height of all plantings, other than trees, in planting bays is limited to 24 inches.*
2. *All trees shall be selected from a list of acceptable parking lot trees provided by the Director.*
3. *Trees shall not be placed within 10 feet of a public utility easement without prior approval of the City Engineer.*
4. *Parking area shall be separated by a 5 foot landscaped planting bed from all exterior walls that include no pedestrian entranceways or loading areas.*
5. *Driveways, accessways, and access drives into vehicle parking lots from public and private streets shall be bordered (both sides) by a minimum 5 foot wide landscape planter strip with approved trees planted 20-30 feet on center and low shrubs.*
6. *Trees shall be evenly distributed throughout the parking area according to the applicable requirements of this section and the following table....Zone District "CG"- Commercial General – Parking Lot Tree Requirement Ratio – 1 tree per 12 parking spaces.*

FINDING A-31: The proposed vehicular areas were not calculated in the submittal. If there is a modification or addition to the parking area that exceeds 10%, the above requirements will be required to be met. Criterion will be addressed as a condition of approval.

Section 7.020.100 Storm Water Pretreatment:

All parking areas which are designed to accommodate 25 or more vehicles, or to contain 2 or more levels, shall be required to install an oil/water separator to treat storm water capture before discharging to the storm water system. The separator design and maintenance schedule shall be approved by the City Engineer. (Note: See City Ordinance number 97-1213, Sewer Regulations and Ordinance number 96-1205, Pretreatment.)

FINDING A-32: If there is an addition to the parking lot of more than 10%, the requirement of installing storm water pre-treatment will be necessary. Criterion will be addressed as a condition of approval.

Section 6.050 Access Management

Subsection 6.050.030 General Requirements

E. Emergency Access *All development shall be arranged on site so as to provide safe and convenient access for emergency vehicles.*

FINDING A-33: The proposed project includes using an existing access on Dry Hollow Road as well as provide an access to Lewis Street through an existing gated easement. These access points meet the minimum width requirement for emergency vehicles. All on-site vehicular aisles meet code required minimums and all for the safe and convenient access of emergency vehicles. This criterion is, therefore, met.

IF APPROVED, SUGGESTED CONDITIONS OF APPROVAL:

1. All onsite and offsite improvements must be installed by the applicant in accordance with the Land Use Development Ordinance and the AWPA standards, specifications, and drawings, as amended and adopted by the City, and approved by the City Engineer, or otherwise guaranteed to be completed by the applicant to the satisfaction of the City.
2. Proposed development and final detailed construction plans will be required to be reviewed and approved by the City Engineer per established standards.
3. Prior to the issuance of a building permit, the applicant shall submit a completed Wastewater Survey Questionnaire to the City Planning Department.
4. Prior to the start of any work, the City requires that a pre-construction meeting be held with the applicant, the City Engineer, and the Development Inspector.
5. A Physical Constraints Permit will be required for the excavation on-site. An erosion and dust control plan will need to be submitted for construction and be included in the detailed drawings.
6. Applicant will need to be sure that the new structures are not located over existing gas lines that serve the property. Contractor should call for a locate prior to any excavation.
7. Details of the parking spaces and bicycle spaces will need to be provided to ensure that the site contains parking to meet the code requirements. Applicant needs to show that the number of existing parking spaces meets code requirements. For elementary schools the minimum number of automobile parking spaces is 1.5 spaces per classroom. The bicycle parking requirement is 5 spaces per classroom.
8. If new lighting is planned, a detailed site lighting/photometric plan shall be submitted and approved prior to the issuance of building permits. The plan shall demonstrate that the maximum illumination at the property line will not exceed an average horizontal foot candle of 0.3 for non-cut-off lights and 1.0 for cut-off lights. The plan shall also demonstrate that the bicycle parking has a minimum lighting level of 3.0 foot candles.
9. 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.
10. If the parking lot changes 10% or more, it will be required to be brought up to the current standards and require the installation of a storm water pre-treatment device. A maintenance agreement will be required for any required oil/water separators and must be on file with the City. The applicant/owner must also submit annual reports to the City.
11. Exterior elevation drawings will be required showing that the modular structures meet the design guidelines as stated in the LUDO.
12. Building permits will be required for each structure. System Development Charges will be assessed at that time.

13. North Wasco County School District #21 to provide a traffic and improvement plan that addresses the pedestrian, vehicular drop off and parking issues that 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 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.

CONDITIONAL USE PERMIT APPLICATION

CITY OF THE DALLES
Community Development Department
313 Court Street
The Dalles, OR 97058
(541) 296-5481, ext. 1125
Fax (541) 298-5490
www.ci.the-dalles.or.us

Date Filed 2/11/2014
File# CUP 173-14
Date Deemed Complete 2/11/2014
Hearing Date 3/6/2014
Approval Date
Permit Log #
Other Cross Reference#

FEB 11 2014

APPLICANT

Name North Wasco County School District 21
Address 3632 West 10th Street
The Dalles, OR 97058
Telephone # 541-506-3430

E-mail address:

LEGAL OWNER (If Different than Applicant)

Name
Address
Telephone #

PROPERTY INFORMATION

Address 1314 East 19th Street, The Dalles, OR 97058
Map and Tax Lot 1N 13E 10 Tax Lot 100
Size of Development Site Less than 1 acre
Zone District/Overlay RL/CFO
Comprehensive Plan Designation RL/CFO

In City Limits: Yes X No
Geohazard Zone:

PROJECT INFORMATION

[] New Construction [X] Expansion/Alteration
Current Use of Property Elementary School
Proposed Use of Property Elementary School

Change of Use Amend Approved Plan

Briefly Explain the Project This project is to install 2 24' x 68' modular classroom buildings on the east side of the existing building. The project will consist of some minor site work, electrical, and domestic water and sewer connections. It is anticipated that there will be staff additions and relocation of existing staff.

PROPOSED BUILDING(S) FOOTPRINT SIZE (in square feet) 1,632 square feet each building, 3,264 square feet total

PARKING INFORMATION

Total Number of Spaces Proposed none

Square Footage of Parking Lot Landscaping Proposed none

LANDSCAPING INFORMATION

Total Square Footage Landscaping Proposed none Percent of Landscaping Irrigated none

ECONOMIC DEVELOPMENT INFORMATION

Proposed Project is located in the Enterprise Zone

47.71 Full Time Equivalent (FTE) jobs are currently provided.

4.00 FTE jobs are expected to be created by the proposed project.

Signature of Applicant

Signature of Property Owner* or Owners Agent

C. J. [Signature] 1/23/14
Date

C. J. [Signature] 1/23/14
Date

* Notarized Owner Consent Letter may substitute for signature of property Owner

NOTE: This application must be accompanied by the information required in Section 3.050: Conditional Use Permits, contained in Ordinance No. 98-1222, The City of The Dalles Land Use and Development Ordinance.

PLANS REQUIRED:

At least 12 copies of concept site plan.

At least one 11 x 17 concept site plan.

2 copies detailed landscape plans

2 full size copies construction detail plans

The board discussed revising condition of approval #7 regarding bicycle racks. City Attorney Parker offered the following revision: "Details of the parking spaces will need to be provided to ensure that the site contains parking to meet the code requirements. Applicant needs to show that the number of existing parking spaces meets code requirements. For elementary schools the minimum number of automobile parking spaces is 1.5 spaces per classroom. The applicant will not have to comply with Land Use and Development Ordinance (LUDO) requirements for bicycle spaces at this time. In the event there is a sufficient demand shown to require the number of bicycle spaces required by the LUDO, the applicant will install those spaces."

It was moved by Zukin and seconded by Stiles to approve CUP #172-14, based upon the findings of fact and testimony, and to include the 14 conditions of approval with the suggested language revision offered by City Attorney Parker for condition of approval #7. The motion carried unanimously; Whitehouse abstained.

*** Application Number: CUP #173-14; N. Wasco County School District #21; Request: Application to gain approval for the installation of two additional modular buildings. Property is located at 1314 East 19th Street, The Dalles, Oregon, and is further described as 1N 13E 10 t.l. 100. Property is zoned "RL/CFO" – Low Density Residential District with a Community Facilities Overlay.**

Chair Lavier stated that the rules of a public hearing applied as was previously read. He asked if any Commissioners had any ex-parte contact, bias, or conflict of interest that would hinder them from making an impartial decision on the application. Whitehouse indicated he would continue to recuse himself because he would be making the presentation on behalf of the school district. Nelson said he had previous knowledge of the application as a school board director, and he had attended the City's Site Team meeting regarding this application as in the previous CUP application. Based upon the previous questioning by City Attorney Parker, Nelson said he did not believe he would be hindered in making an impartial decision on this application.

Chair Lavier asked if anyone wished to challenge the qualifications of any of the Commissioners. None were noted. He opened the public hearing at 6:45 PM.

Senior Planner Hert highlighted the staff report. She commented that this school facility had a history of traffic issues for drop offs and loading. Staff asked that these issues be addressed, and that the school district review the traffic issues and formulate a traffic plan. Hert brought the bicycle parking requirement to the board's attention stating the requirements, again, were 20 spaces. Staff recommended approval with 13 conditions of approval.

Chair Lavier said Dry Hollow School had been limited with space because of the area around it, and the traffic issues had been addressed by the Planning Commission in the past.

Nelson stated, in Findings A14 and A32 of the report, the street name should be East 19th, not Dry Hollow Road.

Testimony:

Proponents

Dennis Whitehouse, 3632 W. 10th Street, The Dalles, Oregon, stated the school district was requesting approval of the application. He also requested the Planning Commission approve the same revision to

the bicycle parking spaces as was adopted in the previous hearing for Chenoweth Elementary School. Regarding condition of approval #13, Whitehouse stated the school district had developed a tentative plan to address the parking issue and he gave a brief explanation of the plan. He stated it was an expensive concept, and they were hoping for some funding. Lavier asked that if not all funding was obtained, would there be a prioritization of the project. Whitehouse stated the school district would first like to try to gravel the student drop off area. Lavier asked if there was vehicular access to the modular. Whitehouse said they would put in a gravel road off of an existing paved public easement access road. Nelson asked if a car would be able to come back out the old exit. Whitehouse said it would not be allowed. Nelson asked if sight distance off of Dry Hollow had been considered. Whitehouse said, at this time, the plan is a concept; and a traffic study would follow later.

Discussion followed regarding placing the modular on the back portion of the property rather than on the east end. Whitehouse said the school district had looked at several options, and there were some substantial issues with placing the modular structures behind the main building towards the back of the property.

Lavier addressed staff and applicant that the applicant should not only come up with a plan, but it should be executed as funds were available. Mr. Whitehouse said funding was the issue. Lavier said for the safety of the children and traffic, the issue should be somewhat of a high priority.

Director Gassman suggested some language could be added requiring a plan to be reviewed by the Commission, and if the plan was too vague in terms of a timeline, the Commission could reject the plan. Senior Planner Hert suggested adding the language "and shall provide" options and timings of necessary improvements to ensure the safety of the children. City Attorney Parker advised the Commission could establish a deadline, but if the school district chose not to comply, it would be difficult to enforce the deadline.

Teresa Peters, 1314 E. 19th Street, The Dalles, Oregon, explained the student exiting issues at the end of the school day. Ms. Peters stated there were approximately 10 to 12 bicycles and scooters on the premises at a time, and she was agreeable to the proposed bicycle language. She thought the number of staff vehicular parking spaces was adequate. Lavier suggested the parent drop off parking area could be graveled in order for it to come to fruition sooner since gravel would be less expensive.

Opponents

Dan Hammel, 2005 Lewis Street, The Dalles, Oregon, stated he had personally witnessed near-miss accidents along East 19th Street and traffic backed up at the intersection of Dry Hollow and East 19th Street. He stated there had been no study or adjustments to accommodate increased student population at the facility.

Mr. Hammel said he was concerned about preserving the residential character of a zone and to ensure that structures within a given area would not appear out of character or have a negative impact on the visual aesthetics of the neighborhood. The land use code called for a Neighborhood Compatibility review.

Mr. Hammel also stated that the school district's plan for the creation of an emergency access from what is now a public access easement would make that easement unavailable to the general public. He stated the school district needed a clear plan, or they would keep coming back every few years asking for additional classroom space. In closing, Mr. Hammel asked the Commission to look at the safety



issues for the children and the effect that the proposed placement of the modular buildings would have on his neighborhood. His recommendation was to place the modular units behind the existing school building.

Zukin asked Mr. Hammel his opinion on the conceptual traffic plan. Hammel said there needed to be a timeline or an expiration on the Conditional Use Permit. He said the area behind the school could hold five to six units, and there were existing utilities and a fire hydrant in that location. Speaking as the Fire Marshal for Mid-Columbia Fire District, Mr. Hammel said the fire department already had access to that location and the turnaround requirement could easily be met.

Paul Karp, 2009 Lewis Street, The Dalles, Oregon, stated that he thought the area behind the existing school building would be a better area for the placement of the additional modular buildings, and the school district would not have to spend money installing a fire hydrant. He said he was concerned about his grandchildren's safety with the proposed location of the buildings being somewhat removed from the main area of the school.

Rebuttal:

Dennis Whitehouse, 3632 W. 10th Street, The Dalles, Oregon, stated that one reason the school district didn't propose a location behind the existing buildings was that there were future plans to expand the existing building towards the back of the property. He also advised that the two existing modular buildings behind the school had no bathrooms. Nelson asked if they could cut into the back area topography. Mr. Whitehouse said the school district looked at that, and it would be cost prohibitive.

Teresa Peters, 3414 E. 19th Street, The Dalles, Oregon, said the school district had discussed the proposed location, and they determined school staff would have a direct line of vision out to the proposed area and to the students. She felt the proposed area was the best area. Ms. Peters commented that if the two buildings were placed behind the school, parents would go directly to those classrooms, and for safety purposes the best plan was to have all visitors come through the main doors of the school.

Chair Lavier closed the public hearing at 7:33 PM.

Deliberation:

Nelson said he would like to see more teeth in the conditions of approval for safety reasons. He went to the site and observed the entire dismissal routine. There were 25 to 30 cars parked along E. 19th Street, and it was frightening to watch the pedestrian children walking down the hill, even with traffic safety personnel and crosswalks.

Lavier asked staff about the possibility of installing gravel parking lots. City Engineer McCabe said the code did not allow gravel parking lots. Lavier said a gravel parking lot would be better than nothing, at least for a first step.

Chair Lavier recessed the meeting at 7:41 PM to give City Attorney Parker time to determine if the public hearing could be reopened in order to allow other school personnel to testify. He reconvened the meeting at 7:55 PM. City Attorney Parker determined that state statutes did not allow the public hearing to be reopened.

Discussion on some possible additional language requiring a traffic safety and improvement plan into condition of approval #13 followed amongst the staff, Commissioners, and Mr. Whitehouse. Upon the realization there were many questions and comments to be given, it was the consensus of the Commission to continue the deliberation to the next meeting.

It was moved by Zukin and seconded by Nelson to continue deliberation for CUP #173-14 to the next meeting and task staff to work with North Wasco County School District #21 to refine condition of approval #13 for the completion of construction and a traffic plan. The motion carried unanimously; Whitehouse abstained.

RESOLUTION:

It was moved by Zukin and seconded by Poppoff to approve P.C. Resolution #537-14, CUP #173-14, N. Wasco County School District #21 to include the changes and amendments to the conditions of approval of record. The motion carried unanimously; Whitehouse abstained.

STAFF COMMENTS:

Director Gassman suggested placing the continuation of CUP #173-14 on the agenda for the March 20 meeting. He also suggested a brief Planning Commission Work Session regarding discussion on the sub-groups' recommendations.

Note: Whitehouse rejoined the meeting at 8:14 PM.

Gassman reported there was one interested party for the Planning Commissioner vacancy. The interested person lived within the Urban Growth Boundary, not within the City limits. A determination would need to be made since the applicant did not live within the City limits.

REPORTS FROM THE STANDARDS AND FINANCE SUB-GROUPS:

Zukin reported that the Standards sub-group formed the attached proposed draft that mirrored a current city resolution attached to the LUDO regarding local streets (Exhibit 3). The group took that model and expanded it to arterial and collector streets. In summary, except for properties already developed on both sides, improvements would be reviewed on a case-by-case basis with some minimum requirements. Zukin said Public Works would detail out the draft after the Planning Commission gave its input.

Stiles reported that the Finance group discussed the cost of \$351 per linear foot for street improvements and decided that was not a correct number any longer because projects would be reviewed on a case-by-case basis. The group also discussed funding sources such as raising the gas tax, and adding a dollar or two to the storm water which was mildly received by the group. Stiles stated it was difficult reach some recommendations without knowing the direction of the other sub-group (Exhibit 4).

Gassman said copies of the working drafts would be made available to anyone requesting a copy.

COMMISSIONER COMMENTS/QUESTIONS:

None

NEXT MEETING

March 20, 2014

Senior Planner Hert reported that the library had raised a substantial amount of funds for the project from within the community, which was a very positive effort.

RESOLUTION

It was moved by Nelson and seconded by Stiles to approve P.C. Resolution #542-15, CUP #174-15, FFA Architecture+Interiors/The Dalles - Wasco County Library, to include staff's recommended conditions of approval. The motion carried unanimously; Zukin and DuFault absent.

PRESENTATION

Dennis Whitehouse, Director of Operations for Northern Wasco School District #21, 3632 West 10th Street, The Dalles, Oregon, distributed a diagram of the latest option for the drop off/pick up zone at Dry Hollow Elementary School (Attachment 1). Whitehouse summarized the Planning Commission's request that came out of the 2014 conditional use permit public hearing where the Commission asked for a preliminary design of the drop off/pick up zone. The preliminary design would be presented at a future Commission meeting. Whitehouse reported that the engineer felt the options were difficult, given the various code requirement compliance issues. He stated that this option had not been submitted to City Engineering, because funding was several years away.

Whitehouse gave a detailed explanation of the design plan. The bus route grade would be no more than the existing grade, he said. The lower parking area would be a fill area. Parent/child safety would be controlled by routing parents/children to the proposed upper parking area, and the current parking lot would remain in effect for staff and visitors. The estimated cost would be approximately \$500,000 for paving and moving dirt.

Senior Planner Hert mentioned that the Public Health Department received a Safe Route to Schools Grant, and there could be a component that would fit with their grant. Hert said she would confer with the Health Department personnel.

Discussion followed regarding the school district's next step. Whitehouse said the next step was to formalize and submit the plan to City Engineering. He said the school district had many needs district wide. Federal grant money was very difficult to come by. He assured the Commission that this project was a high priority, and as soon as adequate funding was available, this project would be one that would be addressed. Stiles commented there could be other means outside school district funding. Chair Lavier stated this design was a good beginning, and it basically fulfilled what the Planning Commission had asked of the school district. City Engineer McCabe commented that it would be beneficial to take a step forward and take this plan through the City's Traffic Safety Committee for review. He said he had a couple of concerns that he would like to discuss, and Traffic Safety could assist in fine tuning the design.

Stiles asked if the Commission could extend a time limit for the next step. City Attorney Parker advised that it would require another land use review to place another time limit on the project. Whitehouse stated that he felt it would not be fair to keep placing time limits on the school district. The school district met the condition, and to give more requirements would be burdensome. Chair Lavier said he would be more interested in revisiting the plan to see what assistance could be given. In conclusion, Parker said he would review the due process for the City assisting an entity on a development project, and Senior Planner Hert would talk to the Safe Routes to School people.

RESOLUTION NO. P.C. 538-14

Adopting Conditional Use Permit Application #173-14 of North Wasco County School District #21 to gain approval for the installation of two additional modular buildings. The property is located at 1314 East 19th Street, The Dalles, Oregon, and is further described as Township 1 North, Range 13 East, Map 10, tax lot 100. Property is zoned “RL/CFO” – Residential Low Density District with a Community Facility Overlay.

I. RECITALS:

- A. The Planning Commission of the City of The Dalles has on March 6 and March 20, 2014 conducted a public hearing to consider the above request. 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 #173-14 and the minutes of the March 6 and March 20, 2014 Planning Commission meetings, 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 #173-14 is hereby approved with the following conditions of approval:
 - 1. All onsite and offsite improvements must be installed by the applicant in accordance with the Land Use Development Ordinance and the AWPA standards, specifications, and drawings, as amended and adopted by the City, and approved by the City Engineer, or otherwise guaranteed to be completed by the applicant to the satisfaction of the City.
 - 2. Proposed development and final detailed construction plans will be required to be reviewed and approved by the City Engineer per established standards.
 - 3. Prior to the issuance of a building permit, the applicant shall submit a completed Wastewater Survey Questionnaire to the City Planning Department.
 - 4. Prior to the start of any work, the City requires that a pre-construction meeting be held with the applicant, the City Engineer, and the Development Inspector.
 - 5. A Physical Constraints Permit will be required for the excavation on-site. An erosion and dust control plan will need to be submitted for construction and be included in the detailed drawings.
 - 6. Applicant will need to be sure that the new structures are not located over existing gas lines that serve the property. Contractor should call for a locate prior to any excavation.
 - 7. Details of the parking spaces will need to be provided to ensure that the site contains parking to meet the code requirements. Applicant needs to show that the number of existing parking spaces meets code requirements. For elementary schools the minimum number of automobile parking spaces is 1.5 spaces per classroom. The applicant will not have to comply with Land Use and Development Ordinance (LUDO) requirements for bicycle spaces at this time. In the event there is a sufficient demand shown to require the number of bicycle spaces required by the LUDO, the applicant will install those spaces.

8. If new lighting is planned, a detailed site lighting/photometric plan shall be submitted and approved prior to the issuance of building permits. The plan shall demonstrate that the maximum illumination at the property line will not exceed an average horizontal foot candle of 0.3 for non-cut-off lights and 1.0 for cut-off lights. The plan shall also demonstrate that the bicycle parking has a minimum lighting level of 3.0 foot candles.
9. 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.
10. If the parking lot changes 10% or more, it will be required to be brought up to current standards and require the installation of a storm water pre-treatment device. A maintenance agreement will be required for any required oil/water separators and must be on file with the City. The applicant/owner must also submit annual reports to the City.
11. Exterior elevation drawings will be required showing that the modular structures meet the design guidelines as stated in the LUDO.
12. Building permits will be required for each structure. System Development Charges will be assessed at that time.
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.

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 20TH DAY OF MARCH, 2014.

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 20th day of March, 2014.

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST: _____
Richard Gassman, Planning Director
City of The Dalles







CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
PLANNING DEPARTMENT

RESOLUTION NO. P.C. 569-17

Approval of Conditional Use Permit Application **188-17 Robert Wolfe** to site and construct a new eight bay garage to store his personal collection of vehicles. Property is located at 2504 E. 16th Street and is described as 1N 13E 11 AA tax lot 1300. Property is zoned Low Density Residential – RL.

I. RECITALS:

- A. The Planning Commission of the City of The Dalles has on October 5, 2017 conducted a public hearing to consider the above request. 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 188-17 and the minutes of the October 5, 2017 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. Conditional Use Permit 188-17 is hereby approved with the following conditions of approval:
 1. A Physical Constraints Permit will be required for any excavation that exceeds 50 cubic yards. Erosion and dust control plans will need to be submitted for construction and be included in the detailed drawings.
 2. 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.
 3. A lighting plan will be required with the addition of any exterior lighting to the proposed structure. The exterior lighting will be required to meet the standards set forth in the LUDO 98-1222.
 4. Details and materials for the new garage will be required to be submitted with the building permit and will compliment and be similar to the existing house on the 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 5TH DAY OF OCTOBER, 2017.

Bruce Lavier, Chair
Planning Commission

I, Steven K. Harris, 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 5th day of October, 2017.

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST: _____
Steven K. Harris – AICP
Planning Director, City of The Dalles